

Public Document Pack

JOHN WARD

Director of Corporate Services

Contact: Katherine Davis on 01243 534674

Email: kdavis@chichester.gov.uk

East Pallant House

1 East Pallant

Chichester

West Sussex

PO19 1TY

Tel: 01243 785166

www.chichester.gov.uk



A meeting of the **Overview & Scrutiny Committee** will be held in Virtually on **Tuesday 26 January 2021 at 2.00 pm**

MEMBERS: Mr A Moss (Chairman), Mr K Hughes (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr G Barrett, Mrs N Graves, Mr D Palmer, Mr C Page, Mr H Potter, Mrs C Purnell, Mrs S Sharp and Mr T Johnson

AGENDA

1 **Chairman's Announcements**

Any apologies for absence will be noted at this point.

2 **Minutes** (Pages 1 - 13)

To approve the minutes of the Overview and Scrutiny Committee meeting held on 27 October 2020 and 27 November 2020.

To receive an update on progress against recommendations made to the Cabinet and the Council.

3 **Urgent Items**

The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to late items.

4 **Declarations of Interests**

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

5 **Public Question Time**

The procedure for submitting public questions in writing no later than noon 2 working days before the meeting is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).

6 **Hyde Housing**

The Committee has invited representatives from Hyde to attend this meeting.

7 **Cabinet Member for Housing, Communications, Licensing and Events Address**

The Cabinet Member for Housing, Communications, Licensing and Events is invited to present his priorities and areas of focus over the coming months and to answer questions from the Committee on progress towards achieving the priorities within his portfolio.

8 **Covid 19 - Progress Covid 19 Recovery Action Plans** (Pages 15 - 82)

The Committee is invited to note the actions achieved to date as set out in the report and appendices, and make any comments to Cabinet.

9 **Asset Management** (Pages 83 - 85)

To receive the report on the Council's built and land assets, and to note the work to date and ongoing mechanism in place for their management and review

10 **Review of the Housing Register and Allocation Scheme Task and Finish Group - Final Report** (Pages 87 - 96)

That the Committee consider the findings of the Task and Finish Group appointed to review the Housing Register and Allocation Scheme and make any comments to Cabinet.

11 **Budget Review Task and Finish Group - Final Report - Oral Report**

The Committee will receive an oral report on the review carried out.

12 **Forward Plan** (Pages 97 - 108)

Members are requested to consider the latest Forward Plan and whether any items should be added to the Committee's Work Programme.

13 **Late Items**

Consideration of any late items as follows:

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

14 **Exclusion of the Press and Public**

There are no restricted items for consideration.

NOTES

1. The press and public may be excluded from the meeting during any item of business where it is likely that there would be disclosure of "exempt information" as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
2. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
 - a) Members of the Overview & Scrutiny Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
 - b) The press and public may view this information on the council's website [here](#) unless they contain exempt information.

NON-OVERVIEW AND SCRUTINY COMMITTEE MEMBER COUNCILLORS SPEAKING AT THE MEETING

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 Chairman intends to apply this standing order at Overview and Scrutiny Committee 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 Overview and Scrutiny Committee 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.



Minutes of the meeting of the **Overview & Scrutiny Committee** held Virtually on Tuesday 27 October 2020 at 2.00 pm

Members Present: Mr A Moss (Chairman), Mr K Hughes (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr G Barrett, Mr D Palmer, Mr C Page, Mr H Potter, Mrs S Sharp, Mr T Johnson and Mr M Bell

Members not present: Mrs N Graves

In attendance by invitation:

Officers present: Ms P Bushby (Divisional Manager for Communities), Mr A Frost (Director of Planning and Environment), Mrs J Hotchkiss (Director of Growth and Place), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services), Mrs L Rudziak (Director of Housing and Communities), Miss K Davis (Democratic Services Officer)

32 **Chairman's Announcements**

There were no Chairman's announcements.

33 **Minutes**

RESOLVED

That the minutes of the Overview and Scrutiny Committee held on 15 September 2020 be approved as a correct record.

Matters Arising

Minute 25: Events Strategy and Events Policy: Miss Davis provided an update to the progress of the recommendations arising from the last meeting. The Chairman confirmed that both he and Mr Bell had attended Cabinet to address the Committee.

34 **Urgent Items**

There were no urgent items.

35 **Declarations of Interests**

Mrs Apel declared a personal interest as a Trustee of Stonepillow.

Mr Bell declared a personal interest as a Trustee of Stonepillow.

Mrs Sharp declared a personal interest as a Chichester City Council appointed member of Chichester BID.

36 **Public Question Time**

There were no public questions.

37 **Covid 19 - Progress Covid 19 Recovery Action Plans**

The Committee considered a progress report on the Covid 19 Recovery Action Plan, which provided an update on the latest financial position, progress on the four thematic recovery plans, and an update on the efficiency review and the future services framework.

Mrs Shepherd introduced this item and outlined the report. The Council's income streams had gradually started to improve and further Government financial support had been received. Early indications from the Council's efficiency review were promising and as a result it was likely that the majority of the funding gap would be eliminated over the 5 year planning period. Good progress had been made despite having to undertake new areas of work, which was testament to the hard work undertaken by officers during the Covid 19 pandemic. The Strategic Management Team continued to ensure environmental considerations remained a "golden thread" running through the recovery plan, with all projects being assessed for environmental impacts before they commenced. A report on proposed efficiencies would be presented to this Committee on 17 November 2020 before being considered by Cabinet on 8 December 2020. It was expected that most of the predicted budget deficit would be covered by these efficiency and income generating ideas, ensuring that the Council could continue to protect its frontline services. Progress on the Future Services Framework would be included in the next quarterly recovery report to this Committee. It was important that the Council remained flexible in its approach in these challenging times to ensure key services continued to be delivered to the community.

Mrs Lintill referred to the considerable amount of work undertaken by officers and members. She thanked the members of the recovery groups for their input and encouraged all members to come forward with any ideas for the Council's recovery.

Housing and Communities Recovery Action Plan

Mrs Rudziak provided an overview of progress on the Housing and Communities Recovery Action Plan detailed at appendix 1 of the report.

A number of members of the Housing and Community Recovery Group were invited to address the Committee in respect of progress.

- Members expressed their thanks to officers for their work to move rough sleepers into temporary accommodation and the initiatives put in place moving forward.
- Concern was raised that residents may experience difficulties accessing help with Mental Health issues and struggle to get GP appointments because of the

pandemic. Mrs Rudziak provided details of the mental health support provided to rough sleepers. West Sussex County Council, through Public Health, would provide support for rough sleepers at the Community Hub when it was open during the winter evenings. Mr Briscoe advised that a trained mental health nurse was deployed with one of the Sussex Police patrols in the District during the evenings. Mr Sutton provided details of the mental health support provided to people who represent themselves at hospital.

- Mrs Rudziak undertook to provide further details about the housing register system upgrade outside of the meeting, which as a result would suspend bidding for a short period until the new system started.
- Mrs Rudziak undertook to provide details of the remaining budget for the Homeless Prevention Fund, outside of the meeting. The review of this Fund was partly to make the funding more flexible as they were not being spent.
- Funding for the Housing First project had been extended to 31 March 2021 and beyond that the Council would work with StonePillow to seek further funding. The Council had fed back to the Ministry for Housing, Communities and Local Government, the difficulties encountered in providing projects with one year funding.
- The volunteer and community groups mapping showed good coverage across the District. However, to overcome gaps in the more rural areas some groups had extended their coverage. The map would become a permanent feature in the Council's Emergency Planning room.
- Mrs Bushby provided details of the work undertaken, by this Council and other organisations during the first Covid 19 lockdown, particularly how to assist the clinically seriously vulnerable. As a result fewer volunteers would be needed in case of a further lockdown.
- As a result of the pandemic and the Council had taken the opportunity to strengthen the pathways for rough sleepers with the funding received.

Economic Recovery Action Plan

Mrs Hotchkiss provided an overview of progress on the Economic Recovery Action Plan detailed at appendix 2 of the report.

A number of members of the Housing and Community Recovery Group were invited to address the Committee in respect of progress.

- A request was made that the Council should do all it could to support the Council's Estates Manager to find alternative accommodation for the remaining tenants of St James Industrial Estate.
- During the pandemic flexibility should be given to the display of advertisements by retailers to encourage customer footfall. Mr Frost advised that retailers should contact the Development Management Service to enable officers to maintain a degree of control. Contact details for retailers to email requests would be provided.
- With regard to the circular economy, the Council was aware of the work undertaken by Transition Chichester, as part of the local circular economy. The Council was assisting with access to grant funding.
- Need to build on our workforces existing skills and those of the graduates at the University of Chichester. Mrs Hotchkiss advised that the University of Chichester

had set up the Hot House business, which provided free advice to pre-start ups and existing businesses and training to re-skill the workforce.

- Mrs Hotchkiss provided details of the work to ensure the markets operated in a safe environment and to address declining numbers.
- Since the Council had taken over responsibility for pavement licensing from West Sussex County Council officers were mapping the location of pavement licenses, to establish the available space left for outside activities and markets.
- The Council was working with the Design Collective. A potential opportunity was the agreement of a landlord to allow art design work to be displayed in a vacant retail unit.
- Details were provided details of the Council's focus for the District's economic recovery and investment.
- A rebranding of Chichester for a literacy festival was suggested as the District had a number of literacy walking connections, such as the Old Way, which could be linked with the Great Sussex Way. Mrs Hotchkiss referred to the wealth of offer to provide festivals to link with the tourism sector. A project was underway to provide a year of Culture during 2022 to promote the District.
- The social and economic impact assessment had been extended to include Fishbourne Roman Palace and the Weald and Downland Living museum.
- The type of pedestrian barriers located on the highway in East Street to maintain social distancing, were necessary to meet West Sussex County Council's requirements. Mrs Hotchkiss agreed to review the length of shop queues to see whether the barriers were still required.

Planning, Health and Environmental Protection Action Recovery Plan

Mr Frost provided an overview of progress on the Planning, Health and Environmental Protection Recovery Action Plan detailed at appendix 2 of the report.

A number of members of the Planning, Health and Environmental Protection Recovery Group were invited to address the Committee in respect of progress.

- Mr Frost undertook to provide details of the new flexibilities for small and medium sized enterprises outside of the meeting, concerning the timing of CIL payments where concerns about viability are raised by developers.
- Cycling, walking and public transport were matters the Local Plan addressed by encouraging provision of alternative modes of transport to link with existing infrastructure.
- Mr Frost agreed that the proposals in the Government White paper on Planning for the Future should not undermine the planning process with regard to local engagement.
- Mr Frost advised that the Council was part of the Defra planting project to boost tree planting outside woodlands. He undertook to discuss local issues with Mrs Bangert outside the meeting, concerning tree retention.
- The application timescale for the Council to determine proposals by developers to extend permitted hours of construction was short. Developers were expected to carry out local notification before making their application to the Planning Authority.
- Mr Frost undertook to find out from West Sussex County Council what the latest position was for the second tranche of pop up cycle lanes in Chichester. A

comment was made regarding the benefits of a pedestrian crossing to enable a safe walking and cycling route across Oaklands Way. The crossing proposed as part of tranche 2 should be supported.

- The Council was looking at the potential for renewables to be used within the Council's estate or to be extended through new planning policies.

Mrs Lintill informed the Committee that some of the issues mentioned by members were for the recovery groups to consider going forward. The suggestions made by members had been taken note of and would be investigated outside of the meeting.

Organisational Recovery Action Plan

Mr Ward provided an overview of progress on the Organisational Recovery Action Plan detailed at appendix 2 of the report.

A number of members of the Organisational Recovery Group were invited to address the Committee in respect of progress.

- "OR 11 Medium term Savings Opportunities" was written before efficiency savings were identified. Most efficiencies now identified could be dealt with under delegation to officers, as they were not necessarily changes to Council policy. Any changes to Policy would be presented to the Overview and Scrutiny Committee before consideration by Cabinet.
- Mr Ward confirmed that UNISON staff representatives were fully involved in the recovery process and details were provided of the monthly meetings that took place.
- Although the impact on staff would be minimised, it could not be guaranteed that there would not be any redundancies.
- Mr Ward undertook to find out the number of non-digital responses to Customer survey, if that information was available.
- Despite the Council offices being closed, there were a variety of ways customers could contact officers, including face to face meetings by appointment.
- With regard to the staff survey, the issues surrounding office space and the environment at home were understood and steps had been taken to provide a flexible approach for staff. If there was a good reason why staff could not work from home then they could come into the office to carry out their work.

Mr Johnson outlined his paper recommending the formation of a separate Towns and Villages Recovery Group. The Chairman advised that Mr Johnson's suggestion would be considered as part of the Committee's comments to Cabinet.

The Committee recommended the report to Cabinet and thanked the officers and all members who had contributed to the report and recovery groups. The Overview and Scrutiny Committee has raised the following topics of interest and would like the Cabinet to consider further relating to: Mental health; Support for the surface level Northgate, Chichester pedestrian crossing; and to expedite the transfer of existing tenants of St James Industrial Estate, Chichester in addition to the remit of the recovery groups.

RESOLVED

- 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.

38 Late Items

There were no late items.

The meeting ended at 5.30 pm

CHAIRMAN

Date:



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Virtual on Friday 27 November 2020 at 9.30 am

Members Present: Mr A Moss (Chairman), Mr K Hughes (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr G Barrett, Mrs N Graves, Mr C Page, Mr H Potter, Mrs C Purnell, Mrs S Sharp and Mr T Johnson

Members not present: Mr D Palmer

In attendance by invitation:

Officers present: Ms P Bushby (Divisional Manager for Communities), Mr A Buckley (Corporate Improvement and Facilities Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs S Peyman (Divisional Manager for Culture) and Mr J Ward (Director of Corporate Services)

55 Chairman's Announcements

There were no apologies for absence.

56 Urgent Items

There were no urgent items or public questions.

57 Declarations of Interests

Cllr Apel declared a personal interest as a trustee of Stonepillow.

Cllr Purnell declared a personal interest as a member of West Sussex County Council and a member of Selsey Town Council.

58 Public Question Time

There were no public questions.

59 Corporate Plan Review Task and Finish Group

Cllr Apel, as Chairman of the Task and Finish Group presented the report to the Committee; Mr Andy Buckley, Corporate Improvement and Facilities Manager was also present to answer questions.

Mr Buckley informed the Committee of the process that the TFG had undertaken as part of their review. He explained that they had met at the end of October 2020 in order to consider progress against all identified key projects and their associated performance indicators. The TFG discussed eight projects that were identified as red, (Mr Buckley explained that this meant the projects were either off target or overdue), the appropriate divisional managers attended the TFG to provide full explanations and answer any specific questions. The full findings of the review were summarised in the report. In addition, Mr Buckley drew the Committee's attention to paragraph 4.18 of the report, which summarised explanations for Corporate Plan projects where targets had not been met; including the impact of Covid-19.

The Committee considered the report and made the following comments;

- The option of a mitigated northern route for the A27 should be referenced in the report at 42c on page 151, as this was the preferred route for many organisations including CDC, WSCC and local residents. CDC had voted in favour of this route at Full Council. The Chairman requested that the following be added to the recommendation under D... 'The Committee requested that it be noted that West Sussex County Council, Chichester District Council and BABA 27 supported a northern route'. Mrs Rudziak agreed that the recommendation could be included but reminded the Committee that the comments made within the report were done so in reference to what was in the Corporate Plan as it was agreed at the time. Mr Buckley acknowledged that the status had changed since the report and confirmed that this change would be reflected in the next status report.

Resolved;

The Committee noted the report from the Corporate Plan Task and Finish Group and confirmed that it is satisfied that the Council is achieving satisfactory levels of performance against the targets and activities in the 2020/21 Corporate Plan mid-year progress report.

In addition the Committee requested that it be noted that in 2018 West Sussex County Council, Chichester District Council and BABA 27 supported a northern route for the A27.

60 **Southern Water - Discussion on the way forward**

The Chairman provided a brief overview on the current position with Southern Water. He explained that whilst the original proposal had been to set up a Task and Finish Group (TFG) in order to investigate the operations and conversations that have taken place between Southern Water and Chichester District Council; this was not something that could happen at this present time due to the progress of the Local Plan and that it would not be possible for a TFG to be supported at officer level.

Mrs Louise Rudziak, Director of Housing and Communities; informed the Committee that following Cllr Bowden's motion at Full Council, a letter was being sent to Southern Water, copying in both OFWAT and the local MP's. She confirmed that planning services were unable to support a TFG at this time, but acknowledged that

members were keen to invite Southern Water to a future Committee meeting. She explained that she had met with Mr Frost, Director of Planning and the Environment, and proposed that members of the Committee forward questions which they would like to raise with Southern Water to Democratic Services (democraticservices@chichester.gov.uk) these questions will then be collated into a succinct list of questions. [In response to a question the Chairman confirmed that all council members would be invited to submit questions.] These questions would be forwarded to Southern Water, along with a covering letter from the Chairman inviting them to respond to the questions at a future Overview and Scrutiny Committee.

*Mr Whitty, Divisional Manager, Development Management, joined the meeting to help answer any questions members may have.

Councillors made the following comments in response to Mrs Rudziak's proposal;

- In response to a question regarding whether Parish Councils could send questions to member services, the Chairman advised that members could include parish issues within their questions, rather than individual parishes contacting Democratic Services. The Chairman assured the Committee that he would circulate any correspondence before it is forwarded to Southern Water to ensure it is both accurate and appropriate.
- Concern was raised that there could be too many locally 'specific issues' which were not the responsibility of the Committee. The Committee's focus should be in respect of planning and the development of the Local Plan and ascertaining answers to the following type of question;
 - What capacity does Southern Water have?
 - What are their plans with the low level treatment works?
- OFWAT and the Environment Agency should be invited to the same meeting that Southern Water is invited to, as all bodies are intrinsically linked.
- It was suggested that Parishes should be given the opportunity to speak for a maximum of three minutes at any meeting Southern Water are invited to as this would demonstrate strong partnership working. The Chairman explained that he would not invite Parishes to the special meeting, as it was important that a strategic approach was maintained. Mr Whitty, added that if helpful he could liaise with a contact at Southern Water who was happy to visit Parishes.
- Concern was raised over illegal shell fish picking and the loss of industry for local fisherman due to discharges going into the harbour. In response to concerns over raw sewage being discharged into the harbour Mr Whitty, Divisional Manager for Development Management; explained that the Environment Agency (EA) did permit some discharges and advised that any questions regarding the quality of water in the Harbour should be directed at the EA.

Having listened to discussion Mr Whitty surmised that there were two distinct lines of questioning;

- Understanding the existing problems in the network, (which are often identified by parishes), and;
- Understanding issues surrounding capacity and future development.

The Committee agreed that Southern Water, the Environment Agency and OFWAT should be invited to attend a special meeting of the Overview and Scrutiny Committee. The Committee acknowledged that a letter to Southern Water was currently being drafted by the Chief Executive and Leader; they agreed that it would be sensible to see what response was received. In the meantime, the Chairman advised that members should start to forward questions to Democratic Services.

61 **Forward Plan**

The Committee noted the Forward Plan for the period 1 December 2020 to 31 March 2021.

Items identified for future scrutiny included;

- Coastal engineering and plans for sea defences in the future
- Coastal Partners Group (group of local authorities which CDC has been invited to join)
- Low Carbon Chichester Fund

62 **Leisure Services Performance Review**

The Chairman welcomed Mrs Sarah Peyman, Divisional Manager, Culture and Sport; and Mr Stuart Mills, Operations Manager, Everyone Active, to the Committee and invited them to present their report.

Mrs Peyman explained that the Leisure Service Performance Review the Committee were considering was the performance of the Leisure Contractor for 2019/20; this was year four of the ten year contract. Mrs Peyman drew the Committee's attention to the update from Everyone Active which gave an update of all the performance indicators and highlighted the successes from that year. Mrs Peyman highlighted to the Committee that January, February and March 2020 were all impacted by Covid-19, attendance declined and centres were shut from 20 March 2020 in line with government restrictions. However, it was positive to note that despite the impact participation rates continued to grow over the year with a 2% increase in attendees. Neither the over 50's or disabled attendance target was met; however, these were on target prior to Covid-19.

Mr Mills, highlighted the following the successes from the year 2019/20;

- Westgate Leisure Centre received the 'Outstanding' quality award; this award means that Westgate is one of the Top 10 leisure centres within the country.
- The Bourne and Grange leisure centres both received 'Excellent' awards
- Maintained and developed strong links with the community including; obesity clinics for children and first steps to fitness programme.

The Committee asked the following questions and made the following comments;

- The Committee congratulated Mr Mill's on the achievement of receiving an 'Outstanding' award for the Westgate Leisure Centre.
- In response to a question regarding the KPI's (specifically GP referrals and omission of staff satisfaction), Mrs Peyman explained that the KPI's formed part of the original contract tender from 2015/16. The KPI's remain the same for the contract period in order to maintain a strong monitoring programme. However, new KPI's can be included a part of the annual contract review; which also reviews the way current KPIs are reviewed. Mr Mills explained that the impact from GP referrals came from the staff resourcing of the service, as well as considering the marketing approach with both GP's and the wider community; and how they can keep referrals attending the centre.

With regards to staff satisfaction Mr Mills explained that this had not been included with the KPIs that formed the original contract tender and so was not included as part of the annual report.

- Feedback from the Bourne Community College was very positive; there is a strong partnership between the school and the leisure centre. The centre provides the students with 25 hours leisure service a week, which has been maintained throughout the second lockdown.
- In response to a question enquiring what steps and measures will the leisure centre take to encourage people to return; Mr Mills explained that a number of steps had already been taken. The steps taken so far included; one way systems, covid-19 safety signage, additional cleaning, provision of hand sanitisers, risk assessments regarding the number of people that can be in one place and the development of the web site to allow all activities to be booked online (including swimming) – Mr Mills added that this has received very positive feedback. There has also been a very big marketing campaign both online and via direct mail, as well as a film which was broadcast on YouTube showing customers what to expect when they returned to the centres.

Resolved;

- **The Committee received the 2019-20 Annual Report from Everyone Active (Sport and Leisure Management Ltd) Appendix A**
- **The Committee reviewed the report and approved that the contractor is achieving satisfactory levels of performance against outcomes in section 2.0 and the key performance indicators in section 4.0 of the 2019-20 Annual Report; Appendix A**

63 Exclusion of the Press and Public

The Chairman proposed and read the part II resolution in relation to agenda item 10 and 11 which was seconded by Mrs Purnell.

The Committee then voted to go into part II.

64 Leisure Services Performance Review

The Chair invited Mrs Peymen to present her report on the Leisure Service Performance Review. Members were then provided with an update. Mrs Peyman and Mr Mills responded to members' questions and comments.

The Committee made the following resolution;

Resolved;

The Committee noted the performance of the leisure services to the end of September 2020 following the reopening of leisure centres in July 2020. The Committee asked that a note of thanks to all staff involved in the running of the leisure services be passed onto Cabinet.

65 Future Services Framework - Efficiency Savings and Policy Options

The Chair invited Mr Buckley to present his report on the Future Services Framework. Following his report Mr Buckley, Mr Mildred, Mr Whitty, Mrs Hotchkiss and Mr Ward responded to members' questions and comments.

The Committee made the following resolution;

Resolved;

- 1. The Committee noted the £1.4million of annual revenue savings identified from the efficiencies exercise and detailed in Appendix 1; and requested that a more detailed breakdown is provided to committee members.**
- 2. The committee provided comments on the policy options contained in paragraphs 6.5-6.9.**
- 3. The Committee provided comments on the proposal to defer Stage 3 of the Future Services Framework for a period of twelve months**
- 4. The Committee reviewed the non-statutory services contained in Appendix 2 and made comments.**

66 Late Items

There were no late items.

The meeting ended at 12.10 pm

CHAIRMAN

Date:

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Chichester District Council

Overview and Scrutiny Committee 26 January 2021

Covid 19 – Progress Covid 19 Recovery Action Plans

1. Contacts

Report Author

Diane Shepherd, Chief Executive email: dshepherd@chichester.gov.uk

2. Executive Summary

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|---|
| This Report provides an update on the latest financial position and sets out progress on the Covid 19 Recovery Action Plans |
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3. Recommendations

3.1 The Committee is invited to note the actions achieved to date as set out in the report and appendices, and make any comments to Cabinet.

4. Background

4.1 In June 2020 the Overview and Scrutiny Committee recommended to Cabinet that it should support the four thematic recovery plans:

- Community and Housing;
- Economic;
- Planning, Health and Environmental Protection; and
- Organisational.

