

# Public Document Pack

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

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

## AGENDA

- 1 **Chairman's Announcements**  
Any apologies for absence will be noted at this point.
- 2 **Minutes (copy to follow)**  
To approve the minutes of the Overview and Scrutiny Committee meeting held on 15 September 2020.  
  
To receive an update on progress against recommendations made to the Cabinet.
- 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 **Covid 19 - Progress Covid 19 Recovery Action Plans (Pages 1 - 79)**  
The Committee is invited to note the contents of this report and make any comments to Cabinet.
- 7 **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.
- 8 **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 wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.

(2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.

## Chichester District Council

### Overview and Scrutiny Committee 27 October 2020

#### Covid 19 – Progress Covid 19 Recovery Action Plans

#### 1. Contacts

##### Report Author

Diane Shepherd, Chief Executive email: [dshepherd@chichester.gov.uk](mailto:dshepherd@chichester.gov.uk)

#### 2. Executive Summary

This Report provides an update on the latest financial position and sets out progress on the Covid 19 Recovery Action Plans, the Efficiency Review and Service Framework Review.

#### 3. Recommendations

##### 3.1 The Committee is invited to note the contents of this report 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.

##### Financial Update

##### 4.2 In July 2020 Corporate Governance and Audit Committee were advised that the 2020-21 budget was likely to be in deficit by more than £8m, and a residual deficit of £2m per annum was likely by the end of the 5 year financial planning period (2025-26). If not addressed this would have resulted in the use of a total of £24m of reserves over the period 2020-21 to 2025-26.

##### 4.3 Over recent months, and following relaxation of lockdown measures, the Council's income streams had gradually started to improve. In addition, the Government announced a support package for councils who were suffering significant reductions in their income from sales, fees and charges. The current forecasts, taking into account the new government support package indicates that the current year's deficit is likely to be in the region of £3.2m and a total draw against reserves of £14m if the medium term deficit is not addressed.

- 4.4 Officers have embarked on an efficiency review as agreed by Cabinet. Early indications are promising and it is likely that the majority of the funding gap can be eliminated via this route, with the draw against reserves being reduced to just £6m over the 5 year planning period.

### **Recovery Groups**

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

#### **Housing and Community Recovery Group**

- Cabinet Members: Cllrs Roy Briscoe and Alan Sutton
- Supporting Members: Cllrs Tracie Bangert, Kevin Hughes, Henry Potter and Norma Graves
- Lead Director: Mrs Louise Rudziak

#### **Economic Recovery Group**

- Cabinet Members: Cllrs Tony Dignum and Alan Sutton
- Supporting Members: Cllrs Heather Barrie, Gordon McAra, Graeme Barrett and Richard Plowman
- Lead Director: Mrs Jane Hotchkiss

#### **Planning, Health and Environmental Protection Recovery Group**

- Cabinet Members: Cllrs Susan Taylor and Penny Plant
- Supporting Members: Cllrs Carol Purnell, Simon Oakley, Jonathan Brown and Sarah Sharpe
- Lead Director: Mr Andrew Frost

#### **Organisational Recovery Group**

- Cabinet Member: Cllr Peter Wilding
- Supporting Members: Cllrs Timothy Johnson and Chris Page
- Lead Director: Mr John Ward

- 4.6 The Leader, Chief Executive and the Director of Corporate Services provide oversight of the four groups, monitor progress and co-ordinate resources.

### **Progress to Date**

- 4.7 Progress on the action plans is detailed in appendices 1-4. Some milestones have been amended to reflect additional work undertaken. Below is a summary of the key achievements to date, new work that has been added since the plans were approved and any significant changes to key milestones.

#### **Housing and Community (Appendix 1)**

##### **Key Achievements:**

- £37m in Business Rate grants paid out to support businesses

- £237k 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
- Successful joint bid with Stone Pillow to the Next Steps fund to support Rough Sleepers both in the short and longer term
- Set up a £250k Community Recovery Grant fund

### **New Work**

- Set up the administration of the new Government Test and Trace support payments system to give financial support to people on low income who are required to self isolate. Set up was completed before the required deadline.
- Local Restriction Grant for businesses in the event of the local lockdown.

### **Changes to key Milestones**

- Amendments to the Homelessness Prevention Fund were intended to go to November 2020 Cabinet but have been delayed until December 2020 Cabinet to ensure the fund criteria dovetails with our Discretionary Housing Fund.

### **Economic (Appendix 2)**

#### **Key Achievements**

- The design for the St James Industrial Estate refurbishment and redevelopment has been submitted for planning and the specification for the works has been completed and is out to tender.
- 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 under offer.
- The Economic Development team have been successful in securing further pooled business rates funding, £80,000, to support the high street with a new training and support for the independent retailers. The new programme will be launched in February following the procurement of a trainer provider. The current online training will continue to be offered during October and November to assist in making the most of any opportunities in the pre – Christmas period linked to the Christmas campaign to support local, shop local.
- The service level agreement for Visit Chichester has been produced and Visit Chichester is getting ready to launch their new brand in Mid-November, they have delayed the launch of their new website to coordinate with this.
- The museum opened to the public on the 28 July 2020 with a number of Covid –19 safety measures and so far this financial year has secured £40,000 of grants.
- The service has set up a £250k Economic Recovery grant and has started to distribute the funding.

## **Changes to key Milestones**

- Visit Chichester have 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 now November 2020
- An additional update report and risk register for the Southern Gateway project was presented and discussed at Cabinet 8<sup>th</sup> September 2020.

## **Planning, Health and Environmental Protection (Appendix 3)**

### **Key Achievements**

- In relation to actions to support development viability and hence support economic recovery, officers have implemented changes to the CIL Regulations and have updated our CIL guidance and processes, including the website, to allow for increased flexibility and phasing for small and medium sized developers to make CIL payments due.
- In relation to making the planning process more responsive and effective; officers have completed the review of our local validation list, which was agreed by the Planning Committee at its September 2020 meeting. Officers have also completed an initial review of the Pre Planning Application Advice scheme which was discussed with the Recovery Group on 12 October 2020. Both the Climate Change Action Plan and Local Cycling and Walking Infrastructure Plans are currently the subject of public consultation following its approval by Cabinet.

### **Additional Work**

- The Health Protection team is heavily involved in Covid activities which have significantly increased workloads.

## **Changes to key Milestones**

- A number of milestones have been added or adjusted mainly to show the scope of individual actions and detailed work undertaken on them.

## **Organisational (Appendix 4)**

### **Key Achievements**

- Efficiency review nearing completion with significant savings being identified, including additional income.
- Priorities for channel shift have been agreed
- On-going ICT support has enabled us to switch back to WFH seamlessly.

## **Changes to key Milestones**

- Milestones for East Pallant House review has been delayed to next year due to current restrictions, and the fact that this particular work stream is not urgent, but will be developed during 2021.
- Consideration of centralisation of administrative functions to be revisited after efficiency review actions completed.

## **Efficiency Review and Future Services Framework**

- 4.8 The efficiency review is underway and the Divisional Managers have put forward a range of efficiency savings, income generation and policy options, which are currently being assessed by SLT. The majority of suggestions will not require Cabinet or Council decisions as these can be made under officer delegations. However, where there is a change to Council policy or the decision does not accord with the Council's Financial Strategy then the proposal will require Cabinet or Council approval. A report setting out the proposed efficiencies will be presented to OSC in November before being considered by Cabinet in December.
- 4.9 Due to the good progress being made it is expected that most if not all of the predicted budget deficit will be covered by these efficiency/income generating ideas meaning that the Council should be able to continue to protect its front line services.
- 4.10 The final stage of the post recovery process is the Future Service Framework which is intended to be a mechanism for prioritising the Council's non-statutory services. Work on this framework is in the early stages as officers are occupied on concluding the efficiency review and further updates will be provided in the next quarterly report to OSC.

## **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 A new Future Service Framework template to establish priority services to be delivered in the future, and 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 An update on the latest financial position is set out in section 4.

## **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. 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, Brexit 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



# Appendix 1

## Community and Housing Recovery Report - Project Index



Generated on: 13 October 2020

### 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: 16%;"><div style="width: 16%;"></div></div> 16%
	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: 0%;"><div style="width: 0%;"></div></div> 0%
	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: 75%;"><div style="width: 75%;"></div></div> 75%

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

Status	Project Code	Project Title	Due Date	Managed By	Progress
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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="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; display: flex; align-items: center; justify-content: center;">44%</div>


### 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="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; display: flex; align-items: center; justify-content: center;">100%</div>
	CHR 11	Embed Community Groups into Future Emergency Plans / Pam Bushby & Alison Stevens	31-Dec-2020	Communities and Wellbeing Division - Pam Bushby	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; display: flex; align-items: center; justify-content: center;">50%</div>


# Community and Housing Recovery Report - Project Detail

Generated on: 13 October 2020


## 1. Pathway for Rough Sleepers

	<b>CHR 01 Move Rough Sleepers on from Emergency Accommodation / Linda Grange</b>			
<b>Description</b>  Page 9	<p><b>Description:</b> Move rough sleepers from emergency “nightly paid” accommodation into temporary accommodation (TA) whilst long term solutions are found.</p> <p><b>Lead Officer:</b> Linda Grange</p> <p><b>Timescale:</b> Immediate (0-3 months)</p> <p><b>Member Engagement:</b> Cabinet Member</p> <p><b>Community/Partnership Engagement:</b> Stonepillow, WSCC, MHCLG, Registered Providers, Private Landlords Health partners</p> <p><b>Financial Implications:</b> 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>	<b>Overall Due Date</b>	30-Sep-2020	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	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
<p>Latest Update</p> <p>Page 10</p>	<p>16-Sep-2020 Rough Sleeper Co-Ordinator Tom Polhill started with CDC on 10th August, we now have a team headed by Tom with 2 outreach workers. Priorities and plans for the Rough Sleeper Co-Ordinator are already part of a Memorandum of Understanding with the MCHLG</p> <p>Progress is being made towards personal pathways for rough sleepers. but not yet complete. One rough sleeper with no recourse to public funds remains in accommodation with our funding, we are exploring all ways to secure access to benefits for this individual. 7 rough sleepers remain in nightly paid accommodation out of a total of 30 originally placed under Covid. One rough sleeper returned to Romania with assistance from outreach worker.</p> <p>Stonepillow now have a team in place to deliver Housing First, our Outreach team will support this but not form part of it.</p> <p>A number of direct lets have been arranged in order to free capacity in the Stonepillow hostel. We have also looked to exercise flexibility to approve housing applications for several Stonepillow residents who find it hard to meet CDC eligibility criteria under the allocation scheme.</p> <p>2 additional properties have been secured for the Home Finder scheme and discussions are taking place with 3 new landlords. Further promotion of the scheme is planned.</p>		


	<b>CHR 02 Establish Pathways for Rough Sleepers / Linda Grange</b>		
<b>Description</b>	<b>Description:</b> Establish pathways for rough sleepers <b>Lead Officer:</b> Linda Grange <b>Timescale:</b> Medium Term (3-6 months) <b>Member Engagement:</b> OSC and Cabinet <b>Community/Partnership Engagement:</b> Stonepillow, WSCC, MHCLG, Registered	<b>Overall Due Date</b>	31-Dec-2020

	Providers, Private Landlords <b>Financial Implications:</b> May be some residual costs if rent exceeds LHA. Will depend on any agreement. Budget agreed.		
Milestones		Due Date	Completed
Consider entering into agreements with local accommodation providers for longer term use of properties as part of single homelessness pathway		31-Dec-2020	No
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	No
Work with WS colleagues on the development of a pathway for complex individuals with multiple needs		31-Dec-2020	No
Report to Cabinet - date(s) TBC			No
Report to OSC - date(s) TBC			No
<b>Latest Update</b>	15-Sep-2020 The Diverted Giving message is to be included in an article in the Winter edition of Initiatives.		


