

Public Document Pack

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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 6 September 2022 at 6.00 pm**

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

PLEASE NOTE THE LATER START TIME.

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 5 July 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 **Section 106 Allocation for development of an Artificial Grass Pitch at Oaklands Park, Chichester** (Pages 7 - 12)
The Cabinet is requested to consider the report and its appendix and make the following resolutions and recommendation to Full Council:

Cabinet is requested to resolve:

That cabinet approve:

1. **The release of £11,250 of Section 106 Sport and Leisure funding for pre-construction services for Oaklands Park Artificial Grass Pitch (AGP).**

2. **The appointment of contractor E as set out in appendix one to undertake the pre-construction services and subject to partnership funding being secured, enter into a contract for the delivery of the AGP as the preferred contractor for the Oaklands Park football pitch project.**

Cabinet is requested to recommend to Full Council:

The release of a further £288,750 of section 106 Sport and Leisure funding, towards a total project cost of £1,210,800, as the council's contribution towards the delivery of the Artificial Grass Pitch (AGP) at Oaklands Park Chichester. This funding being conditional on partnership funding being achieved to cover the full costs of the project.

KEY DECISIONS

None.

OTHER DECISIONS

- 6 **2021/2022 Treasury Management outturn report (Pages 13 - 24)**
The Cabinet is requested to consider the Treasury and Investment activity summarised in the report and its appendices.
- 7 **Approval of the draft Infrastructure Business Plan 2023-28 for consultation (with the City, Town and Parish Councils and Key Infrastructure Delivery Commissioners) (Pages 25 - 34)**
The Cabinet is requested to consider the report and its appendices and make the following resolution:

That the Cabinet approve the Draft Infrastructure Business Plan 2023-28 (Appendix 1) for consultation (with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners) for a period of six weeks from 13 September to 25 October 2022.
- 8 **Business Continuity Infrastructure (Duplicate Server Facility) (Pages 35 - 43)**
The Cabinet is requested to consider the report and its appendix and make the following resolution:

To note the Post Project Evaluation (PPE) for the building and commissioning of an offsite IT disaster recovery solution for the Council.
- 9 **Development Management Division - Workload and Resources (Pages 45 - 47)**
The Cabinet is requested to consider the report and make the following resolution:

That Cabinet approves the release of £40,000 from reserves to cover the cost of a temporary agency planning manager to address a current staff vacancy.
- 10 **Future Funding for the Community Warden Service (Pages 49 - 53)**
The Cabinet is requested to consider the report and make the following resolutions:

1. That Cabinet approve the new funding model based on the number of community wardens per area.
2. That Cabinet agree the proposal to delete the current vacant community warden post.
3. That Cabinet recommends to Council funding of 50% of the total cost of the Community Warden Service for 3 years from 1 April 2023 (as set out in para 5.2), subject to match funding being secured by partners.

11 **Moving the website into the Cloud** (Pages 55 - 75)

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

1. That Cabinet approve a four-year contract with Goss Interactive to move the Council's website platform into the Cloud, to improve online services and security.
2. That Cabinet approve the additional revenue budget of £21,399 a year plus one-off costs of £15,750, year 1 costs to be funded from General Fund reserves and subsequent years to be added to the base budget.

12 **Urgent Decision Notice** (Page 77)

The Cabinet is requested to note the Urgent Decision Notice relating to Westward House Energy, Efficiency and Thermal Comfort project August 2022.

13 **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

14 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda 15 and 16 (and appendices to agenda items 5 and 11) whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

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

15 **Proposed new lease for Sea Cadets, Chichester** (Pages 79 - 83)

The Cabinet is requested to consider the exempt report and its appendix and make the resolution as set out in section 2.1 of the report.

16 **St James Rent Subsidy Scheme Review** (Pages 85 - 88)

The Cabinet is requested to consider the exempt report and its appendix and make the resolutions as set out in sections 2.1 and 2.2 of the report.

NOTES

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

2. The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at Chichester District Council - Minutes, agendas and reports unless they contain exempt information.
3. Subject to Covid-19 Risk Assessments members of the public are advised of the following;
 - Where public meetings are being held at East Pallant House in order to best manage the space available members of the public are in the first instance asked to listen to the meeting online via the council's committee pages.
 - Where a member of the public has registered a question they will be invited to attend the meeting and will be allocated a seat in the public gallery.
 - 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.

Public Document Pack Agenda Item 2



Minutes of the meeting of the **Cabinet** held in Committee Rooms, East Pallant House on Tuesday 5 July 2022 at 9.30 am

Members Present 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

Members Absent

In attendance by invitation

Officers Present Mr O Broadway (Principal Conservation and Design Officer), Ms P Bushby (Divisional Manager for Communities), Mr K Carter (Divisional Manager, CCS), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr A Frost (Director of Planning and Environment), Mrs V McKay (Divisional Manager for Growth), Mr J Mildred (Divisional Manager for Corporate Services), Mrs T Murphy (Divisional Manager for Place), Mrs S Peyman (Divisional Manager for Culture), Mrs M Rogers (Benefits Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive), Mr J Ward (Director of Corporate Services), Mrs J Westbrook (Corporate Improvement Officer) and Mr T Whitty (Divisional Manager for Planning Policy)

13 **Chair's Announcements**

Cllr Lintill welcomed all those present. She drew attention to the Novium Museums tenth anniversary on Saturday 9 July 2022 with a celebration at the Museum at 3.30pm that day.

There were no apologies for absence.

14 **Approval of Minutes**

Cllr Plant suggested the following amendments read out by Cllr Lintill and agreed by the Cabinet:

- Page 3, last paragraph of item 4: change 'East Birkhold' to 'East Bergholt'.

- Page 5, third paragraph of item 9: change 'in addition to a responding to real time reports of graffiti' to 'in addition to a response service to real-time reports of graffiti'.

RESOLVED

That the minutes of the Cabinet meeting held on 7 June 2022 as amended be approved as a correct record.

15 Declarations of Interests

There were no declarations of interest.

16 Public Question Time

There were no public questions.

17 Chichester District Council Annual Report 2021-22

Cllr Lintill introduced the item. She referenced some amendments suggested by Cllr McAra relating to the support the council has provided to Community Land Trusts, especially in Midhurst and Westbourne and the transfer of St Ann's Hill in Midhurst to Midhurst Parish Council.

In a vote the following recommendation was agreed:

RECOMMENDATION TO COUNCIL

That the Cabinet recommends the Annual Report 2021-2022 be received by the Council.

18 Cultural Grants Funding Agreement Extension

Cllr Briscoe introduced the item.

In a vote the following recommendations were agreed:

RECOMMENDATIONS TO COUNCIL

1. That a further extension of support of £187,500 for one year be awarded to Chichester Festival Theatre to be funded from the existing revenue budget.
2. That a further extension of support of £130,000 for one year be awarded to Pallant House Gallery to be funded from the existing revenue budget.

19 Supporting You

Cllr Briscoe introduced the item. Mrs Bushby added that the service sought to provide an early preventative intervention.

Members spoke in support of the service.

Cllr Dignum asked that the service be well publicised to all those who may benefit. Mrs Rodgers confirmed that as well as those in Council Tax arrears the information would also be provided to those receiving Universal Credit and officers would also advertise at community centres and foodbanks.

Cllr Lintill asked how and when the team would be recruited. Mrs Bushby explained that the job descriptions for most roles had already been written. She added that the roles would suit those with a social prescribing or debt advice background. It was anticipated that the service would be up and running in October.

In a vote the following recommendations were agreed:

RECOMMENDATIONS TO COUNCIL

1. The proposal to create a help and support service for residents facing cumulative problems of financial, debt and other cost of living issues, run as a 2-year pilot with a review built in 6 months after going live and subject to on-going and final evaluation.
2. That £300,000 to come from the General Fund Reserves for staffing and operational costs for up to 2 years.
3. That the further detail including allocation of funding to the various elements of the proposal is delegated to the Divisional Manager Housing, Revenues and Benefits in consultation with the Director of Housing and Communities and Cabinet Members set out in section 1 above.

20 Brick Pavilion, Priory Park, Chichester

Cllr Dignum introduced the item.

In a vote the following resolutions were agreed:

RESOLVED

1. That Cabinet approves the IPPD to undertake a survey and feasibility report for the Brick Pavilion, Priory Park, Chichester.
2. That Cabinet approves release of £20,000 from Reserves to fund the survey and feasibility report.

21 Chichester Business Improvement District Articles of Association

Cllr Dignum introduced the item.

In a vote the following resolution was agreed:

RESOLVED

That Cabinet approves the Council representation on the Chichester Business Improvement District (CBID) Board be changed from a Director role to that of invitee to each board meeting.

22 **Chichester Contract Service: Planning for kerbside food waste collection**

Cllr Plant introduced the item.

In response to Cllr Wilding asking about the 35% residual waste being attributed to food waste Mr Carter explained that it is mostly potatoes and bread products. With the introduction of kerbside food waste collections, food waste will be reduced as residents realise just how much food waste is costing and will start to change their buying and cooking habits.

In a vote the following resolutions were agreed:

RESOLVED

1. Cabinet resolves that planning work can commence for the implementation of domestic kerbside food waste collections.
2. That Cabinet resolves that up to £22,500 can be released from reserves to support 2.1 above.

23 **Review of Character Appraisal and Management Proposals for Westbourne Conservation Area**

Cllr Taylor introduced the item. She drew members attention to the supplement to the agenda which contained additional maps. Mr Broadway outlined the significance of the fields highlighted on the maps.

Members congratulated officers on the review.

In a vote the following recommendations were agreed:

RESOLVED

1. That the revised Character Appraisal and Management Proposals for Westbourne Conservation Area, attached at Appendix 1 to this report, be approved as a material consideration in relevant planning decisions.
2. That the recommended changes to the Westbourne conservation area boundary as shown on the draft map on page 40 of the revised Character Appraisal and Management Proposals, attached at Appendix 1 to this report, be approved.
3. That the proposed responses to representations, attached at Appendix 2, to this report, be approved.

24 **Exception to Tender**

Cabinet noted the Exception to Tender relating to the renewal of Microsoft Enterprise Agreement 2022 – 2025.

25 **Late Items**

There were no late items.

26 **Exclusion of the Press and Public**

There was no requirement to exclude the press and public.