It also endorsed the Future Services Framework and the governance arrangements, and it requested that progress on these be reported to the Committee every 3 months. Cabinet subsequently approved these plans at its meeting in July 2020.

4.2 As part of the approved Governance arrangements four recovery groups have been established to have oversight of the delivery of the recovery action plans:

- Housing and Community Recovery Group
- Economic Recovery Group
- Planning, Health and Environmental Protection Recovery Group
- Organisational Recovery Group

4.3 It was agreed that progress on the action plans would be reported to OSC on a quarterly basis and the first review was undertaken at the meeting of 27th October 2020. This report, and appendices, represents the second quarterly review of progress with some key issues set out below:

Housing and Communities (Appendix 1)

Key Achievements:

- Review of the Council's Allocation scheme underway
- Continuation of the 'Everyone In' approach in line with the Ministerial advice to all Housing Authorities and "Next steps" funding secured towards housing rough sleepers
- Diverted Giving campaign which aims to discourage residents from giving money directly to rough sleepers on the street and instead to channel support to charities
- Commuted sums allocated to assist StonePillow's purchase of a property as move-on accommodation for rough sleepers
- Homelessness Prevention Fund revised and adopted
- Community recovery grants: At the time of writing 52 Small Grants (approx. £39k approved) and 20 Large applications (approx. £60k approved) received, all applications continue to be determined within suggested timeframe
- Following Full Council decision the budget for Community and Economic Recovery Grants has been merged to support the greater number of applications from businesses
- Parish Council COVID 19 networking group set up supported by CDC and WSCC
- Many Parish Councils better engaged with mutual aid groups and supporting them more formally
- To date in excess of £39m in Business Rate grants paid out to support businesses as a result of the Covid pandemic.
- £286k paid out in the first 6 months of this financial year through Hardship Fund payments to support individuals with their Council Tax who have been financially affected due to Covid-19
- £43k paid out in Test and Trace Support Scheme payments from 12 October 2020
- £215k paid out in Discretionary Housing Payments

New Work

- Wet led pubs scheme
- Additional grant schemes for tier restrictions & the latest Lockdown

Economic (Appendix 2)

Key Achievements

- St James Industrial Estate planning application has been approved and the grant funding from Coast to Capital (C2C) of £1,183,017 has been formally approved by the C2C Board. Tender returns have been received and are being evaluated to bring back to Cabinet and Full Council in March.
- The occupancy levels at the Enterprise Centre are currently the highest they have achieved with 100% of the workshops occupied and 85% of the office space let. The operator is receiving enquiries from a number of London based firms regarding relocation.
- The joint marketing for the Ravenna Point industrial units has now ceased as all of the units are currently let or under offer.

- The Economic Development team have launched some new training for the retail sector and are inviting independent retailers to apply via the E-BIZ newsletter.
- The Inward Investment Strategy has been completed and the service is discussing plans with a number of large organisations.
- The Refresh of the Retail Strategy for the Local Plan has been completed and presented to DPIP and the Economic Recovery Group.

Changes to key Milestones

- Due to Lockdown Three , Visit Chichester have further delayed the launch of their new website to link with the launch of their new brand, The Great Sussex Way, target date was September 2020 the target end date is now March 2021.
- The Novium Museum is closed due to lockdown Three and the staff have either been redeployed or furloughed. The current task and finish group meeting has been postponed until the end of February. November 2020 OSC and December 2020 Cabinet have agreed that no discretionary service will go through a service reviewed in the first 12 months. The target end date has been adjusted to December 2021.

Planning, Health and Environmental Protection (Appendix 3)

Key Achievements

- Continued support to the Covid response at a local level to ensure that businesses are operating safely, in accordance with government guidance and legislation. This involves the Health Protection Team who remain heavily involved in a range of Covid related activities, together with the Covid Information Recovery Officers and Covid Ambassadors providing support and advice to local businesses and the general public, including during lockdown.
- The Climate Change Action Plan and Local Cycling and Walking Infrastructure Plan (LCWIP) are at an advanced stage, with the former having been approved by Cabinet at its January 2021 meeting. Officers are currently considering the representations to the LCWIP following public consultation, prior to it being reported to Cabinet for final approval.
- An Interim Policy Statement for Housing Delivery has been prepared to support appropriate development in the interim period before the Local Plan Review is completed.
- A review of the Council's Pre Application Advice Scheme has been completed and the revised scheme implemented.
- The Compulsory Purchase Order for the Tangmere strategic development site has now been made by the Council. A CPO Inquiry will be held in due course.
- The associated Tangmere outline planning application has been submitted by the Council's development partner, Countryside Properties and is under active consideration by the Council.
- The evidence base for the Local Plan review is being progressed and reviewed, including in relation to retail, employment and horticultural

development to ensure future planning policies are capable of supporting economic and high street recovery.]

Changes to key Milestones

- Milestones relating to the Air Quality Action Plan and Environmental Health Service Review have been adjusted to reflect more realistic timescales for the scope of work to be undertaken.

Organisational (Appendix 4)

Key Achievements

- The initial phase of the Efficiency review has been completed, with the outcome having been reported to Overview and Scrutiny Committee on 27 November and subsequently Cabinet. Over £2m of savings and additional income have been identified, with the first year (almost £1m) due to be delivered in time for the 2021-22 budget. This should be sufficient to address the forecast budget deficit, and so Council are being asked on 19 January to defer the priority setting process for discretionary services for 12 months.
- Priority areas for channel shift have been agreed, and work is progressing to identify detailed targets for different contact streams and services.
- With the latest lockdown, including school closures, services have been reassessed to evaluate the impact on service delivery and welfare of staff.
- A further round of redeployment of staff has been completed to help support the latest business grants roll out.
- A staff welfare survey has been completed. At the time of drafting this report we are waiting on the results. A verbal update will be provided at the meeting.
- On-going ICT and HR support continues to help support our workforce continue working from home where possible. For those staff who are unable to work from home East Pallant House remains available and is COVID compliant.
- Further improvements to the VPN have been implemented to support staff.
- The review of our procurement processes has been completed, and further revised following D20 (Brexit). These are due to go before Council on 19 January for adoption, having already been reviewed by Corporate Governance & Audit Committee.

Changes to key Milestones

- Milestones for East Pallant House had already been pushed back due to restrictions, and the fact that this particular work stream is not urgent and is not included in the efficiency savings plan. The current lockdown and the roll out of the vaccination programme means the social distancing measures will still be required at EPH for the foreseeable future. This will therefore need to be kept under review and may need to be revised again in the future.
- Consideration of centralisation of administrative functions to be revisited after efficiency review actions completed.
- Detailed savings for channel shift will need to be amended once the action plan has been completed.
- Website Enhancements – investigation of online booking system. At the last meeting of the Organisational Recovery group it was agreed that the

investigation of the online booking system would be completed by March 2021.

5. Outcomes to be Achieved

- 5.1 A short term focussed recovery action plan, with targeted interventions, that is agile and helps supports communities, businesses and the Council's services recover from the impact of C19.
- 5.2 Return the Council's finances to having a balanced budget over the medium term.

6. Proposal

- 6.1 That the Committee discuss the progress to date on the recovery plans, as set out in appendices 1-4, and make any comments on progress to Cabinet.

7. Alternatives Considered

- 7.1 This is a progress report so not relevant for this report.

8. Resource and Legal Implications

- 8.1 As reported to OSC on 27th November 2020.

9. Consultation

- 9.1 Recovery Groups, Overview and Scrutiny Committee and Cabinet.

10. Community Impact and Corporate Risks

- 10.1 The future remains very uncertain and this uncertainty has increased in recent weeks as Covid 19 cases continue to increase and we have entered a further period of lockdown. The Council recently has acquired a number of new responsibilities where officers have had to react quickly to ensure that they are in place by the required timescales. It is important that the Council continues to remains flexible to adapt to these very challenging time. The Chief Executive leads an Emergency Management Team, which continues to plan for Covid and other winter pressures to ensure resources are reallocated as and when required so that key services are delivered to the community.

11. Other Implications

There is likely to be a number of implications arising from the proposed actions in the Recovery Plan. Each action will be assessed individually and where necessary mitigations will be put in place.

12. Appendices

Appendix 1 Housing and Communities Recovery Action Plan

Appendix 2 Economic Recovery Action Plan

Appendix 3 Planning, Health and Environmental Protection Action Recovery Plan

Appendix 4 Organisational Recovery Action Plan

13. Background Papers

None

Community and Housing Recovery Report - Project Index

Generated on: 18 January 2021



1. Pathway for Rough Sleepers

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|--|-------------|---------------------------------|---|
| | CHR 01 | Move Rough Sleepers on from Emergency Accommodation / Linda Grange | 30-Sep-2020 | Housing Division - Linda Grange | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | CHR 02 | Establish Pathways for Rough Sleepers / Linda Grange | 31-Dec-2020 | Housing Division - Linda Grange | <div style="width: 66%;"><div style="width: 66%;"></div></div> 66% |
| | CHR 03 | Establish Longer Term Solutions for Rough Sleepers / Linda Grange | 30-Jun-2021 | Housing Division - Linda Grange | <div style="width: 40%;"><div style="width: 40%;"></div></div> 40% |

2. Address Increased Use of Emergency and Temporary Accommodation and Forecast Increase in Homelessness Applications

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|---|-------------|---------------------------------|---|
| | CHR 04 | Move People on from Temporary Accommodation / Linda Grange | 30-Sep-2020 | Housing Division - Linda Grange | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | CHR 05 | Focus on Support, Prevention and Fair Access to Social Housing / Linda Grange | 31-Dec-2020 | Housing Division - Linda Grange | <div style="width: 40%;"><div style="width: 40%;"></div></div> 40% |
| | CHR 06 | Prioritise Homelessness Prevention / Linda Grange | 30-Jun-2021 | Housing Division - Linda Grange | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% |

3. Financial Support for Affected Individuals and Businesses and Debt Recovery Policy

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|--|-------------|--|--|
| | CHR 07 | Financial Support for Individuals / Kerry Standing | 31-Mar-2021 | Revenues, Benefits and Customer Services Division - Kerry Standing | <div style="width: 71%;"><div style="width: 71%;"></div></div> 71% |
| | CHR 08 | Financial Support for Businesses / Kerry Standing | 31-Mar-2021 | Revenues, Benefits and Customer Services Division - Kerry Standing | <div style="width: 90%;"><div style="width: 90%;"></div></div> 90% |

4. Support for Voluntary and Community Organisations and Businesses Affected by COVID-19

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|---------------|----------|------------|----------|
|--------|--------------|---------------|----------|------------|----------|

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|---|-------------|---|--|
|  | CHR 09 | Financial support to Voluntary/Community groups and Businesses / Pam Bushby | 31-Mar-2021 | Communities and Wellbeing Division - Pam Bushby | <div style="width: 66%;"><div style="width: 66%;"></div></div> 66% |

5. Capturing Community Networks for Future Emergency Planning

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|--|-------------|---|---|
|  | CHR 10 | Support for Community Groups to Formalise / Pam Bushby | 30-Sep-2020 | Communities and Wellbeing Division - Pam Bushby | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
|  | CHR 11 | Embed Community Groups into Future Emergency Plans / Pam Bushby & Alison Stevens | 31-Dec-2020 | Communities and Wellbeing Division - Pam Bushby | <div style="width: 50%;"><div style="width: 50%;"></div></div> 50% |

Community and Housing Recovery Report - Project Detail

Generated on: 18 January 2021

| 1. Pathway for Rough Sleepers | | | | |
|--|--|-------------------------|------------------|-----------------------|
|  | CHR 01 Move Rough Sleepers on from Emergency Accommodation / Linda Grange | | | |
| Description | <p>Description: Move rough sleepers from emergency “nightly paid” accommodation into temporary accommodation (TA) whilst long term solutions are found.</p> <p>Lead Officer: Linda Grange</p> <p>Timescale: Immediate (0-3 months)</p> <p>Member Engagement: Cabinet Member</p> <p>Community/Partnership Engagement: Stonepillow, WSCC, MHCLG, Registered Providers, Private Landlords Health partners</p> <p>Financial Implications: The current cost of emergency accommodation is approx. £5.5k per week. Loss of income if HomeFinder fees are cancelled is £20k per year.</p> | Overall Due Date | 30-Sep-2020 | |
| Milestones | | Due Date | Completed | Completed Date |
| Council resolution to forgo HomeFinder fees to incentivise landlords to join the scheme | | 21-Jul-2020 | Yes | 21-Jul-2020 |
| Recruit into Co-ordinator Post funded by MHCLG Rough Sleeper Initiative funding | | 31-Jul-2020 | Yes | 10-Aug-2020 |
| Consider options for rough sleepers with no recourse to public funds | | 30-Sep-2020 | Yes | 15-Sep-2020 |
| Create a personal pathway for each rough sleeper in partnership with StonePillow, Registered Providers and health partners | | 30-Sep-2020 | Yes | 09-Oct-2020 |
| Offer support to StonePillow for their Housing First project & consider repurposing the Outreach Worker funding from RSI to this project. | | 30-Sep-2020 | Yes | 01-Sep-2020 |
| Prioritise rehousing for those already in supported or temporary accommodation in order to free up capacity for those currently in emergency accommodation | | 30-Sep-2020 | Yes | 01-Sep-2020 |
| Stimulate additional supply from private landlords via Homefinder through more flexible promotion and use of the scheme. | | 30-Sep-2020 | Yes | 15-Sep-2020 |
| Work with immigration to support those who wish to voluntarily return to their country of origin | | 30-Sep-2020 | Yes | 04-Aug-2020 |
| Work with MHCLG to agree priorities and plans for Rough Sleeper Co-Ordinator | | 30-Sep-2020 | Yes | 15-Sep-2020 |
| Latest Update | 08-Dec-2020 Nothing further to add to this workstream 8th December 2020 | | | |

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|---|--|-------------------------|------------------|-----------------------|
|  | CHR 02 Establish Pathways for Rough Sleepers / Linda Grange | | | |
| Description | Description: Establish pathways for rough sleepers Lead Officer: Linda Grange Timescale: Medium Term (3-6 months) Member Engagement: OSC and Cabinet Community/Partnership Engagement: Stonepillow, WSCC, MHCLG, Registered Providers, Private Landlords Financial Implications: May be some residual costs if rent exceeds LHA. Will depend on any agreement. Budget agreed. | Overall Due Date | 31-Dec-2020 | |
| | Milestones | Due Date | Completed | Completed Date |
| | Consider entering into agreements with local accommodation providers for longer term use of properties as part of single homelessness pathway | 31-Dec-2020 | Yes | 21-Oct-2020 |
| | Continue with joint commissioning of "Pathways Home" with WSCC | 31-Dec-2020 | Yes | 12-Oct-2020 |
| | Ensure Diverted Giving messages are continued as people return to the High street | 31-Dec-2020 | Yes | 11-Nov-2020 |
| | Work with WS colleagues on the development of a pathway for complex individuals with multiple needs | 31-Dec-2020 | Yes | 11-Nov-2020 |
| | Report to Cabinet - date(s) TBC | | No | |
| | Report to OSC - date(s) TBC | | No | |
| Latest Update | 08-Dec-2020 Remaining milestones on this workstream relate to Meetings with OSC and Cabinet, so nothing further to add. | | | |
|  | CHR 03 Establish Longer Term Solutions for Rough Sleepers / Linda Grange | | | |
| Description | Description: Establish longer term solutions for Rough Sleepers Lead Officer: Linda Grange Timescale: Long Term (6-12 months) Member Engagement: OSC and Cabinet Community/Partnership Engagement: Stonepillow, WSCC, Registered Providers Financial Implications: Costs unknown – potential capital or revenue cost. FC £2.8m | Overall Due Date | 30-Jun-2021 | |
| | Milestones | Due Date | Completed | Completed Date |
| | Consider 'trusted assessor' nominations for key partners such as Stonepillow as part of a wider review of the Housing Register and Allocation Policy | 30-Jun-2021 | No | |
| | Consider what additional resources may be required to embed a successful Housing First approach for Rough Sleepers with challenging needs | 30-Jun-2021 | Yes | 12-Oct-2020 |
| | Continue with Freeland Close project - see Corp Plan 008 | 30-Jun-2021 | Yes | 12-Oct-2020 |

| | | | |
|---------------------------------|--|----|--|
| Report to Cabinet - date(s) TBC | | No | |
| Report to OSC - date(s) TBC | | No | |
| Latest Update | 08-Dec-2020 remaining milestones on this workstream relate to Cabinet and OSC meetings, in other respects the workstream has been completed. | | |

2. Address Increased Use of Emergency and Temporary Accommodation and Forecast Increase in Homelessness Applications

| | | | | |
|---|--|-------------------------|------------------|-----------------------|
|  | CHR 04 Move People on from Temporary Accommodation / Linda Grange | | | |
| Description | Description: Prioritise moving people from temporary accommodation, particularly B&B, into permanent accommodation Lead Officer: Linda Grange Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Registered Providers, Private Landlords Financial Implications: Costs unknown – potential capital or revenue cost. FC £2.8m | Overall Due Date | 30-Sep-2020 | |
| | Milestones | Due Date | Completed | Completed Date |
| | Council resolution to forgo HomeFinder fees to incentivise landlords to join the scheme | 21-Jul-2020 | Yes | 21-Jul-2020 |
| | Ensure appropriate level of staffing with focus on prevention and tenancy sustainment to include retention of 2 deployed workers and a senior agency worker. | 30-Sep-2020 | Yes | 14-Sep-2020 |
| | Focus on moving people out of TA and Westward House by using discretions on the allocations policy for exceptional cases and encouraging RP's to prioritise moves for people leaving TA | 30-Sep-2020 | Yes | 14-Sep-2020 |
| | Review of Homelessness Prevention Fund to make it more flexible | 30-Sep-2020 | Yes | 12-Oct-2020 |
| | Seek new properties to add to the HomeFinder portfolio | 30-Sep-2020 | Yes | 15-Sep-2020 |
| Latest Update | 15-Jan-2021 All actions have now been completed. Use of bed and breakfast for homelessness temporary accommodation is now back down to pre-covid levels. At least 2 additional properties have been secured through our Homefinder Scheme and discussions are taking place with potential new landlords. The Homeless Prevention Policy has been reviewed and is now being implemented. | | | |

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|---|---|-------------------------|-------------|--|
|  | CHR 05 Focus on Support, Prevention and Fair Access to Social Housing / Linda Grange | | | |
| Description | Description: Ensure a focus on support & prevention to avoid use of B&B moving forward. Ensure fair access to social housing via the housing allocations policy. Lead Officer: Linda Grange Timescale: Medium Term (3-6 months) Member Engagement: OSC and Cabinet Community/Partnership Engagement: Registered Providers, Private Landlords Financial Implications: | Overall Due Date | 31-Dec-2020 | |

| Milestones | | Due Date | Completed | Completed Date |
|---|--|-------------|-----------|----------------|
| Full implementation of the new IT system for Homelessness and Choice Based Lettings and development of an accurate flow of data | | 09-Nov-2020 | Yes | 13-Nov-2020 |
| Carry out a full review of the allocations Scheme - see SD HSH 02 | | 31-Dec-2020 | No | |
| Review of support / prevention provision. | | 31-Dec-2020 | Yes | 15-Jan-2021 |
| Report to Cabinet - date(s) TBC | | | No | |
| Report to OSC - date(s) TBC | | | No | |
| Latest Update | <p>16-Sep-2020 Full implementation of the new IT system for Homelessness and Choice Based Lettings was expected in September, however due to issues with transference of data and testing this has now been delayed until 9th November.</p> <p>A report was taken to Overview and Scrutiny Committee on 15th September to agree how members would be involved in a review of the Allocations Scheme and indicating some of the main areas to be reviewed. A Task & Finish Group is to be set up and consideration will be given to consultation with all members.</p> <p>Additional temporary staffing has been secured to support the Housing Options team and a review of the team including support and prevention provision is currently being undertaken.</p> | | | |

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|--|---|--|-------------------------|-----------------------|
| Page 20 |  | CHR 06 Prioritise Homelessness Prevention / Linda Grange | | |
| | Description | <p>Description: Embed learning and new processes to ensure prevention of homelessness is prioritised</p> <p>Lead Officer: Linda Grange</p> <p>Timescale: Long Term (6-12 months)</p> <p>Member Engagement: OSC and Cabinet</p> <p>Community/Partnership Engagement:</p> <p>Financial Implications:</p> | Overall Due Date | 30-Jun-2021 |
| Milestones | | Due Date | Completed | Completed Date |
| Analysis of all relevant data and service delivery methods. | | 30-Jun-2021 | No | |
| Continue with Freeland Close project - see Corp Plan 008 | | 30-Jun-2021 | No | |
| Develop an ongoing review programme of policies, procedures and performance. | | 30-Jun-2021 | No | |
| Full review of structure and staffing - See SD CIF 03 | | 30-Jun-2021 | No | |
| Training, development and succession planning | | 30-Jun-2021 | No | |
| Report to Cabinet - date(s) TBC | | | No | |
| Report to OSC - date(s) TBC | | | No | |
| Latest Update | | | | |

3. Financial Support for Affected Individuals and Businesses and Debt Recovery Policy

| | | | | |
|---|--|-------------------------|------------------|-----------------------|
|  | CHR 07 Financial Support for Individuals / Kerry Standing | | | |
| Description | <p>Description: Financial support for individuals via a Hardship Scheme and Discretionary Housing Payments (DHP). Approach to recovery of debt owed to the Council</p> <p>Lead Officer: Kerry Standing</p> <p>Timescale: Immediate (0-3 months)</p> <p>Member Engagement: Cabinet and Council</p> <p>Community/Partnership Engagement:</p> <p>Financial Implications: Hardship fund of £699k funded by Government. Additional funding of £140k for DHP's already in place.</p> | Overall Due Date | 31-Mar-2021 | |
| | Milestones | Due Date | Completed | Completed Date |
| | All working-age residents in receipt of Council Tax Reduction awarded a £150 Hardship fund payment. | 30-Jun-2020 | Yes | 31-May-2020 |
| | Report to Cabinet - Discretionary Council Tax Hardship Fund Policy | 07-Jul-2020 | Yes | 07-Jul-2020 |
| | Explore options for spend of remaining funds including supporting residents who are in arrears with their Council Tax and/or support to residents who fail to qualify for Council Tax Reduction | 31-Jul-2020 | Yes | 30-Jun-2020 |
| | Following period of soft recovery approach, return to full recovery to maximise income to the Council. | 31-Aug-2020 | Yes | 08-Sep-2020 |
| | Supportive approach adopted by Recovery Officers including encouraging claims for CTR or other welfare benefits, extending payment plans, signposting to the CAB and debt management agencies etc. Ongoing. | 31-Aug-2020 | Yes | 08-Sep-2020 |
| | Hardship fund of £699k fully spent | 31-Mar-2021 | No | |
| | Spend of DHP funding (140k) using flexible criteria to allow applications from residents affected by COVID19 | 31-Mar-2021 | No | |
| Latest Update | <p>15-Jan-2021 Discretionary Housing Payment Fund As at 1 January 2021, £214,311 (86%), of the total £250,000 Discretionary Housing Payment fund has been spent. This is on track to be fully spent by 31 March 2021. There is an additional amount in reserves of £140k to supplement this scheme should it be needed. This money was put aside in previous years to support welfare reform initiatives.</p> <p>Hardship Fund As at 1 January 2021, £286,000 (41%), of the total £699k Hardship Fund has been spent. Whilst the spend to date is lower than the equivalent amount that is budgeted for at this time of the year pro-active work is being arranged to take place from January 2021 onwards whereby residents with Council tax arrears will be contacted. Officers will be talking to residents to see if they would benefit from</p> | | | |

