

Public Document Pack

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Notice of Meeting

To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** which will be held in **Committee Rooms - East Pallant House** on **Tuesday 25 January 2022** at **2.00 pm** for the transaction of the business set out in the agenda below.

A handwritten signature in black ink, appearing to read 'Diane Shepherd'.

DIANE SHEPHERD
Chief Executive
13 January 2022

NOTES

Prior to the meeting members will have the opportunity to attend Ask SLT from 12.45pm - 1.30pm. Please note this is for members only and will be following by a break at 1.30pm - 2.00pm

AGENDA

- 1 **Minutes** (Pages 1 - 22)
The Council is requested to approve as a correct record the minutes of the meeting held on 23 November 2021 and the Special meeting held on 7 December 2021.
- 2 **Urgent Items**
The Chair will announce any urgent items which due to special circumstances are to be dealt with under Late Items.
- 3 **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.
- 4 **Chair's Announcements**
Apologies for absence will be notified at this point.

The Chair will make any specific announcements.
- 5 **Public Question Time**
In accordance with Chichester District Council's scheme for public question time the Council 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 BY THE CORPORATE GOVERNANCE AND AUDIT COMMITTEE - 10 JANUARY 2022

6 Governance Task and Finish Group (Pages 23 - 49)

The Council is asked to consider the report and its appendices (attached to the agenda) and the following recommendations made by the Corporate Governance and Audit Committee at its meeting on 10 January 2022:

1. That any constitutional changes to local meeting practice enabled by future changes in the law are delegated to the Monitoring Officer in Consultation with the Chairmen of Corporate Governance and Overview and Scrutiny Committee.
2. That Council debate the preferred timing of meetings in November 2022 following the trial of evening meetings to inform Agenda Item 10 the annual committee date setting item for meetings implemented from May 2023.
3. To create a further panel to provide members with a forum to discuss Housing and Community activity of the Council.
4. That the Constitution be amended such that political balance be achieved across all four panels (Economic, DPIP, Environment & Housing & Communities) on the same basis as that applied towards all full committees.
5. That all panels be chaired by a relevant cabinet member.
6. That Corporate Governance and Audit Committee:
 - a. consider and establish new arrangements for questions to the Executive and how to improve visibility and frequency of this section of the Full Council agenda; and
 - b. recommend that questions to SLT be held every second meeting of Council as a separate session to that meeting.
7. That the calendar for Business Routing Panel be amended such that it meets twice annually, and that Panel Chairmen be added to the membership of those meetings.

RECOMMENDATIONS BY THE CABINET - 7 DECEMBER 2021

To consider the following recommendations of the Cabinet requiring the approval of the Council.

7 Determination of the Council Tax Reduction Scheme for 2022-2023

The Council are requested to consider the report and its appendix as set out on pages 13-38 of the Cabinet agenda for 7 December 2021.

Cabinet made the following recommendation to Council:

That the proposed Council Tax Reduction Scheme for 2022-2023 be approved.

RECOMMENDATIONS BY THE CABINET - 11 JANUARY 2022

To consider the following recommendations of the Cabinet requiring the approval of the Council.

8 **Corporate Plan 2022-25**

The Council is requested to consider the report and its appendix as set out on pages 7-29 of the Cabinet agenda for 11 January 2022.

Cabinet made the following recommendations to Council:

1. That the Council be recommended to approve the Corporate Plan for 2022-2025 as set out in appendix 1 subject to the following amendments:
 - a. That under the 'Thriving Economy' section 2.6 to be amended to read: *provide support to businesses in the sectors of renewable, retrofitting and the circular economy*. The associated target to be 10 businesses per annum.
 - b. That under the 'Thriving Economy' bullet point 4 of the section 'How will we achieve this' to be amended to read: *develop cultural partnerships that coordinate the culture offer throughout the district*.
 - c. That under 'Supported Communities' section 3.7 to be amended to read: *to work with partners to create an action delivery plan for the cultural partnerships*.
2. That, subject to the Cabinet's agreement in para 2.2 to approve the new project proposals for 2022-2023, the Council be recommended to approve expenditure of £273,000 for the projects set out in para 5.6 of this report, of which £245,000 will be funded through the efficiencies programme and £28,000 from the Council's General Fund Reserve.

9 **Chichester District Council Equality Strategy 2022-26**

The Council is requested to consider the report and its appendix as set out on pages 31-47 of the Cabinet agenda for 11 January 2022.

Cabinet made the following recommendation to Council:

That the Council be recommended to adopt the Chichester District Council Equality Strategy 2022-26 (including the Council's equality objectives).

10 **Planting Trees Outside of Woodlands Project - DEFRA Funding**

The Council is requested to consider the report and its appendix as set out on pages 49-53 of the Cabinet agenda for 11 January 2022.

Cabinet made the following recommendation to Council:

That a budget of £290,240 be approved for the DEFRA funded Trees Outside Woodland Project.

OTHER REPORTS

11 **Climate Emergency Detailed Action Plan - first annual progress report (Pages 51 - 83)**

The Council is requested to note the first Annual Update report.

12 **Questions to the Executive**

Members are invited to ask a question of a member of the Executive (maximum of 40 minutes duration).

13 **Late Items**

To consider any late items as follows:

- 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.

14 **Exclusion of the press and public**

The Council is asked to consider in respect of agenda items 15 and 16 whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item 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.

The Urgent Decision Notice is attached on salmon paper for members of the Council and senior officers only.

15 **Chichester Contract Service: Procurement of new refuse collection vehicles**

The Council are requested to consider the report and its appendix as set out on exempt pages 89-94 of the Cabinet agenda for 7 December 2021.

Cabinet made the following recommendation to Council:

That the Council approve the resolution as set out in section 2.2 of the report.

16 **Future Services Framework**

The Council is requested to consider the report and appendix as set out in the exempt papers for the Special Cabinet agenda for 24 January 2022.

The recommendations to Council from the Special Cabinet will be circulated to members following the Special Cabinet meeting.

17 **Urgent Decision Notice - Westgate Decarbonisation Project** (Pages 85 - 86)

The Council is requested to note the exempt Urgent Decision Notice relating to the Westgate Decarbonisation Project.

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 Democratic Services 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:

- a. 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.
- b. Where a member of the public has registered a question or statement they will be invited to ask their question but will be asked to sit in an allocated seat in the public gallery.
- c. It is recommended that all those attending take a lateral flow test prior to the meeting.
- d. All those attending the meeting will be required to wear face coverings and maintain social distancing when in the building/meeting room.
- e. 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.

Please note that the council is following Government guidelines which may be subject to change prior to the meeting taking place. The webpage will be updated accordingly.

MEMBERS

Mrs E Hamilton	Mr T Johnson
Mr H Potter	Mrs E Lintill
Mrs T Bangert	Mrs S Lishman
Mr G Barrett	Mr G McAra
Miss H Barrie	Mr A Moss
Mr M Bell	Mr S Oakley
Rev J H Bowden	Dr K O'Kelly
Mr B Brisbane	Mr C Page
Mr R Briscoe	Mr D Palmer
Mr J Brown	Mrs P Plant
Mr A Dignum	Mr R Plowman
Mrs J Duncton	Mrs C Purnell
Mr J Elliott	Mr D Rodgers
Mr G Evans	Mrs S Sharp
Mrs J Fowler	Mr A Sutton
Mrs N Graves	Mrs S Taylor
Mr F Hobbs	Mr P Wilding
Mrs D Johnson	

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Public Document Pack Agenda Item 1



Minutes of the meeting of the **Council** held in Committee Rooms - East Pallant House on Tuesday 23 November 2021 at 2.00 pm

Members Present: Mrs E Hamilton (Chairman), Mr H Potter (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr G Barrett, Miss H Barrie, Mr M Bell, Rev J H Bowden, Mr B Brisbane, Mr R Briscoe, Mr J Brown, Mrs J Duncton, Mr J Elliott, Mr G Evans, Mrs J Fowler, Mrs N Graves, Mr F Hobbs, Mrs D Johnson, Mr T Johnson, Mrs E Lintill, Mrs S Lishman, Mr G McAra, Mr A Moss, Mr S Oakley, Dr K O'Kelly, Mr C Page, Mr D Palmer, Mrs P Plant, Mr R Plowman, Mrs C Purnell, Mr D Rodgers, Mrs S Sharp, Mr A Sutton, Mrs S Taylor and Mr P Wilding

Members not present: Mr A Dignum

Officers present all items: Mr N Bennett (Divisional Manager for Democratic Services), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

55 Minutes

RESOLVED

That the minutes of the Full Council meeting held on 21 September 2021 be approved.

56 Urgent Items

There were no urgent items.

57 Declarations of Interests

Declarations of interest were declared as follows:

- Item 10 – Cllr Duncton declared a personal interest as a member of West Sussex County Council.
- Item 10 – Cllr D Johnson declared a personal interest as a member of West Sussex County Council.
- Item 10 – Cllr O'Kelly declared a personal interest as a member of West Sussex County Council.
- Item 10 – Cllr Oakley declared a personal interest as a member of West Sussex County Council.

- Item 10 – Cllr Sharp declared a personal interest as a member of West Sussex County Council.
- Item 12 – Cllr Oakley declared a personal interest as a member of the Southern Water CCG.

58 Chair's Announcements

Apologies for absence were received from Cllr Dignum.

The Chair wished members of the public a happy Christmas and New Year as this would be the last ordinary meeting of the Council this year.

59 Public Question Time

The Chair explained that she had accepted five public speakers but wished to note that there were also additional requests to speak which were similar in nature to those already accepted.

The following questions and answers were heard:

Question from Sally Pavey, Chair of CAGNE (read by Democratic Services):

The government advisory body, the Committee on Climate Change, has stated to government that there must be constraint of aviation due to the impact its growth is having on our planet. Aviation releases a billion tonnes of carbon a year. Now 2.4%, its share of greenhouse gas emissions is growing so is this council prepared to be party to increasing global warming?

British Airways state (7.11.21 Mail on Sunday) that green jet fuel is up to five times dearer than conventional jet fuel and represents 1% of aviation fuel used globally. Gatwick is 65% down on flights compared to 2019; the hardest hit in the world according to the international aviation body (EuroControl3.11.21).

So, I ask you again how this council can support the rebuilding of the emergency runway as a second runway when I quote your website – 'as a council we are committed to working with you to tackle climate change. The opportunity to avoid dangerous levels of global warming is closing and action is required swiftly at all levels from the international to the individual. In making its declaration of a climate emergency in July 2019, the council announced its commitment to taking urgent action and asking others - residents, businesses, partner organisations, and the Government'?

There is nothing to stop Gatwick Airport from using the emergency runway in unison with the main runway 24/7 with 326,000 flights a year adding over 1 million tonnes of extra carbon a year with just the emergency runway.

Answer from Cllr Susan Taylor

Thank you for your question. The first thing to say is that the Council has not yet finalised its responses to the consultation on the proposals by the owners of Gatwick Airport to bring the northern runway into use alongside the main runway.

The draft officer responses to the consultation formed part of the agenda to the Council's cabinet meeting of 2 November 2021. At that meeting the leader, Councillor Eileen Lintill announced that the matter would be referred to the Council's Development Plan and Infrastructure Panel on 24 November to ensure that all members have the opportunity of commenting on the consultation questions when it is considered by DPIP. It is intended that all Members comments received will be considered alongside the officers' draft responses and the public questions to the cabinet meeting to ensure that the discussion at DPIP is as informed as possible, after which the Cabinet Member for Planning Services will finalise and publicise the Council's response.

Question from George Hibberd:

I'd like to ask the following question for the CDC meeting on 23rd November:

Having heard the very disappointing news that CDC backtracked on their promise to hold a Citizens' Assembly as part of their Climate Action Plan, campaigners from Extinction Rebellion and elsewhere have been protesting outside the council almost every week to speak to councillors and members of the public. It is clear that public is incredibly inspired by this way of making sure every corner of our community's voices are heard and how they can be used in many different contexts to deal with important issues like social housing, healthcare, air pollution and Brexit. We have a petition calling for the reinstatement of the Assembly which has so far gained over 160 signatures and is growing rapidly everyday.

The official reasoning was that the CA didn't have the required outreach. Having spoken to councillors and the Chairwoman of the Council, it is apparent that councillors don't actually understand how a CA works and what its purpose is. A Citizens' Assembly is about participatory, deliberative and representative democracy to address big issues within our communities – not outreach.

Councillors have said that they have looked at evidence that raised concerns as to the effectiveness of such assemblies. Will the council confirm what evidence this is? As far as we have seen, the many assemblies in the UK (and globally) have been inspiring and successful – the biggest of which, Climate Assembly UK, had David Attenborough speaking at it.

Councillors have also expressed concerns about representation. But having had these concerns addressed by campaigners, there still seems to be no valid reason not to hold the Assembly.

Will the council agree to engage with campaigners and Sortition Foundation UK, who run the Citizens' Assemblies, to address the concerns that councillors have, learn what true the purpose of Citizens' Assemblies are and how they work and to stick to their original promise to hold the Assembly in our city?

Answer from Cllr Penny Plant:

The Cabinet resolved at our September meeting to replace the proposed Citizens' Assembly with an alternative package of measures to seek out and enable feedback on our Climate Action Plan and its future development. We do understand the value in the mechanism of a citizens' assembly. The primary value is in having an informed, representative cross-section of backgrounds amongst the participants. The key question

is to what end is the assembly working? The questioner states that many Assemblies have been successful, but success seems to be defined in terms of having the conversation rather than new actions or changes in behaviour by individuals and organisation across the area.

The need for a representative cross-section of society leads to a considerable investment of time in finding participants from specific age and social groups and in organising the assembly in a way that gives them the information and context that they need to make informed recommendations. This adds to the resources necessary to run such a process, whilst the outcomes other than 'capturing the discussion', risk remaining abstract. For the outcomes to be relevant to a local authority the high degree of boundary setting needed may frustrate participants and for the outcomes to be effective and innovative would require a high degree of 'buy-in' from other organisations across the district and indeed nationally who are not part of the process. Experience from other Local Authorities is that the assemblies have not been found to increase direct engagement or mobilisation of residents above and beyond other methods of communication, and indeed are not always intended to. The business case for an assembly does not demonstrate that the benefits clearly outweigh the costs.

Having said that, the Council is very aware that our communication must not all be one way and that there is a need to engage widely in a dialogue with residents, businesses and community groups. We started this process in September with a meeting of community groups to help form our behaviour change campaign. We have also started a twice-yearly series of meeting for feedback and dialogue on the action plan. The use of the Lets Talk panel and sector specific meetings for businesses and for 'non environmental' community groups are planned for 2022. We are confident that the package of measures agreed in September will enable this, and do so in a manner that can be sustained over time, rather than being a one off event.

Mr Hibberd requested to ask a supplementary question which the Chair explained she would not be allowing on this occasion due to the number of questions she had accepted.

Question from Harvey Belcher:

Having heard the very disappointing news that CDC backtracked on their promise to hold a Citizens' Assembly as part of their Climate Action Plan, campaigners from Extinction Rebellion and elsewhere have been protesting outside the council almost every week to speak to councillors and members of the public. It is clear that public is incredibly inspired by this way of making sure every corner of our community's voices are heard and how they can be used in many different contexts to deal with important issues like social housing, healthcare, air pollution and Brexit. We have a petition calling for the reinstatement of the Assembly which has so far gained over 180 signatures and is growing rapidly everyday.

The official reasoning was that the CA didn't have the required outreach. Having spoken to councillors and the Chairwoman of the Council, it is apparent that councillors don't actually understand how a CA works and what its purpose is. A Citizens' Assembly is about participatory, deliberative and representative democracy to address big issues within our communities – not outreach.

Councillors have said that they have looked at evidence that raised concerns as to the effectiveness of such assemblies. Will the council confirm what evidence this is? As far as

we have seen, the many assemblies in the UK (and globally) have been inspiring and successful – the biggest of which, Climate Assembly UK, had David Attenborough speaking at it.

Councillors have also expressed concerns about representation. But having had these concerns addressed by campaigners, there still seems to be no valid reason not to hold the Assembly.

Will the council agree to engage with campaigners and Sortition Foundation UK, who run the Citizens' Assemblies, to address the concerns that councillors have, learn what true the purpose of Citizens' Assemblies are and how they work and to stick to their original promise to hold the Assembly in our city?