The meeting ended at 10.12 am

CHAIRMAN

Date:

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Chichester District Council

THE CABINET

6 September 2022

**Section 106 Allocation for development of an Artificial Grass Pitch at
Oaklands Park, Chichester**

1. Contacts

Report Author:

Sarah Peyman – Divisional Manager Culture and Sport
Telephone: 01243 534791 E-mail: speyman@chichester.gov.uk

Cabinet Member:

Roy Briscoe - Cabinet Member for Community Services and Culture
Telephone: 07877 070591 E-mail: rbriscoe@chichester.gov.uk

2. Recommendation

That cabinet approve:

- 2.1 the release of £11,250 of Section 106 Sport and Leisure funding for pre-construction services for Oaklands Park Artificial Grass Pitch (AGP).**
- 2.1 the appointment of contractor E as set out in appendix one to undertake the pre-construction services and subject to partnership funding being secured, enter into a contract for the delivery of the AGP as the preferred contractor for the Oaklands Park football pitch project**
- 2.2 That Cabinet recommend to Council the release of a further £288,750 of section 106 Sport and Leisure funding, towards a total project cost of £1,210,800, as the council's contribution towards the delivery of the Artificial Grass Pitch (AGP) at Oaklands Park Chichester. This funding being conditional on partnership funding being achieved to cover the full costs of the project.**

3. Background

- 3.1 In 2018 the council completed a playing pitch strategy to support the Chichester Local Plan Review. The strategy identified existing deficiencies in sports pitch provision and identified the additional requirements for sports pitches as a result of future housing development across the district.**
- 3.2 In May 2019 the Football Association, the Premier League and Sport England commissioned Knight, Kavanagh and Page (KKP) to develop Local Football Facility Plans (LFFP) for every local area of the country. The national funding partners had significantly increased investment to deliver more and better football facilities for the**

grassroots game and the purpose of the plans was to identify the priority projects for investment in Chichester. The Football Foundation are commissioned to deliver the facility strategies.

- 3.3 Oaklands Park Football Ground was identified as a priority project within the plan for development of 3G Artificial Grass Pitch.
- 3.4 The Football Foundation offer grant funding and support for projects identified in the LFFP's and have worked closely with the council to develop the project through a feasibility study. A condition of the grant application process is that the Football Foundation AGP Framework is used to deliver any successfully funded projects

4. Outcomes to be Achieved

- 4.1 Development of a 3G AGP at Oaklands Park, Chichester will increase the opportunities for football within the district as a result of an increased playing capacity to that of the existing grass pitch. The facility will be playable all year round with the exception of very extreme cold conditions.
- 4.2 The pitch will be managed by Chichester City United Football Club for their own use in addition to delivery of an enhanced community programme delivered by the club and partners.
- 4.3 The community programme will focus on under-represented groups such as females, disabled people and inactive people. We are currently working with University of Chichester, Everyone Active and Sussex Football Association to agree the proposed programme of use.

5. Proposal

- 5.1 The first stage of the tender process has now been completed and tender E is recommended as our preferred contractor see appendix one.
- 5.2 In order to meet the January 2023 Football Foundation grant submission deadline with a decision made in April 2023, the pre-construction services need to progress as soon as possible. This will include the development of documentation for a planning application. It is proposed that £11,250 of Section 106 Sport and Leisure budgets is released to cover this expenditure.
- 5.3 It is proposed that a further £288,750 of section 106 Sport and Leisure funding is released as CDC partnership contribution towards the total costs of £1,210,800 as identified in appendix one. If the partnership contributions are not achieved and the project is unable to be progressed this funding will return to the S106 allocation for sport and Leisure provision.

6. Alternatives Considered

- 6.1 If the project does not progress the grass pitch will remain but the limitations on usage, sports development and participation levels will remain and the proposed development work will not be delivered.

7. Resource and Legal Implications

- 7.1 The cost for the pre-construction services is £11,232 and it is requested that these funds are released from S106 monies received for sport and leisure as a result of planning application CC/10/03490/FUL Roussillon Barracks, Broyle Road.
- 7.2 Following the tender the overall cost for the project is £1,210,800.09 The project will be managed by RLF as part of their contract arrangements with the Football Foundation therefore there is no requirement from CDC to cover these costs.
- 7.3 It is proposed that the remaining cost of the pitch development will be funded by an additional £288,750 S106 funding from the above mentioned application, contributions from the football club and other partners and a large grant requested from the Football Foundation.
- 7.4 Cabinet are therefore requested to recommend to Council the release of these funds and note that if the grant application to the Football Foundation is not successful and if other partners are unable to raise the partnership funding these funds will be returned and available for future sport & leisure projects.
- 7.4 The project has also been included in the council's recent Levelling Up Fund application and if successful a further report will be brought back to Cabinet and Council on the allocation of the funding. A decision on this funding is due from Government in October 2022.
- 7.5 To enable project delivery a revision will be required to the current lease to allow the construction; a new lease will then be required to incorporate the new pitch and community use agreement. There will also be a provision within the lease that the football club pass to CDC the sinking fund. There are resources internally to cover the lease requirements.

8. Consultation

- 8.1 During the development of the playing pitch strategy and the Local Football Facility Plan, consultation took place with local and regional partners.
- 8.2 Through the development of this project consultation has taken place with Chichester Football Club, University of Chichester, Everyone Active and Sussex FA who are all very supportive of the proposals and consultation with other community clubs and partners is ongoing.

9. Community Impact and Corporate Risks

- 9.1 It is envisaged that the community impact of this project will be very positive through the provision of additional activities and opportunities for local people to benefit from improved physical and mental health and wellbeing.

10. Other Implications

	Yes	No
Crime and Disorder The project could have a positive impact on Crime and Disorder through community sport projects	X	
Biodiversity and Climate Change Mitigation		X
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing This project will have a positive impact on physical and mental health and wellbeing	X	
Other (please specify)		

11. Appendices

11.1 Appendix one Tender information (exempt information)

12. Background Papers

12.1 Oaklands Park AGP tender report (exempt information)

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

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Chichester District Council

Cabinet

6 September 2022

2021/2022 Treasury Management outturn report

1. Contacts

Report Authors:

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Cabinet Member

Peter Wilding - Cabinet Member for Finance, Corporate Services and Revenues and Benefits. Telephone: 01428 707324 E-mail: pwilding@chichester.gov.uk

2. Executive Summary

This report provides a summary of the Council's treasury and investment activities for 2021-22. During the year, investment balances increased from £88m to £111m, with the Council's external pooled fund investments remaining at £34m. Further investments in external pooled funds are expected in 2022-23.

Investment and borrowing transactions were in line with the principles approved in the 2021-22 Annual Treasury Strategy except for the exceptions disclosed in section 8.

The Council's investment property portfolio generated a net surplus of £859k before any changes in fair value. Void levels at 11.63% were slightly down on 2020-21 (16.33%).

3. Recommendation

- 3.1. **Cabinet is requested to consider the Treasury and Investment activity summarised in this report.**

4. Background and Outcomes

- 4.1. This is a summary of Treasury Management activity for the year to 31 March 2022. The objective is to demonstrate the effectiveness of Treasury activities undertaken and compliance with the Council's Treasury Management Strategy and Policy statement.
- 4.2. The Council's Corporate Governance and Audit Committee considered this report on 18 July 2022 and made no further comments to Cabinet. Section 5 in this report has been updated with the latest forecasts to provide an up-to-date picture for Cabinet. Corporate Governance was advised of this updated forecast

verbally.

5. Treasury management activity

- 5.1. On 31 March 2022, the Council had investments of £111.4m (table 1, below). Investment balances remained high across the year, mainly due to continued COVID funding schemes and energy rebate funding due to be paid to residents.

Table 1: Treasury Management Summary

Investments £000	Balance 01/04/2021	Movement	Balance 31/03/2022
Short term Investments	49,500	(26,500)	23,000
Money Market Funds	5,000	49,400	54,400
Total liquid investments	54,500	22,900	77,400
Long term Investments	-	-	-
Pooled Funds – External	24,000	-	24,000
Pooled funds – Local Authority	10,000	-	10,000
Property fund			
Total investments	88,500	22,900	111,400

Note: the figures in the table above exclude any movements in Fair value.

- 5.2. As interest rates were close to (and occasionally below) zero money markets were prioritised for liquid investments as these provide equivalent returns but higher liquidity than term deposits with Local Authorities or Banks.
- 5.3. The Council also maintained a balanced allocation of external investments throughout the financial year. The overall composition, performance and returns of our external pooled investments is shown in appendix A and summarised in the exhibits and tables below.
- 5.4. The position for all funds by asset class on 31 March 2022 is shown below.

Exhibit 1: External Funds: Asset class breakdown

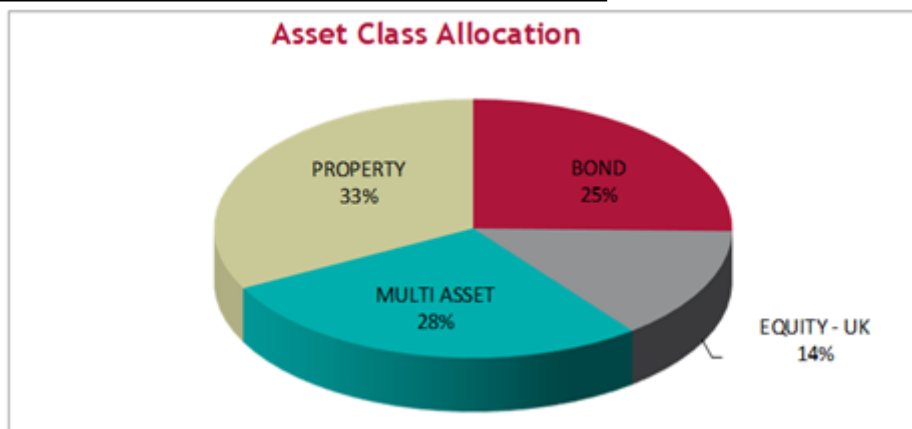


Exhibit 2: External investment performance (cumulative)