	<b>CHR 03 Establish Longer Term Solutions for Rough Sleepers / Linda Grange</b>		
<b>Description</b>	<b>Description:</b> Establish longer term solutions for Rough Sleepers <b>Lead Officer:</b> Linda Grange <b>Timescale:</b> Long Term (6-12 months) <b>Member Engagement:</b> OSC and Cabinet <b>Community/Partnership Engagement:</b> Stonepillow, WSCC, Registered Providers <b>Financial Implications:</b> Costs unknown – potential capital or revenue cost. FC £2.8m	<b>Overall Due Date</b>	30-Jun-2021
Milestones		Due Date	Completed
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	
<b>Latest Update</b>			

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

	<b>CHR 04 Move People on from Temporary Accommodation / Linda Grange</b>			
<b>Description</b>	<b>Description:</b> Prioritise moving people from temporary accommodation, particularly B&B, into permanent accommodation <b>Lead Officer:</b> Linda Grange <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> Registered Providers, Private Landlords <b>Financial Implications:</b> Costs unknown – potential capital or revenue cost. FC £2.8m	<b>Overall Due Date</b>	30-Sep-2020	
<b>Page 12</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	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
	<b>Latest Update</b>	<p>16-Sep-2020 Council resolved to forego the HomeFinder fees on 21st July 2020. Since this decision was made, 2 additional properties have been secured, one of which was a 5 bedroom property in central Chichester. Discussions are also taking place with 3 new landlords; one has several 1 &amp; 2 bedroom properties in East Wittering &amp; Bracklesham, one has a 4/5 bedroom house in West Wittering and the other has a 2 bedroom house in Chichester. Members of the landlords forum have been contacted and further promotion of the scheme is planned.</p> <p>Staffing levels have been reviewed and the team have been strengthened with the employment of a senior agency worker, an experienced housing advice agency worker and a temporary housing assistant pending the planned review of the Housing Service.</p>		

	<p>The Homeless Prevention Fund policy has been reviewed to consider how it can be used to help people move on from temporary accommodation and suggested changes will be put to the recovery group.</p> <p>A guidance note providing clarification on key policy areas has been issued to officers to be used alongside the current Allocations Scheme when assessing an application for the Housing Register. This has helped prevent the operation of the scheme working against us being able to assist applicants into alternative homes and prevent bed blocking in our temporary accommodation. Officers have also been working closely with RP partners to identify opportunities to move households out of temporary accommodation by either directly housing individuals or identifying suitable hard to let properties. This has helped reduce the number of households in bed and breakfast down to 17 as at 14th September 2020.</p>
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	<b>CHR 05 Focus on Support, Prevention and Fair Access to Social Housing / Linda Grange</b>			
Page 13	<p><b>Description:</b> Ensure a focus on support &amp; prevention to avoid use of B&amp;B moving forward. Ensure fair access to social housing via the housing allocations policy.</p> <p><b>Lead Officer:</b> Linda Grange</p> <p><b>Timescale:</b> Medium Term (3-6 months)</p> <p><b>Member Engagement:</b> OSC and Cabinet</p> <p><b>Community/Partnership Engagement:</b> Registered Providers, Private Landlords</p> <p><b>Financial Implications:</b></p>	<b>Overall Due Date</b>	31-Dec-2020	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	Full implementation of the new IT system for Homelessness and Choice Based Lettings and development of an accurate flow of data	09-Nov-2020	No	
	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	No	
	Report to Cabinet - date(s) TBC		No	
	Report to OSC - date(s) TBC		No	
<b>Latest Update</b>	<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 &amp; Finish Group is to be set up and consideration will</p>			

	be given to consultation with all members.  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.
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	<b>CHR 06 Prioritise Homelessness Prevention / Linda Grange</b>			
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<b>Description</b>	<b>Description:</b> Embed learning and new processes to ensure prevention of homelessness is prioritised <b>Lead Officer:</b> Linda Grange <b>Timescale:</b> Long Term (6-12 months) <b>Member Engagement:</b> OSC and Cabinet <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b>	<b>Overall Due Date</b>	30-Jun-2021	
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☰	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	

<b>Latest Update</b>	
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<b>3. Financial Support for Affected Individuals and Businesses and Debt Recovery Policy</b>				
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	<b>CHR 07 Financial Support for Individuals / Kerry Standing</b>			
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<b>Description</b>	<b>Description:</b> Financial support for individuals via a Hardship Scheme and Discretionary Housing Payments (DHP). Approach to recovery of debt owed to the Council	<b>Overall Due Date</b>	31-Mar-2021	
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	<b>Lead Officer:</b> Kerry Standing <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet and Council <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> Hardship fund of £699k funded by Government. Additional funding of £140k for DHP's already in place.		
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>
	All working-age residents in receipt of Council Tax Reduction awarded a £150 Hardship fund payment.	30-Jun-2020	Yes
	Report to Cabinet - Discretionary Council Tax Hardship Fund Policy	07-Jul-2020	Yes
	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
	Following period of soft recovery approach, return to full recovery to maximise income to the Council.	31-Aug-2020	Yes
	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
	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
<b>Latest Update</b>	07-Oct-2020 <b>Discretionary Housing Payment Fund</b>  Six months into this financial year a total of 48% of the Discretionary Housing Payment fund has been spent. It is anticipated that greater spend will take place during the second half of this financial year as the furlough scheme ends, however, spend is being regularly monitored to ensure that residents in need get this financial support. Additionally there is £140k available in the event more demand for this scheme is required. The amount of £140k was put aside in previous years to support welfare reform initiatives and is available should it be needed.  <b>Hardship Fund</b>		


Six months into this financial year 34% of the total £699k Hardship Fund has been spent. Whilst the spend to date is lower than 50% to reflect the half yearly position it should be noted that Council Tax reminders have only been able to be issued in September 2020 due to restrictions on recovery action placed on local authorities in April 2020 due to Covid-19. Final reminders will be issued during October 2020 and then summonses for those residents applicable. It is expected that a large amount of residents in this cohort may be eligible for a Hardship Fund payment and this financial support will be communicated to them. As a result the spend is expected to increase significantly from October 2020 onwards and this is regularly monitored to ensure that residents in need receive this support. **Test and Trace Support Scheme**

Central government announced on 19 September 2020 that they required help from local councils to administer the Test and Trace Support Scheme. This scheme aims to support people who are on low incomes, test positively for Covid-19 and are required to self-isolate for 14 days. Eligible applicants will receive a one off lump sum payment of £500. This scheme has been introduced to support people self-isolating to prevent the spread of Coronavirus. Feedback has been taken on board by ministers by people who have struggled to self-isolate for financial reasons. Local councils must have their schemes up and running from 12 October 2020 as eligible residents will be able to claim a payment under this scheme back to 28 September 2020 and will only qualify if they meet all the necessary eligibility criteria. There is also a discretionary element within the scheme to ensure the most vulnerable receive assistance. The scheme will run from 12 October 2020 – 31 January 2021 and will be kept under review by central government. Funding provided to CDC includes £43k for awards and £23k for the discretionary element. Both of these schemes will be administered from 12 October 2020 and an analysis of how this scheme is operating will be provided at the Housing and Communities Recovery group meetings on a regular basis.

 <b>CHR 08 Financial Support for Businesses / Kerry Standing</b>				
<b>Description</b>	<b>Description:</b> Financial support to small and micro businesses via the Discretionary Business Grants <b>Lead Officer:</b> Kerry Standing <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member, Leader, Chair of OSC <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> Gov funding of £1.85m	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Scheme criteria agreed by urgent decision		01-Jun-2020	Yes	29-May-2020


Scheme open for applications	01-Jun-2020	Yes	01-Jun-2020
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
Report to Cabinet - Local Restrictions Support Grant Scheme	08-Dec-2020	No	
Local Restrictions Support Grant Scheme ready	31-Jan-2021	No	
Spend of available funding	31-Mar-2021	Yes	11-Sep-2020
<b>Latest Update</b> Page 17	07-Oct-2020 Action reopened due to introduction of the Local Restrictions Support Grant Scheme. In the event of a local lockdown local authorities on behalf of central government must be ready to administer support grants to businesses who have to close for 3 weeks or more during a local lockdown. Businesses with a rateable value below 51k will receive a grant payment of £1,000 every 3 weeks and businesses with a rateable value above 51k will receive a grant payment of £1,500 every 3 weeks. Businesses who provide a personal face-to-face service e.g. cafes, restaurants and bars are the types of businesses who will receive a grant in the event of a local lockdown. Guidance is currently being reviewed and more detail will be provided at the recovery group meetings. Only businesses which have to physically close will qualify for this financial assistance. A report will be taken to December's Cabinet and the scheme will be ready from January 2021		

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


	<b>CHR 09 Financial support to Voluntary/Community groups and Businesses / Pam Bushby</b>			
<b>Description</b>	<b>Description:</b> Financial support to the voluntary and community sector (VCS) including Community Halls and Sport/Leisure Clubs and businesses affected by Covid19. <b>Lead Officer:</b> Pam Bushby <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet, Council, Grants Panel <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> £250k one off funding for VCS, £250k one off funding for businesses	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	No	
Review scheme following 3 months of operation	31-Oct-2020	No	
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	
<b>Latest Update</b> Page 18	<p>06-Oct-2020 Following the extension of the scheme for four weeks to 23rd October 2020, a Cabinet report is being prepared for consideration at the 3rd November meeting regarding progress of the scheme and potential changes if there remains unallocated funds.</p> <p>The draft paper is to be considered at the Grants and Concessions Panel of 21st October 2020, and their recommendations will be reported to Cabinet. Potentially the proposals could include the diversion of funds from the Community pot to the Economy pot, were the sums involved to exceed £100,000 the recommendations would then proceed to Full Council on 24th November 2020.</p>		

### 5. Capturing Community Networks for Future Emergency Planning

	<b>CHR 10 Support for Community Groups to Formalise / Pam Bushby</b>			
<b>Description</b>	<p><b>Description:</b> 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><b>Lead Officer:</b> Pam Bushby</p> <p><b>Timescale:</b> Immediate (0-3 months)</p> <p><b>Member Engagement:</b> Cabinet Member</p> <p><b>Community/Partnership Engagement:</b></p> <p><b>Financial Implications:</b></p>	<b>Overall Due Date</b>	30-Sep-2020	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>

Encourage groups to sign up to Chichester Community Network our online platform for community support and issues.	30-Sep-2020	Yes	15-Sep-2020
Signpost groups to VAAC for support to potentially formalise their offer and make contact with other volunteer groups	30-Sep-2020	Yes	15-Sep-2020
<b>Latest Update</b>	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.		

	<b>CHR 11 Embed Community Groups into Future Emergency Plans / Pam Bushby &amp; Alison Stevens</b>			
<b>Description</b> Page 19	<b>Description:</b> Capture the resource of volunteers and Community Groups by embedding them into future emergency plans <b>Lead Officer:</b> Pam Bushby & Alison Stevens <b>Timescale:</b> Medium Term (3-6 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> Local groups & networks, Parish Councils, Sussex Resilience Forum, WSCC <b>Financial Implications:</b>	<b>Overall Due Date</b>	31-Dec-2020	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	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	
<b>Latest Update</b>	15-Sep-2020 The map of support has been completed and is located in the emergency planning room. There are plans to extend this to include other community amenities from the Community Facilities Audit over time. There is a ongoing work with WSCC, CDC and the Parishes to review emergency plans and ensure resilience is built into the community response to any emergency planning. Regular meetings are planned and lessons learned are being shared across the district.			



# Appendix two -Economic Recovery Report Project Index

Generated on: 13 October 2020



## 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: 0%;"><div style="width: 0%;"></div></div> 0%

## 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: 37%;"><div style="width: 37%;"></div></div> 37%
	ER 07	Refresh of Local Plan Retail Strategy / Toby Ayling & Melanie Burgoyne	31-Dec-2020	Planning Policy Division - Toby Ayling	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%

## 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: 54%;"><div style="width: 54%;"></div></div> 54%
	ER 09	Support for the Agriculture and Horticulture Sectors / Melanie Burgoyne	31-Oct-2020	Growth Division - Victoria McKay	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
	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%

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 11	Local Supply Chain Support / Melanie Burgoyne	31-Oct-2020	Growth Division - Victoria McKay	<input type="text" value="0%"/>
	ER 12	Support for the Hospitality Sector / Melanie Burgoyne	31-Dec-2020	Growth Division - Victoria McKay	<input type="text" value="0%"/>

#### 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	<input type="text" value="0%"/>
	ER 14	Ensure Chichester Benefits from County-Wide Digital Infrastructure Projects / WSCC & CDC	31-Dec-2022	Business Support Division - Joe Mildred	<input type="text" value="0%"/>

#### 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	<input type="text" value="73%"/>
	ER 16	Economic Recovery Plan - St James Industrial Estate / Kevin Gillett & Alan Gregory	28-Feb-2022	Growth Division - Victoria McKay	<input type="text" value="27%"/>
	ER 17	Economic Recovery Plan - Barnfield Drive / Vicki McKay	31-Dec-2020	Growth Division - Victoria McKay	<input type="text" value="0%"/>
	ER 18	Ravenna Point Vacant Units / Kevin Gillett	30-Sep-2020	Growth Division - Victoria McKay	<input type="text" value="100%"/>
	ER 19	Economic Recovery Plan - Chichester Enterprise Centre / Kevin Gillett	28-Feb-2022	Growth Division - Victoria McKay	<input type="text" value="66%"/>

#### 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	<input type="text" value="60%"/>
	ER 21	Economic Recovery Plan - Midhurst Vision / Tania Murphy	31-Mar-2021	Place Division - Tania Murphy	<input type="text" value="50%"/>
	ER 22	Economic Recovery Plan - Petworth Vision / Tania Murphy	31-Mar-2021	Place Division - Tania Murphy	<input type="text" value="25%"/>
	ER 23	Economic Recovery Plan - Selsey Vision / Tania Murphy	31-Mar-2021	Place Division - Tania Murphy	<input type="text" value="20%"/>
	ER 24	Economic Recovery Plan -	31-Mar-2021	Place Division - Tania	<input type="text" value="25%"/>