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| | <p>financial support and it is anticipated that this approach will help to increase the expenditure of this fund. Demand for this scheme has been lower than had been anticipated. The furlough scheme has continued to be extended which has reduced the demand for this scheme. During December 2020 we have cross referenced a list from social services against our Council Tax records to target support to this group. Findings have shown that the vast majority are already in receipt of full Council Tax Reduction.</p> <p>Test and Trace Support Scheme Since this scheme went live on 12 October 2020 we have paid out a total of £43,000 to 86 residents to support them financially whilst having to self-isolate. 224 applications have been received to date and in general 1/3 do not meet the eligibility criteria, 1/3 receive a payment as they are eligible and 1/3 are yet to provide all supporting information.</p> |
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|  | CHR 08 Financial Support for Businesses / Kerry Standing |
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| Description | <p>Description: Financial support to small and micro businesses via the Discretionary Business Grants Lead Officer: Kerry Standing Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member, Leader, Chair of OSC Community/Partnership Engagement: Financial Implications: Gov funding of £1.85m</p> | Overall Due Date | 31-Mar-2021 |
|--------------------|---|-------------------------|-------------|

| | Milestones | Due Date | Completed | Completed Date |
|-----|---|-------------|-----------|----------------|
| 100 | Scheme criteria agreed by urgent decision | 01-Jun-2020 | Yes | 29-May-2020 |
| 80 | Scheme open for applications | 01-Jun-2020 | Yes | 01-Jun-2020 |
| 80 | West Sussex Framework in place | 01-Jun-2020 | Yes | 29-May-2020 |
| | Applications closed | 14-Jun-2020 | Yes | 10-Sep-2020 |
| | Cabinet notified of urgent decision taken in relation to Discretionary Grants scheme for businesses | 07-Jul-2020 | Yes | 07-Jul-2020 |
| | Local Restrictions Support Grant Scheme live | 16-Nov-2020 | Yes | 13-Nov-2020 |
| | Additional Restrictions Grant (ARG) scheme approved using the Council's urgency powers | 18-Nov-2020 | Yes | 18-Nov-2020 |
| | Additional Restrictions Grant (ARG) scheme devised | 18-Nov-2020 | Yes | 18-Nov-2020 |
| | Additional Restrictions Grant (ARG) scheme live | 23-Nov-2020 | Yes | 20-Nov-2020 |
| | Spend of available funding | 31-Mar-2021 | Yes | 11-Sep-2020 |
| | Update reports to Recovery Group - as required | 31-Mar-2021 | No | |

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|----------------------|--|
| Latest Update | 15-Jan-2021 As a result of the district moving into Tier 4 on 26 December 2020 plus a further national lockdown from 5 January 2021 further government funding has been provided to support businesses. The Chancellor announced a one off top up grant to support businesses through to the spring. The Council has received a further £14,374.719 in total. This includes £1,075,995 as a top up for |
|----------------------|--|

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|--|--|
| | <p>Additional Restrictions Grant funding, £8,865,000 for one off top up grant funding and £4,433,724 for support to businesses required to close due to the national lockdown. The new grant scheme for the one off top up grants went live on 14 January 2021.</p> <p>The £1,075,995 is proposed subject to member approval to be added to the existing Additional Restrictions Grant scheme fund. This takes the total allocated fund for the Council to £3.49 m. This funding is directly to support businesses that whilst are allowed to open are impacted by the Covid pandemic. This funding is to be used by 31 March 2022 and can be used additionally to support wider business initiatives within the district. An initial conversation has taken place within the Council how to best utilise this fund for maximum benefit.</p> <p>The scheme has been live since mid-November 2020 and our approach will continue during the national lockdown. Once the national lockdown period has ceased discussions will re-commence over the strategy for best utilising this fund through to 31 March 2022.</p> <p>All previous business rate grant scheme remain open. This is to enable businesses who may have not yet applied for financial support to make retrospective applications. Government have indicated that end dates will be communicated nationally once it is deemed appropriate to do so. This has made things rather complicated and confusing for businesses and officers as there are in excess of 7-8 schemes operating at the same given time. However, in order to make things as reasonably simple as possible a quick reference guide is published on the Council's website clarifying the various schemes, the period they cover along with the business sectors they are aimed at.</p> <p>The Wet Led pubs scheme also went live in November 2020. This support is aimed at pubs whose primary income streams are from drinks and as a result of the Covid pandemic have been severely impacted. Eligible pubs have received a one off grant at the value of £1,000. To date 32 pubs have received this one off grant.</p> |
|--|--|

4. Support for Voluntary and Community Organisations and Businesses Affected by COVID-19

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|--|---|-------------------------|------------------|-----------------------|
| Page 29 |  CHR 09 Financial support to Voluntary/Community groups and Businesses / Pam Bushby | | | |
| Description | <p>Description: Financial support to the voluntary and community sector (VCS) including Community Halls and Sport/Leisure Clubs and businesses affected by Covid19.</p> <p>Lead Officer: Pam Bushby</p> <p>Timescale: Immediate (0-3 months)</p> <p>Member Engagement: Cabinet, Council, Grants Panel</p> <p>Community/Partnership Engagement:</p> <p>Financial Implications: £250k one off funding for VCS, £250k one off funding for businesses</p> | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Grants Panel to consider criteria for grants for VCS and businesses | | 24-Jun-2020 | Yes | 18-Aug-2020 |
| Cabinet report - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses | | 07-Jul-2020 | Yes | 07-Jul-2020 |
| Report to full Council - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses | | 21-Jul-2020 | Yes | 21-Jul-2020 |
| Grants Panel review | | 16-Sep-2020 | Yes | 16-Sep-2020 |

| | | | |
|---|--|-----|-------------|
| Grants Panel review | 21-Oct-2020 | Yes | 21-Oct-2020 |
| Review scheme following 3 months of operation | 31-Oct-2020 | Yes | 21-Oct-2020 |
| Grants Panel review | 20-Jan-2021 | No | |
| Grants Panel review | 24-Mar-2021 | No | |
| Funding ends - remaining funds to be returned to reserves | 31-Mar-2021 | No | |
| Latest Update | <p>08-Dec-2020 Following approval of recommendations to Full Council 24 Nov 2020, the Community and Business pots have been merged to facilitate the greater demand from eligible businesses.</p> <p>For administrative ease, a notional split has been agreed between community and business applications - £150k £350k.</p> <p>The level of applications on both sides has decreased significantly, although there may be numerous contributory factors this is considered to be due to uncertainty following the announcement of the November lockdown, the subsequent availability of Government Local Restrictions and Additional Restrictions Grants, and some confusion about eligibility and purpose.</p> <p>CDC PR focus has rightly been on the government funded options, and better signposting has been developed for the website and internal processes to try and get local businesses channeled into the right programmes.</p> | | |

5. Capturing Community Networks for Future Emergency Planning

| | | | |
|---|--|-------------------------|------------------|
|  | CHR 10 Support for Community Groups to Formalise / Pam Bushby | | |
| Page 30 | Description | Overall Due Date | |
| | <p>Description: Offering support for Community Groups to formalise themselves will help to capture this resource, which has expanded and proved invaluable during the C19 crisis, and make the groups more established moving forward.</p> <p>Lead Officer: Pam Bushby</p> <p>Timescale: Immediate (0-3 months)</p> <p>Member Engagement: Cabinet Member</p> <p>Community/Partnership Engagement:</p> <p>Financial Implications:</p> | 30-Sep-2020 | |
| | Milestones | Due Date | Completed |
| | Encourage groups to sign up to Chichester Community Network our online platform for community support and issues. | 30-Sep-2020 | Yes |
| | Signpost groups to VAAC for support to potentially formalise their offer and make contact with other volunteer groups | 30-Sep-2020 | Yes |
| Latest Update | 15-Sep-2020 When contacted by the volunteer groups we are encouraging sign up to VAAC and we will be inviting those groups to also sign up to the Community Network. Communications around this are being prepared. This work has begun and will remain ongoing in the future. Project completed. | | |

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|--|---|-------------------------|------------------|-----------------------|
|  | CHR 11 Embed Community Groups into Future Emergency Plans / Pam Bushby & Alison Stevens | | | |
| Description | Description: Capture the resource of volunteers and Community Groups by embedding them into future emergency plans Lead Officer: Pam Bushby & Alison Stevens Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Local groups & networks, Parish Councils, Sussex Resilience Forum, WSCC Financial Implications: | Overall Due Date | 31-Dec-2020 | |
| Milestones | | Due Date | Completed | Completed Date |
| Ensure a copy of the mapped support, along with contacts for all the volunteer groups is held in the emergency planning room for reference | | 31-Dec-2020 | Yes | 15-Sep-2020 |
| In consultation with Parish Councils and/or local Community Groups, consider how best to fill any gaps in provision | | 31-Dec-2020 | No | |
| Web Team to map all the offers of volunteer support onto a map of the District, to allow gaps in provision to be identified | | 31-Dec-2020 | Yes | 28-Aug-2020 |
| Work with Parish Councils to raise awareness of volunteer groups in their areas and encourage their inclusion in review and practice of emergency plans. | | 31-Dec-2020 | No | |
| Latest Update | 08-Dec-2020 P Bushby - no change | | | |

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Economic Recovery Report - Project Index

Generated on: 18 January 2021



1. Inward Investment

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|--|-------------|----------------------------------|---|
| | ER 01 | Economic Recovery Plan - Inward Investment Strategy Action Plan / Melanie Burgoyne | 31-Jul-2020 | Growth Division - Victoria McKay | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | ER 02 | Economic Recovery Plan - Promote Inward Investment / Melanie Burgoyne | 31-Mar-2021 | Growth Division - Victoria McKay | <div style="width: 66%;"><div style="width: 66%;"></div></div> 66% |
| | ER 03 | Economic Recovery Plan - Develop and build an online prospectus / Melanie Burgoyne | 31-Mar-2021 | Growth Division - Victoria McKay | <div style="width: 50%;"><div style="width: 50%;"></div></div> 50% |

2. Support for the High Street and Retail

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|--|-------------|--|---|
| | ER 04 | High Street Recovery Action Group / Tania Murphy | 31-Mar-2021 | Place Division - Tania Murphy | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | ER 05 | Short Term 'Safer High Streets' Issues / Tania Murphy | 31-Mar-2021 | Place Division - Tania Murphy | <div style="width: 50%;"><div style="width: 50%;"></div></div> 50% |
| | ER 06 | Economic Recovery Plan: Grants & Training for Retail Businesses / Melanie Burgoyne | 31-Mar-2021 | Growth Division - Victoria McKay | <div style="width: 71%;"><div style="width: 71%;"></div></div> 71% |
| | ER 07 | Refresh of Local Plan Retail Strategy / Toby Ayling & Melanie Burgoyne | 31-Dec-2020 | Planning Policy Division - Toby Ayling | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |

3. Support for Other Key Business Sectors

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|---|-------------|--|---|
| | ER 08 | Support for the Self-Employed and Micro-Businesses / Melanie Burgoyne | 31-Mar-2021 | Growth Division - Victoria McKay | <div style="width: 72%;"><div style="width: 72%;"></div></div> 72% |
| | ER 09 | Support for the Agriculture and Horticulture Sectors / Melanie Burgoyne | 31-Mar-2021 | Growth Division - Victoria McKay | <div style="width: 66%;"><div style="width: 66%;"></div></div> 66% |
| | ER 10 | Consider Relaxation of Horticultural Development Areas / Melanie Burgoyne & Toby Ayling | 31-Mar-2021 | Planning Policy Division - Toby Ayling | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% |
| | ER 11 | Local Supply Chain Support / | 31-Oct-2020 | Growth Division - | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|---|-------------|----------------------------------|--|
| | | Melanie Burgoyne | | Victoria McKay | |
|  | ER 12 | Support for the Hospitality Sector / Melanie Burgoyne | 31-Mar-2021 | Growth Division - Victoria McKay | <div style="width: 75%;"><div style="width: 75%;"></div></div> 75% |

4. Digital Infrastructure and Gigabit

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|--|-------------|---|--|
|  | ER 13 | Fibre to the Premises project for Chichester City / Joe Mildred | 31-Dec-2022 | Business Support Division - Joe Mildred | <div style="width: 50%;"><div style="width: 50%;"></div></div> 50% |
|  | ER 14 | Ensure Chichester Benefits from County-Wide Digital Infrastructure Projects / WSCC & CDC | 31-Dec-2022 | Business Support Division - Joe Mildred | <div style="width: 33%;"><div style="width: 33%;"></div></div> 33% |

5. CDC Commercial Portfolio

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|----------------|--|-------------|----------------------------------|---|
|  | Corp Plan 142a | Southern Gateway - Implementation / Jane Hotchkiss | 31-Mar-2028 | Growth Division - Victoria McKay | <div style="width: 73%;"><div style="width: 73%;"></div></div> 73% |
|  | ER 16 | Economic Recovery Plan - St James Industrial Estate / Kevin Gillett & Alan Gregory | 28-Feb-2022 | Growth Division - Victoria McKay | <div style="width: 27%;"><div style="width: 27%;"></div></div> 27% |
|  | ER 17 | Economic Recovery Plan - Barnfield Drive / Vicki McKay | 31-Mar-2021 | Growth Division - Victoria McKay | <div style="width: 40%;"><div style="width: 40%;"></div></div> 40% |
|  | ER 18 | Ravenna Point Vacant Units / Kevin Gillett | 30-Sep-2020 | Growth Division - Victoria McKay | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
|  | ER 19 | Economic Recovery Plan - Chichester Enterprise Centre / Kevin Gillett | 28-Feb-2022 | Growth Division - Victoria McKay | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |

6. Visions

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|---|-------------|-------------------------------|--|
|  | ER 20 | Economic Recovery Plan - Chichester Vision / Tania Murphy | 31-Mar-2021 | Place Division - Tania Murphy | <div style="width: 60%;"><div style="width: 60%;"></div></div> 60% |
|  | ER 21 | Economic Recovery Plan - Midhurst Vision / Tania Murphy | 31-Mar-2021 | Place Division - Tania Murphy | <div style="width: 50%;"><div style="width: 50%;"></div></div> 50% |
|  | ER 22 | Economic Recovery Plan - Petworth Vision / Tania Murphy | 31-Mar-2021 | Place Division - Tania Murphy | <div style="width: 25%;"><div style="width: 25%;"></div></div> 25% |
|  | ER 23 | Economic Recovery Plan - Selsey Vision / Tania Murphy | 31-Mar-2021 | Place Division - Tania Murphy | <div style="width: 20%;"><div style="width: 20%;"></div></div> 20% |
|  | ER 24 | Economic Recovery Plan - East Wittering and | 31-Mar-2021 | Place Division - Tania Murphy | <div style="width: 25%;"><div style="width: 25%;"></div></div> 25% |

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|-----------------------------------|----------|------------|----------|
| | | Bracklesham Vision / Tania Murphy | | | |

7. Licensing and Events

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|-------------------|---|-------------|--|---|
|  | ER 25 (SD LIC 01) | Review of Licensing Act 2003 Statement of Principles / Laurence Foord | 31-Mar-2021 | Communications, Licensing and Events Division - Laurence Foord | <div style="width: 83%;"><div style="width: 83%;"></div></div> 83% |
|  | ER 26 | Economic Recovery Plan: Events Strategy and Supporting Events Policy and Action Plan / Laurence Foord | 31-Oct-2020 | Communications, Licensing and Events Division - Laurence Foord | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |

8. Tourism and Culture

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|--|-------------|---------------------------------|---|
|  | ER 27 | Rebranding of Visit Chichester / VC & Sarah Peyman | 31-Mar-2021 | Culture Division - Sarah Peyman | <div style="width: 50%;"><div style="width: 50%;"></div></div> 50% |
|  | ER 28 | Development of 'The Great Sussex Way' Website / Sarah Peyman | 30-Jun-2021 | Culture Division - Sarah Peyman | <div style="width: 50%;"><div style="width: 50%;"></div></div> 50% |
|  | ER 29 | Economic Recovery Plan: Additional Support for Visit Chichester / Sarah Peyman | 30-Sep-2020 | Culture Division - Sarah Peyman | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
|  | ER 30 | Economic Recovery Plan: Development of a Cultural Strategy / Sarah Peyman | 31-Dec-2022 | Culture Division - Sarah Peyman | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% |
|  | ER 31 | Economic Recovery Plan: Support for Chichester Festival Theatre / Sarah Peyman | 31-Mar-2022 | Culture Division - Sarah Peyman | <div style="width: 16%;"><div style="width: 16%;"></div></div> 16% |
|  | ER 32 | Economic Recovery Plan: Support for Pallant House Gallery / Sarah Peyman | 31-Mar-2022 | Culture Division - Sarah Peyman | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% |
|  | ER 33 | The Novium Museum Recovery / Sarah Peyman | 31-Dec-2020 | Culture Division - Sarah Peyman | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% |

9. Sport and Leisure

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|---|-------------|---------------------------------|--|
|  | ER 34 | Economic Recovery Plan: Support for Leisure Contract / Sarah Peyman | 31-Mar-2021 | Culture Division - Sarah Peyman | <div style="width: 37%;"><div style="width: 37%;"></div></div> 37% |

Economic Recovery Report - Project Detail - Projects In Exception

Generated on: 18 January 2021

| 5. CDC Commercial Portfolio | | | | |
|---|--|-----------------|-------------------------|-----------------------|
|  | Corp Plan 142a Southern Gateway - Implementation / Jane Hotchkiss | | | |
| Description | Description: Implementation of Southern Gateway master plan Expected outcome: Employment growth, housing delivery Lead Officer: Jane Hotchkiss Funding source: Current funding from CDC £75,000, OPE £80,000, LEP £5m. Grant application in with Homes England for £10m | | Overall Due Date | 31-Mar-2028 |
| | Milestones | Due Date | Completed | Completed Date |
| | Conclude conditional contract to appoint developer | 31-Dec-2020 | No | |
| | Completion of acquisition of Law Courts by HCA | 31-Mar-2021 | No | |
| | Completion of acquisition of Police Station site | 31-Mar-2021 | No | |
| | Reports to OSC at key milestones/decisions - as required | 31-Mar-2028 | No | |
| | Applications to other funding streams - ongoing task. | | No | |
| | Closure of Basin Road car park - including re-allocation of parking provision and season tickets, removal of equipment and amendment of publicity - due date TBC | | No | |
| | Council resolution (if CPO required) - Due date TBC | | No | |
| | CPO confirmed (if CPO required) - Due date TBC | | No | |
| | PPE completed - due date TBC - will be dependent on project activity end date | | No | |
| | PPE received by Cabinet - due date TBC - will be dependent on project activity end date | | No | |
| | The development commences, subject to DA being signed - due date TBC | | No | |
| Latest Update | <p>18-Jan-2021 Work continues with Henry Boot Developments and our legal and property advisors to finalise the Development Agreement. HBD are currently pursuing the Courts site along with the police and school sites as phase one of the development. Meeting to be held with the LEP in early February to discuss the outcomes and timescales of the project linked to the funding agreement. Home England have confirmed that they have received no further announcement from Government regarding the Strategic Infrastructure Fund and have no current funding streams available to apply to. WSCC has progressed two funding bids to try and secure funds for demolition. Disposal forms for Y7 block now submitted to DfE.</p> <p>The existing hockey pitch</p> <p>There is a draft new licence for the Hockey Club in progress. Hockey club and TKAT have now agreed terms, we're waiting to hear if this has been signed and sent to WSCC legal team for file.</p> | | | |

| | |
|--|--|
| | <p>The proposed new hockey pitch - WSCC legal team has sent TKAT the latest set of heads of terms for the relocation of the hockey pitch. Confirmation pending from TKAT, but hopefully not contentious detail.</p> <p>Stagecoach - negotiations and costs have been shared with HBD. The agent has accepted in principle to the H of T.</p> <p>Police site – Negotiations have been completed and will progress once the DA has been signed.</p> <p>Court Site – The courts are still in the possession of the MOJ. CDC has commissioned a valuation and continue to liaise with HMCTS regarding a disposal timeframe.</p> <p>SCHT and SCCG have met with HBD cost consultants and agents to start to map out their requirements for a community health hub.</p> |
|--|--|

8. Tourism and Culture

| | | | | |
|---|---|-------------------------|------------------|-----------------------|
|  | ER 33 The Novium Museum Recovery / Sarah Peyman | | | |
| Description | <p>Description: Review options for the future delivery of the Novium museum and Tourist Information Service and development of options for the service.</p> <p>Lead Officer: Sarah Peyman</p> <p>Timescale: Medium Term (3-6 months)</p> <p>Member Engagement: Cabinet Member, Novium T&F Group, OSC, Cabinet, Council</p> <p>Community/Partnership Engagement: Tourism and Cultural Partners</p> <p>Financial Implications: Existing £30k budget</p> | Overall Due Date | 31-Dec-2020 | |
| | Milestones | Due Date | Completed | Completed Date |
| | Development of options for the service. | 31-Dec-2020 | No | |
| | Review options for the future delivery of the Novium museum and Tourist Information Service | 31-Dec-2020 | No | |
| | Report to Cabinet - date(s) TBC | | No | |
| | Report to Council - date(s) TBC | | No | |
| | Report to Novium T&F Group - date(s) TBC | | No | |
| Latest Update | 18-Jan-2021 The Novium was again forced to close to the public as a result of moving up in tiers and then the subsequent National Lockdown. The Task and Finish Group has again been delayed due to this, and a large number of Novium staff have been redeployed to assist other service areas during the lockdown period. | | | |

Economic Recovery Report - Project Detail - Projects On Track

Generated on: 18 January 2021

| 1. Inward Investment | | | | |
|---|--|-------------------------|------------------|-----------------------|
|  | ER 02 Economic Recovery Plan - Promote Inward Investment / Melanie Burgoyne | | | |
| Description | Description: Promote inward investment, build business relations with landowners and developers Lead Officer: Melanie Burgoyne Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Businesses, LEP, CWS, RWSx Financial Implications: Existing staffing budget. Recurring cost as promotion of inward investment will be ongoing. | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Identify target sectors and key contacts. | | 31-Jul-2020 | Yes | 31-Jul-2020 |
| Develop and implement contact programme. | | 31-Aug-2020 | Yes | 31-Aug-2020 |
| Continue to deliver business contact programme | | 31-Mar-2021 | No | |
| Latest Update | 15-Jan-2021 Online meetings have been held with key landowners and agents to build contact and awareness. Discussed Inward Investment Website plans which were welcomed. | | | |
|  | ER 03 Economic Recovery Plan - Develop and build an online prospectus / Melanie Burgoyne | | | |
| Description | Description: Develop and build an online prospectus Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: Existing budget (£25,000 remains from allocated funds) One-off expenditure. | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Create online content. | | 31-Oct-2020 | Yes | 31-Oct-2020 |
| Marketing materials produced | | 31-Mar-2021 | No | |
| Latest Update | 22-Dec-2020 Site information summaries are on the business support section of the website with initial website content for inward investment. Work is now underway to edit the drone footage which has been filmed and to write content for case studies on businesses that have recently moved to the district. Branding brief has been completed and tenders have been assessed and two companies | | | |

shortlisted; both have been asked to submit further information ahead of final decision by mid January.

