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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 5 April 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 1 March 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 **Energy, Efficiency and thermal Comfort Works at Westward House, Chichester** (Pages 9 - 25)
The Cabinet is requested to consider the report and its appendix and make the following recommendations to Council:
 1. The approval of the Project Initiation Document (PID) for the energy efficiency and thermal comfort works at Westward House (see separate Appendix).
 2. The approval of the Council's financial contribution of up to £80,000 funded from council reserves. The overall project cost to install energy efficiency measures at Westward House is up to £305,000. The Council will receive a grant of up to £205,000.

KEY DECISIONS

None.

OTHER DECISIONS

6 **Governance Arrangements for Housing and Communities Panel** (Pages 27 - 31)

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

1. That Cabinet approve the Terms of reference set out in the Appendix to this report.
2. That Cabinet approves the numbers of members forming the Housing and Communities Panel, DPIIP, Environment Panel and Economic Development Panel as set out in paragraph 5.2 of this report.

7 **Report from the Priory Park Task and Finish Group** (Pages 33 - 52)

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

1. That Cabinet note the findings of the task and finish group in section 5, and resolve:
 - (a) That the changes to the Events strategy set out in Appendix B are approved.
 - (b) Officers to continue supportive discussions with the Bowls club and the Cricket club to explore their aspirations for development of their respective facilities, and the funding available consistent with those aspirations.
 - (c) Officers continue to explore a community or commercial use for the brick pavilion.
 - (d) Proposals for refurbishment of the public conveniences be progressed at the earliest opportunity.
 - (e) Officers to bring to cabinet proposals for reprovision of the play equipment.
- 2.2 Cabinet are also asked to consider whether parish councils should be approached to seek contributions towards parks that are maintained at CDC expense, para 5.2.

8 **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

9 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 10 and 11 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 SLT only (printed on salmon paper)]

- 10 **Part II Urgent Decision Notice - Leisure Management Contract agreement for 2022-23** (Page 53)
The Cabinet is requested to note the Part II Urgent Decision Notice relating to the Leisure Management Contract agreement for 2022-23.
- 11 **Efficiency of the Service Retirement Report** (Pages 55 - 56)
The Cabinet is requested to consider the report and make the resolution as set out in section 2.1 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.