Status	Project Code	Project Title	Due Date	Managed By	Progress
		East Wittering and Bracklesham Vision / Tania Murphy		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: 33%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 33%
	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: 80%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 80%

## 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="background-color: #4f81bd; height: 10px;"></div></div> 50%
	ER 28	Development of 'The Great Sussex Way' Website / Sarah Peyman	30-Sep-2020	Culture Division - Sarah Peyman	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></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="background-color: #4f81bd; height: 10px;"></div></div> 100%
	ER 30	Economic Recovery Plan: Development of a Cultural Strategy / Sarah Peyman	31-Mar-2021	Culture Division - Sarah Peyman	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></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: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%
	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="background-color: #4f81bd; height: 10px;"></div></div> 0%
	ER 33	The Novium Museum Recovery / Sarah Peyman	31-Dec-2020	Culture Division - Sarah Peyman	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></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="background-color: #4f81bd; height: 10px;"></div></div> 37%

# Economic Recovery Report - Project Detail - Projects In Exception

Generated on: 13 October 2020


## 8. Tourism and Culture


	<b>ER 28 Development of 'The Great Sussex Way' Website / Sarah Peyman</b>				
<b>Description</b>	<b>Description:</b> Following rebranding, support Visit Chichester to develop The Great Sussex Way tourism website <b>Lead Officer:</b> Sarah Peyman <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> Tourism and Cultural Partners <b>Financial Implications:</b> Existing £30k budget	<b>Overall Due Date</b>	30-Sep-2020		
Page 21	<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	Appointment of website designer by Visit Chichester.		30-Sep-2020	Yes	06-Jul-2020
	Website live		30 – Nov- 2020	No	
<b>Latest Update</b>	Work is progressing well with The Great Sussex Way's new website and Visit Chichester have indicated that website will now go live towards the end of November at the same time as the launch of the new brand, The Great Sussex Way .				

# Economic Recovery Report - Project Detail - Projects On Track

Generated on: 13 October 2020


## 1. Inward Investment


	<b>ER 02 Economic Recovery Plan - Promote Inward Investment / Melanie Burgoyne</b>			
<b>Description</b>	<b>Description:</b> Promote inward investment, build business relations with landowners and developers <b>Lead Officer:</b> Melanie Burgoyne <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> Businesses, LEP, CWS, RWSx <b>Financial Implications:</b> Existing staffing budget. Recurring cost as promotion of inward investment will be ongoing.	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	
<b>Latest Update</b>	Online meetings have been held with key landowners and agents to build contact and awareness. Discussed Inward Investment Website plans which were welcomed.			

	<b>ER 03 Economic Recovery Plan - Develop and build an online prospectus / Melanie Burgoyne</b>			
<b>Description</b>	<b>Description:</b> Develop and build an online prospectus <b>Lead Officer:</b> Melanie Burgoyne <b>Timescale:</b> Medium term (3-6 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> Existing budget (£25,000 remains from allocated funds) One-off expenditure.	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Create online content.		31-Oct-2020	No	
Marketing materials produced		31-Mar-2021	No	
<b>Latest Update</b>	Drone Footage commissioned and filmed to highlight the lifestyle benefits of being in the district for inclusion in the online content on the			


	website.
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## 2. Support for the High Street and Retail

	<b>ER 05 Short Term 'Safer High Streets' Issues / Tania Murphy</b>			
<b>Description</b>	<b>Description:</b> Address requirements to make high streets 'COVID-Secure' in preparation for re-opening <b>Lead Officer:</b> Tania Murphy <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member, OSC <b>Community/Partnership Engagement:</b> Town/Parish Councils, Business Associations, BID, Chamber, LEP <b>Financial Implications:</b> RHSS Fund - £108,000. Possible additional funds needed for works not eligible for RHSS funding.	<b>Overall Due Date</b>	31-Mar-2021	
Page 2 of 2	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	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	
<b>Latest Update</b>	Action Plan submitted to government for allocation spend of £108,000. In final stages of agreement and funding agreement due in October. Two part-time temporary Covid Information Officers have been appointed and further improvement to signage has been undertaken. A number of actions have been implemented and reported back to the High Street Recovery and Transformation Group			


	<b>ER 06 Economic Recovery Plan: Grants &amp; Training for Retail Businesses / Melanie Burgoyne</b>			
<b>Description</b>	<b>Description:</b> Retail grants/training <b>Lead Officer:</b> Melanie Burgoyne <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member, Grants and Concessions Panel	<b>Overall Due Date</b>	*31-Mar-2021	

	<p><b>Community/Partnership Engagement:</b> Town/Parish Councils, Business Associations, BID</p> <p><b>Financial Implications:</b> 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>			
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	No	
Economic Recovery Report to OSC		27-Oct-2020	No	
2020/21 enabling grants launch and allocation		31-Oct-2020	No	
Grants and Concessions Panel Review		20-Jan-2021	No	
Grants and Concessions Panel Review		24-Mar-2021	No	
<p>Page 27</p> <p><b>Latest Update</b></p>	<p>Successful funding bid to the Pooled Business Rates SIF fund for a new Independent Retail Support and Training Programme. *Programme to be launched February 2021 and completed by March 2022. Procurement for training provider to be completed by 31 Dec-2020. Online training to be offered through October and November to assist High Street Retailers with making the most of any opportunities in the pre-Christmas period. This is funded from a underspend on the current fund due to the Training provider of the current scheme having come in under budget. An IPPD concerning options for financial support for SMEs has been drafted for consideration.</p>			


	<b>ER 07 Refresh of Local Plan Retail Strategy / Toby Ayling &amp; Melanie Burgoyne</b>			
<b>Description</b>	<p><b>Description:</b> Commission a refresh of the Retail Strategy to reflect the impact of COVID-19</p> <p><b>Lead Officer:</b> Toby Ayling &amp; Melanie Burgoyne</p> <p><b>Timescale:</b> Long term (6-12 months)</p> <p><b>Member Engagement:</b> Cabinet Members, DPIP</p> <p><b>Community/Partnership Engagement:</b></p> <p><b>Financial Implications:</b> Additional budget required for consultant work. One-off cost if work is a fixed project. Cost of update is £9,310.</p>	<b>Overall Due Date</b>	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	No	
<b>Latest Update</b>	29 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).		

### 3. Support for Other Key Business Sectors


	<b>ER 08 Support for the Self-Employed and Micro-Businesses / Melanie Burgoyne</b>			
Description Page 28	<b>Description:</b> CDC support for the Self-Employed and Micro-Businesses <b>Lead Officer:</b> Melanie Burgoyne <b>Timescale:</b> Medium term (3-6 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> Town/Parish Councils, Business Associations, LEP <b>Financial Implications:</b> COVID-19 grant funding Budget		<b>Overall Due Date</b>	31-Mar-2021
	<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>
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	No	
Review scheme after 3 months of operation		31-Oct-2020	No	
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	
<b>Latest Update</b>	Chichester University 'Hothouse' scheme now launched to offer support/grant funding to these sectors. Covid19 grants not available for these sectors as other sectors considered as priority areas.		

	<b>ER 09 Support for the Agriculture and Horticulture Sectors / Melanie Burgoyne</b>			
<b>Description</b>	<b>Description:</b> CDC support for the Agriculture and Horticulture sectors <b>Lead Officer:</b> Melanie Burgoyne <b>Timescale:</b> Medium term (3-6 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> WS Growers Association, LEP, Rural WS <b>Financial Implications:</b> Existing resources (provided no financial support is to be offered)	<b>Overall Due Date</b>	31-Oct-2020	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Raise awareness of the sector and the importance locally		31-Oct-2020	No	
Request and collate information from these sectors to understand their support needs in the short and longer term		31-Oct-2020	No	
<b>Latest Update</b>	Most recent contact with WSGA is that as of 25 Sep, they have reported that they have appointed Simpson Consulting who have started a consultation process. On the needs of the sector.			

	<b>ER 10 Consider Relaxation of Horticultural Development Areas / Melanie Burgoyne &amp; Toby Ayling</b>			
<b>Description</b>	<b>Description:</b> With Planning Policy, consider the case for relaxing planning restrictions on Horticultural Development Areas to support the sector. <b>Lead Officer:</b> Melanie Burgoyne & Toby Ayling <b>Timescale:</b> Long term (6-12 months) <b>Member Engagement:</b> Cabinet, Cabinet Members <b>Community/Partnership Engagement:</b> WS Growers Association, LEP, Rural WS <b>Financial Implications:</b> Existing budget (provided no external support or advice required). One-off cost if work is a fixed project.	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	
<b>Latest Update</b>	We are expecting the HEDNA ( Housing and Economic Development Needs Assessment) to be finalised in the next few weeks and then reported to members. Further discussions around appropriate policy changes, including with relevant stakeholders, will then need to take place.		


	<b>ER 11 Local Supply Chain Support / Melanie Burgoyne</b>			
<b>Description</b>	<b>Description:</b> Consideration of support to the local supply chains supporting the agricultural and horticultural sectors <b>Lead Officer:</b> Melanie Burgoyne <b>Timescale:</b> Medium term (3-6 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> WS Growers Association, LEP, Rural WS <b>Financial Implications:</b> Existing resources	<b>Overall Due Date</b>	31-Oct-2020	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	Request and collate information from these sectors to understand their support needs in the short and longer term	31-Oct-2020	No	
<b>Latest Update</b>	Communication with WS Growers and LEP ongoing			


	<b>ER 12 Support for the Hospitality Sector / Melanie Burgoyne</b>			
<b>Description</b>	<b>Description:</b> CDC support for the Hospitality Sector <b>Lead Officer:</b> Melanie Burgoyne <b>Timescale:</b> Medium term (3-6 months) <b>Member Engagement:</b> Cabinet Members <b>Community/Partnership Engagement:</b> Business associations <b>Financial Implications:</b> Existing budget	<b>Overall Due Date</b>	31-Dec-2020	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	Consultation/survey of businesses in this sector.	31-Oct-2020	No	
	Establish key areas of focus/support.	30-Nov-2020	No	
	Establish delivery mechanism for support	31-Dec-2020	No	



<b>Latest Update</b>	Economic grants have been launched on the 20 August aimed at the Hospitality sector
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#### 4. Digital Infrastructure and Gigabit

	<b>ER 13 Fibre to the Premises project for Chichester City / Joe Mildred</b>			
<b>Description</b>	<b>Description:</b> Continue to work with Cityfibre and their 'Fibre to the Premises' project for Chichester City. <b>Lead Officer:</b> Joe Mildred <b>Timescale:</b> Long Term (12 months+) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> Led by CityFibre, WSCC <b>Financial Implications:</b> Existing	<b>Overall Due Date</b>	31-Dec-2022	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Liaison with Cityfibre/WSCC on project updates		31-Dec-2020	No	
Promotion of FTP scheme to businesses – link to Inward Investment		31-Dec-2020	No	
<b>Latest Update</b>	Ongoing work with Cityfibre and their roll out of the City Gigabit project. Currently finalising the location of the Fibre Exchange, once this is complete the detailed design work of the rest of the project takes place. Some project management resource maybe required from CDC later on in the project process.			


	<b>ER 14 Ensure Chichester Benefits from County-Wide Digital Infrastructure Projects / WSCC &amp; CDC</b>			
<b>Description</b>	<b>Description:</b> Work with WSCC Digital Infrastructure Team to ensure that Chichester benefits from the wider digital infrastructure projects across the county. <b>Lead Officer:</b> WSCC & CDC <b>Timescale:</b> Long Term (6-12 months) <b>Member Engagement:</b> Cabinet Member, all-Member briefing <b>Community/Partnership Engagement:</b> WSCC lead with CDC input <b>Financial Implications:</b> Funding from Pooled Business Rate Pilot pot. May need additional staff resources.	<b>Overall Due Date</b>	31-Dec-2022	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>


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	No	
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	
<b>Latest Update</b>	Ongoing engagement with the West Sussex Digital Infrastructure Team. Various projects are underway including; The rural gigabit voucher scheme which is being promoted to businesses by CDC's Economic Development Team as well as by WSCC. A 4G scanning exercise for the whole district commencing in September, the scanners will be attached to CDC refuse freighters. The benefits from the council owned gigabit connections within Chichester City will not be realised until the Cityfibre build across the city is complete.		


## 5. CDC Commercial Portfolio

Page 3 Description		<b>Corp Plan 142a Southern Gateway - Implementation / Jane Hotchkiss</b>		
	<b>Description:</b> Implementation of Southern Gateway master plan <b>Expected outcome:</b> Employment growth, housing delivery <b>Lead Officer:</b> Jane Hotchkiss <b>Funding source:</b> Current funding from CDC £75,000, OPE £80,000, LEP £5m. Grant application in with Homes England for £10m		<b>Overall Due Date</b>	31-Mar-2028
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	
<b>Latest Update</b>	Please note that there is a full update report that was taken to the September Cabinet in part two .		