Answer from Cllr Penny Plant

The question is the same as previous one, please see previous answer.

Question from Ollie Belcher (read by Democratic Services):

Considering the amount of support we've had in Chichester in such a short space of time, making people aware to Citizen's Assemblies. With over 180 people recently signing the petition to bring back C.A. Will you consider bringing them back. And if so - when?

Answer from Cllr Penny Plant

The question is the same as previous one, please see previous answer.

Question from Simon Lloyd-Williams:

Now that COP26 has failed to stop or reverse climate change: -

- 1. Which villages in the District are in danger of permanent flooding by the forecasted sea levels rises?*
- 2. What will the Council do to defend these villages from this threat?*
- 3. If the Council is unwilling or unable to prevent these villages being submerged, when will the residents of these villages be told of this decision?*

Answer from Cllr Penny Plant

A predicted rise in sea level and storminess is one result of climate change, and this may put our coastal communities at increased risk of flooding unless action is taken to manage the risk. Although we are planning for an increase in the risk of flooding, there are no communities which are expected to be in danger of "permanent flooding" in the next 100 years.

The Environment Agency (EA) are responsible for managing flood risk from rivers and the sea and the Council is a Coast Protection Authority, with responsibility for managing the risk of coastal erosion. Coastal erosion may contribute to a flooding event, however, WSCC, as the Local Lead Flood Authority, is responsible for managing local flood risk. The Council work closely with all the risk management authorities and together, the Shoreline Management Plan outlines the strategic approach to the management of the coastline in the short, medium and long term taking account of erosion and flooding. Where communities are at current and future risk, the agencies will continue to work

together to increase awareness, resilience, and ensure adaptation through additional or enhanced defences where it is both desirable and economically viable.

The Council is currently delivering coastal works to protect the communities in Selsey, Bracklesham and East Wittering, and there are plans for more significant short term investment in the defences in Selsey.

The Environment Agency have also delivered a number of schemes recently, which include new defences in West Wittering and Medmerry which reduce the risk of flooding to local communities.

The Shoreline Management Plan details policy direction for areas, including; “hold the line”, “adaptive management” and “managed realignment”. This is a public document and coastal communities are therefore already able to understand the approach towards coastal erosion in their local areas and the agencies will continue to work with local communities to ensure they have the greatest opportunity to adapt to future changes.

Mr Lloyd-Williams requested to ask a supplementary question which the Chair explained she would not be allowing on this occasion due to the number of questions she had accepted.

Mr Moss requested that Cllr Lintill and Cllr Plant meet with him and Mr Belcher and Mr Hibberd to discuss their concerns further.

60 **Adoption of Gambling Act 2005 Statement of Policy review and Adoption of Licensing Act 2003 Statement of Licensing Policy**

(Cllr Evans arrived during this item).

Cllr Sutton proposed the recommendation which was seconded by Cllr Lintill.

Cllr Sutton then introduced the item.

With reference to page 10 of the Cabinet papers for 2 November 2021 Cllr Bowden requested further information on who had been consulted on the gambling response. He also asked why the report said ‘none’ to health and wellbeing implications. Cllr Sutton confirmed that the report had been through the Alcohol and Entertainment Licensing Committee for consideration. Mr Knowles-Ley added that it had also been considered by the designated Local Safeguarding Board and Sussex Police. With regard to health and wellbeing he explained that West Sussex County Council are able to feed into the process.

Cllr O’Kelly requested in future that health and wellbeing mitigations be referenced in the main report.

In a vote the following resolution was carried:

RESOLVED

That the Statement of Licensing Policy 2022-2027 (Licensing Act 2003) at Appendix 1, and the Statement of Policy 2022-2025 (Gambling Act 2005) at Appendix 2, be approved for adoption and publication.

61 Council Tax Review of Locally Defined Discounts and Premiums

(Cllr Lishman left the meeting during this item).

Cllr Wilding proposed the recommendation which was seconded by Cllr Lintill.

Cllr Wilding then introduced the item.

Cllr Bangert asked why 405 houses remained empty. Cllr Sutton explained that this is something that the housing team monitor. He added that specific cases could be discussed outside of the meeting.

Cllr Bowden asked whether the council could charge a premium for second homes. Cllr Wilding confirmed that this is not within the powers of the council and would up to central government. He explained that some long term empty homes are due to the properties being rural estates with high costs to repair. Mrs Rudziak added that the council is charging the maximum it can to bring empty homes back into use.

In a vote the following resolution was carried:

RESOLVED

That the Council Tax Discounts and Premiums proposed in the Appendix to the agenda report be applied for the 2022-2023 financial year.

62 Financial Strategy and Plan 2022-23

The Chair explained that at Cabinet when discussing the Financial Strategy report Mr Ward advised changing the inflation assumption for 2022-23 to 4% which is based on the Office for Budget Responsibility forecasts. Cabinet agreed with this and requested that one of the appendices to the report, the 5 year model be updated for Full Council. The part II update was provided to members.

Cllr Wilding then proposed the recommendation which was seconded by Cllr Lintill.

Cllr Wilding then introduced the item.

Cllr Plowman requested information on the impact of the uncertainty of inflation on the financial model as a whole. Cllr Wilding explained that the effects are small over the five year model period.

Cllr Brown asked why the Strategy could not include more long term investments and borrowing. Cllr Wilding explained that they would be considered cautiously as a number of council's had lost millions of pounds in making investments of this nature.

Cllr Oakley asked for more information on the Council Tax growth base. Cllr Wilding explained that Council Tax revenue growth had gone up by 1% in a year. Mr Ward added that the Model assumes 1% growth based on past experience. The Divisional Manager for the service had been consulted and based on recent case levels agreed no assumed change over the five year model.

Mr Ward clarified that the council is not legally allowed to borrow money for speculative purposes or for revenue return. Borrowing must relate to service provision. He gave an example of replacing refuse freighters.

In a vote the following resolution was carried:

RESOLVED

- a) The key financial principles and actions set out in appendix 1 of the 5 year Financial Strategy report be approved.
- b) That having considered the recommendations of the Corporate Governance and Audit Committee, the Minimum Level of Reserves remains set at £4m.
- c) That the current 5 year Financial Model detailed in appendix 2 (Part 2) and the Resources Statement in appendix 3 to the Financial Strategy report be noted.

63 Funding for Voluntary Action Arun and Chichester

Cllr Briscoe proposed the recommendation which was seconded by Cllr Lintill.

Cllr Briscoe then introduced the item.

In a vote the following resolution was carried:

RESOLVED

The agreed continuation of funding to Voluntary Action Arun and Chichester for the provision of infrastructure support to the voluntary and community groups and charities in Chichester District as set out in para 5.2 of the report.

64 Release of funds from the Community Infrastructure Levy to Chichester District Council Environment Team to fund Project IBP/842 Strategic Wildlife Corridors

Cllr Taylor proposed the recommendation which was seconded by Cllr Lintill.

Cllr Taylor then introduced the item.

Cllr Bangert requested assurance that the Hambrook stream would be included in the Local Plan as a wildlife corridor. Cllr Taylor explained that during the public consultation on the Local Plan Review Preferred Approach in 2018 which introduced new proposals for strategic wildlife corridors across the Chichester plan area, further evidence was submitted to the council relating to the proposed strategic wildlife corridors and their locations. As a result of this, the council recently published a technical consultation which proposed three amendments to the Strategic Wildlife Corridors, including the proposed inclusion of a Nutbourne to Hambrook Strategic Wildlife Corridor. The consultation ran from 30 July to 10 September 2021 and a number of responses were received, including in relation to the proposal to include the Nutbourne to Hambrook Strategic Wildlife Corridor. Officers are currently considering the responses, and it is envisaged that the Council will be able to make an announcement about the way forward in relation to the Strategic Wildlife Corridors before the end of the year.

In a vote the following resolution was carried:

RESOLVED

The approval of the release of £575,000 from the Community Infrastructure Levy to Chichester District Council's Environment Team to cover most of the costs of funding Infrastructure Business Plan Project 842 Strategic Wildlife Corridors.

65 **Motion from Cllr Moss**

The Chair explained that with regard to the motion submitted by Cllr Moss and following advice from the Monitoring Officer it had come to light that section 239 of the Local Government Act 1972 requires motions promoting a Bill of Parliament to be publicised in the press no less than 30 days before their discussion at a separate special meeting of Full Council. She added that Cllr Moss had consulted with Cllr Plant who submitted a major amendment to the motion and agreed to amend his motion in order that it could be heard.

Cllr Moss then proposed his amended motion which had been circulated to members prior to the meeting. This was seconded by Cllr Sharp. The Motion was as follows:

This Council notes:

- **Local authorities play a central role in creating sustainable communities, particularly through the provision of locally generated, renewable electricity.**
- **The very large setup and running costs associated with selling locally generated renewable electricity to local customers prevent local renewable electricity generators from doing so.**
- **Making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to supply locally generated renewable electricity directly to local people and businesses.**
- **Revenues received by councils from the sale of local renewable electricity can be used to help fund measures to reduce local greenhouse gas emissions and to help fund local services and facilities.**
- **The recent reintroduction of the Local Electricity Bill. If enacted the new law would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply.**
- **This Bill has received the support of 280 Members of Parliament. (November 8th 2021)**
- **We should make every attempt to build a sustainable Britain after the Coronavirus crisis has passed. Our support for the Bill and this motion helps us achieve that.**

Council resolves to:

1. **Ask Greg Hands, Minister of State at the Department for Business, Energy & Industrial strategy, to support the Local Electricity Bill.**
2. **Ask our local Member of Parliament, Gillian Keegan, to support that Bill.**

Cllr Moss explained that the third resolution in the original Motion had been removed. He added that the reason for the Motion was to request support from all members at Full Council rather than the Environment Panel members only.

Cllr Plant explained that the first and fourth bullet points above did not apply to the debate.

Cllr Oakley asked for information on the advice that was made available to the Environment Panel and the Cabinet Member in making the decision on involvement in the electricity supply market. Cllr Plant clarified that there are no financial implications as the Bill is currently a concept. She added that it had been through the Environment Panel twice.

Cllr O’Kelly requested clarification on when members and residents would have been made aware of the decision of the Environment Panel and letter issued if the Motion had not been brought forward. Cllr Plant confirmed that a press release had been issued.

Cllr Page explained that he needed more information on the cost implication in order to make an informed decision.

Cllr Apel asked whether the Bill would be able to help with the current increase in electricity bills.

Cllr Lintill responded by explaining that the Bill is not confirmed so council is asked to support a principle at his stage. Mrs Shepherd confirmed this was correct.

Cllr Lintill added that she had already asked the Local MP for her support as stated in resolution two.

The Chair asked Cllr Moss to read his Motion prior to a vote.

In a vote the Motion as amended was carried as follows:

Council resolves to:

- 1. Ask Greg Hands, Minister of State at the Department for Business, Energy & Industrial strategy, to support the Local Electricity Bill.**
- 2. Ask our local Member of Parliament, Gillian Keegan, to support that Bill.**

66 Motion from Cllr Brown

Cllr Brown proposed his motion. This was seconded by Cllr O’Kelly. The Motion was as follows:

This Council notes that:

- Chichester Harbour and local rivers are particularly threatened by continuing sewage discharges.**
- Southern Water were sentenced to pay a record £90 million in fines for widespread pollution after pleading guilty to 6,971 unpermitted sewage discharges.**
- Every river in England is now polluted beyond legal limits.**
- The Environment Agency rated only 14% of rivers as ‘Good’ in 2019.**
- In England, water companies released untreated human waste directly into our waterways over 400,000 times for a total of 3 million hours in 2020 alone.**
- Government funding to the Environment Agency to monitor river quality and regulate farms and water companies has dropped 75% since 2010/11.**

- In 2020 just 3.6% of pollution complaints made to the Agency resulted in penalties.
- Farms are now almost never inspected, water quality is not tested enough, and water companies can pump raw sewage into rivers and seas with virtual impunity
- Council believes that, as host nation of the 26th UN Climate Change Conference of the Parties (COP26), the UK Government should now commit to:
 - Restoring Environment Agency budgets to deliver the necessary oversight.
 - Increasing inspection regularity of water companies and farms, and rigorously prosecuting offenders through the Environmental Audit Committee and Ofwat.

Council resolves to:

1. Formally ask Southern Water to install live update signs at each sewage outfall site in the district to enable residents to make informed choices about using the water.
2. Should Southern Water refuse to do so in a timely manner, investigate the cost of Council doing it, to be considered within the Future Services Framework prioritisation exercise.
3. Agree with the Conservancy an improved Testing regime in Chichester Harbour with tests undertaken as close as possible to Southern Water discharge points immediately after high tide.
4. Publicise the testing results on the District Council website.
5. Include a link to the Southern Water “Beachbouy” warning system on the District Council website.
6. Write to The Chairperson of the Parliamentary Environmental Audit Committee to advocate for greater enforcement of existing regulatory powers.
7. Write to The Chief Executives of Southern Water and OFWAT calling for urgent action to address the impact of waste-water discharges on our local rivers and harbours.
8. Write to The Regional Director of the National Farmers’ Union requesting clarification on the action being taken locally by farmers to prevent nutrient run-off.
9. Write to the charities River Action and The Rivers Trust expressing this Council’s support for their campaign to restore the health of Britain’s rivers.
10. Require the Chichester Water Quality Group to make a quarterly report to the Environment Panel.

Cllr Brown with reference to Cllr Plant’s proposed major amendments which had been circulated to members in line with the Motions Procedure explained that he wished to keep bullet point number 6. He confirmed that bullet points 3, 4, 7, 8 and 9 did not require debate. The remaining bullet points 1, 2, 6 and 10 were to be debated.

Cllr Plant suggested debating bullet points 1 and 2 together. She confirmed that she did not wish to debate bullet point 6 and that bullet point 10 would require a separate debate.

Cllr O’Kelly suggested debating bullet points 1 and 2 individually.

Bullet points 1 and 2 were then discussed.

Cllr Lintill confirmed that a letter could be written to Southern Water. With regard to live update screens she asked how many would be required and what the cost would be.

Cllr Purnell explained that bullet point 2 could mean that the council pays the cost for the screens if the cost is not paid by Southern Water. Cllr Bowden responded that the council were being asked to support investigating the cost.

Cllr Tim Johnson requested clarification of whether bullet point 2 would be paid from the revenue or capital budget. Mr Ward explained that until it had been investigated further that could not be confirmed but it was likely to involve both.

Mrs Shepherd advised members that Southern Water would have to agree to provide the council with the information being requested as the council has no powers to require the information. Mr Bennett added that also applied to a Survey Licence which would be required.

Cllr Briscoe asked how many sewage outlet points are in the district.

Cllr Oakley requested including reference to horticultural plastic in the water course as part of bullet point 8.

Cllr Plant also asked how many outlet points are in the district. With regard to the reference of using water she requested clarification on whether that refers to drinking water or bathing water. In addition she also asked who would be liable for any information provided on a live update screen.

Cllr Sharp asked whether the updated Environment Act would cover the requirement for water companies to provide real time information. She also asked whether the council could put in a complaint to the new office for environmental protection. Mr Bennett responded by explaining that the new office had been established to advise the Secretary of State.

Cllr Tim Johnson asked a point of order of whether each bullet point would be voted on in turn.

The Chair decided to take a vote on each bullet point separately.

In a vote on bullet point 1 that section of the Motion was carried as follows:

RESOLVED

Council resolves to:

Formally ask Southern Water to install live update signs at each sewage outfall site in the district to enable residents to make informed choices about using the water.

In a vote on bullet point 2 that section of the Motion was not carried.

Bullet point 6 was then discussed. Cllr Brown initially withdrew the bullet point. Cllr Oakley asked him to reconsider. Cllr Brown then decided to keep the bullet point in the Motion.

The Chair then took a vote on bullet point 6.

In a vote on bullet point 6 that section of the Motion was carried as follows:

RESOLVED

Council resolves to:

Write to The Chairperson of the Parliamentary Environmental Audit Committee to advocate for greater enforcement of existing regulatory powers.

The Chair then took a vote on bullet points 7, 8 and 9.