2. Support for the High Street and Retail

| | | | | |
|--|---|-------------------------|------------------|-----------------------|
|  | ER 05 Short Term 'Safer High Streets' Issues / Tania Murphy | | | |
| Description | <p>Description: Address requirements to make high streets 'COVID-Secure' in preparation for re-opening Lead Officer: Tania Murphy Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member, OSC Community/Partnership Engagement: Town/Parish Councils, Business Associations, BID, Chamber, LEP Financial Implications: RHSS Fund - £108,000. Possible additional funds needed for works not eligible for RHSS funding.</p> | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Implement immediate actions required to allow re-opening as allowed by Government | | 15-Jun-2020 | Yes | 15-Jun-2020 |
| Implement further actions required to allow further re-opening as allowed by Government (leisure , culture, cafe, restaurants and public houses) | | 04-Jul-2020 | Yes | 04-Jul-2020 |
| Monitor, review and address further actions required as the guidance evolves | | 31-Mar-2021 | No | |
| Report to OSC - date(s) TBC | | | No | |
| Latest Update | <p>15-Jan-2021 Action Plan submitted to government for allocation spend of £108,000 has been agreed. Funding agreement has been provided and signed by CDC. The fund has been used so far for safety signage in the high streets, to cover the costs of the two temporary Covid Information Officers and to provide the barriers and installation for the extension to pavements to help with social distancing. Further actions relating to promotion of the safety messages will be undertaken and planters are being considered to assist with social distancing. CDC's signage and campaigns relating to safer high streets has been recognised as good practice by the European Regional Development Fund and will be shared nationally.</p> | | | |
|  | ER 06 Economic Recovery Plan: Grants & Training for Retail Businesses / Melanie Burgoyne | | | |
| Description | <p>Description: Retail grants/training Lead Officer: Melanie Burgoyne Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member, Grants and Concessions Panel Community/Partnership Engagement: Town/Parish Councils, Business Associations, BID Financial Implications: Enabling Grants – pooled business rates (c£71,000 to 2021/22). Possible additional funds needed for any schemes outside of Enabling Grants remit. Covid 19 grant funding budget</p> | Overall Due Date | 31-Mar-2021 | |

| Milestones | | Due Date | Completed | Completed Date |
|---|--|-------------|-----------|----------------|
| 2020/21 enabling grants programme criteria to be set | | 31-Jul-2020 | Yes | 31-Jul-2020 |
| Establish Covid19 grant funding to support through recovery | | 31-Jul-2020 | Yes | 31-Jul-2020 |
| Consider other options for financial support for SMEs – possible loans. | | 30-Sep-2020 | Yes | 05-Oct-2020 |
| Grants and Concessions Panel Review | | 21-Oct-2020 | Yes | 21-Oct-2020 |
| Economic Recovery Report to OSC | | 27-Oct-2020 | Yes | 27-Oct-2020 |
| 2020/21 enabling grants and retail training launch and allocation | | 28-Feb-2021 | No | |
| Grants and Concessions Panel Review | | 24-Mar-2021 | No | |
| Latest Update | 15-Jan-2021 Further sessions planned across January and February all focussed on 4 month planning for marketing, footfall, standards and customer experience. New retail training funds were reported to Cabinet in December to authorise the expenditure. Procurement for a trainer for new retail training funds will commence post December. Delivery of new training scheme planned to follow after. | | | |

3. Support for Other Key Business Sectors

| | | | |
|-----------------------|--|--|--|
| Page 4 Description | ER 08 Support for the Self-Employed and Micro-Businesses / Melanie Burgoyne | | |
| | Description: CDC support for the Self-Employed and Micro-Businesses Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Town/Parish Councils, Business Associations, LEP Financial Implications: COVID-19 grant funding Budget | | Overall Due Date 31-Mar-2021 |

| Milestones | | Due Date | Completed | Completed Date |
|--|--|-------------|-----------|----------------|
| Cabinet report - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses | | 07-Jul-2020 | Yes | 07-Jul-2020 |
| Report to full Council - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses | | 21-Jul-2020 | Yes | 21-Jul-2020 |
| Development of Criteria for grant funding. | | 31-Aug-2020 | Yes | 12-Aug-2020 |
| Review the needs of the sector. | | 31-Aug-2020 | Yes | 31-Aug-2020 |
| Report to Grants and Concessions Panel | | 16-Sep-2020 | Yes | 16-Sep-2020 |
| Establish Covid19 grant funding to support through recovery | | 30-Sep-2020 | Yes | 20-Aug-2020 |
| Report to Grants and Concessions Panel | | 21-Oct-2020 | Yes | 21-Oct-2020 |

| | | | | |
|---|--|-------------------------|------------------|-----------------------|
| Review scheme after 3 months of operation | | 31-Oct-2020 | Yes | 31-Oct-2020 |
| Report to Grants and Concessions Panel | | 20-Jan-2021 | No | |
| Report to Grants and Concessions Panel | | 24-Mar-2021 | No | |
| Funding ends - remaining funds to be returned to reserves | | 31-Mar-2021 | No | |
| Latest Update | 15-Jan-2021 Enabling Grants launch to be considered in light of new lockdown. When launched these will focus on Micro businesses and start ups. Given the recent Government grant funds and CDC's Covid Recovery Grants we need to avoid confusion between the various grants and assess where there is need. | | | |
|  | ER 09 Support for the Agriculture and Horticulture Sectors / Melanie Burgoyne | | | |
| Description | Description: CDC support for the Agriculture and Horticulture sectors Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: WS Growers Association, LEP, Rural WS Financial Implications: Existing resources (provided no financial support is to be offered) | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Raise awareness of the sector and the importance locally | | 31-Oct-2020 | Yes | 30-Sep-2020 |
| Request and collate information from these sectors to understand their support needs in the short and longer term | | 31-Oct-2020 | Yes | 30-Sep-2020 |
| Review feedback from WSGA to identify any further support needed from CDC | | 31-Mar-2021 | No | |
| Latest Update | 15-Jan-2021 Report from WSGA awaited - CDC supported them with funding to produce the report. The findings will help to inform how CDC may be able to support further. | | | |
|  | ER 10 Consider Relaxation of Horticultural Development Areas / Melanie Burgoyne & Toby Ayling | | | |
| Description | Description: With Planning Policy, consider the case for relaxing planning restrictions on Horticultural Development Areas to support the sector. Lead Officer: Melanie Burgoyne & Toby Ayling Timescale: Long term (6-12 months) Member Engagement: Cabinet, Cabinet Members Community/Partnership Engagement: WS Growers Association, LEP, Rural WS Financial Implications: Existing budget (provided no external support or advice required). One-off cost if work is a fixed project. | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Consult with stakeholders and collate views/feedback | | 31-Mar-2021 | No | |

| | | | |
|--|--|----|--|
| Discussions with Planning Policy to establish achievable aims. | 31-Mar-2021 | No | |
| Report to Cabinet - date(s) TBC | | No | |
| Latest Update | 22-Dec-2020 Horticulture Development areas were discussed at DPIIP on the 17 Dec 2020, work continues on the development of the policy | | |

| | | | | |
|---|---|-------------------------|------------------|-----------------------|
|  | ER 12 Support for the Hospitality Sector / Melanie Burgoyne | | | |
| Description | Description: CDC support for the Hospitality Sector Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Members Community/Partnership Engagement: Business associations Financial Implications: Existing budget | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Consultation/survey of businesses in this sector. | | 31-Oct-2020 | Yes | 30-Oct-2020 |
| Establish key areas of focus/support. | | 30-Nov-2020 | Yes | 30-Oct-2020 |
| Establish delivery mechanism for support | | 31-Dec-2020 | Yes | 30-Oct-2020 |
| Review business support needs following distribution of initial recovery grants | | 31-Mar-2021 | No | |
| Latest Update | 15-Jan-2021 The current Government grants enable further support to the hospitality sector, with discussions/consultations with businesses helping to inform where the grant funds are most needed. A Food Event had been planned for pre-Covid but this was cancelled as it could not be delivered as planned. Other online options are being considered for proposed delivery in 2021. | | | |

4. Digital Infrastructure and Gigabit

| | | | | |
|---|--|-------------------------|------------------|-----------------------|
|  | ER 13 Fibre to the Premises project for Chichester City / Joe Mildred | | | |
| Description | Description: Continue to work with Cityfibre and their 'Fibre to the Premises' project for Chichester City. Lead Officer: Joe Mildred Timescale: Long Term (12 months+) Member Engagement: Cabinet Member Community/Partnership Engagement: Led by CityFibre, WSCC Financial Implications: Existing | Overall Due Date | 31-Dec-2022 | |
| Milestones | | Due Date | Completed | Completed Date |
| Promotion of FTP scheme to businesses – link to Inward Investment | | 31-Dec-2020 | Yes | 07-Jan-2021 |
| Liaison with Cityfibre/WSCC on project updates | | 29-Dec-2022 | No | |

| | |
|----------------------|---|
| Latest Update | 15-Jan-2021 We are just finalising the lease with Cityfibre for them to put the fibre exchange into our unit at Ravenna Point, it took them a long time to decide to use Ravenna Point and since then it has taken a while for the lease to be worked up. We are scheduled for them to start the build of the fibre rollout in Q1 of 21/22 but it will at take at least 18 months to complete. CDC project management resource for the project to be allocated in early 2021. Milestone of liaison Cityfibre revised to reflect the ongoing nature of this action throughout the life of the project. |
|----------------------|---|

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|---|---|
|  | ER 14 Ensure Chichester Benefits from County-Wide Digital Infrastructure Projects / WSCC & CDC |
|---|---|

| | | | |
|--------------------|--|-------------------------|-------------|
| Description | <p>Description: Work with WSCC Digital Infrastructure Team to ensure that Chichester benefits from the wider digital infrastructure projects across the county.</p> <p>Lead Officer: WSCC & CDC</p> <p>Timescale: Long Term (6-12 months)</p> <p>Member Engagement: Cabinet Member, all-Member briefing</p> <p>Community/Partnership Engagement: WSCC lead with CDC input</p> <p>Financial Implications: Funding from Pooled Business Rate Pilot pot. May need additional staff resources.</p> | Overall Due Date | 31-Dec-2022 |
|--------------------|--|-------------------------|-------------|

| Milestones | Due Date | Completed | Completed Date |
|--|-----------------|------------------|-----------------------|
| Early engagement with DCMS to ensure that rural West Sussex is an early beneficiary of the Government's £5bn roll out for the Final 20 scheme. | 31-Dec-2020 | Yes | 07-Jan-2021 |
| Ensure that the usage of the council's gigabit connections within Chichester City provide a maximum benefit for local businesses and the economy | 31-Dec-2022 | No | |
| Explore options for town centre Wi-Fi | 31-Dec-2022 | No | |

| | |
|----------------------|---|
| Latest Update | 15-Dec-2020 The rural voucher scheme has been successful and there have been 91 vouchers already claimed that will get over 1000 rural houses connected to superfast broadband with another 10 voucher applications in the pipeline. The WS fibre board agreed to fund the voucher pot again for next year, putting another £2.65m into the pot to top up the govt voucher scheme. We will also need to tie it into the F20 project that did have £5bn set aside to ensure that all hard to reach areas would be connected through the government scheme, this £5bn turned into £1.2bn in the financial statement and the target went from 100% to 85% coverage by 2025, so we (WSCC) are still working as hard possible with DCMS to be an easy to use pilot, but there is now a risk of missing out on the smaller pot. We are also just finishing the project that will map (through scanners being attached to our depot vehicles) the 4G reception in every single street in the district, this will be pulled together and used to try to encourage mobile network operators to invest in providing better coverage throughout the county with a view to addressing poor reception areas. |
|----------------------|---|

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| 5. CDC Commercial Portfolio |
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|---|---|
|  | ER 16 Economic Recovery Plan - St James Industrial Estate / Kevin Gillett & Alan Gregory |
|---|---|

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|--------------------|--|-------------------------|-------------|
| Description | <p>Description: Redevelopment of St James Industrial Estate, Chichester to provide modern industrial units</p> <p>Lead Officer: Kevin Gillett & Alan Gregory</p> | Overall Due Date | 28-Feb-2022 |
|--------------------|--|-------------------------|-------------|

| | Timescale: Long Term (6-12 months) Member Engagement: Council, Cabinet, Cabinet Member, Economic Recovery Board Community/Partnership Engagement: Financial Implications: Provisional project budget approved. Final budget required to be reported to Cabinet/Council post tendering for the works for approval. | | | |
|---|--|-------------------------|-------------|----------------|
| Milestones | | Due Date | Completed | Completed Date |
| Gain vacant possession of the site/support for existing tenants | | 31-Mar-2021 | No | |
| 1. Finalise design | | | Yes | 20-Jul-2020 |
| 2. Prepare project communications plan | | | Yes | 20-Jul-2020 |
| 3. Prepare and submit planning application | | | Yes | 29-Jul-2020 |
| 5. Secure known pre-let - due date TBC | | | No | |
| 6. Seek additional pre-lets - due date TBC | | | No | |
| 7. Construction - due date TBC | | | No | |
| 8. Promote the developer charter for local supply chains - due date TBC | | | No | |
| Report to Cabinet - date(s) TBC | | | No | |
| Report to Council - date(s) TBC | | | No | |
| Report to Economic Recovery Board - date(s) TBC | | | No | |
| Latest Update | 15-Jan-2021 The Tender Report has been received and a preferred contractor identified. The report to Cabinet has been drafted but awaiting updated figures on the works to Block 1 before overall costs can be finalised and recommendations made. | | | |
|  | ER 17 Economic Recovery Plan - Barnfield Drive / Vicki McKay | | | |
| Description | Description: Development of remaining land (Phase 2B) at Barnfield Drive site, Chichester Lead Officer: Vicki McKay Timescale: Medium Term (3-6 months) Member Engagement: Cabinet, Cabinet Member, Economic Recovery Board Community/Partnership Engagement: Brookhouse Developments Financial Implications: Existing budget | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Report to Economic Recovery Board | | 27-Oct-2020 | Yes | 12-Oct-2020 |
| Phase 2B - Review of terms of current contract. | | 31-Dec-2020 | Yes | 23-Dec-2020 |
| Phase 2B - Agreement of CDC objectives for the site. | | 31-Jan-2021 | No | |

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|---|---|----|--|
| Phase 2B - Negotiations with the developer to meet the agreed CDC aims. | 31-Mar-2021 | No | |
| Report to Cabinet - date(s) TBC | | No | |
| Latest Update | 15-Jan-2021 Ongoing dialogue with Brookhouse regarding potential options for remaining 'phase 2' land, given changes to market conditions and planning use class order. | | |

6. Visions

ER 20 Economic Recovery Plan - Chichester Vision / Tania Murphy

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|--------------------|--|-------------------------|-------------|
| Description | <p>Description: Co-ordinate delivery of the Chichester Vision Action Plan, working with partners Lead Officer: Tania Murphy Timescale: Various timescales for delivery of projects within the action plan Member Engagement: Cabinet Member for Property, Growth and Regeneration Community/Partnership Engagement: Vision Partners include CDC, WSCC, CCC, BID, Visit Chichester, Chichester College, CCCI, Chichester Cathedral, University of Chichester, CFT etc. Financial Implications: Existing revenue budget. Plus additional Partner funding for projects</p> | Overall Due Date | 31-Mar-2021 |
|--------------------|--|-------------------------|-------------|

| | Milestones | Due Date | Completed | Completed Date |
|----------|---|-----------------|------------------|-----------------------|
| Progress | High Street and Visions report to OSC | 30-Jun-2020 | Yes | 30-Jun-2020 |
| | High Street and Visions Report to Cabinet | 07-Jul-2020 | Yes | 07-Jul-2020 |
| | Establish the High Street recovery sub group | 31-Jul-2020 | Yes | 31-Jul-2020 |
| | Review CDC funding - due date TBC | | No | |
| | Revise action plan based on feedback from partners post covid 19 to aid recovery of the City - due date TBC | | No | |
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| Latest Update | <p>15-Jan-2021 A report on the recovery of the District's high streets and a review of the Vision work was received by Cabinet on 7 July 2020. They resolved that support to the Visions for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham continue in line with the proposals in the covering report. They further resolved that support for high street recovery and transformation in these locations be co-ordinated through the existing Vision Groups, Towns and Parish Councils. For Chichester, CDC will continue to lead delivery of the Vision with the Cabinet Member for Property, Growth and Regeneration Chairing the Vision Steering Group. The High Street Recovery and Transformation Group, (which is a sub group of the Chichester Vision) is meeting monthly with representatives from Chichester BID, national retail, independent retail, hospitality/leisure, Chichester City Council, WSCC, Chichester Chamber of Commerce and a Member from OSC.</p> | | |
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ER 21 Economic Recovery Plan - Midhurst Vision / Tania Murphy

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| Description | Description: Work with partners to support the co-ordination of a vision for Midhurst and | Overall Due Date | 31-Mar-2021 |
|--------------------|--|-------------------------|-------------|

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| | <p>the implementation of the action plan. Lead Officer: Tania Murphy Timescale: Various timescales linked to actions Member Engagement: Cabinet Member for Property, Growth and Regeneration, Midhurst Members Community/Partnership Engagement: Vision Partners final CIC structure currently being developed. Financial Implications: One off budget provision as part of corporate plan priorities.</p> | | |
| | Milestones | Due Date | Completed |
| | Report to Cabinet on Vision work | 07-Jul-2020 | Yes |
| | Assist with establishing a Community Interest Company in Midhurst to take on the responsibilities of the Vision actions | 31-Aug-2020 | Yes |
| | Rural town coordinator to Support the high street using the Vision group - ongoing | 31-Mar-2021 | No |
| | Review of the actions to aid recovery post Covid 19 - due date TBC | | No |
| <p>Page 5</p> <p>Latest Update</p> | <p>15-Jan-2021 Midhurst Vision have set up a CIC to deliver the actions within the town and a draft strategy has been produced and considered for action. This will be progressed further over the coming weeks. Parking initiatives were in place in Midhurst during December, along with the Christmas campaign to encourage people to shop locally, safety signage has been introduced.</p> | | |
|  | ER 22 Economic Recovery Plan - Petworth Vision / Tania Murphy | | |
| Description | <p>Description: To work with partners to support the delivery of projects in Petworth either identified through the vision for Petworth or through the work emerging from the town. Lead Officer: Tania Murphy Timescale: Petworth Vision have set various timescales for projects Member Engagement: Cabinet Member Property, Growth and Regeneration, Petworth Members, Cabinet Member for Housing, Communications, Licensing and Events (Board Member on Petworth Vision) Community/Partnership Engagement: Vision Partners Financial Implications: One off budget provision as part of corporate plan priorities.</p> | Overall Due Date | 31-Mar-2021 |
| | Milestones | Due Date | Completed |
| | Report to Cabinet on Vision work | 07-Jul-2020 | Yes |

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|---|---|--|-------------------------|------------------|-----------------------|
| Assistance with projects through the Board where required - ongoing | | 31-Mar-2021 | No | | |
| Provision of support to Petworth Town Council for projects which are beneficial to the town - ongoing | | 31-Mar-2021 | No | | |
| Rural town coordinator to Support the high street using the Vision group - ongoing | | 31-Mar-2021 | No | | |
| Latest Update | 15-Jan-2021 The Petworth Vision group continue to develop actions to support the town going forward and the appointment of the new City and Rural Town Coordinator in December has been undertaken by CDC. Meetings with partners in the town are underway. Parking initiatives were in place in Petworth during December, along with the Christmas campaign to encourage people to shop locally, safety signage has been introduced. | | | | |
|  | ER 23 Economic Recovery Plan - Selsey Vision / Tania Murphy | | | | |
| Description | Description: Selsey Town Council has subsumed the majority of actions from the Vision within the Selsey Business Plan. Lead Officer: Tania Murphy Timescale: Selsey Town Council have set various timescales for projects Member Engagement: Cabinet Member Property, Growth and Regeneration, Selsey Members Community/Partnership Engagement: Vision Partners Financial Implications: One off budget provision as part of corporate plan priorities. | | Overall Due Date | 31-Mar-2021 | |
| Page 11 | Milestones | | Due Date | Completed | Completed Date |
| | Report to Cabinet on Vision work | | 07-Jul-2020 | Yes | 07-Jul-2020 |
| | Rural town coordinator to Support the high street using the Vision group - ongoing | | 31-Mar-2021 | No | |
| | Completion of options appraisal for improvements to East Beach (see project Corp Plan 036) - due date TBC | | | No | |
| | Completion of support to fisheries project - due date TBC | | | No | |
| | Completion of Way Finding project - due date TBC | | | No | |
| | Latest Update | 15-Jan-2021 A report on the recovery of the District's high streets and a review of the Vision work was received by Cabinet on 7 July 2020. They resolved that support to the Visions for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham continue in line with the proposals in the covering report. They further resolved that support for high street recovery and transformation in these locations be co-ordinated through the existing Vision Groups, Towns and Parish Councils. For Selsey, CDC will provide support to Selsey Town Council where identified in the Selsey Business Plan and complete the projects as agreed by Cabinet for the Selsey Haven project - the consideration of options for improvements to East Beach; wayfinding and support to fisheries in Selsey. Parking initiatives were in place in Selsey in December along with the Christmas campaign to encourage people to shop locally, and safety signage has been introduced. | | | |

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|  | ER 24 Economic Recovery Plan - East Wittering and Bracklesham Vision / Tania Murphy | | | |
| Description | <p>Description: To work with partners to support the co-ordination of a vision for East Wittering and Bracklesham</p> <p>Lead Officer: Tania Murphy</p> <p>Timescale: BREW Vision hope to consult over the late summer 2020</p> <p>Member Engagement: Cabinet Member for Property Growth and Regeneration, The Witterings Members</p> <p>Community/Partnership Engagement:</p> <p>Financial Implications: One off budget provision as part of corporate plan priorities.</p> | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Report to Cabinet on Vision work | | 07-Jul-2020 | Yes | 07-Jul-2020 |
| Continue to support the parish council through the delivery of the actions from the emerging action plan - ongoing | | 31-Mar-2021 | No | |
| Rural town coordinator to Support the high street using the Vision group - ongoing | | 31-Mar-2021 | No | |
| Consider options for improvements to the Village Centres and Landscaping project - due date TBC | | | No | |
| Page 48 Latest Update | <p>15-Jan-2021 A report on the recovery of the District's high streets and a review of the Vision work was received by Cabinet on 7 July 2020. They resolved that support to the Visions for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham continue in line with the proposals in the covering report. They further resolved that support for high street recovery and transformation in these locations be co-ordinated through the existing Vision Groups, Towns and Parish Councils.</p> <p>For East Wittering and Bracklesham, CDC will support the parish council through the production of the BREW Vision and the delivery of options to consider the improvement to the Village Centre public realm.</p> <p>Parking incentives were in place in East Wittering and Bracklesham during December, along with the Christmas campaign to encourage people to shop locally, safety signage has been introduced.</p> | | | |
| 7. Licensing and Events | | | | |
|  | ER 25 (SD LIC 01) Review of Licensing Act 2003 Statement of Principles / Laurence Foord | | | |
| Description | <p>Description: Review of Statement of Licensing Policy (SoLP) 2021 – 2026 (Licensing Act 2003). Current SoLP expires 6 January 2021</p> <p>Lead Officer: Laurence Foord</p> <p>Timescale: Adoption of new SoLP before 7 January 2021</p> <p>Member Engagement: Cabinet Member for Housing, Communications, Licensing and Events, General Licensing Committee, Full Council</p> <p>Community/Partnership Engagement: Statutory consultation with Responsible Authorities prescribed under Licensing Act 2003, holders of licences, relevant stakeholders and public.</p> | Overall Due Date | 31-Mar-2021 | |

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| | Financial Implications: Existing resources | | |
| | Milestones | Due Date | Completed |
| | Preliminary discussions with SLT and Cabinet Member about revised approach due to C19 | 31-Jul-2020 | Yes |
| | Report to SLT on proposed approach to Statement of Licensing Policy review in light of COVID-19 | 31-Aug-2020 | Yes |
| | Report to Cabinet on proposed approach to Statement of Licensing Policy review in light of COVID-19 | 03-Nov-2020 | Yes |
| | Report to Council on proposed approach to Statement of Licensing Policy review in light of COVID-19 | 24-Nov-2020 | Yes |
| | Adoption of new Statement of Licensing Policy with minor updates only | 07-Jan-2021 | Yes |
| | Further milestones TBC once National approach to comprehensive review of SoLP is known | 31-Mar-2021 | No |
| Latest Update | 09-Dec-2020 ER 25 (SD LIC 01) now complete with Full Council approving revised Statement of Licensing Policy under the Licensing Act 2003 at its meeting of 24 November 2020. | | |

2890949 Tourism and Culture

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|---|--|-------------------------|------------------|
|  | ER 27 Rebranding of Visit Chichester / VC & Sarah Peyman | | |
| Description | <p>Description: Rebranding of Visit Chichester to 'The Great Sussex Way' to lead, drive and facilitate high quality, sustainable and coordinated growth in Chichester District's visitor economy by providing strategic direction, coordinated marketing activity and business intelligence. Relaunch the DMO, making it more relevant to the whole of the district, working with partners on the recovery of the tourism sector following Covid-19</p> <p>Lead Officer: Visit Chichester, supported by Sarah Peyman</p> <p>Timescale: Immediate (0-3 months)</p> <p>Member Engagement: All Members</p> <p>Community/Partnership Engagement: Tourism and Cultural Partners</p> <p>Financial Implications: Existing £50k annual funding agreement + request for additional funding (see Corp Plan 020 for more details)</p> | Overall Due Date | 31-Mar-2021 |
| | Milestones | Due Date | Completed |
| | Complete rebranding of Visit Chichester to The Great Sussex Way, including new logo | 31-Jul-2020 | Yes |
| | Launch event to be hosted when lockdown restrictions allow - due date TBC | | No |
| Latest Update | 08-Dec-2020 The new brand and website have now been completed but due to the second national lockdown, the launch of these have | | |

been postponed to early in the new year.