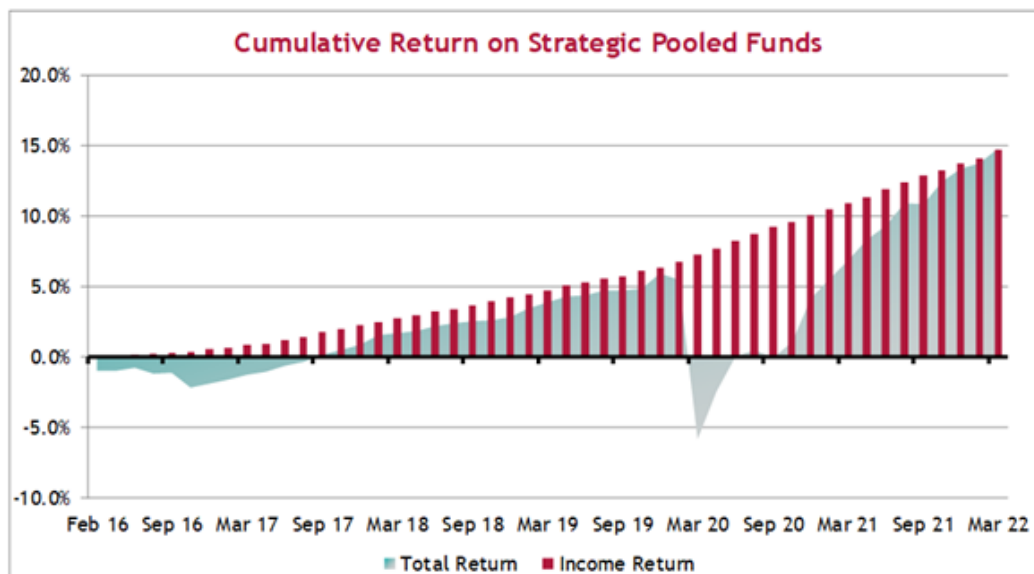


Table 2: External investment performance

	Since purchase £000	Annualised %	2021/22 £000	Annual %
Income return	5,250	3.7	1,277	3.92
Capital return	20	-	1,378	-
Volatility		5.1		3.3

Note 1: Annualised return since purchase

- 5.5. The current value of the portfolio at 31 March 2022 was broadly the same as the original investment value and income remains stable at around 4% per annum. In total our external pooled funds have generated over £5m for Council services and are expected to continue to generate over £1m a year going forwards.

Update following Corporate Governance and Audit Committee.

Since 31 March 2022, the impact on global equity and bond prices of the conflict in Ukraine and continuing inflation has depressed the fair value of these funds. At July 2022, our investments were valued at £35.4m against an nominal investment value of £37m, a carried loss of £1.6m.

- 5.6. Benchmarks and red/ amber/ green risk ratings across a series of indicators focussed on measuring security, liquidity and return are reported at appendix B with a short commentary against each.
- 5.7. Two themes dominated the latter stages of 2021/22: higher interest rates and the military invasion of Ukraine by Russia.

Updated paragraph 5.8 following Corporate Governance and Audit Committee

- 5.8. The increase in the Bank Rate from 0.10% to 0.25% in December was quickly followed by further adjustments upwards. The Council's latest advice (August 2022) is that Bank Rate could rise to 2.75% by December, followed by some easing later in 2023 and through 2024.

- 5.9. The overall interest rate outlook is likely to depress the Council’s bond fund values over the short to medium term, as bond yields (which are related to interest rates) vary inversely to bond prices.
- 5.10. The conflict in Ukraine has only added further volatility to this already uncertain outlook. As far as can be determined, the Council has no direct exposure to Russian or Belarusian assets. Indirect exposure is also considered immaterial, although this is difficult to quantify as information on assets held by banks and financial institutions that are held by external pooled funds is not readily available.
- 5.11. Over the next 12 months the Council will consider if further investments in external pooled funds can be made. Alongside the wider economic uncertainties outlined above, one important factor in this decision will be the potential sunseting of the statutory override on 31 March 2023 (see paragraph 9.9, below). If nothing changes, movements in capital values will be charged to the Council’s General Fund from that point onwards.
- 5.12. To mitigate this, the Council maintains an investment risk reserve to mitigate the risk to the Council’s General Fund of adverse fair value movements. The balance of this reserve was £1.4m as at 31.3.2022. With investments of £34m and volatility of 5.1% (appendix A), this amount is expected to cover potential annual losses 80% of the time.

6. Treasury Budget

- 6.1. The outturn budget performance for 2021/22 is £129k favourable, as shown in table 3. The main driver for this variance was returns from external pooled funds which did not tail off following the pandemic by the extent anticipated.

Table 3: Treasury Income budgets

	BUDGET 2021/22 £k	ACTUAL 2021/22 £k	BUDGET 2022/23 £k
Internally managed	35	44	78*
Property Fund dividends	347	431	430
External fund dividends and interest	786	915	1,091

- 6.2. The 2022/23 budget was set prior to the recent increases in Bank Rate and actual returns are expected to exceed this. The external fund budget includes expected returns from a new £3m investment with the CCLA diversified income fund made 1 April 2022.

7. Other Non-Treasury Holdings and Activity

- 7.1. The definition of investments in CIPFA’s revised 2021 Treasury Management Code covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. Investments that do not meet the definition of treasury management investments

(i.e. management of surplus cash) are categorised as either for service purposes (made explicitly to further service objectives) and or for commercial purposes (made primarily for financial return).

- 7.2. The Authority continues to hold approximately £13.6m of investments assessed as being for a commercial purpose, which comprise the Council's directly owned investment properties. Further information on the performance of the Council's Commercial investments in contained in appendix D.
- 7.3. The Council has a very limited portfolio of service investments as shown in Table 4.

Table 4: Service investments

	£000s
Car Loans	213
Private sector renewal loans	221

Figures above are as at 31.3.2021 (latest available). Actual outturn figures for 2021-22 will be included in the 2022-23 half-year Treasury update.

- 7.4. Given the size of these non-Treasury loans, and the low level of financial risk associated with them, officers intend a very light touch response to satisfy the additional Regulatory requirements described from paragraph 8.5 onwards.

8. Compliance Report

- 8.1. How Treasury activities complied with the Council's main 2021/22 Treasury limits is disclosed at Appendix C.
- 8.2. There are two exceptions for the reporting period:
- (a) Although individual Counterparty limits for Two bank deposits were not exceeded, the reduction in overall Group limit from £6m to £5m for 2021/22 meant that, for part of the year, the total invested with Lloyds Group Banks exceeded the allowed limit by £1m. Once identified, action was immediately taken to reduce the total invested across the group to within allowed limits.
 - (b) The Council's bank account exceeded £2.5m on one occasion in 2021/22. This was caused by a lack of communication when dealing with staff shortages due to COVID.

9. Other issues

- 9.1. This section updates the Committee on other matters relevant to Treasury activity.

Proportionality of Commercial Income

- 9.2. The Council's view is that income from commercial properties is proportional to wider Council budgets if it remains below 10% of the Council's net cost of

services.

- 9.3. For 2021/22 the outturn figure was not available at the time this report was written, however, based on budgets the figures are expected to remain at around 4.3% of the Council's budgeted net cost of services. Actual outturn figures for 2021-22 will be included in the 2022-23 half-year Treasury update.

Treasury workshop for Members

- 9.4. A Treasury workshop for all Members was delivered on 2 December 2021. A similar event will be held in December 2022 in advance of the Council's consideration of the same for 23-24.

Regulatory updates

- 9.5. In August 2021 HM Treasury significantly revised guidance for the PWLB lending facility. Authorities that are purchasing or intending to purchase investment assets primarily for yield will not be able to access the PWLB except to refinance existing loans or externalise internal borrowing. Acceptable use of PWLB borrowing includes service delivery, housing, regeneration, preventative action, refinancing and treasury management.
- 9.6. CIPFA published its revised Prudential Code for Capital Finance and Treasury Management Code on 20th December 2021. The key changes in the two codes are around permitted reasons to borrow, knowledge and skills, and the management of, and governance arrangements for, non-treasury investments.
- 9.7. The principles of the Prudential Code took immediate effect although local authorities could defer introducing the revised reporting requirements until the 2023/24 financial year if they wish. Given the short time between publishing of the Code and the start of 2022/23, the revised reporting requirements will be implemented for the 2023/24 financial year.
- 9.8. Unlike the Prudential Code, there is no mention of a date of initial application in the Treasury Management Code which now includes extensive additional requirements for service and commercial investments, far beyond those in the 2017 version. For consistency, changes in reporting requirements will also only commence from the 2023/24 financial year

Sunsetting of the statutory override

- 9.9. Members will be aware of the temporary statutory arrangements which require the Council to charge any movements in the fair value of our external pooled funds to a reserve rather than against the Council Tax.
- 9.10. These arrangements are due to expire on 31 March 2023. Officers understand that DHULC will consult on this issue later this summer and it will be important for the Council to present its case in this consultation. Absent clarity from DHULC, an estimate of the potential revenue impact of changes in the fair values of pooled funds may have to be included in the Council's 2023-24 financial projections.

10. Alternatives Considered

10.1 None

11. Resource and Legal Implications

11.1 The Council is required by the Accounts and Audit Regulations to comply with CIPFA's Code of Practice for Treasury Management and the Prudential Code for Capital Finance.

12. Consultation

12.1 Not relevant.

13. Community impact and corporate risks

13.1. The Council is required by the Accounts and Audit Regulations to comply with CIPFA's Code of Practice for Treasury Management and the Prudential Code for Capital Finance.

14. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity		X
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X
Other		X

15. Appendices

15.1. A - Movements in Fund fair values and income – Pooled Funds

15.2. B - Benchmarking indicators

15.3. C - Compliance report

15.4. D - Non Treasury investments

16. Background Papers

16.1. None.

Appendix A: Movements in Fund fair values and income – Pooled Funds

All Funds – cumulative

STRATEGIC POOLED FUND PORTFOLIO			CHICHESTER				From:	29/02/2016	To:	31/03/2022
FUND NAME	ASSET CLASS	No of Units Held in Period	Current Value £	Capital Growth £	Dividends Earned £	Holding Period (yrs)	Capital Return	Income Return	Total Return	Volatility
AEGON (KAMES) DIVERSIFIED MONTHLY INCOME FUND	MULTI ASSET	4,418,978	4,795,466	-204,534	520,817	2.3	-4.09%	10.42%	6.33%	11.5%
CCLA - LAMIT PROPERTY FUND	PROPERTY	3,268,201	11,106,001	1,106,000	2,417,572	5.8	11.06%	24.18%	35.24%	3.7%
M&G OPTIMAL INCOME FUND	BOND	1,101,193	0	11,150	126,837	2.6	0.68%	7.69%	8.36%	2.0%
M&G STRATEGIC CORPORATE BOND FUND	BOND	3,976,338	3,776,582	-223,418	246,614	2.3	-5.57%	6.15%	0.58%	6.4%
NINETY ONE (INVESTEC) DIVERSIFIED INCOME FUND	MULTI ASSET	4,843,652	4,677,999	-322,001	808,050	4.2	-6.44%	16.16%	9.72%	4.8%
SCHRODER INCOME MAXIMISER FUND	EQUITY - UK	11,187,364	4,812,804	-187,196	680,646	2.2	-3.74%	13.61%	9.87%	10.8%
THREADNEEDLE STERLING SHORT-DATED CORPORATE BOND FUND	BOND	2,332,345	2,252,733	-97,266	96,069	2.4	-4.14%	4.09%	-0.05%	2.1%
THREADNEEDLE STRATEGIC BOND FUND	BOND	2,561,534	2,587,149	-62,851	353,898	4.9	-2.37%	13.35%	10.98%	5.4%
GRAND TOTAL			34,008,734	19,884	5,250,500	3.7	0.06%	14.72%	14.78%	5.1%
			Unrealised capital gain since purchase:	8,691	Annualised income return:	3.69%				

All Funds – 2021-22 Financial Year

STRATEGIC POOLED FUND PORTFOLIO			CHICHESTER				From:	31/03/2021	To:	31/03/2022
FUND NAME	ASSET CLASS	No of Units Held in Period	Current Value £	Capital Growth £	Dividends Earned £	Holding Period (yrs)	Capital Return	Income Return	Total Return	Volatility
AEGON (KAMES) DIVERSIFIED MONTHLY INCOME FUND	MULTI ASSET	4,418,978	4,795,466	-7,826	239,208	1.0	-0.16%	4.98%	4.82%	5.8%
CCLA - LAMIT PROPERTY FUND	PROPERTY	3,268,201	11,106,001	1,658,285	366,395	1.0	17.55%	3.88%	21.43%	5.3%
M&G STRATEGIC CORPORATE BOND FUND	BOND	3,975,350	3,776,582	-270,606	98,791	1.0	-6.69%	2.44%	-4.25%	2.5%
NINETY ONE (INVESTEC) DIVERSIFIED INCOME FUND	MULTI ASSET	4,843,652	4,677,999	-220,635	172,291	1.0	-4.50%	3.52%	-0.99%	1.8%
SCHRODER INCOME MAXIMISER FUND	EQUITY - UK	11,187,364	4,812,804	472,360	309,286	1.0	10.88%	7.13%	18.01%	10.4%
THREADNEEDLE STERLING SHORT-DATED CORPORATE BOND FUND	BOND	2,332,345	2,252,733	-111,035	33,230	1.0	-4.70%	1.41%	-3.29%	1.2%
THREADNEEDLE STRATEGIC BOND FUND	BOND	2,561,534	2,587,149	-143,039	58,714	1.0	-5.24%	2.15%	-3.09%	2.1%
GRAND TOTAL			34,008,734	1,377,504	1,277,916	1.0	4.22%	3.92%	8.14%	3.3%
			Unrealised capital gain since purchase:	8,691	Annualised income return:	3.93%				

Appendix B: Treasury Management – Benchmarking indicators

Return

Measure	Qtr 1 21/22	Qtr. 2 21/22	Qtr 3 21/22	Qtr. 4 21/22	Non-met districts Q4 average	Rating
Internal investment return %	0.08	0.05	0.04	0.52	0.46	GREEN
External funds – income return %	4.27	4.35	3.87	4.01	3.80	GREEN
External funds – capital gains/losses %	7.29	8.45	6.16	4.17	8.04	GREEN
Total treasury Investments – income return %	1.39	1.31	2.76	2.86	2.38	GREEN

Security

	Average Credit Score Time weighted (lower = better)	Average Credit Rating Time weighted	Bail-in exposure (lower = better)	
31 March 2021	4.54	A+	27%	
31 March 2022	4.59	A+	74%	GREEN
Similar Local Authorities	4.11	AA-	61%	

The increase in bail-in exposure is due to greater use of Money Market Funds in 2021/22. These funds are very diversified and the bail-in risk for individual banks is very low. The credit score difference between CDC and similar local authorities reflects greater use of the Government's Debt Management Office by other Councils – CDC chose to use Money Market Funds in preference to the DMO as DMO funds are for fixed terms. As this was a Treasury decision, the score is maintained at GREEN.

Liquidity

	7 day liquidity	100 day liquidity	Average maturity	
31 March 2021	11%	33%	103 days	
31 March 2022	49%	54%	39	GREEN
Similar Local Authorities	51%	66%	43	

The liquidity measure used is a value weighted average. At 31 March 2022 the Council had a greater proportion of liquid investments as previously explained. This was a common picture across many local councils as the sector continues to manage both COVID and energy rebate funding from the Government. Overall score assessed as GREEN as the movement is part of a nationwide picture.

Appendix C – Compliance report

Compliance with investment limits

Sector	Time limit	Counterparty limit	Sector limit	Complied/Exception Ref
The UK Government	25 years	Unlimited	n/a	Complied
Local authorities & other government entities	10 years	£5m	Unlimited	Complied
Secured investments	10 years	£5m	Unlimited	Complied
Banks (unsecured)	13 months	£3m	Unlimited	Exception *
Building societies (unsecured)	13 months	£3m	£5m	Complied
Money market funds	n/a	£5m or 0.5% of fund value	Unlimited	Complied
Strategic pooled funds (excluding LAPF)	n/a	£5m	£30m	Complied
Strategic pooled funds (CCLA - LAPF)	n/a	£10m	£10m	Complied
Real estate investment trusts	n/a	£2m	£4m	Complied
Other investments	2 years	£3m	£5m	Complied

* details of the exception are reported at Section 7 of the main report

Interest rate exposure

This indicator is set to control the Authority's exposure to interest rate risk. To measure this, the council calculates the effect of a 1% change in interest rates and has set a reportable exception level where the impact of this exceeds 50% of the council's individual counterparty limit (£2.5m).

	31/3/22 Actual	2021/22 Limit	
Upper limit on one-year revenue impact of a 1% change in interest rates	£0.53m	£2.5m	Complied

This limit is only calculated as of 31 March each year.

Principal Sums Invested for Periods Longer than 364 days

The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The long-term principal sums invested to final maturities beyond the period end were:

	2021/22	2022/23	2023/24
Actual principal invested beyond year end*	£34m	£47m*	£47m*
Limit on principal invested beyond year end	£60m	£60m	£60m
	Complied	Complied	Complied

* expected figure– additional £3m invested April 2022 and assumes a further £10m later in 2022/23

Appendix D: Non-Treasury investment indicators

The Council has set the following indicators to measure its exposure to risk associated with non-treasury investments.

Measure	Description	31 March 2022
Commercial income to net service expenditure	This indicator measures the Council's dependence on income from its commercial property investments as a proportion of the net cost of services	See paragraph 8.3 of main report
Net operating surplus	This indicator measures the contribution received from the investment portfolio at a net level (income less costs) over time.	The Council's investment property portfolio generated £927k rental income and incurred £68k direct costs leaving a surplus of £859k before any changes in fair value.
Vacancy levels and tenant exposure	Monitoring vacancy levels to ensure the property portfolio is being managed productively.	Voids at 31st March 2022: <ul style="list-style-type: none"> • Industrial 2/9 • Retail 2/26 • Offices 1/8 Total 5/43 = 11.63% (20/21 16.33%)
Exposure to credit default events for loans made	This will measure the Council's exposure to loss through default for non-treasury loans made to third parties	None
Market value of commercial properties	This indicator will track the Council's ability to recover its investment in any commercial investment should the need arise.	<p>Commercial investment valuations were prepared as at 31st March 2022 and the Council's statement of accounts discloses a value of £13.87m for the Council's investment properties on that date. This remains the latest valuation of our investment portfolio. As we continue with the recovery phase it is evident that Covid 19 has negatively impacted rental values in some sectors. It remains challenging to predict the full impact on our investment properties with any certainty, particularly as other Macro issues are influencing the markets.</p> <p>The challenges to the commercial property market have been compounded as a result of the cost of living crisis, Brexit and Russian invasion of Ukraine, which have each contributed to supply issues, impacted imports and exports and increased costs. Government support packages and grant funding has only been able to mitigate against this to a small degree. Accordingly, downward pressure on rents and risk of tenant default continues, with investment yields needing to reflect the added risk to future income streams which will ultimately result in lower capital values. These values may well fall below the original purchase price of the investment properties, although we should not lose sight of the income generated since the acquisition when comparing to the original purchase price. Funds should also be made available for planned maintenance to maximise potential rental income.</p>

Chichester District Council

Cabinet

6 September 2022

Approval of the draft Infrastructure Business Plan 2023-28 for consultation (with the City, Town and Parish Councils and key Infrastructure Delivery Commissioners)

1. Contacts

Report Author

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Cabinet Member

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2. Recommendation

- 2.1. That the Cabinet approve the Draft Infrastructure Business Plan 2023-28 (Appendix 1) for consultation (with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners) for a period of six weeks from 13 September to 25 October 2022.**

3. Background

- 3.1 The draft Infrastructure Business Plan (IBP) 2023-28 (Appendix 1) prioritises the strategic infrastructure projects which support the Chichester Local Plan. The projects within the five-year CIL spending plan were considered by the joint CDC/WSCC (Infrastructure and Growth) officers' group on 27 May 2022 and Development Plan and Infrastructure Panel (DPIP) on 20 July 2022.
- 3.2 The IBP projects were identified by CDC, WSCC, key infrastructure delivery commissioners and city, town, and parish councils. The IBP sets out the methodology for selecting which infrastructure projects have been prioritised for funding from the Community Infrastructure Levy (CIL), and which infrastructure projects need to be funded from other sources.
- 3.3 Section 106 projects have been identified as 'committed', this is because they are directly related to a site-specific proposal. These don't need to be prioritised as there is more certainty that they will be provided alongside the development.
- 3.4 Since the implementation of the CIL on 1 February 2016 to the financial year ending 31 March 2022 the gross amount of CIL collected was £20,444,379 and £179,570 was earned in interest, giving a final grand total of £20,623,949. Out of this £417,407 (2%), was spent on monitoring; £3,142,352 had been or was in the course of being handed to the Parish and Town Councils, £219,310 was spent on CIL projects, £575,000 is committed for CIL spending and is being

drawn in stages (IBP/842 Strategic Wildlife Corridors) leaving £16,269,880 available to spend on projects.