In a vote bullet points 7, 8 and 9 were carried as follows:

RESOLVED

Council resolves to:

- **Write to The Chief Executives of Southern Water and OFWAT calling for urgent action to address the impact of waste-water discharges on our local rivers and harbours.**
- **Write to The Regional Director of the National Farmers' Union requesting clarification on the action being taken locally by farmers to prevent nutrient run-off.**
- **Write to the charities River Action and The Rivers Trust expressing this Council's support for their campaign to restore the health of Britain's rivers.**

Bullet point 10 was then discussed. Mrs Shepherd confirmed that the wording would need to be amended to 'ask' rather than 'require'. Cllr Brown agreed the amendment. Cllr Purnell requested that the report be made to DPIP. This was also agreed.

The Chair took a vote on bullet point 10 as amended above.

In a vote on bullet point 10 that section of the Motion as amended was carried as follows:

RESOLVED

Council resolves to:

Ask the Chichester Water Quality Group to make a quarterly report to the Development Plan and Infrastructure Panel.

67 Committee Calendar of Meetings May 2022 - May 2023

The Chair explained that the Bank Holiday listed on 30 May 2022 had been moved to 3 June 2022 with an additional Bank Holiday on 4 June 2022.

Cllr Lintill then proposed the recommendation which was seconded by Cllr Taylor.

Cllr Lintill then introduced the item.

Cllr Purnell asked whether there was any reason why the Overview and Scrutiny Committee scheduled for 6pm in September 2022 could be held online rather than in person. Mr Bennett explained that as the Cabinet and Full Council meetings in September 2022 were in person Overview and Scrutiny Committee had also been scheduled in person. He added that it could be discussed with the Chair of Overview and Scrutiny Committee outside the meeting before a final decision is made.

Mrs Shepherd advised members that for staff and member welfare all evening meeting trials should have a 10pm cut off time. Cllr Lintill confirmed that she would do so for the Cabinet meeting.

Cllr Bowden asked whether the trial could be extended for two months. Cllr Tim Johnson also asked whether a meeting could be trialled with a 4pm start. Mrs Shepherd advised that in order to agree either would be to make a major amendment to the recommendation. The Chair explained she would take the recommendation as stated in the report.

Cllr Evans asked for further information on whether blended meetings could take place and what the process would be in deciding whether the trial is successful. Cllr Lintill explained that blended meetings or hybrid meetings are currently not legally possible. Mr Bennett added that the feedback from the trial would be taken through the Governance Review Task and Finish Group before being brought before Full Council in approximately a year's time.

(Cllr Apel left the meeting).

In a vote the following resolution was carried:

RESOLVED

That Full Council approves the committee calendar of meetings for May 2022 to May 2023 as detailed in the appendix subject to the Bank Holiday May 2022/June 2022 being amended.

68 Questions to the Executive

Due to the time the Chair explained that Questions to the Executive should be submitted in writing to Democratic Services. All responses would then be collated and circulated to members and published as a supplement to the minutes.

69 Late Items

There were no late items.

70 Exclusion of the press and public

The Chair read the Part II resolution in relation to agenda item 17. This was proposed by Cllr Lintill and seconded by Cllr Taylor. The Cabinet then voted to go into part II.

RESOLVED

That with regard to agenda item 17 the public including the press should be excluded from the meeting on the grounds 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.

71 Westgate Decarbonisation Project

Cllr Plant proposed the recommendation which was seconded by Cllr Lintill.

Cllr Plant then introduced the item.

In a vote the following resolution was carried:

RESOLVED

That Full Council agrees the recommendations as detailed in section 2.1 and 2.2 of the report.

The meeting ended at 5.57 pm

CHAIRMAN

Date:

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Minutes of the meeting of the **Council** held in Committee Rooms, East Pallant House on Tuesday 7 December 2021 at 2.00 pm

Members Present: Mrs E Hamilton (Chairman), Mr H Potter (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr G Barrett, Miss H Barrie, Mr M Bell, Rev J H Bowden, Mr B Brisbane, Mr J Brown, Mr A Dignum, Mrs J Duncton, Mr J Elliott, Mrs N Graves, Mr F Hobbs, Mrs D Johnson, Mr T Johnson, Mr G McAra, Mr A Moss, Mr S Oakley, Dr K O'Kelly, Mr C Page, Mr D Palmer, Mrs P Plant, Mr R Plowman, Mrs C Purnell, Mr D Rodgers, Mrs S Sharp, Mr A Sutton, Mrs S Taylor and Mr P Wilding

Members not present: Mr R Briscoe, Mr G Evans, Mrs J Fowler, Mrs E Lintill and Mrs S Lishman

Officers present all items: Mr N Bennett (Divisional Manager for Democratic Services), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs V McKay (Divisional Manager for Growth), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

72 **Urgent Items**

Cllr Hamilton welcomed everyone to the meeting and read the emergency evacuation procedure.

73 **Declarations of Interests**

The following declarations of interest were made:

- Cllr Duncton – a personal interest in relation to agenda item 5 as a member of West Sussex County Council.
- Cllr Donna Johnson – a personal interest in relation to agenda item 5 as a member of West Sussex County Council.
- Cllr O'Kelly – a personal interest in relation to agenda item 5 as a member of West Sussex County Council.
- Cllr Oakley – a personal interest in relation to agenda item 5 as a member of West Sussex County Council.
- Cllr Sharp – a personal interest in relation to agenda item 5 as a member of West Sussex County Council.

Mr Bennett, the Monitoring Officer also explained that Cllr Lishman had a pecuniary interest in relation to agenda item 5 as an employee of Stagecoach. Therefore Cllr Lishman would not be present at the meeting.

74 **Chair's Announcements**

Apologies for absence were received from Cllr Briscoe, Cllr Evans, Cllr Fowler, Cllr Lintill and Cllr Lishman (in relation to her declaration of interest).

75 **Exclusion of the press and public**

Cllr Taylor proposed that the meeting went into part II. This was seconded by Cllr Dignum.

Cllr Brown asked if the debate on the recommendations could be considered in public. Mr Bennett raised a point of order and explained to members that if it is likely that the nature of the proceedings will disclose exempt information then lawfully the meeting should not take place in public. He added that it was very likely that the meeting would discuss such matters as there would be contractual discussions which would name those parties involved.

Cllr Moss explained that he had raised the matter with Mr Bennett prior to the meeting and respected his decision. He explained that he had sought alternative legal advice within the parameters of the information he was able to share due to the Part II nature of the report. Mr Bennett reminded Cllr Moss that if he were unhappy with his advice as Monitoring Officer he should inform him as such. Mr Bennett reiterated the strict rules of information sharing to which members must abide and the restrictions upon members seeking external legal advice without involving the monitoring officer where the subject relates to their role as a Councillor.

Cllr O'Kelly proposed a recorded vote which was seconded by Cllr Brown. This was supported by Cllr Bowden, Cllr Moss and Cllr O'Kelly.

The number of members required to request a recorded vote was reached.

Cllr Purnell asked what would happen if members voted against going into Part II. Mr Bennett confirmed that as Proper Officer he would have to request the meeting be deferred due to the legal consequences of it continuing so that he could obtain and offer external legal advice on the point to review the legal advice he had given on the application of the relevant test.

The recorded vote to go into part II was as follows:

Cllr Apel – Abstain
Cllr Bangert – Abstain
Cllr Barrett – For
Cllr Barrie – Abstain
Cllr Bell – For
Cllr Bowden – Against
Cllr Brisbane – Against
Cllr Briscoe – Absent
Cllr Brown – Against
Cllr Dignum – For
Cllr Duncton – For
Cllr Elliott – For
Cllr Evans – Absent
Cllr Fowler – Absent

Cllr Graves – For
Cllr Hamilton – For
Cllr Hobbs - For
Cllr D Johnson – Abstain
Cllr T Johnson – Abstain
Cllr Lintill – Absent
Cllr Lishman – Absent
Cllr McAra – For
Cllr Moss – Abstain
Cllr Oakley – For
Cllr O’Kelly – Against
Cllr Page – For
Cllr Palmer – For
Cllr Plant – For
Cllr Plowman – Against
Cllr Potter – For
Cllr Purnell – For
Cllr Rodgers – Against
Cllr Sharp – Abstain
Cllr Sutton – For
Cllr Taylor – For
Cllr Wilding – For

The result was as follows:

18 For
6 Against
7 Abstain
5 Absent

The recommendation to go into Part II was therefore carried:

RESOLVED

The in respect of agenda item 5 the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item 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.

76 Southern Gateway Project

Members took a short break.

Before the item began Cllr Apel requested clarification of when the information would be made public. Mrs Shepherd confirmed that a press release which had been agreed with those partners involved in the project would be circulated following the meeting.

Cllr Palmer asked whether the resolution from the meeting could be included in the press release either in full or with confidential sections redacted. Mrs Shepherd explained that she could not agree to that due to the exempt nature of some of its contents.

Cllr Dignum moved the recommendations made by the Cabinet earlier that day which had been circulated to members by email and then by copy at the meeting. The recommendations were seconded by Cllr Taylor.

Cllr Dignum then introduced the report. He outlined the proposed amendments which had been agreed at Cabinet that morning. He acknowledged the amendments he had received from Cllr Moss which had been incorporated into the final version of the recommendations. He also gave thanks to Mrs Hotchkiss and her team for their work on the project.

Mrs Hotchkiss then provided a summary of where the project had reached.

Cllr McAra requested that Mrs Hotchkiss circulate the full version of her summary to members. Mrs Shepherd explained that it would not be necessary as the information was all in the report.

Mrs Hotchkiss then responded to questions from Cllr Oakley, Cllr Bell, Cllr Bowden and Cllr Apel.

Cllr Plowman then provided comment.

Cllr Tim Johnson proposed a minor amendment to section 3.7 of the recommendation to add a single additional word.

Cllr Dignum and Mrs Hotchkiss then responded to questions from Cllr Brisbane.

Cllr Potter and Cllr Sharp then provided comment.

Cllr Dignum then responded to questions from Cllr Oakley.

Cllr Palmer then provided comment.

Cllr Dignum then responded to a question from Cllr Bangert.

Cllr O'Kelly and Cllr Bell then provided comment.

Cllr Bowden provided comment.

Mr Bennett reminded members that the reason for the discussion taking place in part II was due to the confidential nature of the information in the report. He requested that members refrain from further comment on the matter.

Cllr Purnell and Cllr Hobbs then provided comment.

Cllr Dignum confirmed that he accepted Cllr Tim Johnson's minor amendment as part of his recommendations.

Cllr Moss provided comment.

Cllr Dignum was invited to sum up.

Mrs Shepherd confirmed which recommendations had been agreed by Cabinet that morning and which were to be voted on by Full Council.

In a vote members agreed the following resolution:

RESOLVED

That the recommendations as set out in sections 3.3-3.9 of the Cabinet resolution made on 7 December 2021 as circulated to members be agreed subject to the one word minor amendment proposed by Cllr Tim Johnson.

The meeting ended at 4.05 pm

CHAIRMAN

Date:

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Chichester District Council

CORPORATE GOVERNANCE

10 January 2021

Governance Task and Finish Group

1. Contacts

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Chairman of Task and Finish Group:

Francis Hobbs - Chairman
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2. Recommendation

- 2.1 To note with thanks the external report from Professor Colin Copus and Mr John Lynch on governance at the District Council**
- 2.2 To note the decision of Full Council to run a trial of evening meetings and to instruct officers to run a community survey in Summer 2022 to provide a wider assessment on meeting timings. To further note the advice that more meetings will be needed if a move to evening meetings is made, as well as other impacts set out in appendix two.**
- 2.3 To note that the role of panels is to enable detailed consideration of matters so that recommendations can be made to committees.**
- 2.4 To note that changes to the local government legislation will be required for any additional amendment as to how meetings are held remotely and that the Council has applied as flexible an approach to how meetings are held that the law allows.**
- 2.5 To recommend to Full Council that any constitutional changes to local meeting practice enabled by future changes in the law are delegated to the Monitoring Officer in Consultation with the Chairman of Corporate Governance and the Leader of Council.**
- 2.6 To note that by operation of the panel systems already operating the Council is in effect running a hybrid model of governance.**
- 2.7 To recommend to Full Council that Council debate the preferred timing of meetings in November 2022 following the trial of evening meetings to inform**

the annual committee date setting item for meetings implemented from May 2023.

- 2.8 To recommend to Full Council the creation of a further panel to provide members with a forum to discuss Housing and Community activity of the Council.
- 2.9 To carry out a full review of panels to build Consistency of approach between those panels and to clarify their role in making recommendations. This review to include consideration of whether each panel should meet in public or private session.
- 2.10 To recommend to Full Council that the Constitution be amended such that political balance be achieved across all four panels on the same basis as that applied towards all full committees.
- 2.11 To recommend to Full Council that all panels be chaired by a relevant cabinet member.
- 2.12 That Corporate Governance and Audit Committee
 - a) consider and establish new arrangements for questions to the Executive and how to improve visibility and frequency of this section of the Full Council agenda; and
 - b) recommend that questions to SLT be held every second meeting of Council as a separate session to that meeting.
- 2.13 To recommend to Full Council that the calendar for Business Routing Panel be amended such that it meets twice annually and that Panel Chairmen be added to the membership of those meetings.
- 2.14 To instruct the communications team to report on improvement methods of communication to members including consideration of a high level dashboard.
- 2.15 To require the monitoring officer to report annually on member training delivery to this Committee.
- 2.16 That this Committee revisit the subject of Governance and operation of panels in 2023.

3. Background

3.1 The Council is under a duty to manage its activity effectively through a proper system of governance. This report receives the recommendations from a task and finish group charged with reviewing those systems.

4. Outcomes to be Achieved

4.1 The foundation of the work of the Council is effective governance by members. This has to balance the needs of efficiency – such as making decisions quickly in response to its obligations – and transparency – the need for the public to see and understand the decision making and reasons for it.

4.2 Cllr Moss the leader of the opposition submitted a motion to Council in January 2021 to consider hybrid style of governance. This motion was agreed and Council directed for a review of the issue including structural changes which followed the review. That review was carried out through a task and finish group reporting to this Committee.

4.3 The task and finish group met three times, debating the subjects within its terms of reference actively and in detail. A broad input of political views was demonstrated in that debate.

4.4 Debate included the following:

- What makes an effective culture of governance in Chichester
- Communication
- The split between strategic and operational matters
- The process of cross party decision making in a diverse political present.
- Support to shadow cabinet members
- The balance between matching members skill sets to roles against the role of political balance.
- The role of business routing panel
- Resources for governance in a deficit reduction situation
- Evening meetings

4.5 The group saw and debated the conflict between swifter or more efficient decision making by a smaller group against the democratic duties of transparency and breadth of perspectives encouraged by wider participation in decision making. A consensus that not all decisions should be made in the same way was similarly achieved.

4.6 The experience of the pandemic showed the benefits of both approaches – the speed of Council response to the emergency and unforeseen elements by Cabinet and the recovery group more consensual working were both seen as having their place. Members debated the benefits of remote meetings as to transparency and indicated they were happy with the increase in open and accountable democracy they represented – whilst also noting the benefits of face to face meetings.

4.7 Broadly the legal requirements which apply to decisions which have to be made by particular bodies was noted and understood. Officers also advised on the requirements of financial and scrutiny functions and the need to ensure future governance continues to meet those legal obligations under the Executive decision regulations. The current restrictions upon remote meetings (temporarily suspended during the pandemic) are back in place and those again place outlines within which any changes have to be achieved.

4.8 The roles of different types of meetings were discussed and the differences were confirmed as being:

- Task and Finish Groups To complete a single task making recommendations to a committee.
- Panels To undertake broad assessment of strategy looking forward in particular broad areas.
- Sub Committees To carry out quasi- judicial decision making

- Committees To debate, consider evidence (including from panels and TFGs) and make decisions.
- Cabinet To make final decisions within the Executive decision regulations, considering evidence (including from committees, panels and TFGs)
- Overview and Scrutiny To provide the statutory scrutiny role in particular for Cabinet Decisions
- Full Council To make decisions of policy and higher budget setting.

The need to maintain separation of these roles and to focus attention of each body upon its own activity and duties was discussed and understood by the Task and Finish Group.