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|---|--|-------------------------|------------------|-----------------------|
|  | ER 28 Development of 'The Great Sussex Way' Website / Sarah Peyman | | | |
| Description | Description: Following rebranding, support Visit Chichester to develop The Great Sussex Way tourism website Lead Officer: Sarah Peyman Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Tourism and Cultural Partners Financial Implications: Existing £30k budget | Overall Due Date | 30-Jun-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Appointment of website designer by Visit Chichester. | | 30-Sep-2020 | Yes | 06-Jul-2020 |
| Website live - due date TBC | | | No | |
| Latest Update | 08-Dec-2020 A Members briefing session on the brand and website was held on Tuesday 17 November. Due to the second national lockdown the new brand and website, although ready, will now not be launched until early 2021. | | | |

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|---|--|-------------------------|------------------|-----------------------|
|  | ER 30 Economic Recovery Plan: Development of a Cultural Strategy / Sarah Peyman | | | |
| Description | Description: Development of Cultural Strategy Lead Officer: Sarah Peyman Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member for Communities and Culture Community/Partnership Engagement: PHG, CFT Cultural sector Financial Implications: Partnership funding to commission a joint EIA and social impact study. CDC funding required £20k (approved Cabinet/Council July 2020) | Overall Due Date | 31-Dec-2022 | |
| Milestones | | Due Date | Completed | Completed Date |
| Complete social impact study | | 31-Mar-2022 | No | |
| Completion of economic impact assessment for the city centre in partnership with CFT, PHG and The Novium. | | 31-Mar-2022 | No | |
| Development of cultural strategy and cultural partnership for the district to aid recovery post covid19 | | 31-Mar-2022 | No | |
| Work in partnership to deliver a year of culture in 2022 | | 31-Dec-2022 | No | |
| Latest Update | 08-Dec-2020 The Cultural Partnership has started to form with Celebrating Culture 2022 as a focus for the partnership. Funding has been identified to appoint a consultant to assist with developing the project plan and to identify opportunities for funding for the 2022 celebrations. | | | |

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|---|---|-------------------------|------------------|-----------------------|
|  | ER 31 Economic Recovery Plan: Support for Chichester Festival Theatre / Sarah Peyman | | | |
| Description | Description: Continue to support Chichester Festival Theatre (CFT) with the annual Cultural Funding Agreement Lead Officer: Sarah Peyman Timescale: Long Term (12 months +) Member Engagement: Cabinet Member for Communities and Culture, OSC, Cabinet, Council Community/Partnership Engagement: CFT Financial Implications: £187,500 annual agreed until March 2022 | Overall Due Date | 31-Mar-2022 | |
| Milestones | | Due Date | Completed | Completed Date |
| Support CFT with alternative events during recovery phase post covid 19 | | 31-Dec-2020 | Yes | 07-Jan-2021 |
| Work with CFT on year of Culture event for 2022 | | 31-Dec-2021 | No | |
| Review support required by CFT post March 2022 | | 31-Jan-2022 | No | |
| Report to Cabinet - date(s) TBC | | | No | |
| Report to Council - date(s) TBC | | | No | |
| Report to OSC - date(s) TBC | | | No | |
| Latest Update | 08-Dec-2020 Chichester Festival Theatre have reopened their doors following the second National Lockdown, with a festive winter programme. Their request for an extension to the CDC funding agreement, for a period of 1 year, is to be considered by Cabinet and Council in January. | | | |
|  | ER 32 Economic Recovery Plan: Support for Pallant House Gallery / Sarah Peyman | | | |
| Description | Description: Continue to support Pallant House Gallery (PHG) with the annual Cultural Funding Agreement Lead Officer: Sarah Peyman Timescale: Long Term (12 months +) Member Engagement: Cabinet Member for Communities and Culture, OSC, Cabinet, Council Community/Partnership Engagement: PHG Financial Implications: £130,000 annual agreed until March 2022 | Overall Due Date | 31-Mar-2022 | |
| Milestones | | Due Date | Completed | Completed Date |
| Work with PHG on year of Culture event for 2022 | | 31-Dec-2021 | No | |
| Review support required by PHG post March 2022 | | 31-Jan-2022 | No | |
| Report to Cabinet - date(s) TBC | | | No | |

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| Report to Council - date(s) TBC | | No | |
| Report to OSC - date(s) TBC | | No | |
| Latest Update | 08-Dec-2020 Pallant House Gallery have reopened their doors following the second National Lockdown, with a new exhibition Degas to Picasso: International Modern Masters. Their request for an extension to the CDC funding agreement, for a period of 1 year, is to be considered by Cabinet and Council in January. | | |

9. Sport and Leisure

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|---|---|-------------------------|------------------|-----------------------|
|  | ER 34 Economic Recovery Plan: Support for Leisure Contract / Sarah Peyman | | | |
| Description | Description: Support for Leisure Contract during reopening and recovery Lead Officer: Sarah Peyman Timescale: Long Term (6-12 months) Member Engagement: Cabinet Member for Communities and Culture, Leisure Task and Finish Group, OSC, Cabinet, Council Community/Partnership Engagement: Financial Implications: Currently being reviewed | Overall Due Date | 31-Mar-2021 | |
|  | Milestones | Due Date | Completed | Completed Date |
|  | Appointment of consultants to support negotiations with leisure contractor | 30-Jun-2020 | Yes | 10-Jun-2020 |
|  | Agree opening strategy | 31-Jul-2020 | Yes | 22-Jul-2020 |
|  | Discuss and review the contract terms for the remaining period of the contract including options for the plus 5 years | 31-Mar-2021 | No | |
|  | Financial support for the leisure contractor until the end of the financial year. | 31-Mar-2021 | Yes | 06-Jul-2020 |
| | Report to Cabinet - date(s) TBC | | No | |
| | Report to Council - date(s) TBC | | No | |
| | Report to Leisure Task and Finish Group - date(s) TBC | | No | |
| | Report to OSC - date(s) TBC | | No | |
| Latest Update | 08-Dec-2020 Funding to support the leisure contract has been agreed until the end of this financial year. The leisure contractor has performed better than forecasted in every month to date and adjustments have been made, resulting in a financial return to the Council. The contractor have put in numerous measure to encourage people to return to the leisure centres but this is still very early days in the recovery of the leisure industry. A further closure was imposed on leisure centres during November and although they reopened on 2nd December under tier two regulations, it is going to take time to rebuild the membership numbers to pre-covid levels and build the confidence of participants to return to the centres. Further discussions are ongoing with SLM regarding membership levels and forecasts for the service moving forwards and much of this depends on when social distancing measures are relaxed and the centres can return to normal operation. | | | |

Economic Recovery Report - Project Detail - Completed Projects

Generated on: 18 January 2021

| 1. Inward Investment | | | | |
|--|--|-------------------------|------------------|-----------------------|
|  | ER 01 Economic Recovery Plan - Inward Investment Strategy Action Plan / Melanie Burgoyne | | | |
| Description | Description: Inward Investment Strategy Action Plan Lead Officer: Melanie Burgoyne Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Businesses, LEP, CWS, RWSx Financial Implications: Existing staffing budget. Recurring cost as action plan needed each year. | Overall Due Date | 31-Jul-2020 | |
| Milestones | | Due Date | Completed | Completed Date |
| Draft action plan for 2020/21 taking into account revised economic position and recovery plan. | | 31-Jul-2020 | Yes | 31-Jul-2020 |
| Latest Update | 19-Aug-2020 Action Plans prepared for Inward Investment and Economic Development Strategies for 2020/21 | | | |

| 2. Support for the High Street and Retail | | | | |
|--|---|-------------------------|------------------|-----------------------|
|  | ER 04 High Street Recovery Action Group / Tania Murphy | | | |
| Description | Description: High Street Recovery Action Group Lead Officer: Tania Murphy Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Town/Parish Councils, Business Associations, WSCC, BID, Chamber, LEP, Members, Vision steering groups/Town Vision groups Financial Implications: Existing budget. Recurring cost to deliver actions (not all CDC costs). Redeployment of resources to support. | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Establish working group as a sub group of the Vision, with Cabinet Member to lead and OSC to nominate a Member | | 31-Jul-2020 | Yes | 31-Jul-2020 |
| Extend group membership to include businesses, partners and Members | | 31-Jul-2020 | Yes | 31-Jul-2020 |
| Identify actions needed for medium/longer term recovery and transformation of the High Street | | 31-Jul-2020 | Yes | 01-Oct-2020 |
| Review current group members | | 31-Jul-2020 | Yes | 31-Jul-2020 |

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| Latest Update | 15-Jan-2021 High Street Recovery and Transformation Group has met several times and discussed actions and agreed areas of focus. Action plan has a number of short and medium term projects which are being led by a range of partners. Next meeting to be held late January. A number of Chichester Vision projects also feed into this area of work and are being monitored by the Vision Steering Group. |
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|  | ER 07 Refresh of Local Plan Retail Strategy / Toby Ayling & Melanie Burgoyne |
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| Description | Description: Commission a refresh of the Retail Strategy to reflect the impact of COVID-19 Lead Officer: Toby Ayling & Melanie Burgoyne Timescale: Long term (6-12 months) Member Engagement: Cabinet Members, DPIP Community/Partnership Engagement: Financial Implications: Additional budget required for consultant work. One-off cost if work is a fixed project. Cost of update is £9,310. | Overall Due Date | 31-Dec-2020 |
|--------------------|---|-------------------------|-------------|

| Milestones | Due Date | Completed | Completed Date |
|---|-------------|-----------|----------------|
| Planning Policy to commission refresh of the Retail Study to reflect Covid impact | 31-Oct-2020 | Yes | 26-Aug-2020 |
| Report to DPIP | 17-Dec-2020 | Yes | 17-Dec-2020 |

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| Latest Update | 30-Sep-2020 29 Sept-2020 First draft consultant's report received 22 September. Consultants advised 28 Sept that new data will be released by Experian in the next few weeks to cover expenditure, home shopping projections etc. which take into account their view of the impacts of Covid. It is considered worth waiting for a few weeks to enable the study to take account of this data (which was previously expected to only be available at the end of this calendar year). |
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| 3. Support for Other Key Business Sectors |
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|  | ER 11 Local Supply Chain Support / Melanie Burgoyne |
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| Description | Description: Consideration of support to the local supply chains supporting the agricultural and horticultural sectors Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: WS Growers Association, LEP, Rural WS Financial Implications: Existing resources | Overall Due Date | 31-Oct-2020 |
|--------------------|---|-------------------------|-------------|

| Milestones | Due Date | Completed | Completed Date |
|---|-------------|-----------|----------------|
| Request and collate information from these sectors to understand their support needs in the short and longer term | 31-Oct-2020 | Yes | 30-Sep-2020 |

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| Latest Update | 19-Nov-2020 Communication with WS Growers and LEP ongoing - WSGA report awaited as per update for ER09. The recently introduced Additional Restrictions Grant which is funded by government but administered by local authorities gives us the flexibility to support supply chain businesses impacted by Covid. |
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| 5. CDC Commercial Portfolio | | | | |
|---|--|-------------------------|------------------|-----------------------|
|  | ER 18 Ravenna Point Vacant Units / Kevin Gillett | | | |
| Description | Description: Letting of remaining vacant units at Ravenna Point, Terminus Road, Chichester Lead Officer: Kevin Gillett Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: Existing budget. Recurring cost from staffing budget for ongoing management. | Overall Due Date | 30-Sep-2020 | |
| Milestones | | Due Date | Completed | Completed Date |
| Review of marketing approach. | | 30-Sep-2020 | Yes | 10-Sep-2020 |
| Review of valuation and rental offer. | | 30-Sep-2020 | Yes | 29-Sep-2020 |
| Latest Update | 30-Sep-2020 Joint marketing with agents now ended. All units currently under offer. | | | |
|  | ER 19 Economic Recovery Plan - Chichester Enterprise Centre / Kevin Gillett | | | |
| Description | Description: Successful operation of the centre and increased/sustained occupancy levels Lead Officer: Kevin Gillett Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member, Economic Recovery Board Community/Partnership Engagement: Basepoint Financial Implications: Existing budget. Recurring cost from staffing budget for ongoing contract management. | Overall Due Date | 28-Feb-2022 | |
| Milestones | | Due Date | Completed | Completed Date |
| Joint marketing approach | | 31-Aug-2020 | Yes | 21-Sep-2020 |
| Promote relocations from St James | | 31-Aug-2020 | Yes | 26-Aug-2020 |
| Report to Economic Recovery Board | | 27-Oct-2020 | Yes | 12-Oct-2020 |
| Latest Update | 17-Nov-2020 Liaison meetings held with Basepoint – occupancy figures strong and Basepoint marketing continuing along with promotion by Eco Dev officers to new businesses. | | | |

7. Licensing and Events

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|---|---|-------------------------|------------------|-----------------------|
|  | ER 26 Economic Recovery Plan: Events Strategy and Supporting Events Policy and Action Plan / Laurence Foord | | | |
| Description | <p>Description: Delivery of Events Strategy and supporting Events Policy and Action Plan. Lead Officer: Laurence Foord Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member for Housing, Communications, Licensing and Events, OSC, Cabinet Community/Partnership Engagement: Public consultation already undertaken surrounding Events Strategy. Internal engagement with CDC services areas Culture & Sport, Environmental Protection Team, Licensing, Communications Team etc. Financial Implications: Delivered with existing resource from Communications, Licensing & Events plus resource from CDC Culture & Sport</p> | Overall Due Date | 31-Oct-2020 | |
| Milestones | | Due Date | Completed | Completed Date |
| Report to OSC - draft Events Policy | | 15-Sep-2020 | Yes | 29-Sep-2020 |
| Report to Cabinet - draft Events Policy | | 06-Oct-2020 | Yes | 12-Oct-2020 |
| Delivery of events to aid recovery post Covid19 | | 31-Oct-2020 | Yes | 26-Aug-2020 |
| Development of events policy for CDC land | | 31-Oct-2020 | Yes | 21-Aug-2020 |
| Implementation of Events action plan | | 31-Oct-2020 | Yes | 09-Dec-2020 |
| Latest Update | <p>09-Dec-2020 No significant update since last note on 23 November 2020. A review into the costings associated with the design and production of the Events Strategy is underway. Officers have developed an early draft of the Events Action Plan, convened a Markets Task & Finish Group for 15 December 2020 and post Covid-19 recovery is on the Agenda linked to events/markets. Officers are also considering the impact of a number of significant cultural anniversaries across the District in 2022 and links with Action Plan as part of a potential 'Year of Culture'. Divisional Manager for Communications, Licensing & Events provided an update to the Vision Delivery and Steering Group in early December 2020 on the approval of the Events Strategy and Policy plus ongoing work around the Events Action Plan and Markets.</p> | | | |

8. Tourism and Culture

| | | | | |
|---|--|-------------------------|-------------|--|
|  | ER 29 Economic Recovery Plan: Additional Support for Visit Chichester / Sarah Peyman | | | |
| Description | <p>Description: Additional support for Visit Chichester to develop strong organisational structure and campaign based activities to regrow the tourism economy in the district Lead Officer: Sarah Peyman Timescale: Medium Term (3-6 months) Member Engagement: OSC and Cabinet Members Community/Partnership Engagement: Financial Implications: Request for additional funding (approved at Cabinet/Council July</p> | Overall Due Date | 30-Sep-2020 | |

| | 2020): 20/21 additional £100k, 21/22 additional £100k, 22/23 additional £100k (end of current five years), 23/24 – £130k, 24/25 - £130k | | |
|--|--|-----------------|--------------------|
| Milestones | | Due Date | Completed |
| 1. To establish resources required to deliver the new Business Plan and to develop and promote The Great Sussex Way™ visitor experience and destination - due date TBC | | | Yes 05-Oct-2020 |
| 2. To support partners at both local and national level and seek to generate economic growth in line with or better than the national average - due date TBC | | | Yes 05-Oct-2020 |
| 3. To be financially sustainable with public and private funding - due date TBC | | | Yes 05-Oct-2020 |
| Latest Update | 08-Dec-2020 This project has now been completed following the development of a new funding agreement and Service Level Agreement. Funding for this financial year has been paid to Visit Chichester. | | |

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Planning, Health and Environmental Protection Recovery Report - Project Index

Generated on: 18 January 2021



1. Supporting the Housing and Construction Industry

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|---|-------------|---|---|
| | PHEPR 01 | Interim Guidance Statement on Housing Delivery / Toby Ayling | 30-Nov-2020 | Planning Policy Division - Toby Ayling | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | PHEPR 02 | Delivery of Known Development Sites/ Toby Ayling & Tony Whitty | 30-Apr-2021 | Planning Policy Division - Toby Ayling | <div style="width: 66%;"><div style="width: 66%;"></div></div> 66% |
| | PHEPR 03 | Actions to Support Development Viability / Toby Ayling & Tony Whitty | 31-Dec-2020 | Development Management Division - Tony Whitty | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | PHEPR 04 | Engagement with Developers/Registered Providers / Toby Ayling & Tony Whitty | 31-Dec-2020 | Development Management Division - Tony Whitty | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | PHEPR 05 | Review Draft Planning Policies in Local Plan Review / Toby Ayling | 30-Apr-2021 | Planning Policy Division - Toby Ayling | <div style="width: 60%;"><div style="width: 60%;"></div></div> 60% |
| | PHEPR 06 | Responsive Planning Process and Implementation of Permissions / Tony Whitty | 28-Feb-2021 | Development Management Division - Tony Whitty | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | PHEPR 07 | Consider Local Development Orders / Tony Whitty | 28-Feb-2021 | Development Management Division - Tony Whitty | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | PHEPR 08 | Review Development Management Team Structures / Tony Whitty | 31-Jan-2021 | Development Management Division - Tony Whitty | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | PHEPR 09 | Review Scheme of Delegation and Red Card Procedure / Tony Whitty | 31-Mar-2021 | Development Management Division - Tony Whitty | <div style="width: 20%;"><div style="width: 20%;"></div></div> 20% |

2. Health Protection Moving Forward

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|---|-------------|--|--|
| | PHEPR 10 | Supporting the COVID Response Locally / Alison Stevens | 31-Mar-2021 | Health and Environment Division - Alison Stevens | <div style="width: 80%;"><div style="width: 80%;"></div></div> 80% |
| | PHEPR 11 | Business Support as part of High Street Recovery Group / Alison Stevens | 31-Mar-2021 | Health and Environment Division - Alison Stevens | <div style="width: 66%;"><div style="width: 66%;"></div></div> 66% |
| | PHEPR 12 | Recommence Food Hygiene Programme / Alison Stevens | 31-Mar-2021 | Health and Environment Division - Alison Stevens | <div style="width: 50%;"><div style="width: 50%;"></div></div> 50% |

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|---|-------------|--|--|
|  | PHEPR 13 | Implement Recommendations from Environmental Health Service Review / Alison Stevens | 31-Oct-2021 | Health and Environment Division - Alison Stevens | <div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">16%</div> |

3. Building Healthy Communities and Protecting the Environment in Recovery

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|---------------------|---|-------------|--|---|
|  | PHEPR 14 | Complete Road Space Reallocation Work / Alison Stevens | 31-Aug-2020 | Health and Environment Division - Alison Stevens | <div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">100%</div> |
|  | PHEPR 15 | Review Draft Planning Policies in Local Plan Review / Toby Ayling | 30-Apr-2022 | Planning Policy Division - Toby Ayling | <div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">50%</div> |
|  | PHEPR 16 (SD EP 19) | Climate Change Action Plan / Alison Stevens | 31-Mar-2021 | Health and Environment Division - Alison Stevens | <div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">66%</div> |
|  | PHEPR 17 (SD EP 12) | Produce Air Quality Action Plan for 2020-2025 / Simon Ballard | 31-Mar-2022 | Health and Environment Division - Alison Stevens | <div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">12%</div> |
|  | PHEPR 18 (SD EP 13) | Local Cycling and Walking Strategy / Simon Ballard | 31-May-2021 | Health and Environment Division - Alison Stevens | <div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">66%</div> |

Planning, Health, and Environmental Protection Recovery Report - Project Detail

Generated on: 18 January 2021

1. Supporting the Housing and Construction Industry

| | | | | |
|---|--|--|--|--|
|  | PHEPR 01 Interim Guidance Statement on Housing Delivery / Toby Ayling | | | |
|---|--|--|--|--|

| | | | |
|--------------------|---|-------------------------|-------------|
| Description | <p>Description: Adopt Interim Guidance Statement on Housing Delivery Lead Officer: Toby Ayling Timescale: Short Term (0-3 months) Member Engagement: Cabinet member, DPIP, Planning Committee Community/Partnership Engagement: External consultation Financial Implications: None</p> <p>This project is included in the 'Supporting the Housing and Construction Industry' and 'Building Healthy Communities and Protecting the Environment in Recovery' objectives.</p> | Overall Due Date | 30-Nov-2020 |
|--------------------|---|-------------------------|-------------|

| Milestones | Due Date | Completed | Completed Date |
|---|-------------|-----------|----------------|
| Report to Planning Committee to approve and agree consultation | 03-Jun-2020 | Yes | 03-Jun-2020 |
| 2 week consultation period ends | 31-Jul-2020 | Yes | 03-Sep-2020 |
| Inclusion of guidance to emphasise LP policies that support healthy communities | 04-Nov-2020 | Yes | 05-Nov-2020 |
| Report to Planning Committee to agree final version | 04-Nov-2020 | Yes | 05-Nov-2020 |
| Report to DPIP to note only | 12-Nov-2020 | Yes | 19-Nov-2020 |

| | |
|----------------------|-------------------------------|
| Latest Update | 04-Dec-2020 Project complete. |
|----------------------|-------------------------------|

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|---|--|--|--|--|
|  | PHEPR 02 Delivery of Known Development Sites/ Toby Ayling & Tony Whitty | | | |
|---|--|--|--|--|

| | | | |
|--------------------|---|-------------------------|-------------|
| Description | <p>Description: Prioritise progress on the delivery of known development sites and inviting developers to intensify and speed up development. Lead Officer: Toby Ayling & Tony Whitty Timescale: Medium Term (3 - 6 months) Member Engagement: Cabinet, Council, Planning Committee Community/Partnership Engagement: Tangmere PC, planning process Financial Implications: None</p> | Overall Due Date | 30-Apr-2021 |
|--------------------|---|-------------------------|-------------|

| Milestones | Due Date | Completed | Completed Date |
|----------------------|-------------|-----------|----------------|
| Make CPO at Tangmere | 31-Oct-2020 | Yes | 05-Nov-2020 |

| | | | |
|--|--|-----|-------------|
| Submission of Planning Application for Tangmere SDL | 31-Oct-2020 | Yes | 04-Dec-2020 |
| Agree planning strategy and programme for Southern Gateway | 31-Dec-2020 | No | |
| Assess scope for more intensive development at suitable sites in HELAA | 31-Dec-2020 | Yes | 01-Oct-2020 |
| Council Resolution to make CPO at Tangmere | 31-Dec-2020 | Yes | 22-Sep-2020 |
| Report to Planning Committee for Tangmere | 30-Apr-2021 | No | |
| Latest Update | <p>15-Jan-2021 Tangmere CPO – CPO submitted to Planning Casework Unit in November 2020 for confirmation. Number of objections received from landowners. Awaiting start date letter from the Planning Inspectorate. Tangmere planning application now registered and consideration process started. To be considered by the Planning Committee March/April 2021</p> <p>Southern Gateway: Feedback provided on Planning Strategy and meeting held where approach agreed. Now for applicants to submit amended documentation in due course.</p> | | |