4. Amended projects for the 5-year CIL Spending Plan

4.1 The West Sussex Clinical Commissioning Group has requested that:

- IBP/773 Southern Gateway Health Hub the cost has increased from £21,000,000 to £25,000,000 with a potential CIL ask of £3,000,000 to be moved back from 2024/2025 to 2026/2027 this will involve the relocation of the Cathedral GP practice alongside additional and extensive community services (Sussex Community Trust);
- IBP/725 extension to Tangmere Surgery, the cost has reduced from £1,428,617 to £500,000 for delivery in 2028 linked to a new project to the west of Chichester City below;

4.2 Chichester District Council officers requested that:

- IBP/206 – Southern Gateway provision of a bus/rail interchange and improvements to traffic and pedestrian circulation. CIL request remains at £3,000,000 but to be moved back from 2021/2022 to 2023/2024;
- IBP/775 – Southern Gateway public realm. CIL request remains at £1,000,000 but to be moved back from 2022/2023 to 2023/2024;
- IBP/844 – 3G Sports Pitch, Southern Gateway. CIL request remains at £880,000 but be moved back from 2022/2023 to 2023/2024.

4.3 West Sussex County Council advised verbally at the Development Plan and Infrastructure Panel that all CIL costs and requests are in the process of being reviewed, but they remain unaltered for this stage of the IBP. They also advised of the following changes:

- IBP/349 – A286 Birdham Road/B2201 (Selsey Rd Roundabout) Junction Improvement. CIL request remains at £440,000 but project has been moved back from 2022/23 to 2024/25;
- IBP/354 - Bus lane along A259 approaching Bognor Rd Roundabout. Overall CIL request remains at £2,280,000, but phasing has changed. The first and second phases have been combined to be delivered in 2023/24 for £342,000, the final phase remains to be delivered in 2024/25 for £1,938,000;
- IBP/656 - Sustainable transport corridor – City Centre to Portfield part of project 656. CIL request remains at £500,000, but phasing has changed. The first and second phases have been combined to be delivered in 2023/24 for £75,000, the final phase remains to be delivered in 2024/25 for £425,000;
- IBP/840 - College Lane/Spitalfield Road Junction and Oaklands Way cycle schemes to make it suitable for shared use and link to improve northern side of Oaklands Way & Oaklands Way roundabout and provision of cycle way on northern side of Oaklands Way from Northgate gyratory in the west to College Lane in the east. CIL request remains at £105,000 but moved back from 2022/23 to 2023/24;

- IBP/841 - Chidham Sustainable Transport Improvements to widen existing footways to accommodate shared use & to potentially re-align the junctions of Broad Road and the A259 and Chidham Lane and the A259 to accommodate the shared path and make crossing of the A259 safer for walkers and cyclists. This project will help alleviate heavy congestion outside the Primary School. This project has been deleted as it is no longer being pursued by WSCC as the project is not feasible as it does not meet transport compliance standards;
- IBP/655 - Phase 2 of Chichester Road Space Audit. To better manage demand for parking & network management aspirations. This project has been deleted as it is no longer being pursued by WSCC;
- IBP/353 Sustainable transport corridor – City Centre to Westhampnett. The total CIL request remains the same at £500,000, but rather than be delivered in 2022.23 it is now being phased to be delivered in 2023/24 for £100,000, and 2024/25 for £400,000.

5. New projects for consideration for inclusion in the CIL Spending Plan

West Sussex Clinical Commissioning Group

- 5.1 New project IBP/1155 Willow Park, Terminus Road, Chichester City site (Chichester District Council premises which the GP Federation is looking to take a lease) to provide additional primary care capacity for 2022/2023. The costs are for a fit out of the facility, subject to a change of use for an approximate total cost of £1,428,000 with a CIL request of £700,000 to provide premises for the GP federation to lease to supplement existing Chichester GP surgeries and aligned with services in Tangmere (IBP/725) above.

6. Outcomes to be achieved

- 6.1 The production of the IBP relies on the cooperation of all three tiers of local government and key infrastructure commissioners. The IBP promotes collaborative working relationships and a move away from reactive planning to a planned and proactive approach to infrastructure provision.
- 6.2 The IBP provides a transparent methodology to show how projects have been selected. It identifies other sources of funding in order to make best use of CIL.
- 6.3 Once the consultation has ended, officers will report any suggested amendments to the Development Plan and Infrastructure Panel, before the IBP is further considered by Cabinet and Council for approval and publication.

7. Proposal

- 7.1 This report is to seek Cabinet's approval for consultation of the draft IBP 2023-28, with those who contributed to it (particularly given that project priorities may have changed or need to be updated) and to give them an opportunity to influence and comment on the IBP before it is finalised.

8. Alternatives that have been considered

- 8.1 To allocate CIL funds on an ad-hoc basis. The disadvantage is that this would not provide transparency about how projects have been selected, nor 'up front' certainty about which infrastructure projects will be funded to enable them to be worked up and delivered in time to accompany the growth of the area.

9. Resource and legal implications

- 9.1 The projects selected for CIL funding must be in accordance with the CIL Regulations.

10. Consultation

- 10.1 The projects within this IBP were identified by West Sussex County Council; officers of Chichester District Council; key infrastructure providers, and the City, Town and Parish Councils. In the case of the latter, virtual workshops were held, followed up by email.
- 10.2 The draft CIL Spending Plan (Appendix 2) was considered by the joint officers' group and the proposal for the new project (IBP/1155) in paragraph 5.1 above that was requested to be selected for funding within the next five years was supported.

11. Community impact and corporate risks

- 11.1 The IBP provides transparency about which CIL projects have been prioritised for funding between years 2023-2028. It will enable the Council to have more control over the timely delivery of infrastructure. The risks are as follows:
- Outbreaks of pandemic slowing anticipated rates of development, or changes needed to the payment by instalment policy both resulting in a delay in collecting CIL receipts;
 - Costs increasing disproportionately due to inflation, materials and labour shortages and other adverse economic factors;
 - Changes to the CIL regime, resulting in less money being collected;
 - Other sources of funding fail to materialise;
 - Consensus not achieved over CIL spend;
 - Infrastructure delivery commissioner(s) funding priorities change;
 - That the infrastructure to be provided is insufficient to mitigate the impact of development.

12. Other Implications

	Yes	No
Crime and Disorder		✓
Climate Change and Biodiversity		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing		✓
Other (please specify)		✓

13. Appendices

Appendix 1 – Draft Infrastructure Business Plan 2023/2028 (Note: the IBP Appendices have not been printed but are available electronically).

Appendix 2 – Draft CIL Spending Plan.

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APPENDIX 2 IBP CIL Spending Plan

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
1st April b/fwd	16,665,310.00	20,011,210.53	11,439,432.02	2,721,306.42	1,331,810.40	- 3,306,300.89	- 473,789.89
KNOWN INCOME¹							
Gross Income	6,481,111.08	594,913.12	297,456.56				
Parish Share	959,225.57	89,236.97	44,618.48				
Admin	324,055.55	29,745.66	14,872.83				
CDC Net Income	5,197,829.96	475,930.49	237,965.25				
Interest to 31 March 2022	179,570.57						
PROJECTED INCOME²							
Gross Income	-	1,642,742.44	1,561,098.15	1,156,028.04	4,505,468.63	3,758,178.60	£ 2,680,054.61
Parish Share	-	347,614.32	306,634.10	242,422.66	918,306.49	737,758.67	£ 544,363.91
Admin	-	82,137.12	78,054.91	57,801.40	225,273.43	187,908.93	134,002.73
CDC Net Income	-	1,212,991.00	1,176,409.15	855,803.99	3,361,888.71	2,832,511.00	2,001,687.97
FUNDS AVAILABLE	22,042,710.53	21,700,132.02	12,853,806.42	3,577,110.40	4,693,699.11	- 473,789.89	1,527,898.08
PROJECTED EXPENDITURE	£	£	£	£	£		
IBP/330 - Primary School places E-W Chichester (subject to further detail and evaluation)			3,000,000.00				
IBP/657 - School access improvements at expanded primary school(s) Chichester.			50,000.00				
IBP/656 - Sustainable transport corridor – City Centre to Portfield part of project 656 (subject to further detail and evaluation)		75,000.00	425,000.00				
IBP/355 - RTPI screens at Chichester City (£53,372.11 spent in prior years)	60,000.00						
IBP/353 - Sustainable transport corridor – City Centre to Westhampnett		100,000.00	400,000.00				

(subject to further detail and evaluation).							
IBP/331 - Primary School places Bournes. (subject to further detail & evaluation)		3,000,000.00					
IBP/660 - School access improvements at expanded primary school(s) Bournes.		50,000.00					
IBP/332 - Primary School places Manhood Peninsula. (subject to further detail & evaluation)			3,000,000.00				
IBP/659 - School access improvements at expanded primary school(s) Manhood.			50,000.00				
IBP/349 - A286 Birdham Rd/B2201 (Selsey Rd Roundabout) Junction Improvement. (subject to further detail and evaluation).Project paused pending Local Plan Review work.		440,000.00					
IBP/775 - Southern Gateway public realm with new city square. (subject to further detail and evaluation).		1,000,000.00					
IBP/710 - Reconfiguration/improvement of Westhampnett Waste Transfer Station/Household Waste Recycling Site. (subject to further detail and evaluation).	250,000.00	1,125,000.00	1,125,000.00				
IBP/593 - Early Years Places, Whitehouse Farm Development. (subject to further detail and evaluation).				2,100,000.00			
IBP/206 - Southern Gateway provision of bus/rail interchange & improvements to traffic & pedestrian circulation.		3,000,000.00					

