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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 1 February 2022 at 9.30 am**

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

AGENDA

- 1 **Chair's Announcements**
The Chair will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.
- 2 **Approval of Minutes** (Pages 1 - 8)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 11 January 2022.
- 3 **Declarations of Interests**
Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they might have in respect of matters on the agenda for this meeting.
- 4 **Public Question Time**
In accordance with Chichester District Council's scheme for public question time the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chair's discretion to extend that period.

RECOMMENDATIONS TO COUNCIL

- 5 **Consideration of responses and changes following consultation and approval of the Infrastructure Business Plan 2022 for approval and publication**
The Cabinet is requested to consider the recommendations from the Development Plan and Infrastructure Panel on 26 January 2022 which are as follows at the time of print:

That the Development Plan and Infrastructure Panel recommends to Cabinet to recommend that the Council:

1. Approves the proposed responses to the representations received and subsequent modifications to the Draft Infrastructure Business Plan 2022-2027 as set out in Appendix 1; and

2. Approves the amended IBP including the CIL Spending Plan attached as Appendix 2.

A supplement to the agenda will follow the Development Plan and Infrastructure Panel on 26 January 2022.

KEY DECISIONS

- 6 **Award of Contract for Cleaning for Operational Buildings and Public Conveniences 2022-2027** (Pages 9 - 13)
The Cabinet is requested to consider the report and its exempt appendix and make the following resolutions:
 - 2.1 That the contract for the cleaning of operational buildings and public conveniences for a period of three years from 1 April 2022 or as soon thereafter be awarded to Supplier C, the details of which are set out in the exempt appendix to the agenda report.
 - 2.2 That authority be delegated to the Director of Corporate Services to:
 - (1) make any minor contractual changes during the contract term.
 - (2) extend the contract by mutual agreement for up to 2 periods of 12 months each should the contract remain economically advantageous and the supplier perform satisfactorily.
 - 2.3 That Cabinet note the planned savings of £32,300 from this contract have been achieved, and approve that the further savings of £34,300 be retained to fund temporary staffing support during contract implementation.
 - 2.4 Subject to the agreement of 2.3, the requirement for the £34,300 in future years will be reviewed by Officers as part of the 2023-34 budget process and either repurposed towards contract variations or returned to the Council's base budget.

OTHER DECISIONS

- 7 **Development Management Division - Workloads and Resourcing** (Pages 15 - 18)
The Cabinet is requested to consider the report and make the following resolutions:

That Cabinet approves:
 1. The release of £60,000 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending a planning appeal.
 2. II) The release of £30,000 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies and enable the existing applications backlog to be removed.
- 8 **Economic Development Strategy Refresh & Inward Investment Delivery Plan** (Pages 19 - 36)
The Cabinet is requested to consider the report and its appendices and make the following resolution:

That Cabinet approve the refreshed Economic Development Strategy and Inward Investment Delivery Plan.

9 **Enabling Grants to support New and Existing Businesses** (Pages 37 - 39)

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

That Cabinet approves the proposed continuation of the Enabling Grants scheme for 2022/23, funded by £71,428 allocated from the Pooled Business Rates Fund.

10 **Social Prescribing** (Pages 41 - 44)

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

That the Cabinet agree a two year pilot for a Young Persons Social Prescriber.

11 **Notice of the Making of an Urgent Decision - Covid Additional Relief Funds** (Page 45)

The Cabinet is requested to note the Urgent Decision Notice relating to Covid Additional Relief Funds.

12 **Late Items**

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

13 **Exclusion of the Press and Public**

There are no restricted items for consideration at this meeting however the appendix for Agenda Item 5 are restricted and are attached for members of the Council and relevant officers only (printed on salmon paper)].

NOTES

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 of Chichester District Council's Constitution]
- (4) Subject to Covid-19 Risk Assessments members of the public are advised of the following:

- Where public meetings are being held at East Pallant House in order to best manage the space available members of the public are in the first instance asked to listen to the meeting online via the council's committee pages.
- Where a member of the public has registered a question they will be invited to attend the meeting and will be allocated a seat in the public gallery.
- It is recommended that all those attending take a lateral flow test prior to the meeting.
- All those attending the meeting are advised to wear face coverings and maintain social distancing when moving around the building and/or meeting room.
- Members of the public must not attend any face to face meeting if they or a member of their household have Covid-19 symptoms and/or are required to self-isolate.

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

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

NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET

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

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