4.9 Members of the Task and Finish Group considered the broad roles to be appropriate to the Council governance and effective decision needs. They agreed with previous points raised at full council that a full Committee model would be unsuitable to Chichester, and noted the views expressed by other councils who had undergone such changes regionally and in the CFGC rethinking council governance in coming to that view. The group took advice from Professor Copus on the existing model applied by this Council and noted that the use of panels was very much consistent with a “hybrid governance” model in carrying out in depth consideration of topics within their individual terms of reference enabling significant input and consideration of evidence by members, whilst retaining the final determinative role of Cabinet.

4.10 However, whilst members of the Group saw that the use of panels was an effective method for considering detail of areas of broad strategy they also noted the existing range of panels does not cover all activities of the Council. There was seen to be a need to cover the areas not addressed through the other panels (DPIP, Environment Panel, and the Economic Development Panel) and the Corporate Governance and Audit Committee, specifically Housing and Community functions. This was seen to be a way of promoting consensual working, enabling a broad input from all parties. There was however some variation in the manner of operation at each panel and the broadening to include an additional panel was felt to be timely to have a wider consideration including such elements as who should chair panels, how and when to introduce financial assessments, how to avoid an overlap with scrutiny review roles (or even compliment those roles).

4.11 Members of the group received reports on the statutory roles of a cabinet and the limitations of their decisions being passed to other committees. They received reports on how panels by their nature consider and recommend, do not decide.

4.12 The group debated whether there was scope to increase visibility of non- cabinet member involvement in decision making. They received advice from the Monitoring Officer as to the operation of the legal duties of officers to be non-political and in particular how that applied to press releases and social media. The use of panels, in particular where they are accessible to the public live or as recordings was seen to be a method to ensure public visibility of members active in debate and another reason to support effective panel activity and using the technology where allowed. The ability of political parties to issue their own publicity and the rights of press access to give independent scrutiny of member involvement were also noted. The officers also presented reports on

the current legal limits of remote meetings for certain committees. The group expressed wishes that these be changed promptly if the law does change.

4.13 The group discussed political balance and received reports that political balance for particular panels was not established by law, but that Democratic services officers and the Monitoring Officer were very much aware of the political balance in setting memberships, discussing which members should be on panels with group leaders. Members indicated that they would like something more formal to be established. Members will need to further debate whether political balance alone is required or whether a skills-based membership has a higher priority. This element is referred back to Corporate Governance Committee.

4.14 There was much debate on the methods of members questioning the Executive. The constitutional system for Chichester is far more generous than that seen at other councils in the region but the issue of it being deferred frequently by the Chairman – with clear reasons or not – was seen as problematic. Options to improve this element of full Council are needed and the group wishes to recommend to this Committee that it carry out an options review for this, that review to be presented to full Council.

4.15 Members discussed what might be improved on the way in which they receive communicated information and expressed some support for change. The Task and Finish Group thought this an area which should be .

5. Proposal

5.1 The recommendations include all aspects of the proposal.

6. Alternatives Considered

6.1 The terms of the task and finish group excluded Committee structure. Otherwise the review covered all elements of governance.

7. Resource and Legal Implications

7.1 This report creates no immediate financial implications.

7.2 There are legal obligations under the Local Government Acts to have effective governance. This report works to enable this.

8. Consultation

8.1 Members were consulted through a survey and interview process run by Professor Colin Copus from the Association of Democratic Service Officers. He reported to the task and finish group as to the findings of that process as part of his report.

9. Community Impact and Corporate Risks

9.1 Members of the Task and Finish group repeatedly emphasised concerns that the governance of the Council be fit for purpose so that the public can have confidence in the process, understand the way decisions are made and participate actively as well as ensuring members themselves are visibly engaged and delivering their residents

wishes in an evidence based manner. The recommendations are intended to enable these community impacts.

10. Other Implications

Are there any implications for the following? If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime and Disorder The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder?		X
Biodiversity and Climate Change Mitigation Are there any implications for the mitigation of/adaptation to climate change or biodiversity issues? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		X
Human Rights and Equality Impact You should complete an Equality Impact Assessment when developing new services, policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.		X
Safeguarding and Early Help The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk? The Council has committed to dealing with issues at the earliest opportunity, do these proposals have any implication in reducing or increasing demand on Council services?		X
General Data Protection Regulations (GDPR) Does the subject of the report have significant implications for processing data likely to result in a high risk to the rights and freedoms of individuals? Processing that is likely to result in a high risk includes (but is not limited to): <ul style="list-style-type: none"> • systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals. • large scale processing of special categories of data or personal data relation to criminal convictions or offences. • Any larger scale processing of personal data that affects a large number of individuals; and involves a high risk to rights and freedoms e.g. based on the sensitivity of the processing activity. • large scale, systematic monitoring of public areas (including by CCTV). Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.		X
Health and Wellbeing The Council has made a commitment to 'help our communities be healthy and active'. You should consider both the positive and negative impacts of your proposal on the health and wellbeing of communities and individuals living and working in the district. Is your proposal likely to impact positively or negatively on certain groups and their ability to make healthy choices, for example low income families, carers, older people/children and young people. Are there implications that impact on areas of the district differently? eg the rural areas or those wards where health inequalities exist. If in doubt ask for advice from the Health and Wellbeing team.		X
Other (please specify)		

11. Appendices

Appendix One – report from Colin Copus, Emeritus professor of Local Politics, De Montfort University.

Appendix Two – officer report to third meeting of the Task and Finish Group (December 2021)

Appendix Three – Officer's report on evening meeting costs and impacts.

12. Background Papers

Task and finish group meeting notes 21 October 2021

Task and finish group meeting notes 18 November 2021

Task and finish group meeting notes 13 December 2021

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Association of
Democratic Services
Officers

CHICHESTER DISTRICT COUNCIL

REVIEW OF GOVERNANCE

Introduction

Chichester District Borough Council commissioned ADSO to undertake a review of its governance model following a motion to full Council in January 2021 which resolved:

“To establish an Officers and Members Working Group to review the operational model of the Council. The Working Group shall review the Centre for Governance and Scrutiny's 'Rethinking Council Governance for the 20s' paper and consider how to:

- maximise councillor involvement in decision making
- build upon the experience of the Recovery Groups to promote consensual working
- offer continued financial acumen
- provide a strong role for scrutiny and governance
- ensure speed of decision making
- provide open and accountable democracy
- make the most of opportunities to work effectively with residents and local partners”

The aim is to report to Council in the 2021/22 Council Year with agreed recommendations to be introduced at the Councils 2022 Annual Meeting.

Recognising that a change from a “Leader and Cabinet” model of governance to a formal Committee system was complex, resource intensive and undesirable given Chichester’s circumstances, the Working Group would make recommendations that could be introduced to deliver a “best of both worlds” Hybrid model.

The review was carried out by John Lynch, ADSO Finance Director and former Head of Democratic Services at four London Boroughs and a County Council and Colin Copus – Emeritus Professor of Local Politics, De Montfort University and Non-Executive Director ADSO, with support from officers at Chichester.

The Research

As part of the review of governance arrangements in Chichester the review team focused on the importance of members' perceptions and experiences of the current system, their views of its strengths and weaknesses and on ways in which they would want to see the system improved.

The research for the review consisted of eleven zoom interviews and a questionnaire sent to all members. Eleven interviews were conducted with members and twelve responses were received to the questionnaire. Given that three responses to the questionnaire were also interviewed the low response rate means that the best way of dealing with the data received is not to present tables setting out the responses to the questions, but rather to use that to enhance the findings of the qualitative research.

The Findings

Decision-making

The overall view expressed by members was that the existing governance system operated well and provided for quick decision-making and ease of identifying those responsible for decisions. It provided a focus for members seeking to understand the reasons decisions had been made and the logic and rational behind those decisions. The majority of members felt they were able to have an input to the decision-making process albeit not to the making of the final decision itself and often more through informal processes than through a formal forum.

It was clear from members' responses however, that it was a simpler process for members of the ruling group to have an input to decision-making than for members of other groups and there was some frustration among minority group members that their views were not fully heard in the decision-making process.

There was general agreement that the current system enables members to have access to and question officers through the decision-making process, although it was also felt that the views of members were not always reflected in the final decision made. Again, the distinction was clearly between members of the ruling group and those of other groups who felt less able to influence the cabinet and officers. Although overall the system did provide for good officer/member working relationships in the decision-making process.

Policy development

The views of members as to their opportunities to become involved in policy-making matched very closely views about decision-making and also reflected differences between majority group members and members from other groups. Examples of cross-party working were given and seen as positive aspects of the current system; such views mostly focused on the council's Recovery Groups. The meetings of the Recovery Groups were cited as examples where cross party and consensual working and policy development worked well.

The nature of the issue itself, which the Recovery Groups focused on were partly the reason for their success, as all members, irrespective of group, sought to address these vital issues in a way that was best for the area. The Recovery Groups may provide a model for any improvements to the current governance system as while they are not decision-making – they are an effective forum for members to use to shape the way the cabinet and officers made decisions.

Overview and Scrutiny were generally felt to be working well and to be an effective part of the governance system. But improvements to scrutiny's exploratory process and long-term policy development impact were signalled by some members who felt it lacked impact on the overall strategic direction of the council.

That the Recovery Group meetings were seen to be a more effective forum for member input to policy indicates that the subject matter and processes of scrutiny need to be refocused and the link to the cabinet and portfolio-holders clarified and developed so as to draw on the positive experiences of the Recovery Group meetings.

Transparency and Openness

Members reflected the often-found view among non-executive councillors that it was difficult for them to have an overview of what was happening on the council and why certain decisions were taken. There is nothing unique to Chichester District Council in the responses we received from members of both the ruling group and the minority groups and the distinctions between them. Members of the ruling group felt that the system was more open and transparent than members of the other groups, although, it must be stressed this is not a unique position for Chichester.

Overall members, across party require the governance system to have:

- clear points of responsibility among executive members and officers
- ease of access to those responsible for decisions
- ease of access to and availability of information for members
- opportunities to debate, critique, challenge and seek justification for decisions and policies
- an ability for decisions to be made and not unnecessarily delayed or hindered
- opportunities for all members to assess and comment on important decisions before they are made or to explore their effectiveness after they are made

Much of the above means that the existing governance system could be easily reformed to provide members with the openness and transparency felt necessary.

Member Engagement

In reporting members' attitudes to openness and transparency above, issues of member engagement have also been revealed. There is a general desire among members to be more aware of what is happening within the council and why and also to feel that their 'voice' is heard, and clear responses received. Much of the views expressed were requesting greater opportunities to debate issues and policy but also focused on technical issues such as the rules for asking questions or moving motions at council meetings and the response time to member queries.

The timing of meetings was raised with a clear difference of opinion of the need for meetings to take place in the evening or during the day. We know that that the council is already aware of the mixed and strength of feelings of members on the issue and that officers have been tasked with holding meetings at different times as a trial.

There was a strong recognition among members that the recent reduction in councillor numbers had produced problems for the governance system and while members want to be more fully engaged in policy, decisions and general awareness of the council and its activities there was no desire for this to be achieved by generating more meetings. Thus, there is a need to explore how information can be made available to members through different methods such as member briefing notes.

While there were some members who expressed a need to change the governance system and use a committee system, this view was not widespread. Indeed, there was little overall desire to change the governance system, even among those who felt more disengaged than others. What members are seeking are more opportunities to be engaged, be informed and aware of council activities and to be able to influence or input to council decisions and policy.

It is clear that party politics, or group politics, has a bearing on the views members expressed and about levels of member engagement and two currents of opinion were detected from the research:

First, among majority group members who felt that council business, particularly full council meetings, had become more politicised since the elections and that there was now a more adversarial and less co-operative approach to interactions between the groups – especially in formal council settings.

Second, among the other groups on the council there was a feeling that they were excluded from information, processes of decision-making and that they lacked effective opportunities for debate and engagement or for energising action on issues and policy.

Again, these findings are not unusual across local government, and they do reflect the realities of party politics and inter-group politics. But they do indicate an issue of the political culture of the council which, if not changed, would continue to exist under any set of governance arrangements.

Findings Conclusions

While there is no general desire to change the system of governance within the council, there are frustrations among some members about the adequacy of the opportunities they have to engage, influence, understand and oversee the policies, decisions and activities of the council. While this view was mainly found among members outside of the ruling group there was broad agreement that the Recovery Groups provided a good example of how the council should operate in a more cross-party, deliberative, and investigatory process and that this process should be more prevalent in scrutiny.

While the differences in opinions received from members and satisfaction with and criticism of the current system often ran along group lines, the lack of desire for whole system change was also evident. Encouraging and facilitating cross party, policy-focused work does not require a governance system change, neither does providing members with greater opportunities to be aware of and engaged in council affairs.

Chichester: Options for Change

Introduction

It is important to recognise that as a well-run council with a strong reputation, any changes to be considered are building on a position of strength. Given that initial point, the research among councillors conducted for this review focused on the following aims of the council's overall review of the governance arrangements in operation:

- maximising councillor involvement in decision making
- building upon the experience of the Recovery Groups to promote consensual working
- providing a strong role for scrutiny and governance
- ensuring speed of decision making
- providing open and accountable democracy
- making the most of opportunities to work effectively with residents and local partners

These aims were the most appropriate and realistic for the research team to explore with councillors and they provided the basis of our questions to and discussions with members and the questionnaire that was circulated to members. Indeed, these aims were reflected very strongly, by members, in the research conducted by the ADSO team.

The ADSO team also employed in the research and drafting of this report the findings of the Centre for Governance and Scrutiny's (CfGS) report: Rethinking Governance for the 20s; the team also conducted research with other councils who had reviewed or were currently reviewing their governance arrangements to inform the report.

Context for the way Forward

It was clear from the research among members that there is no great desire for a root and branch reorganisation of the current governance arrangements and while it was the case that two members supported a committee system be adopted, this was not a wide spread view held among members.

The Centre for Governance and Scrutiny Report (referred to above) and ADSO's own research shows that there has been no great return across local government to a committee system and that currently some 74% of respondents to an ADSO survey operate a cabinet and leader system. What has been prevalent across local government is a willingness to review and revise the cabinet and leader system to make it more inclusive of all members' input and more responsive to member engagement and questions.

As the CfGS report and ADSOs own research shows councils which have adopted a hybrid system have in effect amended the cabinet and leader system which introduces an element of committee-based decision-making with ratification by the cabinet, which relies, of course, on that ratification being given. Hybrid systems may also create a series of overview and scrutiny committees related to specific policy areas. An ADSO survey found that hybrid systems are employed by only 1% of councils.

ADSO would be happy to describe some of these hybrid systems when they present their report to the Working Group.

It is clear from our research that Chichester members prefer to amend and improve the current system without a major change of governance arrangements and this approach has the advantage of incremental change and the ability to experiment with improvements to ensure the achievement of the six-bullet point aims above. It is possible to condense these aims into two clear points of focus for change for the council's governance arrangements:

- Deliberative and investigative input and debate for members into long-term strategic policy-making
- Member awareness of cabinet and other decisions being made

With this in mind and reflecting on the findings of the research section in this report the council has the following options for change:

1. Create a scrutiny committee directly linked to each cabinet portfolio to which each portfolio-holder would regularly and directly report, or:

2. Without creating a committee for each portfolio ensure that there is a clear link between each portfolio-holder and a regular scrutiny committee for reporting purposes

3. Building on the experiences of the Recovery Groups, Scrutiny Committees should reflect and operate on policy themed strategic investigations (or further use of task and finish groups) to conduct more and longer-term reviews of policy issues of relevance to Chichester. These reviews should be investigative, research and evidence based to encourage cross-party, collaborative working. Such reviews would not always focus on the 'council' rather on the issues of importance to the area and the role and work of external agencies and bodies, as indicated by the success of the Recovery Groups.
4. A separation of policy scrutiny from pre-decision scrutiny or decision scrutiny into different forum and events.
5. A continued and greater use of pre-decision scrutiny to provide input for members into the decision process and to help inform and support cabinet decision-making
6. Adequate space and opportunities at full council for scrutiny reports to be debated and their findings explored to engage all members
7. The research among members indicated that the council should consider a more detailed review of the structure and effectiveness of the scrutiny system with the aim of strengthening scrutiny and its value to member in policy development and cabinet accountability
8. The requirement for future motions to council to be fully costed should not fall on the individual members promoting motions, rather costings should be provided by officers for the member introducing the motion. It is particularly necessary to ensure the workload involved in this change does not fall on members who currently receive little support in developing and drafting motions. Indeed, such a requirement could be seen to be against the spirit of the aims of increasing member engagement and providing open and accountable democracy unless it is carefully structured and supported
9. To ensure members are fully aware of the decisions, actions and activities of the council, a member briefing system be introduced with regular briefing notes circulated to all members

The above changes are designed in the spirit of members' views expressed in the interviews and questionnaire to avoid a whole scale reorganisation of the governance system and the cost, time and upheaval that would entail. Rather, the suggestions are deliberately shaped to ensure minimal disruption to the system but support and generate greater member engagement and involvement.