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|---|--|-----------------|-------------------------|-----------------------|
|  | PHEPR 03 Actions to Support Development Viability / Toby Ayling & Tony Whitty | | | |
| Description | <p>Description: Actions to support development viability Lead Officer: Toby Ayling & Tony Whitty Timescale: Medium Term (3 - 6 months) Dependent on publication of revised Regs. (envisaged Sept 2020). Member Engagement: Cabinet Community/Partnership Engagement: Financial Implications: None</p> | | Overall Due Date | 31-Dec-2020 |
| | Milestones | Due Date | Completed | Completed Date |
| | Update CIL processes and website to implement increased flexibility for SME developers | 31-Jul-2020 | Yes | 31-Jul-2020 |
| | Implement changes to CIL Regs to support small & medium sized developers | 30-Sep-2020 | Yes | 03-Sep-2020 |
| | Instruct officers to engage with developers to reprofile Section 106 payments, where justified by viability | 31-Dec-2020 | Yes | 15-Sep-2020 |
| Latest Update | 05-Nov-2020 Project complete (agreed actions implemented and on-going) | | | |

| | | | | |
|---|---|--|-------------------------|-------------|
|  | PHEPR 04 Engagement with Developers/Registered Providers / Toby Ayling & Tony Whitty | | | |
| Description | <p>Description: Programme of engagement with Developers/Registered Providers Lead Officer: Toby Ayling & Tony Whitty Timescale: Medium Term (3 - 6 months) Member Engagement: Cabinet/Council, DPIP Community/Partnership Engagement: Financial Implications: None</p> | | Overall Due Date | 31-Dec-2020 |

| Milestones | | Due Date | Completed | Completed Date |
|--|--|-----------------|-------------------------|-----------------------|
| Initial contact with to establish anticipated delivery rates on allocated sites and sites with planning permission | | 15-Jul-2020 | Yes | 30-Jun-2020 |
| Consider outcomes of further contact with developers and assess if any additional actions are warranted - ongoing | | 31-Dec-2020 | Yes | 15-Sep-2020 |
| Instruct officers to engage and provide appropriate advice to requests from developers to increase development density of already permitted sites. | | 31-Dec-2020 | Yes | 15-Sep-2020 |
| Latest Update | 05-Nov-2020 Project complete (agreed actions implemented and on-going) | | | |
|  | PHEPR 05 Review Draft Planning Policies in Local Plan Review / Toby Ayling | | | |
| Description | Description: Review draft planning policies in Local Plan review Lead Officer: Toby Ayling Timescale: Medium Term (3.6 months) Member Engagement: Cabinet/Council, DPIP Community/Partnership Engagement: Local Plan consultation Financial Implications: None | | Overall Due Date | 30-Apr-2021 |
| Milestones | | Due Date | Completed | Completed Date |
| Commission update to Retail Study (see also ER 07) | | 31-Aug-2020 | Yes | 21-Aug-2020 |
| Finalise Housing and Economic Development Needs Assessment (HEDNA) and report to DPIP | | 15-Oct-2020 | Yes | 05-Nov-2020 |
| Finalise update to Retail Study and report to DPIP (see also ER 07) | | 17-Dec-2020 | Yes | 07-Jan-2021 |
| Inclusion of guidance to emphasise LP policies that support healthy communities - due date TBC | | | No | |
| Review emerging policies (including retail and horticulture) in light of evidence - due date TBC | | | No | |
| Latest Update | 07-Jan-2021 Options for local plan policy on health communities currently being considered. Expected to go to DPIP before Easter (date TBC). DPIP considered retail and horticulture evidence in December and detailed further work to be undertaken to investigate how needs should be met in emerging Plan. Team currently considering scope and timetable. | | | |
|  | PHEPR 06 Responsive Planning Process and Implementation of Permissions / Tony Whitty | | | |
| Description | Description: Making planning processes more responsive and efficient and encourage implementation of permissions Lead Officer: Tony Whitty Timescale: Medium Term (3 - 6 months) | | Overall Due Date | 28-Feb-2021 |

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|--|--|-----------------|-------------------------|-----------------------|
| | Member Engagement: Planning Committee, Cabinet Community/Partnership Engagement: Developers, Parish Councils Financial Implications: None | | | |
| | Milestones | Due Date | Completed | Completed Date |
| | Officer review of Local Validation List (see also SD DM 02) | 31-Aug-2020 | Yes | 01-Aug-2020 |
| | Officer review of Pre Planning Application Advice Scheme | 01-Sep-2020 | Yes | 07-Aug-2020 |
| | Seek endorsement of Local Validation List by Planning Committee | 09-Sep-2020 | Yes | 09-Sep-2020 |
| | Implement new Local Validation List | 31-Oct-2020 | Yes | 15-Oct-2020 |
| | Report Pre-Planning Application Advice Scheme to Cabinet | 03-Nov-2020 | Yes | 05-Nov-2020 |
| | Investigate use of fast track planning services and form proposals (if feasible) | 01-Dec-2020 | Yes | 04-Dec-2020 |
| | Implement new Pre-Planning Application Advice Scheme | 31-Dec-2020 | Yes | 07-Jan-2021 |
| | Use of shorter permission implementation periods | 31-Dec-2020 | Yes | 06-Oct-2020 |
| Latest Update | 07-Jan-2021 Scoping report on fast-track planning services to be presented to December meeting of the Recovery Group. View of members was that it was not clear this sort of service was desired, or that it warranted the additional resource that may be required. Group agreed that further data could be gathered over time as to whether there were benefits in a scheme of reduced scope, outside of the Recovery Group Project. Revised Pre-Planning Advice Scheme now operation | | | |
| 04  | PHEPR 07 Consider Local Development Orders / Tony Whitty | | | |
| Description | Description: Consider use of Local Development Orders (granting automatic planning permission for specified uses / development) Lead Officer: Tony Whitty Timescale: Medium Term (3 - 6 months) Member Engagement: Planning Committee, Cabinet Community/Partnership Engagement: Developers, Parish Councils Financial Implications: None | | Overall Due Date | 28-Feb-2021 |
| | Milestones | Due Date | Completed | Completed Date |
| | Assess scope for LDOs | 30-Nov-2020 | Yes | 04-Dec-2020 |
| | Report to Recovery Group | 08-Dec-2020 | Yes | 07-Jan-2021 |
| Latest Update | 07-Jan-2021 Investigation into the possible use of LDOs reported to December meeting of the Recovery Group. Following officer advice, group agreed that there was limited scope for the use of LDOs which would be of benefit to the economic recovery, particularly considering the recent changes to the Use Classes Order which allowed for greater flexibility of the use of premises. No further action on this project proposed. | | | |

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|---|--|-------------------------|------------------|-----------------------|
|  | PHEPR 08 Review Development Management Team Structures / Tony Whitty | | | |
| Description | Description: Review Development Management team structures Lead Officer: Tony Whitty Timescale: Medium Term (3 - 6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: None | Overall Due Date | 31-Jan-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Officer review of team structures as part of efficiency review | | 30-Sep-2020 | Yes | 21-Sep-2020 |
| Review of team structures to ensure focused on recovery | | 31-Dec-2020 | Yes | 15-Jan-2021 |
| Report to Recovery Group | | 31-Jan-2021 | Yes | 15-Jan-2021 |
| Latest Update | 07-Jan-2021 Review of divisional structure suggests maintaining the broad structure of teams but reinforcing the ability for housebuilding and commercial proposals to be prioritised. Paper to be presented to Group in February as to how this is to be achieved. | | | |

| | | | | |
|---|---|-------------------------|------------------|-----------------------|
|  | PHEPR 09 Review Scheme of Delegation and Red Card Procedure / Tony Whitty | | | |
| Description | Description: Review Scheme of Delegation and Red Card Procedure Lead Officer: Tony Whitty Timescale: Long Term (6 - 12 months) Member Engagement: Cabinet Member, Cabinet/Council Community/Partnership Engagement: Financial Implications: None | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Options for consideration by Recovery Group | | 08-Dec-2020 | Yes | 15-Jan-2021 |
| Review procedure and assess options for amendment | | 31-Dec-2020 | No | |
| Report to Recovery Group | | 31-Jan-2021 | No | |
| Report to Cabinet | | 02-Mar-2021 | No | |
| Report to Council | | 02-Mar-2021 | No | |
| Latest Update | 15-Jan-2021 Introductory paper presented to January meeting. Officers to now provide further information on areas of interest and other options for consideration at next group meeting. | | | |

2. Health Protection Moving Forward

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|--|---|-------------------------|------------------|-----------------------|
|  | PHEPR 10 Supporting the COVID Response Locally / Alison Stevens | | | |
| Description | Description: Support WSCC in its role in the COVID response locally. Lead Officer: Alison Stevens Timescale: Long Term (6 - 12 months). From June 2020 Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: None | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Develop a Covid 19 Prevention Plan | | 10-Sep-2020 | Yes | 30-Sep-2020 |
| Secure funding from WSCC emergency fund for Covid 19 EHO | | 10-Sep-2020 | Yes | 20-Sep-2020 |
| Recruit Covid 19 EHO | | 15-Oct-2020 | Yes | 19-Nov-2020 |
| Finalise MOU with partner agencies for enforcement of Covid 19 legislation | | 30-Oct-2020 | Yes | 19-Nov-2020 |
| Support the Covid 19 Health Protection Board and Operational Group, including outbreak investigation | | 31-Mar-2021 | No | |
| Latest Update | <p>15-Jan-2021 The Health Protection Team has engaged a consultant EHO to support the Covid 19 work and food work. Working relationships with Trading Standards, Sussex Police and Env Health remains strong with an MOU for enforcement in place. This continues to be amended as new restrictions and new legislations come into practice. The team, CIRO and Ambassadors have been supporting local businesses during the busy Christmas period and now during lockdown. HP team were working with Sussex Police up to and over Christmas to resolve non-compliance with restrictions in local businesses where informal approaches were not working. Officers continue to ensure businesses are fully supported and understand the current restrictions, are following up on complaints and enquiries received and undertaking Covid compliance checks in businesses that are allowed to open. Working arrangements with WSCC PH and Env Health remain strong and the Health Protection team continue to support outbreak investigations and ensuring businesses are covid compliant to minimise the risk of outbreaks expanding. To improve communication between Public Health partners, an operational guidance for outbreak management has been drafted and is awaiting approval by the Covid 19 Health Protection Board.</p> | | | |
|  | PHEPR 11 Business Support as part of High Street Recovery Group / Alison Stevens | | | |
| Description | Description: Business support and advice for social distancing as part of CDC officers High Street Recovery Group Lead Officer: Alison Stevens Timescale: Long Term (6 - 12 months). From June 2020 Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: None | Overall Due Date | 31-Mar-2021 | |

| Milestones | | Due Date | Completed | Completed Date | |
|---|---|-------------|-------------------------|------------------|-----------------------|
| Recruit 2 Covid Information Officer | | 30-Sep-2020 | Yes | 30-Sep-2020 | |
| Attend CDC Officers High Street Recovery Group Meetings and advise as required - ongoing (see also ER 04) | | 31-Mar-2021 | Yes | 03-Sep-2020 | |
| Continue to provide support to businesses - ongoing | | 31-Mar-2021 | No | | |
| Latest Update | 15-Jan-2021 Our Covid Information Recovery Officer (CIRO) have been supporting businesses with advice on Covid legislation and how to adapt to the changing Covid restrictions after lockdown 2 and through the Christmas restrictions. Now they are giving advice about lockdown restrictions and continue to act as our eyes and ears, investigating complaints received from the public about settings where Covid 19 control measures are not being properly implemented and giving businesses advice and sharing best practice. Over the coming week, they will be visiting all supermarkets to undertake Covid 19 compliance checks. | | | | |
|  | PHEPR 12 Recommence Food Hygiene Programme / Alison Stevens | | | | |
| Description | Description: Recommence food hygiene programme when requested by Food Standards Agency and inspection of high risk new businesses. Lead Officer: Alison Stevens Timescale: Immediate (0 - 3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: None | | Overall Due Date | 31-Mar-2021 | |
| Page 6 | Milestones | | Due Date | Completed | Completed Date |
| Introduce fast track food hygiene advice revisit service (chargeable) | | 31-Jul-2020 | Yes | 03-Sep-2020 | |
| Prepare for restart of food hygiene programme | | 31-Jul-2020 | Yes | 03-Sep-2020 | |
| Ensure inspections from the last year programme are completed | | 31-Dec-2020 | No | | |
| Ensure food inspections of high risk premises are undertaken in accordance with the programme - ongoing | | 31-Mar-2021 | No | | |
| Latest Update | 15-Jan-2021 The food programme is deferred until June 2021 by the Food Standards Agency however many food businesses are seeking support in adapting to Covid restrictions and introducing takeaway services. The Health Protection team continue to support these businesses. It has not been possible to complete the inspections overdue from last year as many of these businesses are now closed or not operating in their normal manner. There have also been an increase in new food businesses which is often the case when unemployment rises and people turn to food business ideas. The food team are also responding to a number of new approved premises in the District, namely fishery products, meat produce and dairy. Ahead of Brexit, fishing vessels which wish to export to Europe have been inspected and classified. The team are also issuing Export Health Certificates (EHC) for fishery products, which is a new stream of work. | | | | |

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|--|---|-------------------------|------------------|-----------------------|
|  | PHEPR 13 Implement Recommendations from Environmental Health Service Review / Alison Stevens | | | |
| Description | Description: Implement recommendations from Environmental Health Service Review that support business Lead Officer: Alison Stevens Timescale: Medium Term (3 - 6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: Net savings £114,000 | Overall Due Date | 31-Oct-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Realign service provision in accordance with the EH Review recommendations | | 31-Mar-2020 | Yes | 31-Mar-2020 |
| Deliver channel shift | | 31-Mar-2021 | No | |
| Deliver e-form availability for food hygiene inspections/advice and service requests | | 31-Mar-2021 | No | |
| Review and purchase IT infrastructure | | 31-Mar-2021 | No | |
| Review kennel provision for stray dogs and award kennel contract | | 31-Mar-2021 | No | |
| Recruit staff to new structure | | 01-Oct-2021 | No | |
| Page 6 Latest Update | 07-Jan-2021 The SEHO post in the EP team remains vacant and no applications were received following readvertising. Reviewing options for this post. The Health Protection team have recruited one of the Covid Information Recovery Officers into the vacant technician post The IT project team have evaluated the options and concluded bespoke e forms provide the most versatility and are the most cost effective. This project will proceed now in Jan 21 with the purchase of the connectors which build the bridge between the e form and the database. An existing e form package will be used to create the forms. | | | |
| 3. Building Healthy Communities and Protecting the Environment in Recovery | | | | |
|  | PHEPR 14 Complete Road Space Reallocation Work / Alison Stevens | | | |
| Description | Description: Complete Road space Reallocation work Lead Officer: Alison Stevens Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: Reopening High Streets Safely Fund (CDC) / Emergency Active Travel Fund (WSSC) | Overall Due Date | 31-Aug-2020 | |
| Milestones | | Due Date | Completed | Completed Date |
| Complete input into CDC 'High Street' action plan | | 31-Aug-2020 | Yes | 03-Sep-2020 |

| | | | | |
|---|---|-------------------------|------------------|-----------------------|
| Complete input into Road space Reallocation work with WSCC | | 31-Aug-2020 | Yes | 03-Sep-2020 |
| Latest Update | 22-Dec-2020 No further update from WSCC ref Tranche 2. | | | |
|  | PHEPR 15 Review Draft Planning Policies in Local Plan Review / Toby Ayling | | | |
| Description | Description: Progress Local Plan review to adoption Lead Officer: Toby Ayling Timescale: Longer Term (12 months +) Member Engagement: Cabinet/Council Community/Partnership Engagement: External consultation Financial Implications: None | Overall Due Date | 30-Apr-2022 | |
| Milestones | | Due Date | Completed | Completed Date |
| Inclusion of general health and wellbeing policy (S21) in draft Local Plan | | 31-Jul-2020 | Yes | 31-Jul-2020 |
| Inclusion of specific policy requirements for health & well-being in addition to other policies that indirectly contribute to building healthy communities - due date TBC | | | No | |
| Latest Update | 07-Jan-2021 Health and well-being requirements currently under review and report envisaged to go to DPIP before Easter (date TBC) | | | |
|  | PHEPR 16 (SD EP 19) Climate Change Action Plan / Alison Stevens | | | |
| Description | Description: Draft detailed Climate Change Action Plan Lead Officer: Alison Stevens Timescale: Long Term (6 - 12 months) Member Engagement: Environment Panel, Cabinet Community/Partnership Engagement: Consultation? Financial Implications: TBC | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Recruit Climate Change Officer | | 31-May-2020 | Yes | 11-May-2020 |
| Report to Environment Panel - Full Climate Change Action Plan approved for public consultation | | 17-Aug-2020 | Yes | 17-Aug-2020 |
| Report to Cabinet - Full Climate Change Action Plan approved for public consultation | | 08-Sep-2020 | Yes | 08-Sep-2020 |
| Full Climate Change Action Plan out for public consultation | | 30-Sep-2020 | Yes | 25-Sep-2020 |
| Set up and initiate Low Carbon Chichester Fund project | | 30-Sep-2020 | No | |
| Approval of full Climate Change Action Plan by Environment Panel | | 23-Nov-2020 | Yes | 22-Dec-2020 |
| Approval of full Climate Change Action Plan by Cabinet | | 05-Jan-2021 | Yes | 15-Jan-2021 |

| | | | |
|--|--|----|--|
| Deliver action points 1-7 and commence action points 8-22 of the initial Climate Change Action Plan | 31-Mar-2021 | No | |
| Report on the feasibility of a District-wide fund for delivery of carbon reduction and biodiversity projects | 31-Mar-2021 | No | |
| Latest Update | 07-Jan-2021 The legal agreement for the Low Carbon Chichester fund is being delayed by a change of ownership at Linden. This is now on the Forward Plan to be finalised at Cabinet in April 21. The consultation responses on the CCAP and proposed revisions to the Draft Action Plan went before a special meeting of the Environment Panel on 4 December with the final draft approved at Cabinet on 5 January 21. | | |

| | | | | |
|---|--|-------------------------|------------------|-----------------------|
|  | PHEPR 17 (SD EP 12) Produce Air Quality Action Plan for 2020-2025 / Simon Ballard | | | |
| Description Page 70 | Description: Rewrite and re-adoption of the Air Quality Action Plan (AQAP) Expected Outcome: Policy will be informed by an updated understanding of local pollution sources due to modelling. Align with Chichester Vision. Provide better basis from which to bid for grants. Lead Officer: Simon Ballard Timescale: Long Term (6 - 12 months) Member Engagement: Environment Panel, Cabinet Community/Partnership Engagement: External consultation Funding Source: From existing resources | Overall Due Date | 31-Mar-2022 | |
| | Milestones | Due Date | Completed | Completed Date |
| | Undertake AQ modelling to inform the new AQAP | 01-Jun-2020 | Yes | 30-Jul-2020 |
| | Report to Environment Panel - draft AQAP for consultation | 24-Feb-2021 | No | |
| | Report to OSC - draft AQAP | 09-Mar-2021 | No | |
| | Report to Cabinet - Draft AQAP for consultation | 04-May-2021 | No | |
| | Consultation on draft AQAP complete | 25-Jun-2021 | No | |
| | Report to Environment Panel - consultation results and recommendation to adopt AQAP | 01-Sep-2021 | No | |
| | Report to Cabinet - Consultation results and recommendation to adopt AQAP | 07-Sep-2021 | No | |
| | Undertake actions in AQAP - ongoing | 31-Mar-2022 | No | |
| Latest Update | 15-Jan-2021 AQAP is part drafted. This work has been delayed due to the lead officer being diverted to other areas of work. However, consultation is occurring with WSCC on transport related matters and will feed into the final draft AQAP. Please note: the milestones have been updated | | | |

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|---|---|-------------------------|------------------|-----------------------|
|  | PHEPR 18 (SD EP 13) Local Cycling and Walking Strategy / Simon Ballard | | | |
| Description | Description: Procure and manage consultancy support to deliver a Local Cycling and Walking Infrastructure Plan (LCWIP), which will provide clarity to the priority order in which infrastructure should be delivered. Lead Officer: Simon Ballard Timescale: Long Term (6 - 12 months) Member Engagement: Environment Panel, Cabinet Community/Partnership Engagement: External consultation Funding Source: From existing resources | Overall Due Date | 31-May-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Cabinet report to seek approval to spend the BRP grant monies for the employment of an LCWIP consultant | | 04-Mar-2019 | Yes | 05-Mar-2019 |
| Invite tenders for the production of an LCWIP | | 20-Mar-2019 | Yes | 31-Mar-2019 |
| Form contract with chosen consultant | | 26-Apr-2019 | Yes | 30-Apr-2019 |
| Delivery of final report from chosen consultant | | 31-May-2020 | Yes | 03-Sep-2020 |
| Report to Environment Panel - draft LCWIP for consultation | | 17-Jun-2020 | Yes | 03-Sep-2020 |
| Report to Cabinet to approve draft LCWIP for consultation | | 07-Jul-2020 | Yes | 03-Sep-2020 |
| Report to DPIP and Environment Panel to approve LCWIP following consultation | | 11-Feb-2021 | No | |
| Report to Cabinet to approve LCWIP following consultation | | 02-Mar-2021 | No | |
| Implementation of findings | | 31-May-2021 | No | |
| Latest Update | 15-Jan-2021 Consultant has produced draft 2 of the LCWIP which is with officers for further consideration. | | | |

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Organisational Recovery Report - Project Index

Generated on: 18 January 2021



1. Adapting Our Services

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|---|-------------|---|---|
| | OR 01 | Assess Impacts on Service Delivery / Joe Mildred | 31-Mar-2021 | Business Support Division - Joe Mildred | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
| | OR 02 | Green Travel Plan / Joe Mildred | 30-Sep-2021 | Business Support Division - Joe Mildred | <div style="width: 40%;"><div style="width: 40%;"></div></div> 40% |
| | OR 03 | Business Case for Centralised Admin Service / Joe Mildred | 31-Mar-2021 | Business Support Division - Joe Mildred | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% |

2. Managing Staff

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|---------------------------------------|-------------|---|--|
| | OR 04 | Staffing Resources / Joe Mildred | 31-Mar-2021 | Business Support Division - Joe Mildred | <div style="width: 20%;"><div style="width: 20%;"></div></div> 20% |
| | OR 05 | Support Staff Wellbeing / Joe Mildred | 31-Mar-2021 | Business Support Division - Joe Mildred | <div style="width: 62%;"><div style="width: 62%;"></div></div> 62% |

3. Working from Home and ICT Support

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|--|-------------|---|--|
| | OR 06 | Enabling Staff to Work Effectively from Home / Joe Mildred | 31-Mar-2021 | Business Support Division - Joe Mildred | <div style="width: 83%;"><div style="width: 83%;"></div></div> 83% |

4. Use of East Pallant House

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|--|-------------|---|--|
| | OR 07 | Office Accommodation Appraisal / Joe Mildred & Vicki McKay | 31-Mar-2022 | Business Support Division - Joe Mildred | <div style="width: 28%;"><div style="width: 28%;"></div></div> 28% |

5. Channel Shift

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|--|-------------|--|--|
| | OR 08 | Electronic Service Delivery / Laurence Foord | 31-Mar-2021 | Communications, Licensing and Events Division - Laurence Foord | <div style="width: 90%;"><div style="width: 90%;"></div></div> 90% |
| | OR 09 | Website Enhancements / Laurence Foord | 30-Jun-2021 | Communications, Licensing and Events | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% |

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|---------------|----------|---------------------------|----------|
| | | | | Division - Laurence Foord | |

6. Procurement

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|--|-------------|---|--|
|  | OR 10 | Supporting Local Businesses Through Procurement / Nick Bennett | 30-Nov-2020 | Democratic Services Division - Nicholas Bennett | <div style="width: 20%;"><div style="width: 20%;"></div></div> 20% |

7. Finance

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|---|--------------|---|-------------|---|--|
|  | OR 11 | Medium Term Savings Opportunities / Helen Belenger & Andy Buckley | 31-Jan-2021 | Business Support Division - Joe Mildred | <div style="width: 71%;"><div style="width: 71%;"></div></div> 71% |

Organisational Recovery Report - Project Detail

Generated on: 18 January 2021

| 1. Adapting Our Services | | | | |
|--|---|-------------------------|------------------|-----------------------|
|  | OR 01 Assess Impacts on Service Delivery / Joe Mildred | | | |
| Description | Description: Assess impacts of C19 on service delivery Lead Officer: Joe Mildred supported by all DMs Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: N/A Financial Implications: TBC | Overall Due Date | 31-Mar-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Survey of all Services to understand impacts | | 31-Aug-2020 | Yes | 19-Aug-2020 |
| Assess changes in demand, changes in delivery and any limiting factors | | 30-Nov-2020 | Yes | 06-Jan-2021 |
| Plans for recovery drawn up including identification of changes in service delivery that should be adopted as preferable | | 31-Dec-2020 | Yes | 06-Jan-2021 |
| Latest Update | 06-Jan-2021 Latest lockdown impact currently being monitored, service delivery and resources position being collated and will be reported on and managed by exception. Potential for school closures to affect staffing resources, critical worker school places being made available for critical services. Some services have continued with their changes in service delivery and this will be ongoing until we move out from the covid response management and into through the recovery phase. | | | |
|  | OR 02 Green Travel Plan / Joe Mildred | | | |
| Description | Description: Review existing travel policies and practices & develop a new Green Travel Plan. Lead Officer: Joe Mildred Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member, JECF Community/Partnership Engagement: Unison. May need to engage with some service users Financial Implications: TBC | Overall Due Date | 30-Sep-2021 | |
| Milestones | | Due Date | Completed | Completed Date |
| Review of existing policies and explore potential changes | | 31-Aug-2020 | Yes | 23-Sep-2020 |
| Adopt where possible remote meetings and electronic submission and review of documents in place of physical site visits & meetings | | 30-Sep-2020 | Yes | 09-Oct-2020 |