	<b>ER 16 Economic Recovery Plan - St James Industrial Estate / Kevin Gillett &amp; Alan Gregory</b>			
<b>Description</b>	<b>Description:</b> Redevelopment of St James Industrial Estate, Chichester to provide modern industrial units <b>Lead Officer:</b> Kevin Gillett & Alan Gregory <b>Timescale:</b> Long Term (6-12 months) <b>Member Engagement:</b> Council, Cabinet, Cabinet Member, Economic Recovery Board <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> Provisional project budget approved. Final budget required to be reported to Cabinet/Council post tendering for the works for approval.	<b>Overall Due Date</b>	28-Feb-2022	
<b>⌄</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
<b>⌄</b>	Gain vacant possession of the site/support for existing tenants	31-Mar-2021	No	
<b>⌄</b>	1. Finalise design		Yes	20-Jul-2020
<b>⌄</b>	2. Prepare project communications plan		Yes	20-Jul-2020
<b>⌄</b>	3. Prepare and submit planning application		Yes	29-Jul-2020
<b>⌄</b>	5. Secure known pre-let - due date TBC		No	
<b>⌄</b>	6. Seek additional pre-lets - due date TBC		No	
<b>⌄</b>	7. Construction - due date TBC		No	
<b>⌄</b>	8. Promote the developer charter for local supply chains - due date TBC		No	
<b>⌄</b>	Report to Cabinet - date(s) TBC		No	
<b>⌄</b>	Report to Council - date(s) TBC		No	
<b>⌄</b>	Report to Economic Recovery Board - date(s) TBC		No	
<b>Latest Update</b>	The planning application has been validated and statutory consultation on the proposals is underway. Tender documents have been issued week commencing 5 October.			


	<b>ER 17 Economic Recovery Plan - Barnfield Drive / Vicki McKay</b>			
<b>Description</b>	<b>Description:</b> Development of remaining land (Phase 2B) at Barnfield Drive site, Chichester <b>Lead Officer:</b> Vicki McKay <b>Timescale:</b> Medium Term (3-6 months) <b>Member Engagement:</b> Cabinet, Cabinet Member, Economic Recovery Board <b>Community/Partnership Engagement:</b> Brookhouse Developments <b>Financial Implications:</b> Existing budget	<b>Overall Due Date</b>	31-Dec-2020	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Report to Economic Recovery Board		27-Oct-2020	No	
Phase 2B - Review of terms of current contract.		31-Oct-2020	No	
Phase 2B - Agreement of CDC objectives for the site.		30-Nov-2020	No	
Phase 2B - Negotiations with the developer to meet the agreed CDC aims.		31-Dec-2020	No	
Report to Cabinet - date(s) TBC			No	
<b>Latest Update</b>	Ongoing dialogue with Brookhouse regarding potential options for the site.			


	<b>ER 19 Economic Recovery Plan - Chichester Enterprise Centre / Kevin Gillett</b>			
<b>Description</b>	<b>Description:</b> Successful operation of the centre and increased/sustained occupancy levels <b>Lead Officer:</b> Kevin Gillett <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member, Economic Recovery Board <b>Community/Partnership Engagement:</b> Basepoint <b>Financial Implications:</b> Existing budget. Recurring cost from staffing budget for ongoing contract management.	<b>Overall Due Date</b>	28-Feb-2022	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	No	
<b>Latest Update</b>	Liaison meetings being held with Basepoint – occupancy figures strong and Basepoint marketing continuing along with promotion by Eco Dev officers to new businesses. 100% workshops let and 85% of the office space		


## 6. Visions

	<b>ER 20 Economic Recovery Plan - Chichester Vision / Tania Murphy</b>			
<b>Description</b>	<p><b>Description:</b> Co-ordinate delivery of the Chichester Vision Action Plan, working with partners</p> <p><b>Lead Officer:</b> Tania Murphy</p> <p><b>Timescale:</b> Various timescales for delivery of projects within the action plan</p> <p><b>Member Engagement:</b> Cabinet Member for Property, Growth and Regeneration</p> <p><b>Community/Partnership Engagement:</b> Vision Partners include CDC, WSCC, CCC, BID, Visit Chichester, Chichester College, CCCI, Chichester Cathedral, University of Chichester, CFT etc.</p> <p><b>Financial Implications:</b> Existing revenue budget. Plus additional Partner funding for projects</p>	<b>Overall Due Date</b>	31-Mar-2021	
Page 33	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	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 -	28-Feb 2021	No	
	Revise action plan based on feedback from partners post covid 19 to aid recovery of the City -	31-Mar - 2021	No	
	<b>Latest Update</b>	<p>A report on the recovery of the District's high streets and a review of the Vision work was presented to Cabinet on 7 July 2020. Cabinet 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 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 projects and action plan are to be revised based on the feedback received from partners. The High Street Recovery and Transformation Group, (to be a sub group of the Chichester Vision) is to be set up and led by the Cabinet Member for Property, Growth and Regeneration, with invited representatives from Chichester BID, national retail, independent retail, hospitality/leisure, Chichester City Council, WSCC, Chichester Chamber of Commerce and a Member from OSC.,</p>		


	<b>ER 21 Economic Recovery Plan - Midhurst Vision / Tania Murphy</b>			
<b>Description</b>	<p><b>Description:</b> Work with partners to support the co-ordination of a vision for Midhurst and the implementation of the action plan.</p> <p><b>Lead Officer:</b> Tania Murphy</p> <p><b>Timescale:</b> Various timescales linked to actions</p> <p><b>Member Engagement:</b> Cabinet Member for Property, Growth and Regeneration, Midhurst Members</p> <p><b>Community/Partnership Engagement:</b> Vision Partners final CIC structure currently being developed.</p> <p><b>Financial Implications:</b> One off budget provision as part of corporate plan priorities.</p>	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Report to Cabinet on Vision work		07-Jul-2020	Yes	07-Jul-2020
Assist with establishing a Community Interest Company in Midhurst to take on the responsibilities of the Vision actions		31-Aug-2020	Yes	01-Oct-2020
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 -		31-Mar- 2021	No	
<b>Latest Update</b>	Midhurst Vision are in final stages of setting up a CIC to deliver the actions within the town and a draft strategy has been produced and considered for action.			

	<b>ER 22 Economic Recovery Plan - Petworth Vision / Tania Murphy</b>			
<b>Description</b>	<p><b>Description:</b> 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.</p> <p><b>Lead Officer:</b> Tania Murphy</p> <p><b>Timescale:</b> Petworth Vision have set various timescales for projects</p> <p><b>Member Engagement:</b> Cabinet Member Property, Growth and Regeneration, Petworth Members, Cabinet Member for Housing, Communications, Licensing and Events (Board Member on Petworth Vision)</p> <p><b>Community/Partnership Engagement:</b> Vision Partners</p> <p><b>Financial Implications:</b> One off budget provision as part of corporate plan priorities.</p>	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>


Report to Cabinet on Vision work	07-Jul-2020	Yes	07-Jul-2020
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	
<b>Latest Update</b>	<p>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 Petworth, CDC will continue to be represented on the Petworth Vision Board (Cllr Alan Sutton) assist with projects through the Board subject to available resources and provide support to Petworth Town Council</p>		

	<b>ER 23 Economic Recovery Plan - Selsey Vision / Tania Murphy</b>			
<b>Description</b> Page 37	<p><b>Description:</b> Selsey Town Council has subsumed the majority of actions from the Vision within the Selsey Business Plan.  <b>Lead Officer:</b> Tania Murphy  <b>Timescale:</b> Selsey Town Council have set various timescales for projects  <b>Member Engagement:</b> Cabinet Member Property, Growth and Regeneration, Selsey Members  <b>Community/Partnership Engagement:</b> Vision Partners  <b>Financial Implications:</b> One off budget provision as part of corporate plan priorities.</p>	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	
<b>Latest Update</b>	<p>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>			

	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.
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	<b>ER 24 Economic Recovery Plan - East Wittering and Bracklesham Vision / Tania Murphy</b>			
<b>Description</b>	<p><b>Description:</b> To work with partners to support the co-ordination of a vision for East Wittering and Bracklesham</p> <p><b>Lead Officer:</b> Tania Murphy</p> <p><b>Timescale:</b> BREW Vision hope to consult over the late summer 2020</p> <p><b>Member Engagement:</b> Cabinet Member for Property Growth and Regeneration, The Witterings Members</p> <p><b>Community/Partnership Engagement:</b></p> <p><b>Financial Implications:</b> One off budget provision as part of corporate plan priorities.</p>	<b>Overall Due Date</b>	31-Mar-2021	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	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	
<b>Latest Update</b>	<p>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>			

## 7. Licensing and Events

	<b>ER 25 (SD LIC 01) Review of Licensing Act 2003 Statement of Principles / Laurence Foord</b>			
<b>Description</b>	<p><b>Description:</b> Review of Statement of Licensing Policy (SoLP) 2021 – 2026 (Licensing Act 2003). Current SoLP expires 6 January 2021</p> <p><b>Lead Officer:</b> Laurence Foord</p> <p><b>Timescale:</b> Adoption of new SoLP before 7 January 2021</p>	<b>Overall Due Date</b>	31-Mar-2021	



	<p><b>Member Engagement:</b> Cabinet Member for Housing, Communications, Licensing and Events, General Licensing Committee, Full Council</p> <p><b>Community/Partnership Engagement:</b> Statutory consultation with Responsible Authorities prescribed under Licensing Act 2003, holders of licences, relevant stakeholders and public.</p> <p><b>Financial Implications:</b> Existing resources</p>		
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>
	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	No
	Report to Council on proposed approach to Statement of Licensing Policy review in light of COVID-19	24-Nov-2020	No
	Adoption of new Statement of Licensing Policy with minor updates only	07-Jan-2021	No
	Further milestones TBC once National approach to comprehensive review of SoLP is known	31-Mar-2021	No
<p>Page 39</p> <p><b>Latest Update</b></p>	<p>The Council's current Statement of Licensing Policy under the Licensing Act 2003 is nearing the end of its statutory 5 year period with it expiring in early January 2021.</p> <p>There is currently a lot of uncertainty nationally around renewing such polices. The on-going Covid-19 Pandemic has changed everything within the hospitality sector and the future is uncertain for many licensed businesses (and those that aren't licensed) who are struggling to operate under the requirements for social distancing and infection control across the nation and locally.</p> <p>Following previous relaxation afforded by the LGA's document in April 2020 titled 'Approaches to managing licensing and related issues during the COVID-19 pandemic – Advice for Licensing Authorities' Westminster City Council supported by a number of other large Licensing Authorities have written a joint letter to the Home Office and key Government Ministers seeking a further extension for between 18 months to 2 years before a Licensing Authority has to determine its policy and publish it. The LGA document did originally suggest it may be pragmatic for Authorities to delay consultations on the renewal of the relevant policies a proposal supported by SLT given the current circumstances.</p> <p>In Covid-free times, in order to properly review our policy, we would ordinarily take the following steps making sure we present to Alcohol and Entertainment Licensing Committee and Cabinet at their already set meeting dates -</p> <ol style="list-style-type: none"> <li>1. Draft revised statement produced by officers;</li> <li>2. Draft revised statement presented to and considered by Alcohol and Entertainment Licensing Committee;</li> <li>3. Draft revised statement presented to and considered by Cabinet (this includes any amendments requested by Alcohol and Entertainment Licensing Committee);</li> <li>4. Consultation on revised statement commences (Government guidance historically suggested minimum of 12 weeks);</li> </ol>		

5. Consultation period closes;  
 6. Amended revised statement presented to and considered by Alcohol and Entertainment Licensing Committee;  
 7. Amended revised statement presented to and considered by Cabinet (this again includes any amendments requested by Alcohol and Entertainment Licensing Committee);  
 8. Final proposed statement for 2021-2026 presented to and approved by Council; and  
 9. Statement published prior to taking effect.

In view of the desire nationally not to consult with the hospitality sector at such a difficult time the process considered most appropriate for us to follow would be to 1) inform Cabinet of our intention at its meeting of 3 November 2020 and 2) obtain approval from Council at its meeting of 24 November 2020 to ensure we have a renewed Statement of Licensing Policy in particular in readiness for 7 January 2021 the day after the current Policy expires. Approval will also be sought for a simple renewal of our Policy for Sexual Entertainment Venues at the same time.

Both Policies would benefit from some very minor updates which would not materially affect content or decision making process such as updates to local statistics and/or references to other CDC strategies/policies such as our emerging Events Strategy/Policy.

Once there is a more consistent economic and public health landscape officers recommend a more comprehensive review based against the national backdrop at that time is undertaken.