Conclusion

The changes suggested above while presenting minor change will help to provide greater opportunities and forum for member engagement across the groups and for members to use their skills to support the council in its work.

Structural change, however, will only work if there is a change of political culture to support the new structures; otherwise, new structures are in danger of making little, if any, change.

The issue that was raised most and most intensely by the members that took part in our research related more to the political culture of the council and the nature interactions between the different groups than it did to structural issues.

All members, irrespective of their groups, are responsible for the political culture of any council and the effectiveness and nature of interactions between groups and individuals. Local politics and council politics in particular, are an emotive, value laden and principle-based set of interactions where tempers can fray, or political machinations take place and strength of feeling and passion around views is no bad thing and does have its place in council activities.

But a culture is required which provides for both political interaction and serious, collaborative policy making and cross-party strategic thinking without one damaging the other. The more opportunities for the latter the less likely are the former to damage relationships between members and officers and between members themselves. The changes we suggest above will help create that balance.

John Lynch and Professor Colin Copus
September 2021

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Officer Report to Governance Meeting

Recommendations

- 1) To note with thanks the external report from Professor Colin Copus and Mr John Lynch on governance at the District Council
- 2) To note the decision of Full Council to run a trial of evening meetings and that the Chairman of Corporate Governance Committee instruct officers to run a community survey in Summer 2022 to provide a wider assessment on meeting timings. To further note the advice that more meetings will be needed if a move to evening meetings is made, and the other impacts set out in the appendix to this report.
- 3) To note that by operation of the panels already operating the Council is in effect running a hybrid model of governance.
- 4) To note that the role of panels is to enable detailed consideration of matters so that recommendations can be made to committees.
- 5) To note that changes to the local government legislation will be required for any additional amendment to how meetings are held remotely and that the Council has applied as flexible an approach to how meetings are held that the law allows.
- 6) To recommend to CGAG that it recommend to Full Council that changes to local practice enabled by any future changes in the law are delegated to the Monitoring Officer in Consultation with the Chairman of Corporate Governance and the Leader of Council.
- 7) To recommend to CGAG that it recommends to Full Council that Council debate the preferred timing of meetings in November 2022 as an element of the annual committee date setting item for meetings implemented from May 2023.
- 8) To recommend to CGAG that it recommends to Full Council a further panel to provide members with a forum to discuss Housing and Community activity of the Council.
- 9) To recommend to CGAG that it carry out a review of panels to build consistency of approach between those panels and to clarify their role in making recommendations.
- 10) To recommend to CGAG that it recommends to Full Council that the Constitution be amended such that political balance be achieved across all four panels on the same basis as that applied towards all full Councils.
- 11) To recommend to CGAG that it recommends to Full Council that it instruct the strategic management team to establish new arrangements for questions to SLT and questions to the Executive to be held separate to meetings of Full Council.
- 12) To recommend to CGAG that it recommends to Full Council that committee and sub-committee meetings be held in person but that meeting of panels should typically be held remotely. That all meetings be recorded and made available to the public where permitted in law.

Background to the Recommendations

Members have debated over two sessions the matters within their terms of reference.

Independent, external advice has been provided by Professor Copus and Mr Lynch in their written report “Review of Governance” and Professor Copus went on to attend the first session of this task and finish group. The basis of their report and its objectives were set out in that report (appendix 2). The Task and Finish group also considered the current best advice on this subject from the Centre for Governance and Scrutiny, “Rethinking council governance for the 20s” – November 2020 edition.

Debate was detailed and the TFG has demonstrated its broad political balance.

The group were briefed on the work being done to trial evening meetings and endorsed that consideration.

The group saw and debated the conflict between swifter or more efficient decision making by a smaller group against the democratic duties of transparency and breadth of perspectives encouraged by wider participation in decision making. A consensus that not all decisions should be made in the same way was similarly achieved.

The experience of the pandemic showed the benefits of both approaches – the speed of Council response to the emergency and unforeseen elements by Cabinet and the recovery group more consensual working were both seen as having their place. Members debated the benefits of remote meetings as to transparency and indicated they were happy with the increase in open and accountable democracy they represented – whilst also noting the benefits of face to face meetings.

Broadly the legal requirements which apply to decisions which have to be made by particular bodies was noted and understood. Officers also advised on the requirements of financial and scrutiny functions and the need to ensure future governance continues to meet those legal obligations under the Executive decision regulations. The current restrictions upon remote meetings (temporarily suspended during the pandemic) are back in place and those again place outlines within which any changes have to be achieved.

The roles of different types of meetings were discussed and the differences were confirmed as being

Task and Finish Groups	To complete a single task making recommendations to a committee.
Panels	To undertake broad assessment of strategy looking forward in particular broad areas.
Sub Committees	To carry out quasi- judicial decision making
Committees	To debate, consider evidence (including from panels and TFGs) and make decisions.
Cabinet	To make decisions within the Executive decision regulations, considering evidence (including from committees, panels and TFGs)

Overview and Scrutiny	To provide the statutory scrutiny role in particular for Cabinet Decisions
Full Council	To make decisions of policy and higher budget setting.

Members of the Group considered the broad roles to be appropriate to the Council governance and effective decision needs. They agreed with previous points raised at full council that a full Committee model would be unsuitable to Chichester, and noted the views expressed by other councils who had undergone such changes regionally and in the CFGC rethinking council governance in coming to that view. The group took advice from Professor Copus on the existing model applied by this Council and noted that the use of panels was very much consistent with a “hybrid governance” model in carrying out in depth consideration of topics within their individual terms of reference.

However, whilst members of the Group saw that the use of panels was an effective method for considering detail of areas of broad strategy they also noted the existing range of panels does not cover all activities of the Council. There was seen to be a need to cover the areas not addressed through the other panels (DPIP, Environment panel) specifically Housing and Community functions. This was seen to be a way of promoting consensual working, enabling a broad input from all parties. There was however some variation in the manner of operation at each panel and the broadening to include an additional panel was felt to be timely to have a wider consideration including such elements as who should chair panels, how and when to introduce financial assessments, how to avoid an overlap with scrutiny review roles (or even compliment those roles). Whilst coming outside the scope of the task and finish group a recommendation to have CGAG review this area was felt appropriate.

Members of the group received reports on the statutory roles of a cabinet and the limitations of their decisions being passed to other committees. They received reports on how panels by their nature consider and recommend, do not decide.

The group debated whether there was scope to increase visibility of non- cabinet member involvement in decision making. They received advice from the Monitoring Officer as to the operation of the duties of officers to be non-political and in particular how that applied to press releases and social media. The use of panels, in particular where they are accessible to the public live or as recordings was seen to be a method to ensure public visibility of members active in debate and another reason to support effective panel activity and using the technology where allowed. The ability of political parties to issue their own publicity and the rights of press access to give independent scrutiny of member involvement were also noted. The officers also presented reports on the current legal limits of remote meetings for certain committees. The group expressed wishes that these be changed promptly if the law does change.

The group discussed political balance and received reports that political balance for particular panels was not established by law, but that Democratic services officers and the Monitoring Officer were very much aware of the political balance in setting memberships, discussing which members should be on panels with group leaders. Members indicated that they would like something more formal.

The Monitoring Officer recommends that an effective way to achieve that could be to amend the constitution such that the statutory balance calculations be carried out for panels in the same way that it is for committees. If done across all Panels this would result in a demonstrably fair and objective method of approaching balance more widely than on a panel by panel basis.

There was much debate on the methods of members questioning the Executive. The constitutional system for Chichester is far more generous than that seen at other councils in the region (see appendix 3) but the issue of it being deferred frequently by the Chairman – with clear reasons or not – was seen as problematic. Options to improve this element of full Council are needed and the group wishes SLT to carry out an options review for this, that review to be presented to full Council.

Appendix One

Data on possible Evening Committee Attendance for Governance Review

Background

Governance group and the Leader have asked me to look at meeting numbers so that an understanding of the impact upon Councillors can be developed. This report sets out data on meetings both historical and best estimates for going forward using comparison data from other local authorities as well as our own modern.gov held data on meetings and attendance.

To assist members in considering the data I am mostly describing attendance as “councillor attendances”. By this I mean the number of members attending a meeting multiplied by the number of those meetings per annum. So if a meeting has 5 members required to attend, and it meets 10 times a year that would total 50 “Councillor attendances”.

Data available

We are aware of the current intention to hold (in 2022) 28 formal meetings being -

14 Committees

14 Panels or forums

Of those 8 have variable number of meetings per annum and in some of those, they rarely meet (for example fast track grants panel, investigation and disciplinary). It is impossible to do more than guess some of them will be required, with most requiring 5 or 6 members to attend. I have set out comparison data at Table 1 listing attendance for these classes of meetings, and others which I will now also describe.

However of the consistently held meetings they would be 104 planned formal meetings requiring 1485 “Councillor attendances” per annum along with an additional number of unplanned meetings (such as appeal meetings or licensing sub- committee meetings) which on historic data in table 2 is likely to require about 1000 additional “Councillor attendances” at roughly 2500 “Councillor attendances”.

I believe this to be an under estimate if moving to evening meetings in that some meetings are likely to extend beyond their current number of meetings because, for example, planning is unlikely to achieve its business in one session as it does when meetings are held in the day. My best guess is that the number of meetings is likely to be up to 150 meetings allowing for that, with an estimated requirement of 3000 “councillor attendances” per annum that is, an increase of about a sixth. It should be noted that this estimate is far lower than the Councillor attendances at Arun of over 5000.

I spent some time looking at Parishes (we have 68 in the district) it is simply impossible for me to say how many evening meetings they hold though on a short skim of a dozen parishes websites it is clear almost every evening Monday to Thursday one of our largest Parishes has a meeting of some kind. Obviously some wards have up to four parishes so the responsibility for meetings can be significant if members attend them all. If we assume that the 68 parishes and that parishes meet 3

times a month then this adds 2448 additional “councillor evenings” meetings. Obviously some, in particular larger Parishes, meet far more often and their demands are accordingly higher.

Additional to this are any appointed positions such as Tony Dignum appointed to the BID meetings and so on. There is a significant variance between members on how many meetings they are required to attend.

Even disregarding Parishes, my best estimate of the number of meetings per annum is therefore about 3000 evening member attendances, meaning that each Councillor will on average attend 83 formal meetings per annum, double that if the parish estimate is correct. Even this is far below the number of evening meetings attended on average at some local councils – I am told members typically attend four evening meetings a week at Arun so my estimates of how many additional days evening meetings take compared to daytime meetings may be an under estimation too (though they have committee rather than strong leader model so that has to be factored in too). See table 2 for more information on Arun “councillor attendances” which shows they have required over 5000 “Councillor attendances” though Arun committee memberships of individual committees, it should be noted, are typically larger than at Chichester so this is not an entirely “like for like” comparator, though it is the closest I am able to identify.

It is worth noting also that some of our members are also County members with further obligations to attend **those** meetings.

Estimating attendance requirements with a move to evenings

With the smaller number of members (36) the absolute minimum number of evening meetings per year will be 3000 / 36 so 83 per Councillor – **about 2 evenings a week on average allowing for Christmas and summer reduction in meetings** will need to be spent at the Council. Members will be very aware of the geographical size of the district and the challenges of travelling into Chichester in the evening in a wet February in the dark from Lodsworth or Petworth. If our attendance was the same as Arun at 5000 “Councillor attendances” then the number of meetings **would be nearer 4 evenings a week**. Of course this may also go some way to explain the significant amount of non-attendance compared to Chichester. If we assume Councillors attend one Parish meeting per week – and members will know themselves how often they attend non District meetings of that kind - then an average member would attend evening meetings typically **every night of the week**. They would of course be free to work during normal day work times in normal career roles but members need to consider how to promote Councillor roles to employed persons if all evenings are require attendance at meetings, as well as assessing how much time would also be required to prepare for those meetings, and when.

It is worth noting that many of those external meetings at Parish and other bodies are already evening meetings, the concern for members to consider is how easy it will be to avoid diary congestion and clashes between meetings in the evening if you are already engaged on District business three to five days a week.

Staff and requirements at East Pallant House

Assuming 100 officers support the above range of meetings, and they were to be entitled to unsociable hours payment of 6% (standard in national terms and conditions) and assuming those officers are paid at the higher rate of (say) £35K average then the cost of that will be approximately £230,000 per annum too which will need to be added to the corporate budgets.

Naturally the trial of meetings in November 2022 will establish the practical requirements of evening meetings such as fixed end times, door management and so on. It is not believed that there are any insuperable practical obstructions to evening meetings being held at East Pallant House.

Attendance Rates

Members asked for a comparison of attendance with other Councils who have evening meetings to see if there is a significant difference.

At Chichester our attendance rate has been 97.8% in the last year (with 57 apologies given out of 1741 formal meeting seats).

For Arun (see table 2) the attendance rate in the same period was 87% with apologies offered 999 times out of 5083. In the last year where figures for attendance **in person** in evening meetings is available the figure was lower, 77.23%, anecdotally advice being that evening meeting attendance has been increased significantly by use of remote online meetings. This is currently unavailable for formal meetings going forward as members will recall.

I note that many Arun meetings have a higher membership than for Chichester.

Nicholas Bennett
9th December 2021

Table 1**Current Chichester Committee membership and meetings per annum data**

<i>Committee/ panel</i>	<i>Members (Typical)</i>	<i>Meetings P/A 5 yearly average</i>	<i>Member Attendances</i>
Alcohol etc. licensing	10	4	40
Sub committees	3	16	58
Assessment sub committee	3	0	0
Cabinet	7	12	84
Corporate Governance	8	6	48
Council	36	10	360
General Licensing	10	3	30
Grants Panel	8	5	40
Fast track panel	4	0	0
Disciplinary	5	0	0
O and S	11	8	88
Planning	15	16	240
Standards	6	1	6
Appeals	5	0	0
Boundary Review Panel	6	3	15
Business Routing Panel	5	1	15
Parking Forum	6	3	18
DPIP	10	12	120
Environment Panel	6	10	60
Growth Board / Economic	4	4	16
Joint Employee Panel	5	4	20
Strategic Risk Group	5	2	10
Community Forums	2	varies	
All Parishes	36	3	118
Task and Finish groups	5	27	135
Rural panel	5	2	10
TOTAL DAYTIME MEMBER ATTENDANCES			2515

Note – this does not include members attending meetings to which they are not appointed.

Table 2

Arun evening meeting attendance data

2019/20

Party	Expected	Attended	Attendance %	In Attendance
Total	4209	3548	77.23%	618

2020/21

Party	Expected	Attended	Attendance %	In Attendance
Total	5083	4411	87.27%	999

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Chichester District Council

Council

25 January 2022

Climate Emergency Detailed Action Plan – first annual progress report

1. Contacts

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2. Recommendations

2.1 That the Council notes this report.

3. Background

- 3.1 In January 2021 the Council approved a Climate Emergency Detailed Action Plan. This report is the annual progress report to Full Council as required by action 3.4 within the plan.
- 3.2 The October 2021 meeting of the Environment Panel requested the following two actions: 1) that it was set out within the plan, those actions over which CDC had control and those where it has influence; 2) the cost of sustainability actions. This report seeks to meet those requests.
- 3.3. All actions within the action plan have been assigned a letter that relates to Figure 1 in Appendix 1, which has been taken from a report entitled “Local Authorities and the Sixth Carbon Budget” published by the Climate Change Committee, the government’s advisers on meeting the U.K.’s carbon budgets. The assigned categories for each action range from direct control by the Council over carbon emissions to least control where our role is engaging and communicating only.
- 3.4 Information on the cost to the Council of its sustainability actions is provided in paragraph 4.3 below.
- 3.5 This report sets out the council’s second greenhouse gas emissions inventory or “footprint” for the period 1 October 2019 to 30 September 2020 and progress

towards the council's target of a 10% year-on-year reduction from the 2018-2019 base year, covering scopes 1 and 2 and selected Scope 3 categories until year-end 2025 i.e. Scopes 1 and 2 cover direct fuel use and electricity use and our Scope 3 categories are certain leased assets, business mileage and emissions associated with the extraction, production and distribution of fuels and electricity. Full information is in Appendix 2. Performance against target is given in paragraph 4.2 below.