IBP/840 College Lane/Spitalfield Road Junction and oaklands Way cycle schemes to make it suitable for shared use and link to improve northern side of Oaklands Way & Oaklands Way roundabout and provision of cycle way on northern side of Oaklands Way from Northgate gyratory in the west to College Lane in the east (subject to further detail and evaluation).		105,000.00					
IBP/842 CDC strategic wildlife corridors connecting Chichester and Pagham Harbours to the SDNP (The funding for this project is now approved and the funding is now safeguarded).	141,500.00	143,700.00	144,500.00	145,300.00			
IBP/877 Extensions to Chichester City GP surgery: Langley House (subject to further detail and evaluation).	420,000.00						
IBP/726 Extension to Southbourne GP Surgery (Subject to further detail and evaluation)	450,000.00						
IBP/773 Southern Gateway Health Hub (Subject to further detail and evaluation)					3,000,000.00		
IBP/1155 Willow Park, Terminus Road additional primary care for the GP federation to lease to supplement existing Chichester GP surgeries (Subject to further detail and evaluation)	700,000.00						
IBP/844 3G Sports Pitch, Southern Gateway (subject to further detail and evaluation)		880,000.00					

IBP/354 Bus lane along A259 approaching Bognor Rd Roundabout (subject to further detail and evaluation)		342,000.00	1,938,000.00				
IBP/287 Coast protection- Selsey East Beach- raising of the sea wall (subject to further detail and evaluation)					5,000,000.00		
IBP/913 Birdham Ambulance Community Response Post (ACRP) (subject to further detail and evaluation)	10,000.00						
IBP/362 Selsey to Witterings cycle route (subject to further detail and evaluation)	200,000.00						
Total expenditure	2,031,500.00	10,260,700.00	10,132,500.00	2,245,300.00	8,000,000.00	-	-
31st March c/fwd	20,011,210.53	11,439,432.02	2,721,306.42	1,331,810.40	- 3,306,300.89	- 473,789.89	1,527,898.08
Notes							
1. This is based on actual income received up to 31 March 2022 and then outstanding instalments due to be received from Demand Notices issued up to 31 March 2022							
2. This is the projected income from CIL liable sites that are expected to be commenced based on the Councils understanding as at October 2021							
3. Permitted sites of 1 to 4 units have been ignored in these calculations							

Chichester District Council

CABINET

6 September 2022

Business Continuity Infrastructure (Duplicate Server Facility)

1. Contacts

Report Author:

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2. Recommendation

Cabinet is recommended to:

2.1. Note the Post Project Evaluation (PPE) for the building and commissioning of an offsite IT disaster recovery solution for the Council.

3. Background

3.1. In March 2019 permission to build an offsite disaster recovery IT solution for the Council was granted.

3.2. The subsequent project set out to create a fully functioning duplicate of the East Pallant House (EPH) ICT architecture, that would be used to provide hosted IT system continuity in the event of a disaster at EPH.

3.3. Through leveraging of the increased West Sussex County wide area network (gigabit WAN), the mirrored IT environment would be used to house regular system backups and hold dormant applications of all hosted programmes and systems.

3.4. This report introduces the full Post Project Evaluation of what has been a highly successful project.

4. Outcomes to be achieved

Full details of the outputs, outcomes and measures can be found within the PPE. However, the primary benefits delivered can be summarised as:

4.1. A new server located remotely from EPH, with appropriate cooling, security, and power facilities from which the ICT Service will provide:

(a) Appropriate network, storage and server hardware and systems (to minimise impact on essential operations during a business continuity event).

- (b) Provide internet connectivity for hosted systems, email, and telephony.
- (c) Ability to undertake (usual) off site backup and restoration of the Council's data and systems.
- (d) Provide resiliency for key council systems in the event of hardware failure.
- (e) The ability to scale the solution to allow for additional services and capacity if longer running is required from the Disaster Recovery site.

5. Alternatives that have been considered

5.1. N/A.

6. Resource and legal implications

6.1. None.

7. Consultation

7.1. N/A.

8. Community impact and corporate risks

- 8.1. The ability to recover systems in support of service delivery (in the event of a disaster event affecting EPH) will deliver considerable benefits to the community and individuals across the District.
- 8.2. Corporate Risk – CRR97: Cyber Attack Across ICT Estate. The successful conclusion of this project will result in a lowering of the likelihood score (at the next quarterly assessment), bringing the risk within its target range.

9. Other Implications

	Yes	No
Crime & Disorder		✓
Climate Change		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing		✓
Other (Please specify):		✓

10. Appendices

10.1. Post Project Evaluation.

11. Background Papers

11.1. None.

Project Documentation

**POST PROJECT EVALUATION DOCUMENT
(PPE)**

**Business Continuity Infrastructure
(Duplicate Server Facility)**

Release:	Version 0.2
Date:	August 2022
Author:	Andrew Forward
Approved by:	

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
10/08/2022	0.1	Initial	
16/08/2022	0.2	Incorporation of Corporate Improvement Team comments	

Consideration by the Corporate Improvement Team

Date	Reviewing Officer	Comments for Consideration
16/08/2022	Andy Buckley	Minor suggested amendments fed back to author for consideration

Approvals

This document requires the following approvals:

Name of person, group, or committee	
Cabinet	6 September 2022
Director for Corporate Service	
Divisional Manager Business Support	

Distribution

Name	Job Title

1. PURPOSE OF DOCUMENT

This document provides a review of how the Business Continuity Infrastructure project performed against the original intentions set out in the Project Initiation Document (PID).

It allows lessons learned to be passed on to other projects and ensures that provisions have been made to address all open issues and risks alongside follow on actions and recommendations where appropriate.

It also provides the opportunity to assess any expected outcomes that have already been achieved and/or provide a review plan for those outcomes yet to be realised.

2. ORIGINAL PROJECT DESCRIPTION

To build and commission an offsite disaster recovery solution for Chichester District Council's (CDC) Information, Communications & Technology (ICT) infrastructure. That will provide access to key systems in a business continuity scenario.

Our project will deliver a major improvement in corporate operational capability and service resilience. Gained through the creation of a CDC 'cloud' and housing a fully functioning duplicate of the East Pallant House (EPH) ICT architecture. Providing, in the event of serious disruption to EPH, hosted system continuity and support as per corporate business continuity planning (BCP) expectations.

Leveraging the new West Sussex County wide area network (gigabit WAN) we will create a mirrored IT environment at the Westhampnett Depot. As our Disaster Recovery Site (DR) this is where we will conduct our regular system backups and hold dormant applications of all major programmes and systems. Ready, in the event of a major outage at EPH, to be brought out of suspension and provide IT support and enable continuity and service delivery.

3. PROJECT OBJECTIVES

The details below are taken directly from the PID presented to Cabinet in March 2019. All have been delivered.

3.1 Outputs:

- Storage Area Network (SAN) server replacement at EPH
- Provision of server facility within Westhampnett depot (premises): including server cabinets, electrical, network, cooling, security, fire proofing and suppressant systems.
- 'Kit out' of server facility: provision of network, storage area network, windows, oracle servers, telephony, and backup infrastructure.
- Replication of key council system codes/programmes (software).
- Replication (backup) of data from the main data centre at EPH.
- Connectivity and hardware to provide internet access, email, and virtual private network (VPN) for essential users (design will include scalability options to enable the facility to be built up quickly to provide full operational capacity).

3.2 Outcomes:

A new server located remotely from EPH, with appropriate cooling, security and power facilities from which ICT service will provide

- Appropriate network, storage and server hardware and systems (to minimise impact on essential operations during a business continuity event).
- Provide internet connectivity for hosted systems, email, and telephony.
- Ability to undertake (usual) off site backup and restoration of the council's data and systems.
- Provide resiliency for key council systems in the event of a hardware failure.
- The ability to scale the solution to allow for additional services and capacity if longer running is required from the DR site.

3.3 Outcome Measures:

Existing DR capacity is reliant on external variables: unknown nature of disaster; inability to anticipate accessibility of existing EPH infrastructure; unknown availability of replacement hardware; unknown location for constructing replacement hardware; quality control of existing 'tape' back up unverifiable.

Once our new server location has been commissioned, we will.

- Remove most DR unknowns. Regardless of 'physical' situation at EPH we will have capability to 'switch' instantly to our fail-over site remotely.
- In the event of a BCP emergency ICT service staff will be able to focus immediately on recovery of full system capability and supporting service continuity.
- Remove the time required to replace and commission hardware: In the event of a disaster, we will have a fully operational and available immediately, system capable of supporting the Corporate Business Continuity and Disaster Recovery Plans. Additionally, the system will offer scalable options should the EPH infrastructure remains out of action in the medium to long term.
- Quality control: back up will be faster and 100% verifiable, with the option of increased frequency (currently 'snapshots' taken daily, full back up weekly)

3.4 Dis-benefits:

Although this was the most financially beneficial solution, in terms of corporate and operational risk reduction options, the creation of our remote disaster recovery site will result in increased energy costs across our IT estate.

In summary, this project has delivered a disaster recovery site (at Westhampnett Depot) that can now be used to recover and restore our technological infrastructure and operations when our primary East Pallant House site becomes unavailable.

The new site is in constant stand-by mode. In this state it provides recovery point objectives (RPO) of at least one hour. This is basically the minimum frequency between backups. Prior to this project our RPO was one week.

In this state it also provides a recovery time objective (RTO – how long it takes to get systems operational) of around six hours (The length of time it will take to make the site fully operational).

4. PROJECT COSTS

The total agreed budget for this project was £505,300. Consisting of (1) existing Asset Replacement Programme and (2) new capital funding from reserves (Cabinet, items 5 & 8: 5 March 2019). A detailed list of individual components and funding requirements can be found under appendix 1.

The project delivered all objectives (reported in section 3) within budget, as confirmed by the Council's Capital Accountant. With a few items still outstanding we anticipate returning in the region of £84,000 to reserves.

In addition, an extra £10K per year has been added to the ICT revenue base budget (as per the Project PID) to cover increased operational costs, i.e., insurance, internet connection, networking additions.

5. PROJECT PLAN

The project plan consisted of 5 milestones covering 11 critical stages and involved coordination of more than 12 external suppliers/stakeholders. We had originally estimated the project would take 34 weeks, commencing November 2019. However, the subsequent COVID pandemic drove a coach and horses through our project's critical path timelines, adversely impacting every stage and milestone.

Fortunately, the structured stage and milestones plan, together with our Project Management Process (see section 6), meant that we were able to adapt our activities and maintain both forward momentum (albeit very slowly at times) and effective cost controls.