It is felt taking the above approach would both relieve pressure of CDC as the local Licensing Authority and allow operators of local licensed premises to continue to trade and begin the longer period of recovery by having a better understanding of what the impact will have been on the longer-term operation of licensed businesses and our night time economies.

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**ER 26 Economic Recovery Plan: Events Strategy and Supporting Events Policy and Action Plan / Laurence Foord**

<b>Description</b>	<p><b>Description:</b> Delivery of Events Strategy and supporting Events Policy and Action Plan.  <b>Lead Officer:</b> Laurence Foord  <b>Timescale:</b> Medium Term (3-6 months)  <b>Member Engagement:</b> Cabinet Member for Housing, Communications, Licensing and Events, OSC, Cabinet  <b>Community/Partnership Engagement:</b> Public consultation already undertaken surrounding Events Strategy. Internal engagement with CDC services areas Culture &amp; Sport, Environmental Protection Team, Licensing, Communications Team etc.  <b>Financial Implications:</b> Delivered with existing resource from Communications, Licensing &amp; Events plus resource from CDC Culture &amp; Sport</p>	<b>Overall Due Date</b>	31-Oct-2020	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	No	

<b>Latest Update</b>	<p>Work continues with Communications, Licensing &amp; Events plus Leisure &amp; Sport to develop the Event Policy and support the recovery of events taking place across the district going forward during/post the current Covid-19 pandemic. Officers attend and contribute to regional and national seminars on event recovery linked to Covid-19 such as the Sussex Local Authority Resilience Partnership and national Local Authority Event Officers Group (LAEOG) to both keep abreast of current national trends/actions and horizon scanning. This work will be ongoing.</p> <p>A draft Events Policy has been developed and will be considered by SLT in August before being presented to OSC in September and Cabinet in October.</p> <p>The events policy has been developed in collaboration between Communications, Licensing &amp; Events and Leisure &amp; Sports Development to support the vision of the Events Strategy and to provide a clear framework for the programming and operation of events taking place on CDC owned and managed land. The policy applies primarily to parks and open spaces but also includes car parks and other areas of land owned by the council. The policy will be a live document to enable it to respond to changes in legislation and codes of practices as they develop and emerge.</p>
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## 8. Tourism and Culture

	<b>ER 27 Rebranding of Visit Chichester / VC &amp; Sarah Peyman</b>			
<b>Page 41 Description</b>	<p><b>Description:</b> 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><b>Lead Officer:</b> Visit Chichester, supported by Sarah Peyman</p> <p><b>Timescale:</b> Immediate (0-3 months)</p> <p><b>Member Engagement:</b> All Members</p> <p><b>Community/Partnership Engagement:</b> Tourism and Cultural Partners</p> <p><b>Financial Implications:</b> Existing £50k annual funding agreement + request for additional funding (see Corp Plan 020 for more details)</p>	<b>Overall Due Date</b>	31-Mar-2021	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	Complete rebranding of Visit Chichester to The Great Sussex Way, including new logo	31-Jul-2020	Yes	20-Jul-2020
	Launch event to be hosted when lockdown restrictions allow - due date TBC		No	
<b>Latest Update</b>	<p>A full brand strategy has been created and the logo development has been completed. Brand assets which include 20 illustrations of key attractions and interests around the district are in the final stages of development. A brand advisory group meeting attended by attractions and groups from across the district saw the brand extremely well received by all. Brand launch ideas are being discussed and will be confirmed shortly.</p>			


	<b>ER 30 Economic Recovery Plan: Development of a Cultural Strategy / Sarah Peyman</b>			
<b>Description</b>	<b>Description:</b> Development of Cultural Strategy <b>Lead Officer:</b> Sarah Peyman <b>Timescale:</b> Medium Term (3-6 months) <b>Member Engagement:</b> Cabinet Member for Communities and Culture <b>Community/Partnership Engagement:</b> PHG, CFT Cultural sector <b>Financial Implications:</b> Partnership funding to commission a joint EIA and social impact study. CDC funding required £20k (approved Cabinet/Council July 2020)	<b>Overall Due Date</b>	31-Mar-2021	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	Complete social impact study	31-Dec-2020	No	
	Completion of economic impact assessment for the city centre in partnership with CFT, PHG and The Novium.	31-Dec-2020	No	
	Development of cultural strategy and cultural partnership for the district to aid recovery post covid19	31-Dec-2020	No	
	Work in partnership to deliver a year of culture in 2022	31-Mar-2021	No	
42 <b>Latest Update</b>	Following discussions at Council, discussions are taking place with Chichester Festival Theatre and Pallant House Gallery to identify appropriate timescales for completing the Economic and Social Impact Studies. Further work is also taking place regarding consideration of including of other cultural organisations in the study. Initial meetings regarding the formation of a cultural partnership and the development of a cultural strategy have been held with CFT and PHG and Visit Chichester. Discussions are also ongoing regarding the development of a celebration of culture for 2022 to recognise a number of significant anniversaries that year.			

	<b>ER 31 Economic Recovery Plan: Support for Chichester Festival Theatre / Sarah Peyman</b>			
<b>Description</b>	<b>Description:</b> Continue to support Chichester Festival Theatre (CFT) with the annual Cultural Funding Agreement <b>Lead Officer:</b> Sarah Peyman <b>Timescale:</b> Long Term (12 months +) <b>Member Engagement:</b> Cabinet Member for Communities and Culture, OSC, Cabinet, Council <b>Community/Partnership Engagement:</b> CFT <b>Financial Implications:</b> £187,500 annual agreed until March 2022	<b>Overall Due Date</b>	31-Mar-2022	

Milestones	Due Date	Completed	Completed Date
Support CFT with alternative events during recovery phase post covid 19	31-Dec-2020	No	
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	


<b>Latest Update</b>	<p>Whilst the indoor performance spaces have remained closed we have been working with Chichester Festival Theatre on their Movies and Music Weekend. From 28-30 August in partnership with Chichester Cinema at New Park they are staging a drive-in cinema in Northgate Car Park. Prior to each film at the drive-in they are going to have some on-screen content for audiences as they arrive. They are giving the opportunity to partners, other cultural partners and charity partners to include a message or video content free of charge. Content for both The Novium Museum and a wider Council message will be shown during this time. The drive-in cinema is followed by 2 live open-air events in Oaklands Park on Monday 31 August. Family Fun in the Park sees Hugh Bonneville read The Tiger Who Came to Tea and Mog the Forgetful Cat, with actors using puppetry to bring the stories to life, followed by a Family 'Dane-Along'. The evening Concert in the Park has Omid Djalili introduce songs performed by West End Stars from musicals including South Pacific, West Side Story, Wicked, The Sound of Music and My Fair Lady.</p>
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	<b>ER 32 Economic Recovery Plan: Support for Pallant House Gallery / Sarah Peyman</b>		
<b>Description</b>	<p><b>Description:</b> Continue to support Pallant House Gallery (PHG) with the annual Cultural Funding Agreement  <b>Lead Officer:</b> Sarah Peyman  <b>Timescale:</b> Long Term (12 months +)  <b>Member Engagement:</b> Cabinet Member for Communities and Culture, OSC, Cabinet, Council  <b>Community/Partnership Engagement:</b> PHG  <b>Financial Implications:</b> £130,000 annual agreed until March 2022</p>	<b>Overall Due Date</b>	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	
Report to Council - date(s) TBC		No	
Report to OSC - date(s) TBC		No	


<b>Latest Update</b>	<p>Pallant House Gallery re-opened its doors to the public on 5 August, having been closed since 17 March. During the closure much of the collection was put into secure storage, and regular checks of the building were made by Duty Managers.</p> <p>Entry to the Gallery is now by pre-booked tickets online, with 273 slots per day (221 on Sundays). Opening hours have been reduced to 10-4pm and 11-4pm on Sundays. Attendance in the first week was at 45% capacity, 61% week 2 and around 80% week 3. There are also dedicated slots for members of the community programme on Mondays when the Gallery is closed to the public.</p> <p>The new ticketing system is a substantial step forward for the digitisation of the Gallery's offer, enabling pre-sale tickets for the first time. In addition, the Gallery has introduced a new 20% discount for Blue Light Card holders - NHS keyworkers and members of the UK armed forces as a way of saying 'thank you'. All Friends were given three months free membership, and this has enabled us to maintain levels of membership and build loyalty and support, through regular ebulletins and a special issue of the magazine this summer.</p>
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	<b>ER 33 The Novium Museum Recovery / Sarah Peyman</b>			
<b>Description</b>	<p><b>Description:</b> Review options for the future delivery of the Novium museum and Tourist Information Service and development of options for the service.</p> <p><b>Lead Officer:</b> Sarah Peyman</p> <p><b>Timescale:</b> Medium Term (3-6 months)</p> <p><b>Member Engagement:</b> Cabinet Member, Novium T&amp;F Group, OSC, Cabinet, Council</p> <p><b>Community/Partnership Engagement:</b> Tourism and Cultural Partners</p> <p><b>Financial Implications:</b> Existing £30k budget</p>	<b>Overall Due Date</b>	31-Dec-2020	
<b>Page 14</b>	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	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	
<b>Latest Update</b>	<p>The Novium Museum closed to the public on 17 March and responded quickly to develop digital content in order to continue to share the collection online. The virtual museum consists of Virtual Tours, Virtual Exhibitions, Virtual Learning Activities and Curator Favourites. The museum website received over 30,000 views during the closure period.</p> <p>The museum reopened its doors to the public on 28 July with a number of covid-19 safety measures in place including one way systems, online booking and new cleaning procedures. They also achieved the 'We're Good to Go' official UK mark to signal that they have worked hard to follow Government and industry COVID-19 guidelines and have processes in place to maintain cleanliness and aid social distancing. The museum also produced an informative and playful reopening video to help visitors prepare for their visit in a time of Covid-19 which was recognised by the Museums Association as one of their favourite reopening videos.</p> <p>The museum has had many successes during lockdown including being shortlisted for the National Kids in Museums 'Family Friendly Museum Award From Home' for Virtual Roman Week 2020. The winners will be announced in October. The team have also managed to secure a number of grants during this period. £21,646 has been awarded from the Art Fund, Respond and Reimagine Grant to develop a</p>			



	<p>digital learning programme, creating a series of 3 virtual field trips and non-contact digital interpretation for the Roman Gallery in response to Covid-19 challenges. The Ready to Reopen Grant of £1,913 also helped to make the museum Covid-19 secure prior to reopening, including sneeze screens, Covid-19 graphics and additional hand sanitising stations. A further £2,000 was also secured from South East Museum Development Programme, Collections at Risk grant to upgrade the hardware and software of the museum's environmental monitoring system, allowing both temperature and humidity to be monitored remotely, reducing the risk to collections during closure periods.</p> <p>A number of short term 'Quick Win' options from the feasibility report will be taken back to the Task and Finish Group on 28 September for consideration. The Business Plan will also be reviewed and reported back to Cabinet at the end of the year.</p>
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## 9. Sport and Leisure

	<b>ER 34 Economic Recovery Plan: Support for Leisure Contract / Sarah Peyman</b>			
<b>Description</b>  Page 45	<p><b>Description:</b> Support for Leisure Contract during reopening and recovery  <b>Lead Officer:</b> Sarah Peyman  <b>Timescale:</b> Long Term (6-12 months)  <b>Member Engagement:</b> Cabinet Member for Communities and Culture, Leisure Task and Finish Group, OSC, Cabinet, Council  <b>Community/Partnership Engagement:</b>  <b>Financial Implications:</b> Currently being reviewed</p>	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	
<b>Latest Update</b>	<p>We worked closely with Everyone Active to review the reopening requirements for the council's leisure centres. Consultants Max Associates were appointed to assist with the review of costs and funding support requested by Everyone Active in order to reopen. Funding until the end of this financial year based on budget forecasts was agreed through an Urgent Decision Notice and then reported to Council. Actual income and expenditure will be reviewed after 3 months and adjustments will be made to reduce Council funding</p>			


	<p>where applicable. The Council's 3 leisure centres welcomed back customers for the first time in four months on 25 July. The gyms and group exercise classes returned with a fantastic number of people enjoying the COVID safe environment. On the 2nd August the pool at Westgate Leisure centre re-opened for lane swimming and swimming lessons. The response from the users of the centres has been very positive. New procedures have been introduced at the centres, including one way systems, online booking of all activities, all cashless transactions and new cleaning procedures.</p>
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# Economic Recovery Report - Project Detail - Completed Projects

Generated on: 13 October 2020

## 1. Inward Investment


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

## 2. Support for the High Street and Retail

	<b>ER 04 High Street Recovery Action Group / Tania Murphy</b>			
<b>Description</b>	<b>Description:</b> High Street Recovery Action Group <b>Lead Officer:</b> Tania Murphy <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> Town/Parish Councils, Business Associations, WSCC, BID, Chamber, LEP, Members, Vision steering groups/Town Vision groups <b>Financial Implications:</b> Existing budget. Recurring cost to deliver actions (not all CDC costs). Redeployment of resources to support.	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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
<b>Latest Update</b>	01-Oct-2020 High Street Recovery and Transformation Group has met and discussed actions and agreed areas of focus. Next meeting to be held 13th October. Member Action Team to consider areas of focus has met several times and actions have been included within the action plan for consideration at meeting on 13th October. A number of Chichester Vision projects also feed into this area of work and are being monitored by the Vision Steering Group.		