- 3.5 The action plan also includes an area-wide target of a 10% reduction year on year until 2025 with year 2019 as the start point. Government data published annually in June is used to assess progress towards this target. There is always a time lag in receiving these figures which is due to the complexity of the data gathering process and because priority is given to assembling the national emission figures before disaggregating emission figures to local authority areas. Therefore, the most recent figures are for 2019. This is the base line for the target. The Council will have access to 2020 data in June 2022 and progress towards the target will be included for the first time in a quarterly report to Environmental Panel and next year's annual report to Council. A graph showing the 2019 figures (baseline year figures) is shown in Appendix 3.

4. Key Points

- 4.1 Progress on actions: colour coding is used to show if actions within the plan are underway (green), may not be initiated/completed on time (amber), or are not expected to be initiated/completed on time (red). See Appendix 1. The plan has 29 green actions, nil amber actions and four red actions. Three of the four actions that have not been initiated on time relate to the Low Carbon Chichester Fund and was due to a change in parent company ownership of the company supplying the fund and consequent changes to the legal agreements. Progress on this has now been made. Details are given in Appendix 1 under Action 6.1. The fourth delayed action relates to the writing of a report on the feasibility of establishing on-going District-wide fund for sustainability related improvements. However, the Government's Covid green recovery agenda has meant that there has been ample availability of funds in the short-term and the focus has been on ensuring CDC does not miss these opportunities.
- 4.2 Regarding the council's carbon reduction target, the latest reporting period (October 2019 to September 2020) includes lockdowns due to Covid, the first of which occurred in March 2020. There was also a significant increase in the amount of renewable electricity on the national grid in this reporting period compared to the base year. Together these factors led to a 16% reduction in emissions in scopes 1 and 2 and selected scope 3 categories. This exceeds the target of 10%. See Appendix 2 for details. Data on the next reporting year will be available in a quarterly report to Environment Panel.
- 4.3 Since the start of 2021 the council has been maintaining a record of the additional costs incurred to achieve environmental goals above a business-as-usual scenario. These costs currently stand at just under £3,600,000, of which £1,082,500 is funded by CDC, £2,349,000 is grant funded and the remainder

are joint CDC and grant-funded projects. In terms of officer time, currently only that of the Carbon Reduction Project Manager can be quantified, although several officers spend significant time on projects.

5. Proposal

5.1 That progress on delivery of the Action Plan is noted.

6. Resource and Legal Implications

6.1 None beyond staff resources allocated to this work.

7. Community Impact and Corporate Risks

7.1 None arising from this report.

8. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity The action plan is designed to address climate change & some of the actions within it have intended benefits for biodiversity.	X	
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing Fuel poverty is addressed by the plan.	X	

9. Appendices

9.1 Appendix 1 – The latest progress report on the Climate Emergency Action Plan marked with CDC’s degree of influence.

9.2 Appendix 2 – CDC greenhouse gas emissions inventory for 2019-2020

9.3 Appendix 3 – Chichester District emissions for 2019.

10. Background Papers

10.1 None

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Appendix 1 – Latest progress report – actions marked with CDC’s degree of influence

Introduction

Colour coding is used to show if projects are underway (green), may not be initiated/completed on time (amber), or are not expected to be initiated/completed on time (red). No colour has been assigned if the project start date has not yet been reached and the project has not begun. If greenhouse gas mitigation actions have taken place in addition to those in the plan, they are listed in the appropriate section.

Below the colour coding for progress on projects, letters have been assigned to indicate the degree of influence that the council has over the action, with the letter A indicating direct control and the letter F indicating the least level of control where the council can influence emission reductions only through raising awareness and involving local people and organisations in seeking solutions. This is summarised in Table 1 which is based on Figure 1, which has been taken from a report entitled “Local Authorities and the Sixth Carbon Budget” published by the Climate Change Committee, the government’s advisers on meeting the U.K.’s carbon budgets.

Table 1: Council’s degree of influence over actions - categories

Category	Description
A: Direct control	Buildings, operations, travel
B: Procurement	Procurement, commissioning, commercialisation
C: Place-shaping	Using powers to control development and transport
D: Showcasing	Innovating, piloting, showcasing best showcasing best practice, scaling and replicating.
E: Partnerships	Leading, bringing people and organisations together, coordinating and supporting others, joining others’ partnerships.
F: Involving, Engaging and Communicating	Translating global and national targets on climate change for local relevance, engaging with stakeholders to raise awareness, involving people in ideas for local solutions.

Figure 1 How local authorities control and influence emissions



Source: 'Onion diagram' based on internal Centre for Sustainability model and amended for this report.

Table 2: Progress on actions in action plan

CDC processes

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
3.2 Green	Climate Emergency Officer Group established	First quarter 2021	Senior Leadership Team, other services.	Alison Stevens, Divisional Manager Environmental and Health Protection
A: Direct Control				
	Quarterly meetings have been established and are currently focussed on decarbonising CDC buildings and other internal projects, including Service Plan projects and Asset Replacement Programme..			
3.3 Green	A quarterly progress report to Environment Panel.	On-going.	Environmental Strategy Unit to co-ordinate reporting by CDC teams.	Tom Day, Environmental Co-ordinator
A: Direct Control				
	This is occurring.			

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
3.4 Green	An annual report to full Council.	First report from the date of the adoption of the detailed action plan.	Environmental Strategy Unit to co-ordinate reporting by CDC teams.	Tom Day, Environmental Co-ordinator
A: Direct Control				
	Plan was adopted in January 2021. The first report to full Council is due January 2022.			
3.5 Green	Review of statutory and non-statutory plans and policies together with recommendations for changes, to be reported back to Environment Panel and Cabinet.	Review will be a rolling programme, schedule determined by individual policy review dates.	All services	Andrea Smith, Carbon Reduction Project Manager, to assist services.
A: Direct Control				
	Service plans for y/e 2022 were reviewed and environmental issues were raised with relevant officers to check they had been factored in. The draft taxi licensing policy was reviewed to assess its environmental impact and advise the taxi licensing team accordingly.			
3.6 Green	Training for council decision-makers	Initiated March 2021 then ongoing.	Carbon Reduction Project Manager	Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	Online learning identified and promoted. First climate cafes took place March 2021. On 15 March 2021, Louise Marix Evans, author of a report for the Committee on Climate Change, gave a talk on the role of local authorities in meeting the climate emergency. Information on climate change issues, such as fuelling options for transport, has been provided to councillors and details of events which might be of interest to decision-makers e.g., on carbon literacy have been forwarded.			
3.7 Green	Keep funding document up to date.	Ongoing	Carbon Reduction Project Manager	Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	This is being done and a version will be emailed to councillors when there are significant changes.			
3.8 Green	Ensure integration of environmental criteria into procurement practices.	Ongoing as goods and services are procured.	Legal, Environmental Strategy Unit	Nicholas Bennett, Divisional Manager, Corporate

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
				Services
B: Procurement	This is being done but is challenging due the technical knowledge needed to give the right advice on subjects as diverse as the recycled plastic content of wheelie bins and graffiti remover. Procurement will be linked to the projects identified in the service plan reviews and therefore Environmental Strategy Unit can support service areas undertaking procurement where necessary. However, templates for reports have been amended and definitions on specifications in the contract procedure rules have been amended to include environmental factors.			
3.9 Green	Develop the process for estimating more of CDC's scope 3 greenhouse gas emissions, including considering possible routes for collecting Scope 3 data from CDC tenants.	Start 2022 and then ongoing.	Carbon Reduction Project Manager working with Growth and Culture teams in relation to data from CDC tenants.	Andrea Smith, Carbon Reduction Project Manager, Sarah Peyman, Divisional Manager, Growth and Place Services, Kevin Gillett, Valuation and Estates Manager.
E: Partnerships	Emissions from the leased-out leisure centres have been included within the latest emission figures for the council. This has been precipitated by the opportunity of a grant to decarbonise Westgate leisure centre and this grant entailed gathering the energy use data and estimating emissions. Work has been conducted to estimate the carbon dioxide emissions from St James' industrial estate prior to the improvements.			

Area-wide processes

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
5.1 Green	Existing working groups identified, or new groups established to implement	Process initiated by first quarter 2021	Carbon Reduction Project Manager to lead on liaison with other officers on identifying & establishing	Andrea Smith, Carbon Reduction Project Manager

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
	projects to reduce greenhouse gas emissions in the District.		groups.	
E: Partnerships	<p>The existing groups engaged with are indicated in bold in the text below. A new working group has been established. This is covered under Action 14.1.</p> <p>Chichester Vision is undergoing a thorough review in light of new circumstances such as the impact of Covid. Partners have met to consider the revised delivery action plan, and this has included consideration of projects which will directly or indirectly assist with carbon reductions and sustainability. The review of the action plan has been progressed by the Divisional Manager for Place. One project in the original Vision was to pedestrianise West Street adjacent to the cathedral, opening up the space for market stalls and events. This project is under consideration through the refresh of the Vision and the Growth Deal for the district.</p> <p>The Manhood Peninsula Partnership Officer (MPPO) has been working with Selsey Town Council to consider and progress wayfinding information boards for location in car parks in the town. As well as historic and environmental information, the boards will contain maps leading the viewer on foot between the High Street and East Beach Green and link to the Destination Selsey website via QR codes.</p> <p>Local food production is being supported by MPPO through working in partnership (the CHASM project) to investigate whether declining crab and lobster catches in the Selsey fishery area are related to increased sediment volumes and pollution.</p> <p>East Wittering & Bracklesham Parish Council carried out public consultation on village centre improvements and landscaping. Landscaping could include scope for additional trees. Other suggestions include reducing traffic flow, including town centre traffic.</p> <p>Petworth Vision has benefitted from Vision funding from CDC for community IT training, which may assist with reducing the need to travel to Chichester. The training is for residents of Petworth and the surrounding areas and includes online banking and shopping, using Zoom and Skype, and IT security.</p> <p>The Community Interest Company that was set up in Midhurst to</p>			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
	progress its vision is progressing well with the project to consider measures to reduce traffic flow through the town centre and to potentially increase planting in North Street.			
5.2 Green	Produce details of a costed campaign on key environmental issues, potentially in partnership with WSCC.	2021	Communications, Environmental Strategy Unit, Wellbeing.	Sarah Parker, Communications Manager
E. Partnerships and F: Engaging with others	<p>CDC is working with WSCC and other West Sussex district and borough councils to promote behavioural change in the following areas: water saving, walking and cycling, energy efficiency & renewable energy, supporting the local economy, biodiversity, food.</p> <ul style="list-style-type: none"> • A logo has been developed by WSCC along with an online platform for members of the public to engage with each other and local authorities on sustainability. WSCC aim to launch this platform in spring 2022. WSCC has shared some social media resources on the cycling and walking theme. • The CDC Communications Team has been promoting messages through social and traditional media and has refreshed the climate change pages on the council's website. There was a peak of activity to tie in with the climate change conference COP26. Chichester District Council received excellent media coverage, including in the Observer series and on Radio 2. The team also produced a YouTube video which focused on home efficiency and renewable energy and featured a local resident. • The Communications Team has developed campaign assets for the energy efficiency theme and has shared these with the county, district and borough councils. • Councillors and the Environmental Strategy Unit have engaged with the public through events e.g., the eco-fair in November 2021 in Chichester. • Environmental Strategy Unit also organised a meeting in September 2021 for community environmental groups and parish councils keen to participate in the development of messages to be used in the behavioural change campaign. • In December 2022, the Climate Change Manager and the Housing Standards Manager organised an in-person event promoting home energy efficiency and renewable energy information and grants. The event was fully booked. 			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
	•			
5.3 Green	Let's Talk Panel	2021	Communications, Environmental Strategy Unit	Sarah Parker, Communications Manager, and Andrea Smith, Carbon Reduction Project Manager.
F: Engaging with others	This currently comprises of 773 people and is not intended to be representative of the district's population. Limited demographic information is gathered. To make it representative, more information could be collected from participants and gaps in representation filled through promotion with groups e.g., the university, college, and business associations. The use of this panel to gather feedback on climate change action in the district was approved by Cabinet at its meeting in September 2021. The panel sign up form fields have now been updated to gather more demographic data in preparation for future engagement and at time of writing a meeting to discuss progressing this action had been scheduled.			
5.4 Green	Use existing communication channels to invite further feedback on the climate emergency plan.	2021	Communications, Environmental Strategy Unit	Sarah Parker, Communications Manager, and Andrea Smith, Carbon Reduction Project Manager.
F: Engaging with others	In autumn 2020, CDC held a major consultation exercise on its draft Climate Emergency Action Plan. This action uses existing communications channels to invite further feedback on the plan as it develops. Also related to this is action 5.2, which describes how we will be working with West Sussex County Council on their new online engagement platform, which they aim to launch this spring. CDC has a regular email newsletter about the Local Plan, which is sent to around 2,600 subscribers. It is proposed that this channel is also used to encourage interest in climate change and provide feedback. The team is also going to use its corporate email newsletter 'District Round-up', which is currently issued monthly, to invite feedback. This will happen imminently. A feedback route is also being added to the CDC climate change webpage. This will add to the dialogue that already takes place between the council and members of the public on climate change activities through the council's social media channels.			
5.5 Green	Formalise the holding of twice-	2021	Environmental Strategy Unit	Andrea Smith, Carbon

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
	yearly public meetings which are already held on an ad-hoc basis			Reduction Project Manager.
F: Engaging with others	<p>Councillors and Environmental Strategy Unit have participated in the following meetings and these will evolve into twice yearly public meetings.</p> <ul style="list-style-type: none"> • A June 10 meeting organised by Extinction Rebellion for environmental groups within the district to hear from the council of progress on the climate action plan. • Attendance at the July 29 meeting of Bepton Parish council to outline the climate action plan. • The climate action plan was presented at the All-Parishes Meeting on 9 September 2021. • Councillors and the Carbon Reduction Project Manager participated in a green fair at Milland, which included a debate on sustainability. 			

Funding

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
6.1 Red E: Partnerships	Low Carbon Chichester Fund legal agreement signed, and funds transferred.	June 2021	Environmental Strategy Unit to lead. Legal to support.	Tom Day Environmental Co-ordinator
6.2 E: Partnerships	LCCF funding criteria agreed.	2021	Environmental Strategy Unit, Communications to support.	Andrea Smith, Carbon Reduction Project Manager
6.3 E: Partnerships	Manage process of disbursement of funds.	Start 2021 and the ongoing.	Carbon Reduction Project Manager	Andrea Smith, Carbon Reduction Project Manager
	These funds stem from the original development agreement between			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
	Homes England and Linden / Downland. Galliford Try, the then owners of Linden, were the guarantor. Galliford Try have since sold Linden to Bovis, forming a new parent company for Linden, called Vistry. Homes England transferred the guarantor role to Vistry in November 2021. CDC is not a party to this development agreement, only to the draft agreement to transfer this specific fund to CDC. The LCCF agreement cannot be finalised and signed by CDC, HE and Linden/Vistry until the overarching development agreement is updated between Vistry and HE. The parties then met in December 2021 to progress the LCCF agreement. This is now expected to be signed by April 2022. Funds will be transferred in phases according the completion of housing on the Graylingwell development.			
6.4 Red	Report on feasibility of establishing on-going District-wide fund.	Complete by October 2021	Environmental Strategy Unit to lead. Planning Policy.	Andrea Smith, Carbon Reduction Project Manager; Tom Day Environmental Co-ordinator
A: Direct Control	The Government's Covid green recovery agenda has meant that there has been ample availability of funds in the short-term and the focus has been on ensuring CDC does not miss these opportunities. That focus has been successful as several grants have been secured. However, as a consequence, this action is delayed until 2022.			

