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A meeting of the **Cabinet** will be held in Committee Rooms, East Pallant House on **Tuesday 4 October 2022 at 9.30 am**

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

## AGENDA

- 1 **Chair's Announcements**  
The Chair will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.
- 2 **Approval of Minutes** (Pages 1 - 8)  
The Cabinet is requested to approve as a correct record the minutes of its meeting on 6 September 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

### KEY DECISIONS

- 5 **Council Tax Review of Locally Defined Discounts and Premiums** (Pages 9 - 14)  
The Cabinet is requested to consider the report and its appendix and make the following resolution:  
  
**That the Council Tax Discounts and Premiums proposed in the Appendix to the agenda report be applied for the 2023-2024 financial year.**
- 6 **Determination of the Council Tax Reduction Scheme 2023 – 2024** (Pages 15 - 40)

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

**That Cabinet recommend the proposed Council Tax Reduction Scheme for 2023-2024 be approved by full Council.**

**That Cabinet delegate approval for mid-year changes in the Scheme, where it is deemed appropriate to the Director for Housing & Communities following consultation with the Director of Corporate Services and Cabinet Member for Finance, Corporate Services and Revenues and Benefits.**

**7 WSCC's Concession Contract for the Provision of Electric Vehicle Charge Points and Related Services (Pages 41 - 56)**

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

**That Cabinet resolves that the Council joins the West Sussex County Council Concession Contract for the planning, installation, operation and maintenance of an electric vehicle charging network.**

**That Cabinet resolves that Parking Services retains the remaining £36,700 electric vehicle charging points budget to enable the installation of EVCPs in new locations and/or the expansion of provision in existing locations whether the Council joins the WSCC contract or not and potentially in locations rejected by CK but where the Council wishes to see EVCP provision.**

#### OTHER DECISIONS

**8 Late Items**

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

**9 Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 11 and 12 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)]

**10 Phase 2 of Coastal Partners; Transfer of Staff (Pages 57 - 60)**

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

**11 Recording Equipment in Committee Rooms (Pages 61 - 63)**

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

## NOTES

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) Subject to 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 issued 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.