## 5. CDC Commercial Portfolio

	<b>ER 18 Ravenna Point Vacant Units / Kevin Gillett</b>				
Page 48	<b>Description:</b> Letting of remaining vacant units at Ravenna Point, Terminus Road, Chichester <b>Lead Officer:</b> Kevin Gillett <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> Existing budget. Recurring cost from staffing budget for ongoing management.	<b>Overall Due Date</b>	30-Sep-2020		
	<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	Review of marketing approach.		30-Sep-2020	Yes	10-Sep-2020
	Review of valuation and rental offer.		30-Sep-2020	Yes	29-Sep-2020
<b>Latest Update</b>	30-Sep-2020 Joint marketing with agents now ended. All units currently under offer.				

## 8. Tourism and Culture

	<b>ER 29 Economic Recovery Plan: Additional Support for Visit Chichester / Sarah Peyman</b>			
Page 48	<b>Description:</b> Additional support for Visit Chichester to develop strong organisational structure and campaign based activities to regrow the tourism economy in the district <b>Lead Officer:</b> Sarah Peyman <b>Timescale:</b> Medium Term (3-6 months) <b>Member Engagement:</b> OSC and Cabinet Members <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> Request for additional funding (approved at Cabinet/Council July	<b>Overall Due Date</b>	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		
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>
	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
<b>Latest Update</b>	21-Aug-2020 A report was received by Cabinet in July 2020 detailing policy options CDC could adopt to support the recovery of Chichester District from COVID-19. In order to secure support for the Tourism industry in the District, Cabinet resolved to recommend to Council that the current level of support to Visit Chichester be increased by £100k per year in years 2020/21, 2021/22 & 2022/23 and new support be provided of £130k per year in 2023/24 & 2024/25. Full Council agreed this on 21 July 2020. Delegated powers were also given to the Director for Growth and Place to approve a new Service Level Agreement with Visit Chichester, following consultation with the Cabinet Member for Communities and Culture and the Cabinet Member for Growth, Place and Regeneration.		

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# Appendix 3 Planning, Health and Environmental Protection Recovery Report - Project Index




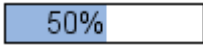

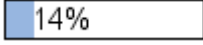
Generated on: 08 October 2020

## 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 (Was Sept 2020)	Planning Policy Division - Toby Ayling	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%
	PHEPR 02	Delivery of Known Development Sites/ Toby Ayling & Tony Whitty	31-Dec-2020	Planning Policy Division - Toby Ayling	<div style="width: 33%;"><div style="width: 33%;"></div></div> 33%
	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	31-Dec-2020	Planning Policy Division - Toby Ayling	<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%
	PHEPR 06	Responsive Planning Process and Implementation of Permissions / Tony Whitty	28-Feb-2021 (Was Dec 2020)	Development Management Division - Tony Whitty	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%
	PHEPR 07	Consider Local Development Orders / Tony Whitty	28-Feb-2021 (Was Dec 2020)	Development Management Division - Tony Whitty	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
	PHEPR 08	Review Development Management Team Structures / Tony Whitty	31-Jan-2021 (Was Dec 2020)	Development Management Division - Tony Whitty	<div style="width: 33%;"><div style="width: 33%;"></div></div> 33%
	PHEPR 09	Review Scheme of Delegation and Red Card Procedure / Tony Whitty	31-Mar-2021	Development Management Division - Tony Whitty	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%

## 2. Health Protection Moving Forward

Status	Project Code	Project Title	Due Date	Managed By	Progress
	PHEPR 10	Support for the National Test and Trace System / Alison Stevens	31-Mar-2021	Health and Environment Division - Alison Stevens	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%
	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%

Status	Project Code	Project Title	Due Date	Managed By	Progress
	PHEPR 12	Recommence Food Hygiene Programme / Alison Stevens	31-Mar-2021 (Was July 2020)	Health and Environment Division - Alison Stevens	
	PHEPR 13	Implement Recommendations from Environmental Health Service Review / Alison Stevens	31-Mar-2021 (Was Dec 2020)	Health and Environment Division - Alison Stevens	


### 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	
	PHEPR 15	Review Draft Planning Policies in Local Plan Review / Toby Ayling	30-Apr-2022	Planning Policy Division - Toby Ayling	
	PHEPR 16 (SD EP 19)	Climate Change Action Plan / Alison Stevens	31-Mar-2021 (Was Jan 2021)	Health and Environment Division - Alison Stevens	
	PHEPR 17 (SD EP 12)	Produce Air Quality Action Plan for 2020-2025 / Simon Ballard	31-Jul-2021 (Was March 2021)	Health and Environment Division - Alison Stevens	
	PHEPR 18 (SD EP 13)	Local Cycling and Walking Strategy / Simon Ballard	31-Mar-2021	Health and Environment Division - Alison Stevens	


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

Generated on: 08 October 2020

## 1. Supporting the Housing and Construction Industry


	<b>PHEPR 01 Interim Guidance Statement on Housing Delivery / Toby Ayling</b>			
<b>Description</b> Page 53	<p><b>Description:</b> Adopt Interim Guidance Statement on Housing Delivery  <b>Lead Officer:</b> Toby Ayling  <b>Timescale:</b> Short Term (0-3 months)  <b>Member Engagement:</b> Cabinet member, DPIP, Planning Committee  <b>Community/Partnership Engagement:</b> External consultation  <b>Financial Implications:</b> None</p> <p>This project is included in the '<b>Supporting the Housing and Construction Industry</b>' and '<b>Building Healthy Communities and Protecting the Environment in Recovery</b>' objectives.</p>	<b>Overall Due Date</b>		30-Nov-2020 (Was Sept 2020)
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Report to Planning Committee to approve and agree consultation		03-Jun-2020	Yes	03-Jun-2020
4 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	No	
Report to Planning Committee to agree final version		04-Nov-2020	No	
Report to DPIP to note only		12-Nov-2020	No	
<b>Latest Update</b>	<p>05-Oct-2020 No change since previous update.</p> <p>Consultation closed 31 July 2020. Responses currently being processed. Responses included a number of complex issues which will require further consideration. As the draft IPS is now in place, it is considered appropriate for the follow up report including proposals for a final version to go to Planning Committee on 4 November 2020.</p>			


	<b>PHEPR 02 Delivery of Known Development Sites/ Toby Ayling &amp; Tony Whitty</b>			
<b>Description</b>	<b>Description:</b> Prioritise progress on the delivery of known development sites and inviting developers to intensify and speed up development. <b>Lead Officer:</b> Toby Ayling & Tony Whitty <b>Timescale:</b> Medium Term (3 - 6 months) <b>Member Engagement:</b> Cabinet, Council, Planning Committee <b>Community/Partnership Engagement:</b> Tangmere PC, planning process <b>Financial Implications:</b> None	<b>Overall Due Date</b>	31-Dec-2020	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Make CPO at Tangmere		31-Oct-2020	No	
Submission of Planning Application for Tangmere SDL		31-Oct-2020	No	
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 - date(s) TBC			No	
<b>Latest Update</b>	07-Oct-2020 HELAA published showing capacity for an additional 464 dwellings across the Local plan area on a range of potential development sites. A draft Planning Strategy has been submitted by the proposed developers and officers have provided feedback on the contents of this document. A programme is currently being compiled for submission by the developer.			

	<b>PHEPR 03 Actions to Support Development Viability / Toby Ayling &amp; Tony Whitty</b>			
<b>Description</b>	<b>Description:</b> Actions to support development viability <b>Lead Officer:</b> Toby Ayling & Tony Whitty <b>Timescale:</b> Medium Term (3 - 6 months) Dependent on publication of revised Regs. (envisaged Sept 2020). <b>Member Engagement:</b> Cabinet <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> None	<b>Overall Due Date</b>	31-Dec-2020	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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
<b>Latest Update</b>	05-Oct-2020 Action largely completed. Further requests from developers will be considered as and when required		


	<b>PHEPR 04 Engagement with Developers/Registered Providers / Toby Ayling &amp; Tony Whitty</b>			
<b>Description</b>	<b>Description:</b> Programme of engagement with Developers/Registered Providers <b>Lead Officer:</b> Toby Ayling & Tony Whitty <b>Timescale:</b> Medium Term (3 - 6 months) <b>Member Engagement:</b> Cabinet/Council, DPIP <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> None	<b>Overall Due Date</b>	31-Dec-2020	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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
<b>Latest Update</b>	05-Oct-2020 Ongoing contact with developers to be undertaken to identify any additional actions.			

	<b>PHEPR 05 Review Draft Planning Policies in Local Plan Review / Toby Ayling</b>			
<b>Description</b>	<b>Description:</b> Review draft planning policies in Local Plan review <b>Lead Officer:</b> Toby Ayling <b>Timescale:</b> Medium Term (3.6 months) <b>Member Engagement:</b> Cabinet/Council, DPIP <b>Community/Partnership Engagement:</b> Local Plan consultation <b>Financial Implications:</b> None	<b>Overall Due Date</b>	31-Dec-2020	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>

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 DPIIP	15-Oct-2020	No	
Finalise update to Retail Study and report to DPIIP (see also ER 07)	17-Dec-2020	No	
Inclusion of guidance to emphasise LP policies that support healthy communities	31-Dec-2020	No	
Review emerging policies (including retail and horticulture) in light of evidence	31-Dec-2020	No	
<b>Latest Update</b>	05-Oct-2020 First draft consultants' 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).  HEDNA report still being finalised by consultants.		


Page 56 	<b>PHEPR 06 Responsive Planning Process and Implementation of Permissions / Tony Whitty</b>			
<b>Description</b>	<b>Description:</b> Making planning processes more responsive and efficient and encourage implementation of permissions <b>Lead Officer:</b> Tony Whitty <b>Timescale:</b> Medium Term (3 - 6 months) <b>Member Engagement:</b> Planning Committee, Cabinet <b>Community/Partnership Engagement:</b> Developers, Parish Councils <b>Financial Implications:</b> None	<b>Overall Due Date</b>	28-Feb-2021 (Was Dec 2020)	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	No	
Report Pre-Planning Application Advice Scheme to Cabinet		03-Nov-2020	No	
Investigate use of fast track planning services and form proposals (if feasible)		01-Dec-2020	No	


Implement new Pre-Planning Application Advice Scheme	31-Dec-2020	No	
Use of shorter permission implementation periods	31-Dec-2020	Yes	06-Oct-2020
Report to Cabinet on potential for use of fast track planning services	02-Feb-2021	No	
Introduce Fast Track Planning Services (see also SD DM 05)	28-Feb-2021	No	
<b>Latest Update</b>	<p>06-Oct-2020 <b>Local Validation List</b> – Endorsement from Planning Committee on 9 September – Incorporating for publication and use to start on 31 October 2020</p> <p><b>Fast Track Planning Services</b> – Scope to be reviewed following governments announcements around Planning reform</p> <p><b>Review Pre-Planning Advice Scheme</b> – Officers completed review &amp; proposals formed. Proposals to be reported to Recovery Group then to Cabinet before adoption of new scheme.</p> <p><b>Use of shorter permission implementation periods</b> – Already implemented where appropriate and forms part of Interim Guidance Statement on Housing Delivery</p>		

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<b>PHEPR 07 Consider Local Development Orders / Tony Whitty</b>				
<b>Description</b>	<p><b>Description:</b> Consider use of Local Development Orders (granting automatic planning permission for specified uses / development)</p> <p><b>Lead Officer:</b> Tony Whitty</p> <p><b>Timescale:</b> Medium Term (3 - 6 months)</p> <p><b>Member Engagement:</b> Planning Committee, Cabinet</p> <p><b>Community/Partnership Engagement:</b> Developers, Parish Councils</p> <p><b>Financial Implications:</b> None</p>	<b>Overall Due Date</b>	28-Feb-2021 (Was Dec 2020)	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Assess scope for LDOs		31-Oct-2020	No	
Report to Recovery Group		30-Nov-2020	No	
Report to Planning Committee		06-Jan-2021	No	
Report to Cabinet		02-Feb-2021	No	
Instigate legal process for creation of any identified LDOs		16-Feb-2021	No	