CDC operations, buildings and land

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
7.1 Green	Investigate setting up Power Purchase Agreements (PPA) directly with renewable electricity and bio-methane generators.	Start and finish 2023	Carbon Reduction Project Manager, Building Services	Andrea Smith Carbon Reduction Project Manager
B: Procurement	This action is underway although it is not due to start until 2023.			
7.2 Green	Commission a review of CDC operational	Start in 2021. Complete in 2022.	Carbon Reduction Project	Andrea Smith Carbon

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	buildings for options for carbon savings.		Manager, Growth, Facilities, Culture, Place, Chichester Contract Services	Reduction Project Manager
A: Direct Control	A consultant has been engaged to conduct feasibility studies at East Pallant House, Bourne and Grange leisure centres, the Novium museum, Westhampnett depot and selected CDC car parks. The outputs from the studies are expected in March 2022.			
7.3 Green	Collate existing initiatives that incentivise low-carbon work travel by CDC staff into a Green Travel Plan and identify gaps.	Start in early 2021. Planned outcomes agreed by summer 2021, followed by implementation.	Business Support, Environmental Protection	Joe Mildred, Divisional Manager Business Support
A: Direct Control	A staff Green Travel Plan has been developed and internal approval to fund some components of has been sought. The timing of the implementation of other components will depend on the post-lockdown situation. The installation of two new electric car charging points is complete and the procurement of a two EV pilot staff car fleet has commenced after gaining Cabinet approval in late 2021. The provision of two ebikes for work related journeys is at an advanced stage.			
7.4 Green	Factor GHG emissions into the evaluation of the options for the Council's ongoing office requirements and the future use of East Pallant House.	Scope to be finalised in Spring 2022 and options appraisal to follow with final recommendations to be made in early 2023.	Business Support, Carbon Reduction Project Manager.	Joe Mildred, Divisional Manager Business Support
A: Direct Control	The options appraisal will consider the future office requirements and whether to remain or relocate from East Pallant House, If the preferred option is to remain in at least part of East Pallant House, then significant work will need to be undertaken to improve the energy efficiency of the building. This will form an integral consideration within the forthcoming options appraisal.			
7.5 Green	Plant 400 trees (whips) across a	2021-2025	Chichester Contract	Justin Jones Green

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	variety of CDC's parks and green spaces using funds from Trees Outside Woodlands Project, where appropriate.		Services, Environmental Strategy Unit.	Spaces Lead
E: Partnerships	Enquiries have been received by the Trees Outside Woodlands Project officer at CDC from members of the public about trees that they wish to plant on CDC land from November 2021. Permission was granted for four sites in Summersdale. See Action 13.1 for information on the Trees Outside Woodlands project. Further funding for 300 trees has also been awarded to CDC by Podback, following the implementation of a coffee pod collection service within CDC.			
Other additional actions 2 nd and 4 th actions A: Direct Control 1 st and 3 rd : F Partnerships	<ul style="list-style-type: none"> • Tenants of CDC commercially let shops with flats above have been approached to ask if they would be interested in work to improve the energy performance of these properties. • Full Council has agreed to replace two diesel refuse vehicles with electric vehicles. • A project is underway to reduce carbon emissions from Westgate Leisure Centre. A project management company has been appointed and this company has been developing the proposed package of measures working with CDC staff. Three surveys have been conducted Westgate to inform the works. The next stage is the appointment of a lead contractor. A preferred contractor has been selected and the contract is being finalised. • The Parking Services team have been trialling an electric van, to complement the existing two electric vehicles which are in the team. The purchase of an electric van will mean that there is only one non-electric vehicle remaining in the parking services' fleet. 			

Economy and jobs

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
8.1 - Green	Working through existing partnerships (e.g., Manhood Peninsula Partnership, Chichester BID/Vision) and with existing engagement routes	To be set.	Environmental Strategy Unit, Place, Growth, Communities	Andrea Smith, Carbon Reduction Project Manager

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	(e.g., eBiz newsletter) to provide local organisations (businesses, educational institutions, etc.) with information to support them in transitioning to a low-carbon local economy. Through CDC's Choose Work programme, we will assist residents in finding employment that supports the low-carbon economy.			
F: Engaging with others	See action 5.1. The eBiz newsletter is regularly used to provide information on help for businesses to decarbonise. Furthermore, CDC is participating in a project with other West Sussex local authorities to help small- and medium-sized enterprises prepare for the low carbon economy. This is being funded through the West Sussex Economic Recovery Fund 2021-2024 and is being co-ordinated by the WSCC. The project will produce a programme to help businesses reduce their carbon footprint by providing examples of best practice, help, support and advice.			

Homes

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
9.1 Green	Development & implementation of Housing Standards Financial Assistance Policy.	Policy to go to Cabinet in 2021	Housing Standards, Environmental Strategy Unit, Wellbeing	Elizabeth Reed, Housing Standards Manager
A: Direct Control	This has now been approved by full Council (March 2021). One of the priorities of the policy is to reduce fuel poverty and excess cold. Chichester Warm Homes Initiative offers financial assistance to homeowners and landlords if a property is occupied by someone on a low income and the property has a low EPC rating. Applicants can benefit from works up to a maximum of £25,000 in an off gas area, and £10,000 in an on-gas area. Landlords are required to contribute half the cost. This funding has been held in reserve with regard to energy efficiency improvements whilst there has been other government funding sources available with a more generous eligibility criteria. Residents have been encouraged to apply for these in the first instance. The policy includes three financial assistances including help for			

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
	homeowners who are unable to afford repairs. The total amount of funding approved was £533,000 up until March 2023. To date there have been 2 applications approved at a value of £3,000.			
Other additional actions E: Partnerships	<ul style="list-style-type: none"> • Home Energy Advice is provided by Arun and Chichester Citizens Advice Energy Team who are equipped to provide a personalised advice service for residents particularly concerning the grants and financial assistance available to suit the needs of their home. • CDC successfully applied for Green Homes Grant Local Authority Delivery (LAD) Phases 1a and 1b as part of a local authority consortium. On 14 October 2021, 33 homes had received energy efficiency/renewable energy measures at a cost of £268,064. A further five homes were waiting for an installation date. Take-up has been encouraged through letters to homes thought to be eligible and promotion by the Communications team. • CDC successfully applied for Green Homes Grant LAD Phase 2, again as part of a local authority consortium, and is currently working on a further home retrofit programme. Work on this has been delayed as the scheme administrator and the managing agent could not agree contractual terms. Under this phase of Green Homes Grant Local Authority Delivery, funding is allocated to councils within the consortium. This allocation is worth £364,000. • A fourth consortium application was made which had two components to it: a bid to Green Homes Grant LAD Phase 3 which was successful and a bid for Home Upgrade Grant which was unsuccessful. This latter fund was aimed at homes that are not connected to homes on the gas grid. The £15.7 million that the consortium has secured for LAD Phase 3 will improve 1,661 households with an existing gas connection across the consortium of 22 local authorities. • CDC has been successful in obtaining funding to run a 6-month project aimed at identifying privately rented properties that fail to meet minimum energy performance. Additional staff have been employed to contact landlords and remind them of their responsibilities. Enforcement officers will also be available if informal methods of reaching compliance are unsuccessful. • CDC has participated in the second year of the Solar Together PV panel bulk-buy scheme. On 15 November 2021, 7,602 registrations had been received, an increase of 19% on the previous year. • Installations are still being carried out from the 2020 Solar Together scheme. Scheme manager iChoosr said this is due to delays in the global supply chain for batteries. In 			

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
	Chichester district, out of 174 initial acceptances, 43 installations have been done, 73 had dropped out and the rest were in train.			

Development and planning

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
10.1 Green	Require new development to achieve high levels of energy efficiency and minimise greenhouse gas emissions through policies within the Local Plan Review. (Subject to the outcomes of the Future Homes Standard consultation and implementation of any changes to the Building Regulations).	Adoption anticipated 2023	Environmental Strategy Unit, Planning Policy	Toby Ayling, Divisional Manager, Planning Policy Tom Day, Environmental Co-ordinator
C: Place Shaping	Environmental Strategy Unit has started inputting into the development of updated policies for the Local Plan, including those on sustainable construction. The final policy will be dependent on the results of the viability study. The Interim Statement on Housing requires higher standards for housing for development outside the settlement areas. Government has now issued revised Building Regulations to be implemented from June 2022 which will deliver an 30% improvement against current standards. These set a new baseline against which a plan policy will operate.			

Waste and recycling

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
11.1	Following the passing of the Environment Act 2021 we are waiting on the release of new regulations (expected 2022), to develop delivery plans to implement the changes in domestic resource collection including food waste.	Planning to commence mid 2022 (on the assumption the Environment Act related secondary legislation is passed early 2022). Finish April 2023.	Chichester Contract Services	Kevin Carter, Divisional Manager, Chichester Contract Services
A: Direct Control	The progress of Environment Bill had been delayed due to the impact of the Covid pandemic but it has now been enacted in November 2021. This gives the required powers to the Government to implement different aspects of the bill. The details of what will be required and associated timescales have not yet been advised to the waste sector.			
11.2	In conjunction with WSCC to investigate opportunities for diverting food waste to anaerobic digestion and develop implementation plan options.	Start date March 2022. Finish June 2022.	Chichester Contract Services, West Sussex County Council	Kevin Carter, Divisional Manager, Chichester Contract Services
E: Partnerships	The progress of Environment Bill had been delayed due to the impact of the Covid pandemic, but it has now been enacted in November 2021 This gives the required powers to the Government to implement different aspects of the bill. The details of what will be required and associated timescales have not yet be advised to the waste sector.			
Other additional actions	<ul style="list-style-type: none"> • A pilot kerbside collection of textiles, small electrical items and coffee pods has started. • CDC has run a pilot of “hot bins” that accelerate the composting of garden and food waste. 			

Transport

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
12.1	Promote reduced	To be set	Environmental	Andrea Smith,

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	carbon travel through provision of information on options and funding opportunities to partners.		Protection	Carbon Reduction Project Manager
F: Engaging with others	Related to actions 5.1 and 8.1.			
12.2 Green	Develop new taxi licensing policy.	To go to General Licensing Committee in February 2021.	Licensing, Environmental Protection	David Knowles-Ley, Licensing Manager
A: Direct Control	On 20 July 2021, Chichester District Council approved a new hackney carriage and private hire policy for the Chichester district. One element of the policy that will reduce emissions is that new application vehicles (irrespective of whether or not previously licensed) must comply with the current or immediately preceding Euro emissions standard (or any subsequent standard replacing it), and will only be licensed up to a maximum of 10 years from date of first registration. Existing licensed vehicles will benefit from a 5-year transitional period to allow licence holders to plan for replacement. Fully electric vehicles will be exempt from the 10-year age policy.			
12.3 Green	Approval of CDC's Local Cycling and Walking Infrastructure Plan (LCWIP).	2021	Environmental Protection	Simon Ballard, Environmental Protection Manager
A: Direct Control	Approved by the Council in May 2021			
12.4	Delivery of schemes in CDC's LCWIP.	To be set.	Environmental Protection, WSCC	Simon Ballard, Environmental Protection Manager
F: Partnerships	Cabinet decision on 7 September 2021 to use £38,000 of Business Rates Pool monies for the development of feasibility study(ies) for top priority Chichester LCWIP scheme with an additional £12,500 from reserves. On 15 October 2021 the Environment Panel decided to support WSCC's intention to procure a feasibility study for Chichester City LCWIP Route K, Westgate Chichester.			
12.5	Contribute to WSCC's target of increasing the length of the cycle network by 15% a	Start Spring 2022.	Environmental Protection, WSCC	Simon Ballard, Environmental Protection Manager, WSCC

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	year compared to a 5km base (across the county).			
F: Partnerships	EP officers continue to attend the WSCC convened LCWIP officers' working group which is working towards a prioritised list of LCWIP schemes suitable for Active Travel Fund bids by WSCC.			
12.6 Green	Enable the continued expansion of the electric vehicle (EV) charging networks, based on the demand metrics from the recent installations and developments in the EV market.	Ongoing	Environmental Protection	Simon Ballard, Environmental Protection Manager
E: Partnerships	Environmental Protection and Parking Services continue to monitor the charge point usage data to inform an appropriate time for further investment. A verbal update on the usage of the existing network of EV charge points was given to the Parking Forum 6 September 2021 and a similar paper was presented to Environment Panel 20 September 2021. CDC is currently considering the WSCC contract with their supplier, Connected Kerb, and will be reporting to Cabinet on whether to join the county wide arrangements in due course.			

Nature-based solutions

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
13.1 Green	Increased tree planting on non-CDC land through carbon offset funding, Woodland Trust and other charity funding and net biodiversity gain or other national funding streams. Dependent on announcements on national policy and funding schemes.	March 2023 (project completion)	Environmental Strategy Unit, Development Management	Sophie Hamnett, Tree Project Officer
E:	As part of the DEFRA funded Subsidised Tree Scheme, between			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
Partnerships	<p>January and April 2021 advice was given to 78 residents, schools, community groups, landowners and businesses on how to access and apply for free and subsidised trees through external funding sources.</p> <p>The CDC free tree scheme was launched in July 2021 and applications for free trees were open until 2 September. CDC received 111 applications. During the 2021/2022 planting season 8,020 trees will be distributed to successful applicants. Currently 5,540 trees have been distributed, with the remaining being delivered to applicants in the week commencing 10 January and in the week commencing 14 February. Applicants included residents, community groups, landowners, schools, charities, parish councils and businesses.</p> <p>As part of the project, until March 2023, CDC has £28,500 to spend on planting mini urban forests in the district, testing the Miyawaki style of tree planting against traditional forest planting, £48,250 to spend on tree planting interventions on farms and private land, and £37,000 to spend on orchard and agroforestry projects.</p>			
13.2 Green	Joint scheme of nutrient input mitigation to be agreed with Partnership for South Hampshire and Natural England.	End of 2021 (initiation date)	Environmental Strategy Unit, Planning Policy, Development Management	Tom Day Environmental Co-ordinator, Toby Ayling, Divisional Manager, Planning Policy
E: Partnerships	Work has started. A project officer has been appointed through the Partnership for South Hampshire (including funding from CDC). A site search has been done and potential sites identified for further work on suitability and funding.			
13.3 Green	Secure funding for the Strategic Wildlife Corridors Project through the Community Infrastructure Levy (CIL).	March 2021 (completion date)	Environmental Strategy Unit	Tom Day Environmental Co-ordinator
E: Partnerships	£575,000 in CIL funding was secured at the end of March for the Strategic Wildlife Corridors Project which launched in April. Therefore, this action is complete. Progress of the project will be reported under action 13.4 below.			
13.4 Green	Implement a series of habitat improvement projects within the	October 2022 – March 2026.	Environmental Strategy Unit	Sarah Hughes Wildlife Corridor Project Officer

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	Strategic Wildlife Corridors, including tree and woodland planting where appropriate.			
E: Partnerships	The Strategic Wildlife Corridors Project commenced in April 2021. The Project Officer has been developing relationships with landowners within the corridors in preparation for the development and delivery of enhancement schemes. Implementation of schemes will start from March 2022.			

Renewable energy generation

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
14.1 Green	Set up a working group of organisations that want to progress larger scale renewable energy generation projects.	See working groups section (Action 5.1)	Carbon Reduction Project Manager	Andrea Smith, Carbon Reduction Project Manager
E: Partnerships	Three meetings have been held. The first meeting focused on developing a common understanding of the situation regarding large-scale renewable energy generation in the district. The second covered opportunities for engagement with organisations in the district and a Private Member's Bill, the Local Energy Bill. This discussion led to the Environment Panel declaring it's support for the Bill. The third meeting received a presentation on Power Purchase Agreements.			