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|---|--|----|--|
| Report to JECP | 29-Jan-2021 | No | |
| Recommendations to Environment Panel | 18-Feb-2021 | No | |
| Implementation - dependent on proposals | | No | |
| Latest Update | 06-Jan-2021 Initial review of existing practices complete and discussed at SLT. Next step is to develop a road map of potential with their benefits analysed, outline position included on January ORG agenda. This will go to JECP and Environment Panel early in new year, however implementation will require some consultation and in some cases significant lead in time. | | |

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|  | OR 03 Business Case for Centralised Admin Service / Joe Mildred | | |
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|--------------------|---|-------------------------|-------------|
| Description | <p>Description: Develop a business case for a centralised Admin service. Lead Officer: Joe Mildred with support from Tony Whitty Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member, plus JECP, Cabinet, Council depending on costs Community/Partnership Engagement: Service departments affected and Staff Reps Financial Implications: Savings to be implemented for 2021 budget. Some capital costs may be needed for any implementation costs.</p> | Overall Due Date | 31-Mar-2021 |
|--------------------|---|-------------------------|-------------|

| Milestones | Due Date | Completed | Completed Date |
|--|-------------|-----------|----------------|
| Review and assess benefits and dis-benefits of centralising admin functions into a single team | 31-Mar-2021 | No | |
| Scope services to be included, quantify resources needed & process mapping programme established | 31-Mar-2021 | No | |
| Undertake review and make recommendations | 31-Mar-2021 | No | |
| Report to Cabinet and Council if required - date(s) TBC | | No | |
| Report to JECP if required - date(s) TBC | | No | |
| Staff consultation & implementation - due date TBC | | No | |

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| Latest Update | 23-Sep-2020 This review should be put on hold until the efficiency saving programme has been agreed as administrative processes may well be affected by this exercise. In the short term the centralisation of post and scanning is likely to need to be re-established as we move back to mostly working from home for the winter period. Milestones to be shifted accordingly. | | |
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| 2. Managing Staff | | | |
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|---|---|--|--|
|  | OR 04 Staffing Resources / Joe Mildred | | |
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|--------------------|---|-------------------------|-------------|
| Description | <p>Description: Ensure sufficient staffing resources are available to critical services Lead Officer: Joe Mildred Timescale: Ongoing from March 2020</p> | Overall Due Date | 31-Mar-2021 |
|--------------------|---|-------------------------|-------------|

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|---|--|-------------------------|------------------|
| | Member Engagement: Cabinet, Council Community/Partnership Engagement: Financial Implications: | | |
| | Milestones | Due Date | Completed |
| | Continually review capacity in Services and identify critical pinch points - ongoing from March 2020 | 31-Mar-2021 | No |
| | Furlough staff unable to work where possible to minimise cost - ongoing | 31-Mar-2021 | Yes |
| | Redeploy staff where possible - ongoing | 31-Mar-2021 | No |
| | Report to Cabinet as required - date(s) TBC | | No |
| | Report to Council as required - date(s) TBC | | No |
| Latest Update | 06-Jan-2021 Further redeployment exercise being undertaken to meet the needs of the latest 2021 lockdown. Several staff from Novium to be moved into Revs and Bens to work on the provision of government covid business relief grants and to health protection team. Will be an ongoing process and resources will be moved from non critical services to cover critical functions as required. | | |
|  | OR 05 Support Staff Wellbeing / Joe Mildred | | |
| Page Description 77 | Description: Support staff wellbeing Lead Officer: Joe Mildred & Wellbeing Team Timescale: Ongoing from June 2020 Member Engagement: Cabinet Member and JECF Community/Partnership Engagement: Financial Implications: | Overall Due Date | 31-Mar-2021 |
| | Milestones | Due Date | Completed |
| | 2019-20 ongoing focus on staff welfare - qtr4 | 31-Mar-2020 | Yes |
| | 2020-21 ongoing focus on staff welfare - qtr 1 | 30-Jun-2020 | Yes |
| | 2020-21 ongoing focus on staff welfare - qtr 2 | 30-Sep-2020 | Yes |
| | 2020-21 ongoing focus on staff welfare - qtr 3 | 31-Dec-2020 | Yes |
| | Follow up staff survey | 28-Feb-2021 | Yes |
| | 2020-21 ongoing focus on staff welfare - qtr 4 | 31-Mar-2021 | No |
| | Ensure support mechanisms are in place and staff signposted appropriately - ongoing | 31-Mar-2021 | No |
| | Report to JECF as required - date(s) TBC | | No |
| Latest Update | 15-Jan-2021 Further work to be undertaken in January 21 to ensure that staff are fully supported by managers and tools to help cope with the additional pressures brought on by latest lockdown and school closures. Flexibility being applied to staff where appropriate to | | |

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| | ensure that they can manage the balance of work and home lives including home schooling. This action will be ongoing throughout the duration of the pandemic. |
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3. Working from Home and ICT Support

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|---|---|-------------------------|------------------|-----------------------|
|  | OR 06 Enabling Staff to Work Effectively from Home / Joe Mildred | | | |
| Description | Description: Ensure staff have the tools necessary for them to work effectively from home. Lead Officer: Joe Mildred & Andy Forward Timescale: Immediate (0-3 months) Member Engagement: Community/Partnership Engagement: Financial Implications: Some capital costs might be required for VPN development. | Overall Due Date | 31-Mar-2021 | |
| | Milestones | Due Date | Completed | Completed Date |
| | Complete staff survey of ICT / equipment needs, and supply reasonable requests, repurposing equipment where possible | 30-Jun-2020 | Yes | 19-Aug-2020 |
| | Further develop remote meeting systems for both formal and informal meetings | 31-Jul-2020 | Yes | 19-Aug-2020 |
| | Complete the DR solution at the depot as soon as contractors available | 31-Aug-2020 | Yes | 19-Aug-2020 |
| | Review and identify improvements to the VPN to increase performance & reliability | 30-Sep-2020 | Yes | 09-Oct-2020 |
| | Ensure systems are secure - ongoing | 31-Mar-2021 | No | |
| | Support & training for Managers in managing remote teams - ongoing | 31-Mar-2021 | Yes | 19-Aug-2020 |
| Latest Update | <p>06-Jan-2021 All staff completed an exercise that looked at their requirements for ICT and office equipment as well as any additional support. These requests were considered and most requests were met ensuring that we continued to meet our duty of care as an employer.</p> <p>We have continued to use Teams, Workplace and Zoom for meetings as appropriate, we have purchased several additional Zoom licenses to ensure that we are meeting our security requirements on this platform.</p> <p>The DR solution at the depot is now working and live with offsite backups now operational. An extensive programme of testing will be undertaken over the coming months and the switch to the new Gigabit line being installed by WSCC imminently will enable improved speeds in connecting the two sites.</p> <p>The connection to the VPN has improved since some remodeling of where the network traffic was accessing the system. The VPN line capacity has been improved from 100mg to 1gb capability which has improved speeds when working within the VPN.</p> <p>An enhanced focus on ensuring our cyber security measures remain strong enough continues, this is vital as the amount of both sophisticated and opportunistic cyber crime has increased dramatically during the lockdown period.</p> <p>We have provided training to managers on managing remotely with guides produced as well as regular ICT tips and training shared with all staff.</p> | | | |

4. Use of East Pallant House

| | | | | |
|---|---|-------------------------|------------------|-----------------------|
|  | OR 07 Office Accommodation Appraisal / Joe Mildred & Vicki McKay | | | |
| Description | <p>Description: Assess the requirements for office accommodation in the future Lead Officer: Joe Mildred, Vicki McKay and Andy Buckley Timescale: Long Term (6-12 months) Member Engagement: Cabinet Member, OSC, Cabinet, Council Community/Partnership Engagement: Depending on preferred option some community engagement might be required, but should be minimal if little / no impact on service delivery Financial Implications: Depending on final option chosen there may be a capital sum required, at least to bridge a potential gap between moving and realising a capital receipt. Revenue savings should be realised.</p> | Overall Due Date | 31-Mar-2022 | |
| Milestones | | Due Date | Completed | Completed Date |
| Assess the ongoing need for office accommodation | | 31-Aug-2020 | Yes | 24-Sep-2020 |
| Identify possible solutions including shared accommodation, new development, pre-let in SG | | 31-Aug-2020 | Yes | 19-Aug-2020 |
| High level options to be considered by Members | | 31-Jan-2022 | No | |
| Business case to be developed incorporating capital spend, capital receipt, operating savings, impact on services & customers | | 31-Mar-2022 | No | |
| Report to Cabinet - date(s) TBC | | | No | |
| Report to Council - date(s) TBC | | | No | |
| Report to OSC - date(s) TBC | | | No | |
| Latest Update | 06-Jan-2021 OSC and Cabinet have agreed to delay this options appraisal by 12 months due to the current widespread uncertainty in various key elements of the review. Scope to go to OSC next year, milestones amended accordingly. | | | |

5. Channel Shift

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|---|--|-------------------------|-----------|--|
|  | OR 08 Electronic Service Delivery / Laurence Foord | | | |
| Description | <p>Description: Develop an improvement programme to ensure services are delivered electronically rather than face to face. Lead Officer: Laurence Foord Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications:</p> | Overall Due Date | 31-Mar-21 | |

| Milestones | | Due Date | Completed | Completed Date |
|--|---|-------------|-------------------------|----------------|
| Update report to SLT | | 26-Aug-2020 | Yes | 26-Aug-2020 |
| Baseline data on service delivery collected | | 31-Aug-2020 | Yes | 26-Aug-2020 |
| Review e-form transactions, web visits and phone calls etc. to identify 'quick wins' | | 31-Aug-2020 | Yes | 26-Aug-2020 |
| Create section on the Intranet to promote channel shift | | 30-Sep-2020 | Yes | 18-Nov-2020 |
| Report to SLT to identify priorities for channel shift | | 05-Oct-2020 | Yes | 18-Nov-2020 |
| Internal campaign to promote channel shift | | 31-Oct-2020 | Yes | 19-Nov-2020 |
| Investigate opportunities to reduce the high number of interactions (phone and face-to-face) ref. Taxi Licensing | | 31-Oct-2020 | Yes | 19-Nov-2020 |
| Clear and measurable set of channel shift targets (with focus on areas of greatest impact) in place | | 30-Nov-2020 | Yes | 18-Jan-2021 |
| Further report to SLT - work plans for channel shift in Parking Services, CCS and Customer Services | | 30-Nov-2020 | Yes | 30-Nov-2020 |
| Report on print/postage costs with a view to reduce cost and environmental impact | | 30-Nov-2020 | No | |
| Page 80 Latest Update | <p>18-Jan-2021 The Team are looking to promote channel shift to DM's and budget holders. As part of this process we have created a new 'hidden' section on the intranet with interactive dashboards and supporting information. To engage with DM's we have created a simple email marketing message.</p> <p>A channel shift target reduction of 10% has been set for phone and face-to-face for Parking and Contract Services interactions for 2021-2022 (Q3 & Q4) - SLT Channel Shift Target Spreadsheet has been updated to reflect these accordingly.</p> <p>A review of post in/out has been completed within Revenues and Benefits teams. A pilot is being commissioned to trial outsourced mail. Again the project outcomes will be clearly measured to inform future decisions.</p> <p>ICT are renegotiating the current Council printer contract, due to expire in January and have reported to SLT potential savings associated with reduction of printers across the organisation. Currently DM for Customer Services & ICT Manager are working collaboratively. Work is on-going. Awaiting feedback as to progress. Pilot anticipated to be going 'live' at the latest February 2021. The impact of the on-going pandemic has prevented progress. At current time (18.01.21) no further update available/able to be reported.</p> | | | |
|  | OR 09 Website Enhancements / Laurence Foord | | | |
| Description | Description: Develop and deliver a programme of Website Enhancements Lead Officer: Laurence Foord Timescale: Long Term (6-12 months) Member Engagement: Cabinet Community/Partnership Engagement: Some user / access groups might need to be engaged Financial Implications: Some capital investment may be required | | Overall Due Date | 30-Jun-2021 |
| Milestones | | Due Date | Completed | Completed Date |

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|---|--|-------------------------|------------------|-----------------------|
| Push customers via eforms rather than generic email, focusing on high-volume areas | | 31-Dec-2020 | No | |
| Scoping exercise to define requirements for a wizard-based 'Contact Us' form | | 29-Jan-2021 | No | |
| Upgrade website to enable more mobile friendly version of eforms | | 26-Feb-2021 | No | |
| Investigate an online booking system to 'push' more services online e.g. MOT, sports facilities and H&S Training Courses | | 31-Mar-2021 | No | |
| Investigate and pilot use of chat bots | | 30-Jun-2021 | No | |
| Further service-specific targets and milestones TBD | | | No | |
| Report to Cabinet - date(s) TBC | | | No | |
| Latest Update | <p>09-Dec-2020 This is work in progress in terms of an updated work plan taken to SLT at the end of November and officers continue to work with specific service areas such as Customer Services, Parking Services, Contract Services and potential corporate online booking function.</p> <p>The targets have been considered with the Parking and CCS. We're now waiting for confirmation from Customer Services - work is ongoing to resolve this element.</p> <p>Met with new Customer Services Manager on 9 December 2020 - a further update to be provided on channel shift baseline data in due course and whether targets are realistic in view of a number of challenging services in 2021 including.</p> <p>Officers will report back in due course.</p> | | | |
| Procurement | | | | |
| OR 10 | OR 10 Supporting Local Businesses Through Procurement / Nick Bennett | | | |
| Description | <p>Description: To ensure as far as we legally can, we support local businesses through our purchasing arrangements.</p> <p>Lead Officer: Nick Bennett</p> <p>Timescale: Medium Term (3-6 months)</p> <p>Member Engagement: Cabinet Member, Cabinet, Council</p> <p>Community/Partnership Engagement:</p> <p>Financial Implications: None</p> | Overall Due Date | 30-Nov-2020 | |
| Milestones | | Due Date | Completed | Completed Date |
| Consider potential for amendments to contract procedure rules and advice to Officers | | 30-Sep-2020 | Yes | 10-Sep-2020 |
| Report to Corporate Governance and Audit Committee | | 22-Oct-2020 | No | |
| Report to Council | | 24-Nov-2020 | No | |
| Review and amend contract standing orders to enable local purchasing to be considered when procuring goods and services, as far as reasonably practicable | | 30-Nov-2020 | No | |
| Train budget holders | | 30-Nov-2020 | No | |

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| Latest Update | 24-Sep-2020 At the moment we are finalising the new contract procedure rules and also drafting advice to officers on contracts, alongside work on greener contracts and carbon neutrality. A paper will be presented to January Corporate governance and then to full council which will include this work on localism. Milestone to be amended to reflect this. |
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7. Finance

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|  | OR 11 Medium Term Savings Opportunities / Helen Belenger & Andy Buckley | | |
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|--------------------|--|-------------------------|-------------|
| Description | <p>Description: Identify savings opportunities in the short to medium term through Efficiency Savings & Policy Options.</p> <p>Lead Officer: SLT and DMs co-ordinated by Helen Belenger & Andy Buckley</p> <p>Timescale: Medium Term (3-6 months)</p> <p>Member Engagement: Cabinet Members for efficiency savings. Cabinet and Council for Policy Options, may need OSC involvement.</p> <p>Community/Partnership Engagement: Unlikely unless significant policy changes proposed. Staff reps.</p> <p>Financial Implications: Savings</p> | Overall Due Date | 31-Jan-2021 |
|--------------------|--|-------------------------|-------------|

| Milestones | Due Date | Completed | Completed Date |
|---|-------------|-----------|----------------|
| Divisional Managers develop savings and provide initial list of quantified savings ideas for consideration | 31-Aug-2020 | Yes | 23-Sep-2020 |
| Coordinate DM submissions broken down between "efficiency savings" and "policy options" for review at SLT Strategy Day | 30-Sep-2020 | Yes | 08-Oct-2020 |
| Present efficiency savings and policy options to Cabinet / SLT strategy day and determine those to take forward | 31-Oct-2020 | Yes | 17-Nov-2020 |
| Report to OSC (if required for Policy Options) | 17-Nov-2020 | Yes | 17-Nov-2020 |
| Cabinet to consider policy options and recommend options to Council (worth noting that some options may take longer to finalise e.g. EPH) | 05-Jan-2021 | Yes | 15-Dec-2020 |
| Council to consider policy options and determine which to adopt | 12-Jan-2021 | No | |
| Work with finance / DMs to feed efficiency savings into 2020-21 budget | 31-Jan-2021 | No | |

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| Latest Update | 15-Dec-2020 A summary of efficiency savings and policy options was presented to Overview & Scrutiny Committee in November and Cabinet in December. A 3 year savings delivery programme is now underway with approximately £1m scheduled to be removed from the revenue budget in 2021-22. |
|----------------------|---|

Chichester District Council

Overview and Scrutiny Committee

26 January 2021

Asset Management

1. Contacts

Report Author:

Vicki McKay Divisional Manager Property & Growth

Tel: 01243 534519 E-mail: vmckay@chichester.gov.uk

Kevin Gillett Valuation & Estates Manager

Tel: 01243 534727 E-mail: kgillett@chichester.gov.uk

2. Recommendation

- 2.1 To receive the report on the Council's built and land assets, and to note the work to date and ongoing mechanism in place for their management and review.**

3. Background

- 3.1 The Council owns a range of built and land assets, split between Operational Property (such as the CCS Depot, Public Conveniences, Car Parks and East Pallant House), Non-Operational Property (premises let out to commercial tenants), property held for Investment purposes (premises held purely for financial return) and surplus property identified for disposal. In total, the Council's asset register contains over 500 ownership records.
- 3.2 The non-operational portfolio is managed by the Council's Estates team and includes almost 90 industrial plots or units (130 when including the St James Industrial Estate, which is currently proposed for redevelopment), over 50 retail units and 15 offices; in addition the Council's ownership includes 81 parcels of land comprising development land, amenity land and open space across the district. Despite uncertain market conditions, vacancy levels are around 5% across the non-operational portfolio, with a number of new industrial and retail lettings having completed since last Spring.
- 3.3 The Estates team work to a number of policies and procedures, covering the day to day management of the non-operational and investment assets as well as matters such as acquisitions, disposals and valuation.
- 3.4 These policies and procedures are set out in procedure notes, overseen by the Valuation and Estates Manager and reviewed periodically to ensure they reflect current best practice and any changes to legislation or technical requirements. The procedure notes are working documents for officer use to ensure consistency in approach.

4. Progress to date

- 4.1 A comprehensive review of the Council's assets was commenced in 2019, although understandably that work has been on hold since March last year. This review will

identify those assets where there may be opportunity for a more detailed appraisal and outline a proposed programme for that further work. By its nature, this is a fluid and constantly evolving process, influenced by changing market conditions and supply and demand factors, with these influences now even more pronounced as a result of the unprecedented Covid19 pandemic.

- 4.2 For land disposals, each disposal is managed on a 'case by case' basis, and each presents its own factors in terms of legal and/or planning considerations. The Committee may be aware of the land disposals currently ongoing, with each at a different stage. Contracts have been exchanged on the Grange site in Midhurst, a site being sold following the construction of the new Grange Leisure and Community Centre. An area of land at Church Road in Chichester is to be sold for residential development and officers are currently planning the timing and detail of the marketing of that site due to the delay caused by Covid 19. A former coach depot site at Pitsham Land in Midhurst is being used as a temporary storage yard whilst officers assess the most appropriate disposal method and programme.
- 4.3 Despite challenging and fast changing market conditions, work continues on many of the non-operational and investment assets, from standard lettings to major projects. Working with the Economic Development team, a local business looking to expand has taken a unit at the Council's Ravenna Point development, where all 6 units are now occupied or under offer. Regular liaison with the operator of the Enterprise Centre has built a good working relationship and the Centre is seeing its best occupancy levels to date. The Old Bakery in Petworth has also seen a number of recent new lettings brought about by the Estates team, both retail and office based.
- 4.4 Members will be aware of the current proposed redevelopment of the St James Industrial Estate, which is another example of considering how best to use our assets to deliver a revenue income and also support the Council's wider objectives of growing the local economy. Similarly, the remaining land at Barnfield Drive is a further opportunity for the Council to work with a developer to ensure a commercially and corporately acceptable scheme is brought forward.
- 4.5 Consideration is also given by officers to alternative or innovative uses for assets, with the Pop Up shops in Crane Street, Chichester being an example of this. This initiative has already enabled three local businesses to trial a 'bricks and mortar shop'.
- 4.6 The importance of ensuring best use is made of the Council's commercial portfolio is highlighted in the Economic Recovery Plan, which reflects a number of the cases referred to above and provides updates to members on those key issues.

5. **Outcomes to be achieved**

- 5.1 The ongoing management of the Council's assets contributes to the continuation and growth of revenue income and ensures that the obligations on each party of the relevant Landlord and Tenant legislation are met.
- 5.2 Current projects and ongoing asset management will ensure the Council's asset portfolio contributes to the Economic Recovery Plan and wider Council objectives.

5.3 The asset review work will enable officers to identify potential opportunities within the Council's land and property ownership; this will be an ongoing process due to changing markets and demands, which have been exacerbated due to the Covid19 crisis and will undoubtedly continue to remain fast-moving and unpredictable.

6. Finances

6.1 The non-operational and investment properties generate an annual revenue income to the Council of around £2.6 million.

6.2 Disposals of land or property generate capital receipts, with £3.6 million having been received since 2015.

7. Proposal

7.1 That the Committee notes the asset management work undertaken to date and the ongoing projects connected to the Economic Recovery Plan.

7.2 That the Committee further notes that the wider asset review work will continue as set out in the service action plans ,with any opportunities identified assessed in line with existing policies and procedures and recommended to Cabinet and Council where appropriate.

8. Community impact and corporate risks

8.1 If any land or building owner does not review their assets, there is a risk of missing opportunities, and this is addressed by officers through a flexible and responsive approach, as well as proactively seeking out possible opportunities.

8.2 Against the current unprecedented market conditions, there is a risk that previously anticipated values may not be realised. Officers ensure they are aware of up to date market information to try and mitigate this risk.

8.3 When reviewing an asset identified for possible disposal, the potential opportunity cost of disposal against any likely future appreciation in value must be considered; the disposals process ensures these considerations are accounted for.

9. Appendices

9.1 None

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Chichester District Council

Overview and Scrutiny Committee

26th January 2021

Review of the Housing Register and Allocation Scheme

1. Contacts

Report Author

Ivan Western – Housing Delivery Manager

Telephone: 01243 534582 E-mail: iwestern@chichester.gov.uk

2. Recommendation

- 2.1 That the Committee consider the findings of the Task and Finish Group appointed to review the Housing Register and Allocation Scheme and make any comments to Cabinet**

3. Background

- 3.1 The Council administers a *Housing Register* which is used as the basis for the allocation of social housing in the District. Key elements of the Housing Register, including the definition of groups to whom '*reasonable preference*' in the allocation of housing must be given, are prescribed by law, but within this framework Councils have a considerable degree of latitude to frame policies which meet its local priorities.
- 3.2 At its meeting in September 2020 OSC established a Task & Finish Group to oversee a review of the Housing Register with the intention of making recommendations on ways in which the Allocation Scheme could be improved.
- 3.3 The T&F Group met on 13th November to receive an initial presentation and, at the time of writing, is due to consider more detailed recommendations at a meeting on 15th January. These recommendations are set out in Appendix One.

4. Outcomes to be Achieved

- 4.1 The overriding purpose of the review is to make sure that the Council makes optimal use of the limited supply of social and affordable rented homes which are available.
- 4.2 Underpinning this the Review highlighted several key principles which our scheme needs to satisfy, namely the need to:
- Meet the Council's statutory requirements
 - Operate as fairly and transparently as possible
 - Promote efficiency in terms of administration and swift letting of empty property
 - Allocate homes in ways which support the maintenance of sustainable communities.

4.3 The Review also recognises the specific role of Registered Providers whose homes are let through the Housing Register and the need to take on board their views, as well as those of other partners and stakeholders in the implementation of change.

