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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 1 March 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 Special meeting on 24 January 2022 and its ordinary meeting on 1 February 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 **Draft Treasury Management, Investment and Capital Strategies** (Pages 9 - 75)
The Cabinet is requested to consider the report and its appendices and make the following recommendations to Full Council:
 1. That Cabinet considers the Treasury Management Policy Statement, the Treasury Management Strategy Statement, the Investment Strategy and relevant Indicators for 2022/23.
 2. That Cabinet considers the Council's Capital Strategy for 2022/23 to 2026/27.
 3. That the documents in 2.1 and 2.2 are recommended to Council for approval.
- 6 **Budget Spending Plans 2022-23** (Pages 77 - 151)
The Cabinet is requested to consider the report and its appendices and make the

following recommendations to Full Council:

- a) That a net budget requirement of £15,015,600 for 2022-23 be approved.
- b) That Council Tax be increased by £5.00 from £170.81 to £175.81 for a Band D equivalent in 2022-23.
- c) That a contribution from the General Fund Reserve of £576,100 be approved to help fund the 2022-23 budget.
- d) The capital programme, including the asset renewal programme (appendix 1c and 1d of the agenda report) be approved.
- e) That a local Council Tax Hardship Reliefs Scheme for 2022-23 giving an additional £150 deduction on council tax bills for relevant taxpayers in receipt of CTR as set out in paragraph 6.7 of this report, using the £159,916 grant received in 2021-22.

7 Allocation of Commuted Sums to Deliver Affordable Housing (Pages 153 - 155)

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

1. That Cabinet recommend to Council the allocation of £50,000 commuted sum monies to Chichester Greyfriars Housing Association to fund the delivery of 5 social rented flats at Royal Close, Chichester.
2. That delegated authority is given to the Director of Housing and Communities to allow the payment of monies prior to practical completion to allow the trust to acquire the units subject to satisfactory discharge of planning conditions and receipt of solicitor's completion statement.

8 Senior Staff Pay Policy Statement 2022-2023 (Pages 157 - 174)

The Cabinet is requested to consider the report and its appendices and make the following recommendations to Full Council:

That the Council be recommended to publish the Senior Staff Pay Policy Statement 2022-2023.

KEY DECISIONS

9 Chichester Wellbeing (Pages 175 - 181)

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

1. To enter into a partnership agreement with West Sussex County Council for 2022/23 – 2026/27 and receive funding annually to deliver the Wellbeing service in line with the agreed business plan.
2. To approve delegated authority for the Director for Housing and Communities to finalise and sign the Wellbeing partnership agreement with West Sussex County Council.

OTHER DECISIONS

10 Authorities Monitoring Report 2020-2021 (Pages 183 - 189)

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

1. That Cabinet approve the Authority's Monitoring Report 1 April 2020 – 31

March 2021 for publication.

2. That the Director of Planning and the Environment be authorised, following consultation with the Cabinet Member for Planning Services, to make any minor amendments to the Authority's Monitoring Report prior to its publication.

11 Changes to Priorities and Principles of Grant funding (Pages 191 - 195)

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

That Cabinet approve the Council's Priorities and Principles of Grant Funding shown in appendix 1, with effect from 1 April 2022.

12 Choose Work (Pages 197 - 199)

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

That Cabinet agree to receiving £62,857 from West Sussex County Council Economic Recovery Fund, and delegate to the Divisional Manager for Communities the allocation of funds over three years (2022/23 – 2024/25).

13 Review of Skin Piercers Registration Policy, Fees and Charges (Pages 201 - 203)

The Cabinet is requested to consider the report and make the following recommendation to General Licensing Committee:

That Cabinet recommends the revised skin piercing registration fees and charges 2022-23 for consideration and approval by the General Licensing Committee.

14 The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 – Civil Penalty Policy (Pages 205 - 211)

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

1. That Cabinet approves The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 – Civil Penalty Policy
2. That Cabinet delegates the enforcement powers and ability to issue civil penalties in relation to the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 to the Director of Housing and Communities.
3. That the monies received through the issuing of fines are used to meet the cost and expenses incurred in, or associated with, carrying out any such enforcement work.

15 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

16 Urgent Decision Notice - Westward House Energy, Efficiency and Thermal Comfort Project February 2022 (Page 213)

The Cabinet is requested to note the Urgent Decision Notice relating to Westward House Energy Efficiency and Thermal Comfort Project.

17 Exclusion of the Press and Public

The Cabinet is asked to consider in respect of agenda items 18 and 19 whether the public including the press should be excluded from the meeting on the

following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

[**Note** The report and its appendices within this part of the agenda are attached for members of the Council and relevant only (printed on salmon paper)]

- 18 **Award of contract for electric refuse collection vehicles** (Pages 215 - 219)
The Cabinet is requested to consider the report and its appendix and make the resolutions as set out in sections 2.1, 2.2 and 2.3 of the report.

- 19 **Financial Services Contracts 2022** (Pages 221 - 225)
The Cabinet is requested to consider the report and its appendix and make the resolutions as set out in sections 2.1, 2.2, 2.3 and 2.4 of the report.

NOTES

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) 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.
 - You should not attend any face to face meeting if you have symptoms of Covid-19 or if you have been instructed by NHS Test and Trace 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.