Milestone	Project Stage	Scheduled Completion Date	Actual Completion Date	Comments
Depot Room	Stage 1 – build	0 + 6 weeks	0 + 16 weeks (Complete 12/19)	Overran due to more complex build & fire suppressant requirements.
EPH & Depot Infrastructure	Stage 2 – server room build	0 + 7 weeks	0 + 30 weeks (Complete 04/20)	Knock on delay due to stage 1 overrun.
	Stage 3 – SAN	0 + 10 weeks	0 + 32 weeks (Complete 04/20)	EPH SAN's built on time, but Depot SAN delayed due to lockdown.
BCP/DR Infrastructure	Stage 4 – VMware	0 + 13 weeks	0 + 43 weeks (Complete 06/20)	Overran due to stage 3 delay.
	Stage 5 – Dell/Citrix	0 + 16 weeks	0 + 46 weeks (Complete 06/20)	Overran due to stage 3 delay.
	Stage 6 – Oracle servers	0 + 20 weeks	0 + 32 weeks (Complete 04/20)	Ran alongside stage 3.
	Stage 7 – VPN/WiFi/DMZ	0 + 30 weeks	0 + 90 weeks (Complete 07/21)	Stage 9 and lockdown delay
	Stage 8 – Backup circuit installed	0 + 31 weeks	0 + 90 weeks (Complete 07/21)	Stage 9 and lockdown delay
Gigabit Connectivity	Stage 9 – Install new WAN	0 + 31 weeks	0 + 60 weeks (Complete 12/20)	WSSC install delay due to lockdown.

User Acceptance Testing (UAT) & Commission	Full Site Test	0 + 33 weeks	0 + 100 weeks (Complete 07/22)	Stage 8 dependant. Started testing 09/21
	Sign Off	0 + 34 weeks	0 + 104 weeks	Completed 07/22

Project started 08/2019 and concluded 07/2022 (total of 104 weeks)

6. PROJECT MANAGEMENT PROCESS

The project was managed completely in house under PRINCE2 Agile® principles. This is a blended project management approach that emphasises collaboration, team empowerment and iterative development that should lead to ultimate success.

PRINCE2 is a methodology for managing projects, whereas Agile is a way of carrying out the project work. By combining the two we were able to provide structure, governance and controls whilst working with agile methods, concepts, and strategies.

This was without doubt a major undertaking. It showed ambition, both corporately and for the ICT Service. However, the lessons learned, confidence gained, and knowledge acquired was by all involved, worth the pain and stress.

7. FURTHER ACTION

Following completion of this project and delivery of all PID outcomes, we will see continual development and improvement across all aspects of the site.

1. Corporate: A meeting has been arranged with the Safety and Resilience Manager (early September) to assess the impact of the new server site capabilities and how these can now be incorporated into both the Corporate and individual Service Business Continuity Plans.
2. Corporate & ICT: Through remote working during lockdown, we have greatly increased our knowledge of home working trends, VPN activity, staff working patterns and resilience, etc. This will greatly improve our understanding of possible IT demands moving forward.
3. ICT: Although we have greatly improved our start up and shut down procedures as a result of the UAT and commissioning exercises, we will continue to check and test our processes.
4. ICT: Although the design was only to enable one way transfer of data (from EPH to the Depot site), the basis for enabling the Depot site to become the primary server environment is in place. Enabling this would require full evaluation, but in principle is possible.

8. REVIEW PLAN

None

Appendix 1: Project Costs: Original PID breakdown

Appendix 1: Project Costs: Original PID breakdown

1	San	63,000	<i>Storage area network: essential in delivering high activity/low latency business critical applications.</i>
	<i>Back up switch</i>	5,000	<i>Component linking SAN with server infrastructure</i>
2	San Connectors	40,000	<i>Linking SAN to our network (local area network)</i>
3	Hosts (x6)	71,000	<i>Used to provide the routing between the SAN and servers</i>
4	Oracle Solaris (server)	45,000	<i>Operating system supporting some of our major applications</i>
5	Network Connections	60,000	<i>New SAN and Oracle connections across our network</i>
A	VPN	35,000	<i>Upgrades to our virtual private network due to end-of-life components</i>
B	Licences	31,500	<i>Enhanced licences necessary to run software across our new network</i>
D	Consultancy	25,000	<i>Assistance configuring our new servers and making them 'gigabit' capable.</i>
		<u>375,500</u>	

Existing Asset Replacement (Capital) Funding:

New Capital Funding Requirement:

<u>IT Related</u>	<u>£</u>	<u>Building Related</u>	<u>£</u>
SAN Server	63,000	Building works	16,000
SAN Connectivity	20,000*	Generated supply & power works	45,000*
Sun Oracle Boxes	15,000*	Raised floor	2,000
Network Connectivity	40,000*	AC system	6,000
Sundries	25,000	Netbotz security	3,000
<i>(Gigabit network cards, cables, cabinets)</i>		Roller shutters	1,800
Consultancy	25,000*	Fire suppressant	8,000
<u>TOTAL:</u>	<u>188,000</u>	Change over switch	5,000
		<u>TOTAL:</u>	<u>86,800</u>
<u>New Capital Requested:</u>	<u>88,000</u>	<u>New Capital Requested:</u>	<u>41,800</u>

(* propose funding from existing ARP capital provision)

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Chichester District Council

CABINET

6 September 2022

Development Management Division

Workloads and Resourcing

1. Contacts

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2. Executive Summary

This report outlines the need to address a vacant Team Manager post within the Development Management Division, which if unfilled will have an impact on the delivery of timely decision making.

3. Recommendation

- 3.1 That Cabinet approves the release of £40,000 from reserves to cover the cost of a temporary agency planning manager to address a current staff vacancy.**

4. Background

Staffing

- 4.1 In December 2021 the Manager of the Development Management Applications Team was seconded to the position of Divisional Manager for Development Management for a period of 6 months, and subsequently made permanent. In order to ensure continued effective management of the Applications Team, the post has to date been filled by an agency planner whose contract has now ended.
- 4.2 Since permanent recruitment to the post has so far been unsuccessful, it is necessary to fill the post with a further agency manager on a temporary basis. Recruitment to the post will take time and so a temporary manager should be secured for another 6-month period. The cost of employing agency staff has increased since the post was last filled, and therefore a total of £40,000 is sought to secure a suitably experienced agency manager to fulfil this important management role.

5. Outcomes to be achieved

- 5.1 To secure temporary cover for a vacant post in the Development Management Team to ensure the effective management of the Applications Team.

6. Proposal

- 6.1 It is proposed that £40,000 is released from reserves to secure an interim Applications Team Manager (1FTE) until February 2023.

7. Alternatives Considered

- 7.1 Consideration has been given to filling the Development Manager post from existing staff resources, however there is not sufficient capacity in the service to do this effectively and without impacting upon service delivery and customer care. It is therefore considered that employing an agency planner is the most effective means to ensure the continued efficient running of the Applications Team whilst permanent recruitment takes place.

8. Resource and Legal Implications

- 8.1 In May 2022 Cabinet agreed to release £56,600 to fill the Team Manager vacancy until September 2022 (plus a temporary senior planning officer post). This report seeks resources for a further 6-month contract and there are no further resource or legal implications, beyond those set out in the body of the report.

9. Consultation

- 9.1 No consultation has taken place or is necessary.

10. Community Impact and Corporate Risks

- 10.1 The recommendation in this report is important to reducing the risks associated with the ability of the Council to deal with the planning applications submitted to it.
- 10.2 Delays in the determination of planning applications can affect the viability of business as well as people's choices of how and where they live. It is therefore important that the Council deals with the determination of applications in an expedient manner.

11. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		x
Biodiversity and Climate Change Mitigation - Further resources will ensure proper consideration of these matters as part of the application determination process	x	

Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing – Workload levels are currently unsustainable for case officers. The proposed measures will reduce the risk of stress related illness.	X	

12. Appendices

12.1 None

13. Background Papers

13.1 None.

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Chichester District Council

Cabinet

6 September 2022

Future Funding for the Community Warden Service

1. Contacts

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2. Recommendation

- 2.1 That Cabinet approve the new funding model based on the number of community wardens per area.**
- 2.2 That Cabinet agree the proposal to delete the current vacant community warden post.**
- 2.3 That Cabinet recommends to Council funding of 50% of the total cost of the Community Warden Service for 3 years from 1st April 2023 (as set out in para 5.2), subject to match funding being secured by partners.**

3. Background

- 3.1 The Chichester District Community Warden Service has been in operation since 2005 and currently consists of seven Community Wardens and one Senior Community Warden. They are based and operate in the wards of Chichester East, West, South (part); Selsey North and South; Tangmere and Oving; plus East and West Wittering. The service operates on a partnership basis funded by various local partners. The Council (CDC) hosts the Service and currently contributes 50% of the service costs and 100% of the Senior Warden costs. A Steering Group of all partners provides strategic direction and oversight.
- 3.2 Cabinet at their meeting 2 November 2021 resolved to continue this level of funding for 1 year subject to a review of the service areas and funding model.
- 3.3 The review which has been undertaken looked at various data sets and shows the areas in which community wardens currently work are still generally the most deprived in the district with most having over 50% of households with at least one dimension of deprivation. Selsey is highest at over 64% and Tangmere and Oving is lowest at 48%. Within the community warden areas there are 3537 households in receipt of Council Tax Reduction, an indicator of low income, with the most in the city wards and Selsey. Tangmere and Oving have the least but with 232 out of 1,106

households they had a high proportion at 21%. These areas have a significant number of vulnerable residents within them with all wardens except those covering Chichester East and Whyke spending over 13% of their time on welfare for residents. There are also relatively high levels of crime compared to other areas of the district. Chichester East and Whyke has the highest monthly average of crimes at 114 and Chichester West and Tangmere and Oving have the least at 35.

4. Outcomes to be achieved

- 4.1 The Community Warden Service contributes to the corporate priority to “Support our Communities”. They provide a visible presence in their areas and support to communities and individuals who are vulnerable. They are closely aligned to CDC’s Neighbourhoods and Wellbeing projects supporting residents to become more involved in their communities and become more active. Despite changes to local policing Community Wardens still regularly engage with Police and pass on vital intelligence to support the local Neighbourhood Policing teams. Community wardens provided a lifeline to residents during the pandemic supporting the identification of vulnerable residents and delivering vital food and medications. They continue to support some of these residents in their communities. They are also integral to newly formed multi-agency forums looking at high risk Anti-social behaviour cases and young people at risk of exploitation, their local knowledge and trust from the community ensures they are able to fully participate and contribute to the meetings.
- 4.2 To achieve a fair and equitable sharing of costs for the community warden service.
- 4.3 Annual saving of £42,000 for the Council.