5. Proposals

- 5.1 Proposals for change involve a number of different areas. The first of these is **eligibility** for the Housing Register. Specific changes are recommended to the income and savings thresholds for applicants, along with minor changes to the criteria used to exclude applicants who have been convicted of criminal behaviour or serious breaches of tenancy conditions. The need for a **Local Connection** to Chichester District is a key element of our scheme as is, in some cases, a connection to a rural parish. The recommendations involve some minor changes to the way this operates including the removal of the need for a rural parish connection for new homes which are built as part of 'strategic housing developments'.
- 5.2 The system of **Priority Bands** lies at the heart of the allocation scheme, the key change proposed in this part of the policy involves a more targeted approach to assist former Care Leavers and Rough Sleepers. This would be based on awarding additional priority, for a ring-fenced number of nominations, to applicants as part of a managed 'move on' pathway from supported housing.
- 5.3 A number of **operational changes** to the way the application and bidding process is managed are suggested. This includes the abolition of set time limits for bidding for some categories of applicant, a facility to suspend applicants bidding in appropriate circumstances and to let properties directly, without advertising in specified circumstances. The recommendations also provide for greater use of discretion to be delegated to the Divisional Manager in exceptional circumstances.
- 5.4 There is also a need to update the allocation scheme to ensure that it clearly reflects recent government regulations in relation to specific priority areas. This applies to two areas; applicants who are victims of **domestic abuse** and the **Armed Services Covenant** which aims to ensure that those who have served in the Armed Forces are treated fairly. In practice our allocation scheme already meets these requirements in operational terms; it is simply helpful to demonstrate this more explicitly by the way the way the scheme is framed.
- 5.5 Clearly any changes to the way homes are allocated results in some applicants being prioritised at the expense of others. The aggregate effect of these changes is very difficult to determine. At a 'micro' level the effect should be that the pathway from supported housing to long term social housing should become easier. This should benefit individuals concerned whilst improving the flow of residents through the supported housing sector.
- 5.6 Prior to making changes, it is envisaged that consultation will take place with Registered Provider partners and other stakeholders in the supported housing sector as well as West Sussex County Council. Beyond this, the next step would be to revise and republish the Housing Allocation Scheme for approval by the Cabinet.

6. Alternatives Considered

6.1 A limited review of other Councils' housing allocations schemes has taken place and specialist advice sought from a former Government adviser.

7. Resource and Legal Implications

7.1 There are no resulting budgetary implications from these changes, nor any specific implications for IT or staffing.

7.2 Once completed it will be necessary to satisfy ourselves that the revised Housing Allocation scheme is consistent with current statutory requirements.

8. Consultation

8.1 The intention would be to conduct consultation with partners and stakeholders prior to a Cabinet Decision on changes to the Allocation Scheme.

9. Community Impact and Corporate Risks

9.1 One of the key risks involves the need to manage the number of homeless households being placed in temporary accommodation. The ability to provide move on options for homeless households into long term housing through the Housing Register is the principal means of managing this demand and thus controlling the cost of temporary accommodation.

10. Other Implications

| Are there any implications for the following? | | |
|---|-----|----|
| If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9 | | |
| | Yes | No |
| Crime and Disorder | | x |
| Biodiversity and Climate Change Mitigation | | x |
| Human Rights and Equality Impact | x | |
| Safeguarding and Early Help | x | |
| General Data Protection Regulations (GDPR) | x | |
| Health and Wellbeing | x | |
| Other (please specify) | | |

11. Appendix

11.1 Recommendations to Task and Finish Group on Housing Register & Allocation Scheme 15th January 2021.

12. Background Papers

12.1 Task and Finish Group Meeting Notes 13th November 2020

12.2 Equality Impact Statement

12.3 Chichester District Council Housing Allocation Scheme
<https://www.chichester.gov.uk/CHttpHandler.ashx?id=25981&p=0>

12.4 Allocation of Accommodation: Guidance for Local Authorities (December 2020)
[Allocation of accommodation: guidance for local authorities - Guidance - GOV.UK](#)

Appendix 1. Housing Register and Allocation Scheme Task and Finish Group: Principal Recommendations

| Current Policy | Proposed Changes | Rationale for Change or Retention |
|---|--|---|
| <p>1. Eligibility for the Housing Register: By law several categories of applicant who are subject to immigration control or who are not habitually resident in the UK must be treated as 'ineligible'. Beyond this the Council has discretion to define other categories of applicant who are not 'qualifying persons'. Some minor amendments to this are proposed.</p> | | |
| <p>(a) Existing Social Housing Tenants: Applicants seeking a transfer who are considered to have no housing need i.e. they would not fall within Bands A-C. <i>This applies to existing social housing tenants who have appropriate accommodation for their household size and needs and would otherwise fall into Band D</i></p> | <p>No change</p> | <p>We receive a lot of applications from existing social housing tenants who wish to move due to concerns about their neighbourhood or the type of property. Such issues are best dealt with on a landlord/tenant basis rather than via the Housing Register. Other options available include tenants pursuing an exchange or landlords facilitating transfers either within their own stock or in exceptional cases, where there is a direct threat to residents' safety, via the Council's Priority Transfer Scheme.</p> |
| <p>(b) Income and Savings: applicants with sufficient income and/or savings to secure alternative housing. <i>Income threshold for applicants is set at 4 x the Local Housing Allowance rate for the type of property needed which equates to income limits of:</i></p> <p><i>1 bed 31,200</i> <i>2 bed 39,520</i> <i>3 bed 47,424</i></p> | <p>It is suggested that the income limits and the basis on which they are calculated are retained.</p> <p>Savings threshold to be increased to £20,000 for 'general applicants' and £30,000 for applicants aged 55+.</p> <p>Savings will be deemed to include monies received from the sale of a property in the last 3 years by any member of the household</p> | <p>The income thresholds for eligibility can be compared with the income that might be required to purchase different types of property on the local market at lower quartile prices, based on 4 x income multiplier</p> <ul style="list-style-type: none"> - 1 bed home would need an income of £38,000 - 2 bed home would need an income of £63,112 <p>The increase in the savings threshold provides greater access for applicants who have some savings or have previously been owner occupiers. The increased threshold for older households reflects the difficulty of securing mortgages in later life, the fact that some older people receive lump sums in later life.</p> |

Appendix 1. Housing Register and Allocation Scheme Task and Finish Group: Principal Recommendations

| | | |
|--|--|--|
| <p>4 bed 64,480</p> <p><i>The savings limit is set at £16,000. Discretion may be made in circumstances where social housing is the only realistic option e.g. disabled adaptations needed.</i></p> | | <p>The demand for many age restricted schemes in Chichester is quite low; it would be beneficial to widen access to this to older people who are currently prevented from applying for these homes.</p> |
| <p>(c) Unacceptable Behaviour An applicant or a member of their household who has been identified as being involved in unacceptable or anti-social behaviour within the past five years. <i>The policy sets out a wide range of examples of this embracing criminal convictions and conduct of previous tenancies</i></p> | <p>It is proposed that this exclusion is reduced from five to three years.</p> | <p>In practice Registered Providers have their own policies which they use to restrict the grant of tenancies to perpetrators of nuisance or criminal behaviour. There are however circumstances in which the Council may be forced to accept a statutory duty to rehouse a household in these circumstances, in such circumstances reducing the exclusion period to three years allows some flexibility although in practice, such households will still find it very difficult to access social housing.</p> |
| <p>(d) Minimum age for Applicants The Housing Register is open to anyone who is 16 years of age or older (subject to other restrictions). In practice there are very few, if any, 16 year olds on the Housing Register as main applicants.</p> | <p>It is proposed to increase the minimum age for new applications to 18.</p> | <p>There is no justification for accepting applications from 16 and 17 year olds, not least since they cannot be granted a tenancy or enter into a contract. 16 and 17 year olds threatened with homelessness receive assistance from WSCC Children’s services who may seek joint assessments and assistance from the Council when and if required.</p> |

Appendix 1. Housing Register and Allocation Scheme Task and Finish Group: Principal Recommendations

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| <p>(e) Applications from mobile and holiday home applicants <i>There is no explicit reference to the eligibility of residents who occupy 'holiday accommodation'.</i></p> | <p>Applications from residents living on holiday parks will be assumed to have accommodation available elsewhere as their 'main residence' and their needs will be assessed on this basis.</p> <p>Only when it can be established that residents have no other accommodation available to them will they be eligible for the Housing Register.</p> | <p>The District includes a large number of 'holiday parks'. Invariably these are restricted in use for residents who have their main home elsewhere. The intention is to clarify the way these applications are managed in circumstances where applicants appear to have no other accommodation.</p> <p>The effect of the change underlines that residents of holiday park accommodation <i>should</i> have alternative accommodation but provides more clarity in circumstances where, for one reason or another, this is no longer the case.</p> |
| <p>2. Local Connection: The requirement for a local connection to Chichester District is an important element of our Allocation Scheme. Local connection requirements operate in two ways:</p> <ul style="list-style-type: none"> - <i>A Local Connection to the District</i> - is required in order for an applicant to be eligible to join the Housing Register, (albeit this is waived in circumstances where the Council owes a statutory housing duty). - <i>A Local Connection to a Rural Parish</i> – may be used to prioritise an applicants within Bands A-C (i.e. those who have current Housing Needs), for specific allocations in rural areas. This policy is currently applied to Parishes designated as Rural Settlements. | | |
| <p>(a) Rural Allocation Policy At present this policy applies to all those Parishes which are designated by the Government as Rural Settlements.</p> <p>The parts of the District which do not fall within this designation are (and to which the Rural Allocation Policy does <u>not</u> apply) are Chichester City, East Wittering & Bracklesham, Midhurst, Selsey, Southbourne and Petworth.</p> | <p>It is proposed that strategic housing development areas are also excluded from the Rural Allocation Policy. At present this would include Tangmere, Westhampnett and Shopwhyke Lakes (Oving).</p> <p><i>A suggestion was made at the Task & Finish Group that the Rural Allocation Policy should also be applied to lettings in the Parish of East Wittering and Bracklesham Parish.</i></p> | <p>The existing Rural Allocation Policy affords priority for local people where opportunities for affordable housing are especially scarce. In doing so it helps to promote more sustainable local communities. There is less justification for these policies in areas with a larger volume of lettings and as part of developments which are planned to meet district wide needs.</p> |

Appendix 1. Housing Register and Allocation Scheme Task and Finish Group: Principal Recommendations

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| <p>(b) Definition of a Local Connection to Chichester District</p> <ul style="list-style-type: none"> - Currently resident for 2 years on a permanent basis - Previously resident for 4 out of the past 6 years - Current employment in a paid or unpaid role within Chichester District for more than 20 hours per week - Moving to receive or provide care where one party has been resident for at least 5 years - Other exceptional circumstances with the agreement of the Portfolio holder | <p>Minor changes are proposed as follows:</p> <ul style="list-style-type: none"> - To reduce the working hours requirement from 20 to 16 hours - To remove the care requirement to be conditional upon eligibility for Carer’s Allowance - To provide greater discretion to maintain applications for households who move to accommodation outside the District for work or training purposes, or due to the lack of affordable housing - To delegate decisions on the use of discretion with reference to the Divisional Manager rather than the Portfolio Holder. - To waive the requirement for West Sussex Care Leavers to have a Local Connection. | <p>Decisions on applicants’ Local Connection to Chichester District can be contentious. The intention of the changes proposed is to reduce some of the ‘hard edges’ around the policy and provide greater scope for discretion.</p> <p>It is preferable to avoid circumstances where applicants ‘lose’ a local connection once accepted on to the Register. This is difficult to manage and potentially may provide a perverse incentive for applicants to remain in poor quality accommodation rather than move to more affordable rented accommodation outside the District.</p> <p>A protocol has been agreed between WSCC and Districts and Boroughs not to insist on Local Connections for young people who have been looked after by WSCC.</p> |
| <p>3. Priority Banding: Properties are allocated to applicants through a system of bidding based on four Bands A-D, where A is the highest and D is the lowest. Priority within Bands is determined by date order using the date on which an application moved into the relevant band.</p> | | |
| <p>(a) Rough Sleepers Band B priority for ‘applicants who have been registered with an appropriate agency or a charity for a period of 3 months or more as regularly rough</p> | <p>Proposed introduction of a quota for rehousing rough sleepers, care leavers and potentially others moving on from supported housing. The quota would enable specific</p> | <p>The current Band B option for rough sleepers is in practice difficult to operate and has been rarely used. Replacing it with a ‘quota’ as suggested would provide a more manageable pathway for those ready to move on to permanent social housing, where this</p> |

Appendix 1. Housing Register and Allocation Scheme Task and Finish Group: Principal Recommendations

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| sleeping within Chichester District’. | applicants to be prioritised within Band B as part of a planned housing pathway to be determined in partnership with relevant partners e.g. Stonepillow for rough sleepers, and WSCC for former looked after children. | is the appropriate solution. |
| (b) Former looked after Children There is no explicit priority given to Care Leavers within the Allocation Scheme. | | Current arrangements for Care Leavers are inconsistent and generally responsive rather than planned. The introduction of a quota will assist this process. |
| (c) Adding Children to an application An expected first child will be eligible to be included on the application when the mother is 6 months into her pregnancy. At this point the applicant will be deemed to have a two bedroom rather than one bedroom need. | The proposal is to re-assess applications at the point at which an applicant confirms the pregnancy with their first child (rather than wait until 6 months into the pregnancy). | This change will avoid the potential for applicants to move into accommodation which is quickly too small for their needs and avoids further paperwork at a later date. |
| <p>4. Management of the Application and Bidding Process: we are legally obliged to publish not only the criteria for the allocation of social housing but also the process which we use to manage the scheme.</p> | | |
| (a) Time Limits for Bidding: There is a maximum 12 week time limit for bidding for all Band A applicants. There is a maximum 8 week time limit for bidding for various categories of applicant including most homeless households in temporary accommodation. | These time limits should be removed. For Band A and B applicants, the policy should provide for the Council to review priority in the light of applicants’ bidding history and current circumstances after a period of 6 months from the original assessment. Separately, the scheme provides the means by which direct offers can be made to homeless households in temporary accommodation who do not bid for permanent housing. | In practice these time limits are not observed and impractical to implement. Notwithstanding this, the policy needs to provide the flexibility to review applications which have A or B bandings where such priority is no longer justified. |
| (b) Suspension of Applicants from Bidding | A new clause to allow temporary suspension of applicants’ ability to bid in circumstances where conduct of a tenancy may render them ineligible to be offered a social housing tenancy e.g. rent arrears. | The introduction of such a clause provides a means of dealing with applicants who are in breach of their tenancy conditions and likely to be refused offers by providers, without removing their applications from the Register entirely. This is more manageable from an administrative |

Appendix 1. Housing Register and Allocation Scheme Task and Finish Group: Principal Recommendations

| | | |
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| | | point of view and recognises that some applicants may fall into arrears on an intermittent basis. |
| <p>(c) Direct Lets</p> <p>The policy currently provides scope to allocate properties directly, without advertising in certain circumstances. At present this includes specialist or bespoke properties, Extra Care Housing and circumstances in which RPs are redeveloping existing schemes.</p> | <p>Two categories can be added to this list:</p> <ul style="list-style-type: none"> - Properties which have been previously advertised but not successfully let due to low demand - Circumstances in which the Council needs to discharge a statutory duty under the homelessness legislation and has been unable to do so via the bidding process. | <ul style="list-style-type: none"> - The first of these exceptions avoids the need to re-advertise properties which have attracted few bids - The second option may be required in order to enable the Council to fulfil its statutory duty to secure accommodation for a homeless household. |
| <p>5. The Use of Management Discretion: It is important that the Allocation Scheme retains a degree of flexibility to accommodate the wide variety of circumstances in which residents require assistance with housing. At present the scheme allows limited discretion and is inconsistent in the way this should be used.</p> | | |
| <p>The current Allocations Scheme allows for 'Exceptional Circumstances' to be considered but this is only in relation to local connection criteria where approval must also be sought from the Cabinet Member.</p> | <p>The Divisional Manager for Housing may in exceptional circumstances, and on a case by case basis apply discretion to any element of an application.</p> | <p>The use of discretion is an important element of any policy. LA's must not fetter their discretion therefore this additional provision will ensure general discretion in all aspects of the policy. It is suggested that such discretion is best delegated to the Divisional Manager for Housing.</p> |

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 February 2021 to 31 May 2021**

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

Published 22 December 2020

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2021 TO 31 MAY 2021

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 February 2021 to 31 May 2021. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

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

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

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

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

The membership of the Cabinet is currently as follows:

Councillors Mrs E Lintill (Chairman), Mrs S T Taylor (Vice Chairman), Mr R Briscoe, Mr T Dignum, Mrs P Plant, Mr A Sutton, Mr P Wilding,

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

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

If you have any general queries on the contents of the Forward Plan please contact Fiona Baker, Democratic Services Officer on 01243 534609 (e-mail fbaker@chichester.gov.uk)

Eileen Lintill
Leader of the Council

Topics due to be considered are as follows:

| Topic | Page |
|---|-------------|
| 5 January 2021 | |
| 2021-22 Treasury Management & Investment Strategy and Capital Strategy update | 4 |
| Authority's Monitoring Report 2019/20 | 4 |
| [Exempt item] Award of contract for Insurance Broker services | 4 |
| Budget Spending Plans 2021-22 & Council Tax Setting | 4 |
| Housing Standards Financial Assistance and Enforcement Policy 2020-25 | 5 |
| The IBP 2021. | 5 |
| Land at Church Road, Chichester | 5 |
| Local Development Scheme | 6 |
| Low Carbon Chichester Fund | 6 |
| Parking Charges | 6 |
| Provision of Coastal Engineering Service | 7 |
| Report consultation responses and approve adoption of Local Cycling and Walking Infrastructure Plan | 7 |
| St James Industrial Estate | 7 |
| Textile and WEEE (Waste Electronic and Electrical Equipment kerbside collection pilot | 7 |
| Update of Contract Procedure Rules | 8 |
| Approval to Consult on Draft Air Quality Action Plan | 8 |
| Business Rates Pool Grant Award | 8 |
| Local Plan Review | 8 |
| Section 106 Funding for 3G pitch at Oaklands Park, Chichester | 9 |
| Selsey & Wittering Beach Management Plan 2021-26 | 9 |
| CCS RCV Fleet procurement strategy | 9 |
| Westbourne Neighbourhood Plan Decision Statement | 10 |
| Approval of an Air Quality Action Plan | 10 |
| Award of Contract for Insurance Services | 10 |
| Future Funding for Community Wardens | 10 |

| | |
|---|--|
| Date of Meeting | 2 Feb 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | 2021-22 Treasury Management & Investment Strategy and Capital Strategy update The Treasury Management and Investment Strategies for 2021-22 will be presented for approval in accordance with CIPFA's Treasury Management Code of Practice. An update of the Council's Capital Strategy will also be presented within the same agenda item |
| Report author | Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Matter in respect of which the decision is to be made | Authority's Monitoring Report 2019/20 To agree the Authority Monitoring Report for publication. The AMR sets out information about delivery of the Local Plan, including performance against key targets. |
| Report author | Ms Vicky Owen, Principal Planning Policy Officer vowen@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Matter in respect of which the decision is to be made | [Exempt item] Award of contract for Insurance Broker services This report will seek approval to award a contract for Insurance Broking and Advisory Service in accordance with CCS Framework RM6020. The broker will support the subsequent procurement of insurance services for the Council during 2021. |
| Report author | Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Fully exempt |
| Date of Meeting | 2 Feb 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the | Budget Spending Plans 2021-22 & Council Tax Setting |

| | |
|---|---|
| decision is to be made | To set a net budget requirement and the council tax for the Council for the financial year 2021-22. Set the Council Tax for 2021-22. |
| Report author | Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Matter in respect of which the decision is to be made | Housing Standards Financial Assistance and Enforcement Policy 2020-25 Proposed new policy detailing capital spending in relation to housing improvement, with a focus on reducing cold homes and fuel poverty, and also improving standards in the private rented sector. The document also includes a new Enforcement Policy providing officers with all the legislative tools available, to enable them to deal with those who fail to maintain their properties to a safe standard, including rogue landlords. |
| Report author | Mrs Liz Reed, Environmental Housing Manager lreed@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | The IBP 2021. Recommend to Council, the approval of the consultation responses and approval and publication of the IBP 2021 |
| Report author | Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Matter in respect of which the decision is to be made | Land at Church Road, Chichester To agree marketing approach and extent of disposal site. |
| Report author | Mrs Vicki McKay, Divisional Manager for Growth vmckay@chichester.gov.uk |

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| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Fully exempt |
| Date of Meeting | 2 Feb 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | Local Development Scheme The Local Development Scheme identifies and timetables the planning documents that the Council will prepare to plan for development in that part of the District which falls outside the South Downs National Park. |
| Report author | Mr Toby Ayling, Divisional Manager for Planning Policy tayling@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Matter in respect of which the decision is to be made | Low Carbon Chichester Fund To agree the scope of the fund and the criteria to be used in assessing carbon saving projects for approval. The scheme utilises funds being provided via Homes England from the redevelopment of Graylingwell. |
| Report author | Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Matter in respect of which the decision is to be made | Parking Charges Consideration of consultation feedback relating to Parking Charges |
| Report author | Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |

| | |
|---|---|
| Matter in respect of which the decision is to be made | Provision of Coastal Engineering Service Review of coastal engineering service models |
| Report author | Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Matter in respect of which the decision is to be made | Report consultation responses and approve adoption of Local Cycling and Walking Infrastructure Plan To report the results of the earlier Cabinet approved consultation for the Local Cycling and Walking Infrastructure Plan and to recommend its adoption. |
| Report author | Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | St James Industrial Estate Updated information on capital costs and approval to proceed to the next stage in which the Council will enter into a contract with the preferred contractor. |
| Report author | Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Fully exempt |
| Date of Meeting | 2 Feb 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | Textile and WEEE (Waste Electronic and Electrical Equipment kerbside collection pilot To approve the pilot to collect textiles and small WEEE items from domestic properties. |
| Report author | Mr Kevin Carter, Divisional Manager, CCS kcarter@chichester.gov.uk |
| List of documents to be | Report to Cabinet |

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| submitted to the Cabinet | |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Feb 2021 |
| Matter in respect of which the decision is to be made | Update of Contract Procedure Rules Update of contract procedure rules |
| Report author | Mr Nicholas Bennett, Divisional Manager for Democratic Services nbennett@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Open |
| Date of Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | Approval to Consult on Draft Air Quality Action Plan Consultation on the draft Air Quality Action Plan for Chichester District. |
| Report author | Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Open |
| Date of Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | Business Rates Pool Grant Award To authorise the spend of a Business Rates Pool £70,000 grant award on cycling projects |
| Report author | Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Mar 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | Local Plan Review Proposed Submission Local Plan consultation |
| Report author | Mr Toby Ayling, Divisional Manager for Planning Policy tayling@chichester.gov.uk |
| List of documents to be | Report to Cabinet |

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| submitted to the Cabinet | |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | Section 106 Funding for 3G pitch at Oaklands Park, Chichester Release of Section 106 money towards the development of a 3rd Generation Artificial Turf Pitch at Chichester City Football Ground, Oaklands Park, Chichester. |
| Report author | Mrs Sarah Peyman, Divisional Manager for Culture speyman@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | Selsey & Wittering Beach Management Plan 2021-26 Seeking approval to proceed with a five year project to protect our coastline from flood / erosion risk, including works schedule, approval to draw down funds from the Environment Agency and delegation of awarding of annual construction contracts. |
| Report author | Mr Dominic Henly, Senior Engineer (Coast and Water Management) dhenly@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Open |
| Date of Meeting | 6 Apr 2021 |
| Matter in respect of which the decision is to be made | CCS RCV Fleet procurement strategy To consider the proposed procurement strategy to replace the CCS fleet of refuse collection vehicles and to approve the commencement of the procurement The report will recommend a preferred option to proceed |
| Report author | Mr Kevin Carter, Divisional Manager, CCS kcarter@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Fully exempt |

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| Date of Meeting | 6 Apr 2021 |
| Matter in respect of which the decision is to be made | Westbourne Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan. The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum. |
| Report author | Mrs Valerie Dobson, Principal Planning Officer vdobson@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Open |
| Date of Meeting | 6 Jul 2021 |
| Matter in respect of which the decision is to be made | Approval of an Air Quality Action Plan To report on the results of the public consultation and to adopt the Air Quality Action Plan |
| Report author | Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 7 Sep 2021 |
| Matter in respect of which the decision is to be made | Award of Contract for Insurance Services Award of the Council's Insurance Service contract with associated broker contract (if necessary). |
| Report author | Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Fully exempt |
| Date of Meeting | 2 Nov 2021 |
| Matter in respect of which the decision is to be made | Future Funding for Community Wardens Decision needed as to how the Community Warden Service will be funded from April 2021 if partner organisations cannot fully fund 50% of Service including the Senior Community Warden post. |
| Report author | Ms Pam Bushby, Divisional Manager for Communities pbushby@chichester.gov.uk |
| List of documents to be | Report to Cabinet |

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| submitted to the Cabinet | |
| Key Decision | No |
| Exempt? | Open |

