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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 6 December 2022 at 9.30 am**

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

AGENDA

- 1 **Chair's Announcements**
The Chair will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.
- 2 **Approval of Minutes** (Pages 1 - 6)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 1 November 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 **Compact Sweeper Procurement** (Pages 7 - 10)
The Cabinet is requested to consider the report and make the following recommendation to Full Council:

That Cabinet recommends to Council the allocation of £205,000 from reserves to purchase a new electric powered compact sweeper for use within the city centre and surrounding streets.

KEY DECISIONS

- 6 **A27 & High Speed Road Cleaning** (Pages 11 - 13)
The Cabinet is requested to consider the report and its appendices and make the following resolutions:

1. That Cabinet approves the appointment of the preferred contractor to provide traffic management and cleaning services for the A27 and selective high speed roads in the district.
2. That the contract be offered for an initial period of three years, with the option to extend annually up to a maximum of ten years.

7 **Determination of the Council Tax Base 2023-2024 (Pages 15 - 22)**

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

In order to comply with section 35 of the Local Government Finance Act 1992, that the following resolutions be made;

1. No item of expenditure shall be treated as 'special expenses' for the purposes of section 35 of the Local Government Finance Act 1992.
2. This resolution in (2.2) shall remain in force for the 2023-2024 financial year.
3. The calculation of the Chichester District Council's taxbase for the year 2023-2024 be approved.
4. The amounts calculated by Chichester District Council as its council taxbase be those set out in appendices 1 and 2 to this report.

8 **Replacement of the Corporate & Contact Centre Telephony Systems (Corporate Plan. 040) (Pages 23 - 28)**

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

1. That Cabinet approves a 3-year (with an option to extend for a further 12 months) contract with preferred bidder A to replace both the corporate and contact centre telephony systems.
2. That Cabinet approves the additional revenue budget of £8,000 a year to be added to the base budget.
3. That Cabinet approves the bringing forward of £60,000 existing ARP Telephony provision, from 2025/26, to the current year to fund the implementation of the new system.

9 **Treasury Management - half year 2022-23 (Pages 29 - 40)**

The Cabinet is requested to consider the Treasury activity summarised in the report and its appendices.

OTHER DECISIONS

10 **Freeland Close Parking Order (Pages 41 - 45)**

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

1. That Cabinet approves an amendment to the Parking Order to enable the enforcement of parking areas around Freeland Close.
2. That the Director of Growth and Place be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation)

Order 2020, as varied and the Road Traffic Regulation Act 1984.

11 **Parking Strategy** (Pages 47 - 61)

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

That Cabinet approves the Chichester District Parking Strategy 2023 - 2027 and Action Plan as set out in Appendix 1.

12 **To establish a Task Force for Chichester City** (Pages 63 - 69)

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

1. **That Cabinet considers the outcome of investigating the setting up a specific multiagency Chichester City Centre Task Force (MCCCTF) and approves a Task Force to be in place until Easter 2023, as a sub-group of the Chichester Vision Delivery Steering Group.**
2. **That Cabinet approves the draft terms of reference as set out in appendix one.**

13 **Proposal to enter into a Service Level Agreement with Beam** (Pages 71 - 79)

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

That Cabinet approves expenditure of £47,500 from the Homeless Prevention Grant (HPG) reserves to trial a 12-month pilot with Beam.

14 **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

15 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 16 and 17 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)]

16 **Proposed new lease for Sea Cadets, Chichester** (Pages 81 - 85)

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

17 **Chichester Contract Service: Refurbishment of four refuse collection vehicles** (Pages 87 - 90)

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.

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.