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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 7 June 2022 at 9.30 am**

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

AGENDA

- 1 **Chair's Announcements**
The Chair will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.
- 2 **Approval of Minutes** (Pages 1 - 6)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 3 May 2022.
- 3 **Declarations of Interests**
Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they might have in respect of matters on the agenda for this meeting.
- 4 **Public Question Time**
In accordance with Chichester District Council's scheme for public question time the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chair's discretion to extend that period.

RECOMMENDATIONS TO COUNCIL

- 5 **Community Support for Ukrainian Refugees as part of the Homes for Ukraine Scheme** (Pages 7 - 10)
The Cabinet is requested to consider the report and make the following recommendations to Council:
 1. That Cabinet recommends to Council that WSCC funding of £1,000 per refugee be accepted.
 2. That Cabinet recommends to Council to delegate authority to allocate these funds to the Divisional Manager for Communities and Customer Services as set out in para 5.2 and 5.3 to provide community support.

KEY DECISIONS

None.

OTHER DECISIONS

6 **Appointments to Panels and related Governance matters** (Pages 11 - 13)

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

1. That Cabinet approve membership of Panels as set out in the appendix to this report.
2. That Cabinet approve appointments to current existing Panels: Boundary Review Panel, Business Routeing Panel, Development Plan and Infrastructure Panel, Economic Development Panel, Environment Panel, Grants and Concessions Panel, Joint Employee Consultative Panel, Strategic Risk Group as set out in the appendix to this report.
3. That Cabinet confirm Housing and Communities Panel membership, Terms of Reference and appointments as set out in the appendix to this report.
4. That Cabinet approve a local protocol that Panel meetings are to remain private meetings as a default, but that the respective Chairs of each Panel should move to turn their meetings into public meetings, subject to discussion with the Monitoring Officer.

Please note the appendix to the report is to follow.

7 **Chichester Contract Service: Procurement of new refuse collection vehicles** (Pages 15 - 19)

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

1. That Cabinet resolves that three 12 -15 tonne (Gross Vehicle Weight) refuse collection vehicles (paragraph 5.1) be purchased from tenderer C at a total cost of £397,209 excluding VAT. Funded from the existing vehicle replacement budget.
2. That Cabinet resolves that the vehicle replacement budget be supplemented by a further £7,209 from reserves to enable completion of the procurement exercise.

8 **Freeland Close and Westward House, Chichester - Post Project Evaluation Report** (Pages 21 - 36)

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

That Cabinet notes the Post Project Evaluation Report (PPER) for the development and conversion works at Freeland Close and Westward House (as set out in the Appendix).

9 **Graffiti & Fly Poster Removal** (Pages 37 - 39)

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

That Cabinet approves the allocation of £30,000 from reserves to tackle a recent increase in graffiti and fly posting across the district. A targeted removal campaign will be delivered over a twelve-month period. Officers will capture information, collaborate with partners and return to Cabinet with recommendations for future management of graffiti.

10 Updated Westbourne Conservation Area Appraisal

Report to follow.

11 Late Items

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

12 Exclusion of the Press and Public

The Cabinet is asked to consider in respect of the appendix to agenda item 7 whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

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

NOTES

(1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.

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

(3) Subject to 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 they will be invited to attend the meeting and will be allocated a seat in the public gallery.
- c) You are advised not to attend any face to face meeting if you have symptoms of Covid.

(4) Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 of Chichester District Council's Constitution]

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

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

NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET

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

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