5. Proposal

- 5.1 The Community Warden Service has been in operation for over 16 years and is very much embedded into the communities in which the service operates. The wardens are involved in the development of communities and offer support to voluntary groups in their areas which include a number of Community Watch and support schemes.
- 5.2 Cabinet is recommended to approve the Council’s commitment to the Community Warden Service by way of approving £133,000 which represents 50% of the current service costs for 3 years which will be subject to inflationary increases. Partners have in the past agreed to an annual 2% uplift of their contributions through the Partner Memorandum of Understanding (MOU) which was revised in April 2018. This will be revised following this Cabinet decision to reflect the new funding model and the need for partners to match fund salary uplifts and retain the 50/50 funding balance moving forwards.
- 5.3 The only area with two community wardens currently is Tangmere and Oving. Looking at the data and the current contribution from both parishes this falls well short of what would be considered necessary for two community wardens. One post has now become vacant and it is proposed this post is deleted in order to achieve further savings and to bring service levels in line with other areas.
- 5.4 As part of the future services framework Cabinet requested that 50% of funding for the whole service be sought from partners to include 50% of the Senior Community Warden role. The new funding proposal has been shared with partners in good time

for them to make the necessary financial arrangements and gain agreement to achieve this funding. Additional funding partners have been identified and are being approached to gauge support, however the current model does not include this funding in case it cannot be achieved this financial year and almost all the costs are being absorbed by current funding partners. Should this additional funding be forthcoming then current proposed contributions will be adjusted accordingly.

6. Alternatives that have been considered

- 6.1 There is an option to have no Community Warden Service, however, results from the partner survey shared with Cabinet in November 2021 demonstrated the concerns of respondents when asked their views on what the impact would be if the community wardens service didn't exist.
- 6.2 Retention of the vacant community warden post has been considered as a "floating warden" but has been discounted due to financial considerations.

7. Resource and Legal Implications

- 7.1 The projected total annual cost of the Community Warden Service is £266,000 This is based on a cost per Community Warden of £38,000 which on a 50/50 basis requires a partner contribution of £19,000 per post. If the current vacant post is deleted this will offer up additional savings to both CDC and funding partners therefore a total partner contribution of £133,000 is required.
- 7.2 Registered Providers contributions will be based on the housing numbers per provider in each area with each household equating to around £10.
- 7.3 The Council's proportion of the Community Warden expenditure is already included within the base revenue budget.
- 7.4 Management overheads of the service are absorbed in an existing management role which ensures that officers have oversight of the Service and the Council benefits from the positive outcomes achieved by the Service.
- 7.5 An MOU has been signed by partners and was reviewed in April 2018 to ensure on-going commitment and refresh mutual expectations. A further review will be undertaken with the steering group following this report.

8. Consultation

- 8.1 An online survey with funding partners was undertaken during August 2021 to seek their views on the Community Warden Service. We received 11 responses which was representative of all funding partners.
- 8.2 All the respondents agreed or strongly agreed that the service provides value for money. Six out of the 11 rated the service overall a 10 and five rated their impact on the community 10.
- 8.3 A small number of the partners felt that Community Wardens should have enforcement powers namely those for littering and dog fouling. This has been explored previously but as we already have an Environmental Protection Team who

have and enforce these powers and considering the risk that the public could lose confidence in Community wardens and see them as just enforcement this has not been taken forward. That said community wardens support our Environmental Protection team in these areas of concern raising awareness locally and undertaking litter picks, reminding the public of their responsibilities and passing on intelligence.

8.4 The new funding model has been shared with all funding partners and little feedback has been received to date.

9. Community impact and corporate risks

9.1 The corporate risk remains the partial or total withdrawal of funding by one or more partner(s) where no replacement funding can be found which makes one or more warden posts financially unviable. This risk is mitigated by partner agreements to fund for a specified period and to provide a significant notice of withdrawal of funding. The service also holds a reserve to cover salaries for the period of notice and redundancy costs.

9.2 Since 2005 Community Wardens have dealt with over 55,000 incidents, the majority of which relate to low level crime and anti-social behaviour, however in the last few years there has been an increase in community based interventions and support for vulnerable people particularly during the pandemic.

9.3 Community Wardens provide a visible presence which offers reassurance to those communities in which they work. The Senior Community Warden provides a highly visible presence in the City centre and has dealt with a range of issues including cycling and e-scooters in the precinct, engaging with rough sleepers and dealing with ASB. They carry a chiBAC radio so are linked to the shops and can therefore offer a quick time response to incidents.

9.4 If funding for the Community Warden Service is not secured the areas in which they currently operate could be further exposed to crime and anti-social behaviour, vulnerable individuals may not be identified and opportunities to refer for support missed. Demand on other CDC services could increase resulting in additional financial cost to CDC.

10. Other implications

	Yes	No
Crime & Disorder: The Community Warden Service has a positive reduction influence of crime and disorder through patrol and prevention education	X	
Climate Change and Biodiversity:		X
Human Rights and Equality Impact: Positive impact in supporting vulnerable people.	X	
Safeguarding and Early Help: Positive impact in identification and referral of issues	X	
General Data Protection Regulations (GDPR):	X	

Community Wardens collect and store personal data for the investigation, prevention and detection of crime. Retention is limited to the timescales related to evidential purposes and will be no longer than 12 months.		
Health and Wellbeing Community Wardens support community watch schemes that have a positive impact on vulnerable and elderly residents. They also support corporate projects like dementia friendly communities and social prescribing.	x	

11. Appendices

None

12. Background Papers

None

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Chichester District Council

Cabinet

6 September 2022

Moving the Council's website into the Cloud

1. Contacts

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2. Recommendation

2.1 Cabinet approve a four-year contract with Goss Interactive to move the Council's website platform into the Cloud, to improve online services and security.

2.2 Cabinet approve the additional revenue budget of £21,399 a year plus one-off costs of £15,750, year 1 costs to be funded from General Fund reserves and subsequent years to be added to the base budget.

3. Background

3.1 The council's web platform (Content Management System) has been used by the council since 2007 to deliver its online services. At present, our website, intranet, and subsites are hosted on servers which are maintained in-house.

3.2 From the end of this year, Goss Interactive, which provides our web platform, will no longer support the council's website unless it is placed in Goss Cloud Services.

3.3 Most digital companies are moving their digital systems into the Cloud so that they can provide increased security, backup and disaster recovery facilities, as well as access upgrades much quicker. The council has already moved some of its key IT systems into the Cloud.

3.4 Although moving to the Cloud will increase revenue costs, it will deliver savings in the long-term and will enable the council to deliver key improvements to online services. This is fundamental to improving online services for our customers. This would cost

an additional £21,399 a year for the next four years, plus a one-off cost of £15,750 if signed by 27 September 2022.

3.5 Utilising Cloud services will:

- provide the council with a much stronger disaster recovery solution.
- reduce the cost of upgrades.
- speed up the introduction of new online services, including personalised services.
- result in less internal development, providing greater resilience.
- reduce the time spent on server security and system maintenance.
- reduce downtime; and,
- increase our information security standard to ISO 27001 and Quality Management Systems to ISO 9001.

3.6 The business case has been produced with the assistance of Hampshire Procurement Services, using the G-Cloud Framework. The framework allows local government providers to access preferential rates and benchmark suppliers.

3.7 After 27 September 2022, the framework will change from version 12 to 13. The cost will increase further under framework 13 and the terms and conditions will change.

4 Outcomes to be Achieved

- 4.1 To deliver a web platform that can continue to meet our customer's needs in line with our approved Communications and Digital Strategy.
- 4.2 To provide the Council with a much stronger disaster recovery solution.
- 4.3 To provide quality digital services and content and to make our online services more accessible to all.

5 Proposal

5.1 The proposal is to move the web platform into the Cloud, with Goss Services in accordance with an approved framework agreement in association with the Council's legal and procurement services.

6. Alternatives Considered

6.1 Three options were explored including continuing to host the website platform in house and moving to another provider. However, it was evident that continuing to stay with our current provider offered the best value; security options; and development opportunities to improve online services for our customers. See appendix one for further details.

7 Resource and Legal Implications

7.1 The resource and legal implications have been considered as part of the business review.

8 Consultation

- 8.1 We have consulted with key services areas including ICT and Customer Services, all of whom have given their backing to this proposal.
- 8.2 The Business Improvement Board has been consulted and informed throughout the process.

9 Community Impact and Corporate Risks

- 9.1 Improved online services should have a positive impact on the community.

10 Other Implications

	Yes	No
Crime and Disorder		No
Biodiversity and Climate Change Mitigation		No
Human Rights and Equality Impact		No
Safeguarding and Early Help		No
General Data Protection Regulations (GDPR)		No
Health and Wellbeing		No
Other		No

11 Appendices

Appendix 1 – Exempt information - Goss Cloud Services Business Case

12 Background Papers

None

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Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made.

A decision of this nature has been made as set out below:

Decision title	To approve an additional £35,000 for the Energy Efficiency and Thermal Comfort works at Westward House
Decision taker	Louise Rudziak
Decision consultees	Eileen Lintill – Leader Clare Apel - Chairman of the Overview and Scrutiny Committee Alan Sutton – Cabinet Member for Housing, Communications, Licensing and Events
Decision date	3 August 2022
Decision details	In the absence of a Cabinet meeting, and the requirement to commission and complete these works by the end of September 2022, officers be authorised to proceed with the Westward House Energy Efficiency and Thermal Comfort works and approve the release of an additional £35,000 from capital reserves. Cabinet and Council have previously approved funding of up to £100,000 towards this project. The total cost of the project is £340,000 with a Government funded contribution via the South East Energy Hub of £205,000 making the Councils contribution £135,000.
Reason for urgency	Funding and project delivery timeline deadline
Name and date of the meeting to receive a full report	A full report is not required but the decision will be reported to the next available Cabinet and/or Council meeting.

Louise Rudziak
Director of Housing and Communities
3 August 2022

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