<b>Latest Update</b>	06-Oct-2020 Officer group to be convened in October 2020 to scope out options
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	<b>PHEPR 08 Review Development Management Team Structures / Tony Whitty</b>			
<b>Description</b>	<b>Description:</b> Review Development Management team structures <b>Lead Officer:</b> Tony Whitty <b>Timescale:</b> Medium Term (3 - 6 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> None	<b>Overall Due Date</b>	31-Jan-2021 (Was Dec 2020)	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	No	
Report to Recovery Group		31-Jan-2021	No	
<b>Latest Update</b>	06-Oct-2020 Team structures currently being reviewed as part of efficiency work – to report additional measures to ensure focus on recovery in due course			

	<b>PHEPR 09 Review Scheme of Delegation and Red Card Procedure / Tony Whitty</b>			
<b>Description</b>	<b>Description:</b> Review Scheme of Delegation and Red Card Procedure <b>Lead Officer:</b> Tony Whitty <b>Timescale:</b> Long Term (6 - 12 months) <b>Member Engagement:</b> Cabinet Member, Cabinet/Council <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> None	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Options for consideration by Recovery Group		30-Nov-2020	No	
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	
<b>Latest Update</b>	06-Oct-2020 Officers to form options for amendment and present to Recovery Group		


## 2. Health Protection Moving Forward

	<b>PHEPR 10 Support for the National Test and Trace System / Alison Stevens</b>			
<b>Description</b>	<b>Description:</b> Support WSCC in its role in the national Test and Trace system <b>Lead Officer:</b> Alison Stevens <b>Timescale:</b> Long Term (6 - 12 months). From June 2020 <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> None	<b>Overall Due Date</b>	31-Mar-2021	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	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	No	
	Finalise MOU with partner agencies for enforcement of Covid 19 legislation	30-Oct-2020	No	
	Support the Covid 19 Health Protection Board and Operational Group, including outbreak investigation	31-Mar-2021	No	
<b>Latest Update</b>	05-Oct-2020 A Covid 19 Prevention Plan has being produced, defining preventative measures and outbreak management strategies for high risk workplaces, communities and locations. Currently, significant work is on-going with event organisers in partnership with WSCC Public Health teams and CDC Licensing teams to ensure events are run in accordance with Covid 19 safety rules. CDC continues to work with other D&Bs and WSCC on the enforcement of the various Covid 19 regulations and is producing MOUs to ensure effective enforcement action when needed. With the additional funding from the WSCC Covid 19 Emergency Fund, CDC is attempting to recruit additional staff resource to support local businesses and communities in working safely with Covid 19 and to assist regional PH teams in the event of an outbreak.			










	<b>PHEPR 11 Business Support as part of High Street Recovery Group / Alison Stevens</b>		
<b>Description</b>	<b>Description:</b> Business support and advice for social distancing as part of CDC officers	<b>Overall Due Date</b>	31-Mar-2021

	High Street Recovery Group <b>Lead Officer:</b> Alison Stevens <b>Timescale:</b> Long Term (6 - 12 months). From June 2020 <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> None		
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>
	Recruit 2 Covid Information Officer	30-Sep-2020	Yes
	Attend CDC Officers High Street Recovery Group Meetings and advise as required - ongoing (see also ER 04)	31-Mar-2021	Yes
	Continue to provide support to businesses - ongoing	31-Mar-2021	No
<b>Latest Update</b>	05-Oct-2020 Completed. 2 Covid 19 Information Recovery Officers have been engaged to provide guidance and support to local businesses, enabling them to be more adaptable through Covid 19.		



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	<b>PHEPR 12 Recommence Food Hygiene Programme / Alison Stevens</b>		
<b>Description</b>	<b>Description:</b> Recommence food hygiene programme when requested by Food Standards Agency and inspection of high risk new businesses. <b>Lead Officer:</b> Alison Stevens <b>Timescale:</b> Immediate (0 - 3 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> None	<b>Overall Due Date</b>	31-Mar-2021 (Was July 2020)
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>
	Introduce fast track food hygiene advice revisit service (chargeable)	31-Jul-2020	Yes
	Prepare for restart of food hygiene programme	31-Jul-2020	Yes
	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
<b>Latest Update</b>	05-Oct-2020 The Food Standards Agency have deferred the inspection programme until April 2021 however the requirement to		


	<p>inspect premises that were overdue an inspection and are high risk premises remains. The Health Protection team have been primarily diverted to Covid 19; providing business advice, responding to enquiries and public complaints and outbreaks.</p> <p>Discretionary charges for food hygiene advice revisits commenced in September 2020 however there has been little take up of this service.</p>
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	<b>PHEPR 13 Implement Recommendations from Environmental Health Service Review / Alison Stevens</b>			
<b>Description</b>	<p><b>Description:</b> Implement recommendations from Environmental Health Service Review that support business  <b>Lead Officer:</b> Alison Stevens  <b>Timescale:</b> Medium Term (3 - 6 months)  <b>Member Engagement:</b> Cabinet Member  <b>Community/Partnership Engagement:</b>  <b>Financial Implications:</b> Net savings £114,000</p>	<b>Overall Due Date</b>	31-Mar-2021 (Was Dec 2020)	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	Realign service provision in accordance with the EH Review recommendations	31-Mar-2020	Yes	31-Mar-2020
	Recruit staff to new structure	30-Nov-2020	No	
	Review and purchase IT infrastructure	30-Nov-2020	No	
	Tender for Kennel provision	30-Nov-2020	No	
	Deliver channel shift	31-Jan-2021	No	
	Deliver e-form availability for food hygiene inspections/advice and service requests	31-Jan-2021	No	
	Award kennel contract	31-Mar-2021	No	
<b>Latest Update</b>	05-Oct-2020 Changes in circumstances have resulted in changes to some of the conclusions of the EH Review. The IT infrastructure is subject to further consideration to ensure it is suitable and will achieve required channel shift purpose. The stray dog service and kennelling will be subject to a best value exercise and retendered for 2021/22. Covid 19 work continues to occupy a significant amount of EH resources. Restructuring of Environmental Protection continues with recruitment of staff to new posts.			

### 3. Building Healthy Communities and Protecting the Environment in Recovery


	<b>PHEPR 14 Complete Road Space Reallocation Work / Alison Stevens</b>			
<b>Description</b>	<b>Description:</b> Complete Road space Reallocation work <b>Lead Officer:</b> Alison Stevens <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> Reopening High Streets Safely Fund (CDC) / Emergency Active Travel Fund (WSSC)	<b>Overall Due Date</b>	31-Aug-2020	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Complete input into CDC 'High Street' action plan		31-Aug-2020	Yes	03-Sep-2020
Complete input into Road space Reallocation work with WSSC		31-Aug-2020	Yes	03-Sep-2020
<b>Latest Update</b>	05-Oct-2020 05-Oct-2020 Completed.			
	<b>PHEPR 15 Review Draft Planning Policies in Local Plan Review / Toby Ayling</b>			
<b>Description</b>	<b>Description:</b> Progress Local Plan review to adoption <b>Lead Officer:</b> Toby Ayling <b>Timescale:</b> Longer Term (12 months +) <b>Member Engagement:</b> Cabinet/Council <b>Community/Partnership Engagement:</b> External consultation <b>Financial Implications:</b> None	<b>Overall Due Date</b>	30-Apr-2022	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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		31-Dec-2020	No	
<b>Latest Update</b>	05-Oct-2020 October DPIP report sets out next steps for Local Plan review including arrangements for Members to consider distribution of development. Timetable under review, including drafting of detailed policies.			



	<b>PHEPR 16 (SD EP 19) Climate Change Action Plan / Alison Stevens</b>			
<b>Description</b>	<b>Description:</b> Draft detailed Climate Change Action Plan <b>Lead Officer:</b> Alison Stevens <b>Timescale:</b> Long Term (6 - 12 months) <b>Member Engagement:</b> Environment Panel, Cabinet <b>Community/Partnership Engagement:</b> Consultation? <b>Financial Implications:</b> TBC	<b>Overall Due Date</b>	31-Mar-2021 (Was Jan 2021)	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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	No	
Approval of full Climate Change Action Plan by Cabinet		05-Jan-2021	No	
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	
<b>Latest Update</b>	21-Sep-2020 The legal agreement for Low Carbon Chichester is with Linden Homes for agreement. The draft CCAP went to EP in August and is now out for consultation. The consultation responses will be returning to EP in November and Cabinet in January 2021.			

	<b>PHEPR 17 (SD EP 12) Produce Air Quality Action Plan for 2020-2025 / Simon Ballard</b>			
<b>Description</b>	<b>Description:</b> Rewrite and re-adoption of the Air Quality Action Plan (AQAP) <b>Expected Outcome:</b> 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.	<b>Overall Due Date</b>	31-Jul-2021 (Was March 2021)	

	<b>Lead Officer:</b> Simon Ballard <b>Timescale:</b> Long Term (6 - 12 months) <b>Member Engagement:</b> Environment Panel, Cabinet <b>Community/Partnership Engagement:</b> External consultation <b>Funding Source:</b> From existing resources			
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		22-Jan-2021	No	
Report to OSC - draft AQAP		26-Jan-2021	No	
Report to Cabinet - Draft AQAP for consultation		02-Mar-2021	No	
Consultation on draft AQAP complete		26-Apr-2021	No	
Report to Environment Panel - consultation results and recommendation to adopt AQAP		14-Jun-2021	No	
Report to Cabinet - Consultation results and recommendation to adopt AQAP		06-Jul-2021	No	
Adopt AQAP		27-Jul-2021	No	
<b>Latest Update</b>	06-Oct-2020 EV charging paper written for Environment Panel. AQ modelling paper written for Environment Panel. AQ modelling finalised. Update to be provided to Environment Panel about the DEFRA AQ grant. LCWIP report presented at Cabinet and approved for public consultation. Milestones updated as per SB/AS.			

	<b>PHEPR 18 (SD EP 13) Local Cycling and Walking Strategy / Simon Ballard</b>			
<b>Description</b>	<b>Description:</b> 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. <b>Lead Officer:</b> Simon Ballard <b>Timescale:</b> Long Term (6 - 12 months) <b>Member Engagement:</b> Environment Panel, Cabinet <b>Community/Partnership Engagement:</b> External consultation <b>Funding Source:</b> From existing resources	<b>Overall Due Date</b>	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Cabinet report to seek approval to spend the BRP grant monies for the employment of		04-Mar-2019	Yes	05-Mar-2019

an LCWIP consultant			
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 DPIIP to approve LCWIP following consultation	17-Dec-2020	No	
Report to Cabinet to approve LCWIP following consultation	05-Jan-2021	No	
Implementation of findings	31-Mar-2021	No	
<b>Latest Update</b>	21-Sep-2020 LCWIP report presented at Cabinet and approved for public consultation commencing 18 Sept for 6 weeks.		

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# Organisational Recovery Report - Project Index

Generated on: 14 October 2020



## 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: 33%;"><div style="width: 33%;"></div></div> 33%
	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: 0%;"><div style="width: 0%;"></div></div> 0%

## 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


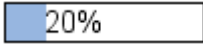
Status	Project Code	Project Title	Due Date	Managed By	Progress
	OR 07	Office Accommodation Appraisal / Joe Mildred & Vicki McKay	31-Mar-2021	Business Support Division - Joe Mildred	<div style="width: 28%;"><div style="width: 28%;"></div></div> 28%

## 5. Channel Shift


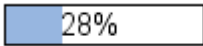


Status	Project Code	Project Title	Due Date	Managed By	Progress
	OR 08	Electronic Service Delivery / Laurence Foord	30-Nov-2020	Communications, Licensing and Events Division - Laurence Foord	<div style="width: 30%;"><div style="width: 30%;"></div></div> 30%
	OR 09	Website Enhancements / Laurence Foord	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	 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	 28%
	OR 12	Implementation of Future Services Framework / Joe Mildred & Andy Buckley	31-Dec-2021	Business Support Division - Joe Mildred	 7%

# Organisational Recovery Report - Project Detail

Generated on: 14 October 2020

## 1. Adapting Our Services

	<b>OR 01 Assess Impacts on Service Delivery / Joe Mildred</b>			
<b>Description</b>	<b>Description:</b> Assess impacts of C19 on service delivery <b>Lead Officer:</b> Joe Mildred supported by all DMs <b>Timescale:</b> Medium Term (3-6 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> N/A <b>Financial Implications:</b> TBC	<b>Overall Due Date</b>	31-Mar-2021	
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
	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	No	
	Plans for recovery drawn up including identification of changes in service delivery that should be adopted as preferable	31-Dec-2020	No	
<b>Latest Update</b>	19-Aug-2020 Each service completed a detailed service update exercise over the summer that looked at the impact of lockdown on existing demand and delivery of services, use of resources and initiated the planning for short, medium and longer term changes to services.			