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Appendix 2 Greenhouse Gas (GHG) emissions inventory¹ for Chichester District Council

Table 1: Revision history

Date	Revision
January 2021	Adoption of the Climate Emergency Detailed Action Plan by full council.
7 April 2021	<ul style="list-style-type: none"> • Base year is recalculated to include emissions from the leisure centres. • Base year recalculated to include fuel extraction and processing to generate electricity. • Target expanded to include emissions from leased out assets. • Reporting format changed to follow Chapter 2 of the Streamlined Energy and Carbon Reporting (rather than Chapter 3 format).
September 2021	<ul style="list-style-type: none"> • Correction of emission factor used in estimating business mileage emissions for 2018-2019, increasing reported emissions by 3tCO₂e.
January 2022	<ul style="list-style-type: none"> • Electrical transmission and distribution (T&D) losses were doubled counted in 2018-2019. This reduces 2018-2019 emissions by 37tCO₂e. This reduction reduces the percentage reduction in emissions from 2018-2019 to 2019-2020 from 17% (reported to Environment Panel on 15 October 2021) to 16%. T&D losses were not shown in 2019-2020 figures reported to Environment Panel, but they were counted. This is corrected in Table 2. • Correction of some copying errors in Table 2. • Removal of double counting of scope 3 emissions in Graph: CDC Emissions.

Organisation information

Chichester District Council is a lower-tier local authority with its main offices at 1 East Pallant, Chichester, West Sussex, PO19 1TY.

Reporting period

01/10/2019 to 30/9/2020

¹ Inventory is the technical term for a footprint.

Organisational boundary²

We have used the operational control approach. Therefore, all services delivered either directly by the Council and Chichester Contract Services are included in Scope 1 and Scope 2 emissions.

This encompasses fuel and electricity use at:

- The council's headquarters at East Pallant House which has solar electric (PV) and solar thermal arrays
- Westward House homeless shelter
- Novium museum which has a wood pellet-fueled boiler
- Car parks
- Westhampnett depot
- Other smaller buildings
- Refuse fleet
- Other council-operated vehicles

In 2021 the emissions for the three leisure centres were gathered and the data was used to recalculate the base year.

Reasons for change in emissions

This period includes lockdowns due to Covid, the first of which occurred in March 2020. There was also a significant increase in the amount of renewable electricity on the national grid in this reporting period compared to the base year. Together these factors led to a 16% reduction in emissions in scopes 1 and 2 and selected scope 3 from the 2018/19 figure and therefore the internal target of 10% reduction year on year has been exceeded. The reduction in emissions from the leisure centres was particularly marked (see Graph: CDC emissions). At East Pallant House, 32 radiator thermostats were fixed, which would increase their efficiency.

Emission reductions did not occur across all of assets within the organisational boundary of this report. Emissions from vehicles collecting garden and household waste increased. Green waste has been growing year on year and the Divisional Manager for Chichester Contract Services attributes this to organic growth rather than an effect of Covid. The growth in household waste is attributed to the increase in housing over that period as well as possibly extra transfer stations runs caused by an increase in the amount of kerbside waste collected during lock down. The latter will be offset by the reduction of the Household Waste Recycling Centre (HWRC) articulated bulkers that stopped operating when the HWRCs were closed. Electricity use increased at the depot by 13.5% which may be due to the relocation of the council's data centre to the depot.

Westward House saw an increase in electricity consumption of 35%. The reasons for this are thought to be:

- a) Westward House has had high levels of occupation, leading to high electricity use.

² There are different ways to draw a line around organisations – its boundary. We have used operational control so that we are accounting for emissions from activities over which we have day-to-day control.

- b) Residents were at home during the day due to Covid impacts (lockdown, furlough, redundancy, low-income).

There was also a 17% increase in gas consumption at the Novium museum, which is attributed to an increased use of gas to compensate for the biomass boiler not being operational for much of the reporting period.

Quantification and Reporting Methodology

The UK government's Environmental Reporting Guidelines dated March 2019 and the 2020 UK Government Conversion Factors for Company Reporting have been used, along with the GHG Protocol Value Chain (Scope 3) Standard. We are not able to report on all categories that may be relevant. Some adjustment may be needed to the emission figures following further investigation into leased assets (which assets are operated by CDC and which are leased out).

Operational scopes

We have estimated our scope 1, 2 and certain scope 3 emissions.

Table 2: CDC's scope 1, scope 2 and scope 3 emissions

Scope 1 ³ emissions in tCO ₂ e ⁴	2019-2020	Excluded emission sources	% of activity data ⁵ that is estimated	2018-2019
Gas consumption	96	Oving Jubilee Hall & 80 High Street, Selsey (aka Selsey Fire Station). Both used as Community Warden bases ⁶ . Public conveniences at Itchenor are also excluded ⁷ .	0	105
LPG	37			43
Fuel emissions for vehicles	1,154	None	0	1,180

³ For those organisations using the operational control approach, scope 1 emissions are from activities or emission sources that we control day-to-day. They occur directly from those activities or sources i.e., a vehicle exhaust pipe.

⁴ tCO₂e stands for metric tonnes of carbon dioxide equivalent. The global warming caused by gases is standardised to the warming caused by one unit of carbon dioxide hence carbon dioxide equivalent.

⁵ Activity data is the data used to estimate emissions e.g., how much fuel we have used, how many miles we have driven for business.

⁶ CDC has no obligation to pay energy bills for these sites.

⁷ These conveniences at Ferryside, The Street, are leased from Chichester Harbour Conservancy.

Scope 1³ emissions in tCO₂e⁴	2019-2020	Excluded emission sources	% of activity data⁵ that is estimated	2018-2019
Fugitive ⁸ emissions of refrigerants used in air con.	0	A catalogue of air con units is being developed. Not all units are covered by this report.	0	0
TOTAL SCOPE 1	1,287			1,327
Scope 2⁹ emissions in tCO₂e				
Purchased electricity – location-based approach	272	Oving Jubilee Hall & 80 High Street, Selsey.	0	437
TOTAL SCOPE 2	272			437
Scope 3 emissions in tCO₂e				
Purchased goods & services	We have not tried to quantify these emissions yet.			
Capital goods	We have not tried to quantify these emissions yet.			
Fuel- and energy-related activities not included in Scopes 1 & 2	354			397
Upstream transportation & distribution	We have not tried to quantify these emissions yet.			

⁸ Fugitive is the technical terms for emissions from leaks or accidental venting of equipment.

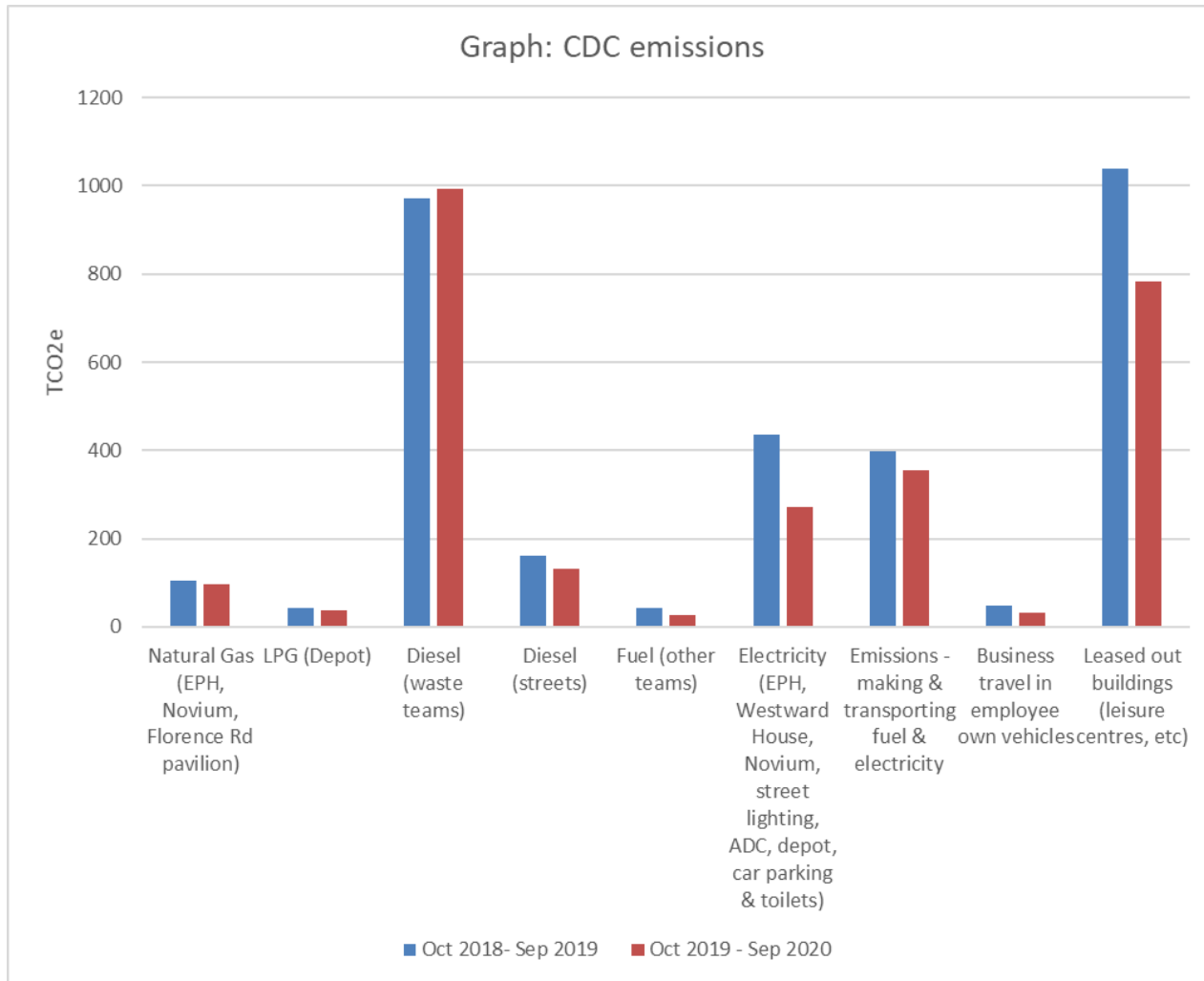
⁹ Scope 2 and scope 3 emissions are indirect emissions. They occur as a result of activities over which we do not have control e.g. a power station generating electricity or at the paper mill of the company making CDC stationery. However, we have influence over these emissions which is why they are reported. Scope 2 is a special category of indirect emissions covering electricity, heat, steam and cooling that has been acquired (usually purchased).

Scope 1³ emissions in tCO₂e⁴	2019-2020	Excluded emission sources	% of activity data⁵ that is estimated	2018-2019
Waste generated in operations	We have not tried to quantify these emissions yet. Would include green waste from parks.			
Business travel	33	Employees who use their own vehicles for business travel but do not claim the mileage allowance. Employees using rail. This is infrequent.	9% is estimated. This is due to CDC not having the gCO ₂ /km from the employee's V5 vehicle document.	49
Employee commuting	We have not tried to quantify these emissions yet.			
Upstream leased assets	Under investigation.			
Downstream leased assets (Bourne, Grange and Westgate)	784	Collecting data from leased out assets is under development.	0	1,038
Downstream transportation & distribution	Not relevant.			
Processing of sold products	Not relevant.			
Use of sold products	Not relevant.			
End-of-life treatment of sold products	We have not tried to quantify these emissions yet. They would include emissions from trade waste collected by CCS.			

Scope 1³ emissions in tCO₂e⁴	2019-2020	Excluded emission sources	% of activity data⁵ that is estimated	2018-2019
Franchises	Not relevant.			
Investments	We have not tried to quantify these emissions yet.			
Biogenic emissions	0.07			0.31
Intensity metrics				
Scope 1, scope 2 & selected scope 3 emissions per district resident (tCO ₂ e per capita)	0.02			0.03
Scope 1, scope 2 & selected scope 3 emissions per unit area (tCO ₂ e per km ²)	3.36			4.00

Table 3: Emissions totals

	2019-2020	2018-2019	% reduction
Emissions (S1, S2 & selected S3) tCO₂e	2730	3248	16%



Base year

The base year is 01/10/2018 to 30/9/2019

We have chosen this period as it is:

- the year of the council's climate emergency resolution
- fits with the electricity and gas contract periods
- the subsequent period will show the effect of Covid 19 lockdown and any GHG reduction initiatives we put in place following the declaration of a climate emergency.

Our base year recalculation policy is to recalculate our base year and the prior year emissions for relevant significant changes which meet our significance threshold of 5% of base year emissions.

Target

Our target is a 10% year-on-year reduction from the 2018-2019 base year, covering scopes 1 and 2 and selected Scope 3 categories until year-end 2025. Initially the target encompassed only Scope 3 business travel and fuel- and energy-related activities not included in Scopes 1 & 2. However, as stated in section 1.2 of the Climate Emergency Detailed Action Plan, our aim is to develop our scope 3 emissions reporting. The first step has been to develop reporting of emissions from the downstream leased assets. Emissions from Bourne, Grange and Westgate leisure centres have been included and the base year of the target has been recalculated as a result.

Intensity Metrics

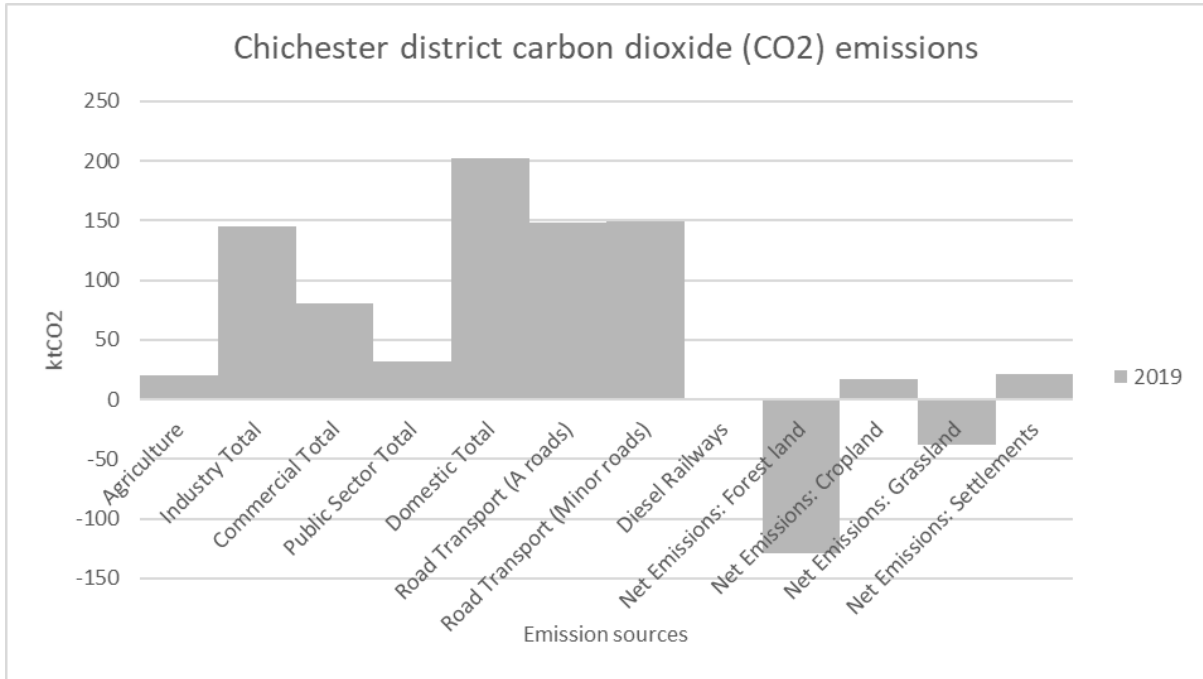
Our chosen intensity metrics are scope 1, scope 2 and selected scope 3 emissions per resident in the district (tCO₂e per district resident) and emissions per unit area (tCO₂e per km²). The number of residents within the district is a key factor in determining the scale of our activities and hence our emissions. The acreage of the district is a factor in determining the how we deliver those services i.e. the extent to which services can be centralised.

Electricity & heat data

Electricity purchased for consumption (MWh)	1,167
Green tariffs or other renewable/low-carbon contractual instruments used	Yes, but we have used a location-based approach.
Renewable electricity (in MWh) generated in council-operated plants that was exported to the grid	Electricity is generated via the PV panels on East Pallant House roof, but data on the quantity exported to the grid is not yet known.
Was this backed by Renewable Energy Guarantees of Origin (REGOs)?	Not known
Heat generated from council operated sources (in MWh).	CDC has a solar thermal array generating hot water on East Pallant House roof. We do not have data on the quantity generated.

Appendix 3 - Chichester District emissions (baseline year)

Graph: Chichester District emissions (baseline year)



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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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