	<b>OR 02 Green Travel Plan / Joe Mildred</b>			
<b>Description</b>	<b>Description:</b> Review existing travel policies and practices & develop a new Green Travel Plan. <b>Lead Officer:</b> Joe Mildred <b>Timescale:</b> Medium Term (3-6 months) <b>Member Engagement:</b> Cabinet Member, JECF <b>Community/Partnership Engagement:</b> Unison. May need to engage with some service	<b>Overall Due Date</b>	30-Sep-2021	

	users <b>Financial Implications:</b> TBC		
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>
	Review of existing policies and explore potential changes	31-Aug-2020	Yes
	Adopt where possible remote meetings and electronic submission and review of documents in place of physical site visits & meetings	30-Sep-2020	Yes
	Report to JECF	31-Jan-2021	No
	Recommendations to Environment Panel	28-Feb-2021	No
	Implementation - dependent on proposals		No
<b>Latest Update</b>	09-Oct-2020 Initial review of existing practices complete and discussed at SLT. Next step is to develop a road map of potential with their benefits analysed. This will go to JECF 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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70	<b>OR 03 Business Case for Centralised Admin Service / Joe Mildred</b>		
<b>Description</b>	<b>Description:</b> Develop a business case for a centralised Admin service. <b>Lead Officer:</b> Joe Mildred with support from Tony Whitty <b>Timescale:</b> Medium Term (3-6 months) <b>Member Engagement:</b> Cabinet Member, plus JECF, Cabinet, Council depending on costs <b>Community/Partnership Engagement:</b> Service departments affected and Staff Reps <b>Financial Implications:</b> Savings to be implemented for 2021 budget. Some capital costs may be needed for any implementation costs.	<b>Overall Due Date</b>	31-Mar-2021
	<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>
	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	
<b>Latest Update</b>	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.		

## 2. Managing Staff

	<b>OR 04 Staffing Resources / Joe Mildred</b>			
<b>Description</b> Page 2	<b>Description:</b> Ensure sufficient staffing resources are available to critical services <b>Lead Officer:</b> Joe Mildred <b>Timescale:</b> Ongoing from March 2020 <b>Member Engagement:</b> Cabinet, Council <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b>		<b>Overall Due Date</b>	31-Mar-2021
	<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>
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	19-Aug-2020
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	
<b>Latest Update</b>	09-Oct-2020 A major re-deployment exercise was undertaken early in the the lockdown period and around 50 staff were re-deployed to priority services to meet spikes in demand, new services and to fill gaps in staffing. This process has been regularly reviewed and while most staff are back in their original roles, a few staff remain providing full or part time support to others services.  Several staff were furloughed, these were either staff who were shielded and unable to undertake their role remotely or some of the staff from the Novium. Some of these staff have now been unfuloughed as they are able to return to work and the furlough scheme finishes at the end of October.			


	<b>OR 05 Support Staff Wellbeing / Joe Mildred</b>			
<b>Description</b>	<b>Description:</b> Support staff wellbeing <b>Lead Officer:</b> Joe Mildred & Wellbeing Team <b>Timescale:</b> Ongoing from June 2020 <b>Member Engagement:</b> Cabinet Member and JECPC <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b>	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Follow up staff survey		28-Feb-2021	No	
Ensure support mechanisms are in place and staff signposted appropriately - ongoing		31-Mar-2021	No	
Report to JECPC as required - date(s) TBC			No	
<b>Latest Update</b>	09-Oct-2020 Further work currently being undertaken on home working DSE assessments, supporting staff who are working remotely and sign posting to support mechanisms to help staff wellbeing. Follow up staff survey to be undertaken in the new year.			

### 3.5 Working from Home and ICT Support

	<b>OR 06 Enabling Staff to Work Effectively from Home / Joe Mildred</b>			
<b>Description</b>	<b>Description:</b> Ensure staff have the tools necessary for them to work effectively from home. <b>Lead Officer:</b> Joe Mildred & Andy Forward <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> Some capital costs might be required for VPN development.	<b>Overall Due Date</b>	31-Mar-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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
<b>Latest Update</b> Page 73	<p>09-Oct-2020 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 as the depot is now working and live with offsite backups now operational. An extensive programme of testing will be undertaken of 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. We are in the process of increasing the capacity of the VPN line.</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


	<b>OR 07 Office Accommodation Appraisal / Joe Mildred &amp; Vicki McKay</b>		
<b>Description</b>	<b>Description:</b> Assess the requirements for office accommodation in the future <b>Lead Officer:</b> Joe Mildred, Vicki McKay and Andy Buckley <b>Timescale:</b> Long Term (6-12 months) <b>Member Engagement:</b> Cabinet Member, OSC, Cabinet, Council <b>Community/Partnership Engagement:</b> Depending on preferred option some community	<b>Overall Due Date</b>	31-Mar-2021

	engagement might be required, but should be minimal if little / no impact on service delivery <b>Financial Implications:</b> 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.		
Milestones		Due Date	Completed
Assess the ongoing need for office accommodation		31-Aug-2020	Yes
Identify possible solutions including shared accommodation, new development, pre-let in SG		31-Aug-2020	Yes
High level options to be considered by Members		30-Sep-2020	No
Business case to be developed incorporating capital spend, capital receipt, operating savings, impact on services & customers		31-Mar-2021	No
Report to Cabinet - date(s) TBC			No
Report to Council - date(s) TBC			No
Report to OSC - date(s) TBC			No
<b>Latest Update</b>	24-Sep-2020 Initial options paper considered by SLT and the first meeting of the Organisational Recovery Group. Outline scope to go to OSC in October, then on to Cabinet. Longer term accommodation requirements to be considered during working adjustments required by response to Covid.		

## 5. Channel Shift


	<b>OR 08 Electronic Service Delivery / Laurence Foord</b>		
<b>Description</b>	<b>Description:</b> Develop an improvement programme to ensure services are delivered electronically rather than face to face. <b>Lead Officer:</b> Laurence Foord <b>Timescale:</b> Immediate (0-3 months) <b>Member Engagement:</b> Cabinet Member <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b>	<b>Overall Due Date</b>	30-Nov-2020

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	No	
Report to SLT to identify priorities for channel shift		05-Oct-2020	No	
Internal campaign to promote channel shift		31-Oct-2020	No	
Investigate opportunities to reduce the high number of interactions (phone and face-to-face) ref. Taxi Licensing		31-Oct-2020	No	
Clear and measurable set of channel shift targets (with focus on areas of greatest impact) in place		30-Nov-2020	No	
Further report to SLT - work plans for channel shift in Parking Services, CCS and Customer Services		30-Nov-2020	No	
Report on print/postage costs with a view to reduce cost and environmental impact		30-Nov-2020	No	
<b>75 Latest Update</b>	24-Sep-2020 Collated baseline data. Presentation/Campaign development with CMT date to be confirmed. Developed Channel Shift Action Plan in conjunction with members of the council's Digital working Group - a live document focussed on short-term, medium and long-term projects. Update report presented to SLT on 26th August 2020 in terms of further developing/narrowing targets for channel shift and understanding of priorities to increase self-service and maintain momentum experienced during the on-going pandemic. Measurable targets will be developed in conjunction with Divisional Managers/service area managers to identify and prioritize most significant impact services in line with the council's organisational recovery plans.			

	<b>OR 09 Website Enhancements / Laurence Foord</b>		
<b>Description</b>	<b>Description:</b> Develop and deliver a programme of Website Enhancements <b>Lead Officer:</b> Laurence Foord <b>Timescale:</b> Long Term (6-12 months) <b>Member Engagement:</b> Cabinet <b>Community/Partnership Engagement:</b> Some user / access groups might need to be engaged <b>Financial Implications:</b> Some capital investment may be required	<b>Overall Due Date</b>	30-Jun-2021


Milestones		Due Date	Completed	Completed Date
Investigate an online booking system to 'push' more services online e.g. MOT, sports facilities and H&S Training Courses		30-Nov-2020	No	
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 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	
Page 76 <b>Latest Update</b>	24-Sep-2020 Currently awaiting a quote from our existing eforms supplier ref mobile-friendly versions. Delivery date will be dependent on supplier lead time. Update to be provided in due course. A scoping exercise to define requirements for a 'Contact Us' form are on-going. Assessment of competitor sites on-going. Priority services for e-forms to be further defined in line with those agreed with CMT/Divisional Managers - this will support the council's wider channel shift/digital transformation agenda. GOSS demo for online bookings was completed on 18th August which followed a comprehensive demo from Virent the council's current CRM (Customer Relationship Management) system provider. Data gathering process underway to support business case for service priority. This functionality is closely aligned with the Council's CRM business case. Demonstration of chat bots organised by Divisional Manager for Revenues, Benefits and Customer Services. Subject to on-going assessment and options with potential alternative providers being considered as part of the wider Customer Services delivery model. Further, service-specific targets and milestones to be determined as per CMT/DM consideration in due course.			

## 6. Procurement


	OR 10 Supporting Local Businesses Through Procurement / Nick Bennett		
<b>Description</b>	<b>Description:</b> To ensure as far as we legally can, we support local businesses through our purchasing arrangements. <b>Lead Officer:</b> Nick Bennett <b>Timescale:</b> Medium Term (3-6 months) <b>Member Engagement:</b> Cabinet Member, Cabinet, Council <b>Community/Partnership Engagement:</b> <b>Financial Implications:</b> None	<b>Overall Due Date</b>	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	
<b>Latest Update</b>	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.			

## 7. Finance

Page 77		<b>OR 11 Medium Term Savings Opportunities / Helen Belenger &amp; Andy Buckley</b>		
	<b>Description</b>	<p><b>Description:</b> Identify savings opportunities in the short to medium term through Efficiency Savings &amp; Policy Options.</p> <p><b>Lead Officer:</b> SLT and DMs co-ordinated by Helen Belenger &amp; Andy Buckley</p> <p><b>Timescale:</b> Medium Term (3-6 months)</p> <p><b>Member Engagement:</b> Cabinet Members for efficiency savings. Cabinet and Council for Policy Options, may need OSC involvement.</p> <p><b>Community/Partnership Engagement:</b> Unlikely unless significant policy changes proposed. Staff reps.</p> <p><b>Financial Implications:</b> Savings</p>	<b>Overall Due Date</b>	31-Jan-2021
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
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		31-Oct-2020	No	

determine those to take forward			
Report to OSC (if required for Policy Options)	17-Nov-2020	No	
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	No	
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	
<b>Latest Update</b>	08-Oct-2020 Divisional Managers submitted their ideas for cost savings and/or revenue generation that have subsequently been reviewed by SLT. A summary of the proposals is being considered by the Cabinet strategy day in October prior to being brought to O&SC (if required for Policy Options), Cabinet and Council.		

	<b>OR 12 Implementation of Future Services Framework / Joe Mildred &amp; Andy Buckley</b>			
Page 8 Description	<b>Description:</b> Implement the Future Services Framework <b>Lead Officer:</b> SLT co-ordinated by Joe Mildred & Andy Buckley <b>Timescale:</b> Long Term (12 Months +) <b>Member Engagement:</b> Panel of senior members plus CEO, O&S, Cabinet, Council <b>Community/Partnership Engagement:</b> Staff reps Public consultation on options for implementation <b>Financial Implications:</b> Revenue savings. Some use of reserves might be necessary for restructuring.	<b>Overall Due Date</b>	31-Dec-2021	
<b>Milestones</b>		<b>Due Date</b>	<b>Completed</b>	<b>Completed Date</b>
Initiate development of framework through one to one meetings with each Divisional Manager		31-Aug-2020	Yes	21-Aug-2020
Complete work on the allocation of costs across all services identified in the framework		30-Nov-2020	No	
Draft future services framework provided to SLT, including categorisation, impact analysis and cost to benefit ratios for all services		31-Dec-2020	No	
Gather metrics to draft the impact analysis and cost to benefit ratios for each service		31-Dec-2020	No	
SLT Workshop to challenge assumptions and reprioritise services and rescore impact analysis		31-Jan-2021	No	
Outcomes of SLT session compiled and draft Future Services Framework completed		28-Feb-2021	No	



Member engagement prior to community consultation	31-Mar-2021	No	
Community consultation to gauge priorities for residents and businesses and help inform members in their priority setting exercise	31-May-2021	No	
Outcomes of member sessions coordinated and final FSF prepared	30-Sep-2021	No	
Finance availability compared to FSF and service provision adjusted according to funding (to be considered at Strategy Days)	31-Oct-2021	No	
Service changes fed into budget process 2022-23	31-Dec-2021	No	
Report to Cabinet - Repeat process completed by SLT to challenge Service categorisation and impact analysis scoring - Meeting date TBC (Summer 2021)		No	
Report to Council - Repeat process completed by SLT to challenge Service categorisation and impact analysis scoring - Meeting date TBC (Summer 2021)		No	
Report to OSC - Repeat process completed by SLT to challenge Service categorisation and impact analysis scoring - Meeting date TBC (Summer 2021)		No	
<b>Latest Update</b>	08-Oct-2020 All Council services have initially been analysed between statutory and non-statutory (optional) services. The next phase will involve allocating costs to each of those functions in preparation for the prioritisation exercise scheduled to take place during 2021.		

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