

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 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.

Public Document Pack Agenda Item 2



Minutes of the meeting of the **Cabinet** held in the Committee Rooms, East Pallant House on Tuesday 1 November 2022 at 9.30 am

Members Present Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr A Dignum, Mrs P Plant, Mr A Sutton and Mr P Wilding

Members Absent Mr R Briscoe

In attendance by invitation

Officers Present Mrs L Baines (Democratic Services Manager), Mrs H Belenger (Divisional Manager for Financial Services), Mr N Bennett (Divisional Manager for Democratic Services), Mr K Gillett (Valuation and Estates Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs S Peyman (Divisional Manager for Culture), Mrs D Shepherd (Chief Executive), Mrs F Stevens (Divisional Manger for Planning) and Mr J Ward (Director of Corporate Services)

28 **Chair's Announcements**

Apologies for absence were received from Cllr Briscoe.

Cllr Lintill made the following announcement:

It is with great sadness that I announce the passing of John Connor and John Ridd. John Connor was a member from 2007-2019. He sat on Cabinet, Licensing Committees, Parking Forum, the then Environment Panel and Overview and Scrutiny Committee. John Ridd was a member from 1999-2019. He was also Chairman of the Council from 2005 until 2011. I will ask you all to hold a two minutes silence in memory of John Connor and John Ridd. Please will everyone who is able now stand.

A two minute silence was held.

29 **Approval of Minutes**

RESOLVED

That the minutes of the Cabinet meeting held on 4 October 2022 be approved and signed as a correct record.

30 **Declarations of Interests**

There were no declarations of interest.

31 **Public Question Time**

The following public question and answer were read out:

Question from Andy Sargent:

After reading the Local Plan Review Newsletter - Issue 11, I looked at the Timeline on the CDC website and saw that there is no date for Stage 11 - Publishing the Plan.

Please can you state the date the Local Plan will be Published?

Please can this be an actual date in DayMonthYear format, and not write that it will depend on roads, wastewater, and water neutrality issues.

It would be great to conclude the roads, wastewater and water neutrality issues and move forward with the Local Plan.

Answer from Cllr Taylor:

Thank you for your question. I am pleased to be able to advise that our intention is to report the draft Regulation 19 Local Plan to a Special meeting of the Council's Cabinet on 23 January and to a Special meeting of Full Council on 24 January 2023.

This timescale is subject to the satisfactory completion of various elements of ongoing technical work required to support the emerging plan strategy in relation to matters including transport, the Strategic Flood Risk Assessment (SFRA) and Habitat Regulations Assessment (HRA). In the event that this essential evidence work cannot be concluded in the time available, we will need to consider the implications and provide a further update.

We will update the planning policy section of the Council's website and arrange further communications updates to ensure that these key dates are well publicised.

32 **Development Management Planning Performance Agreements**

Cllr Taylor introduced the item.

In a vote the following resolutions were agreed:

RESOLVED

That Cabinet:

- a) **Resolves that the Council enters into a Planning Performance Agreement (PPA) with Linden/Downland Graylingwell LLP in respect of development at Graylingwell Park; and**
- b) **Delegates authority to the Director of Planning and Environment in consultation with the Cabinet Member for Planning Services to:**
 - i. **Enter into future proposed PPA's across the Chichester Local Plan area with a value of no more than £100,000 and to extend or vary the terms of existing PPA's with a value of no more than £100,000.**
 - ii. **And to expend the sums received under PPAs in accordance with the PPAs' terms.**

33 Land at Western End of Terminus Road, Chichester

Cllr Dignum introduced the item.

Cllr Sharp had requested to speak on the item and was invited to do so by Cllr Lintill. Cllr Sharp asked why a car park was being built in relation to the 10% carbon reduction aim detailed in the Corporate Plan. Cllr Dignum explained the intention for the car park is to provide a place for existing car drivers who work in Terminus Road and park in the surrounding streets, which should reduce the number of car movement and pollution. He added that the feasibility study would highlight any concerns.

Cllr Wilding requested clarification of how those parking would pay. Mr Gillett explained that if it was agreed to allocate the parking to a specific site such as the Enterprise Centre then parking would be by agreement and invoiced quarterly in a similar way to the council's rental agreements.

In a vote the following resolutions were agreed:

RESOLVED

That Cabinet approves the release of £20,000 from reserves to appoint a design team to proceed to planning and to tender for the construction of a car park at the western end of Terminus Road. A further report will be presented to Cabinet on the outcome of the tender process.

34 Financial Strategy and Plan 2023-24 to 2027-28

Cllr Lintill explained the intention to hear the debate in public session and then discuss Appendix 2 in Part II before returning to public session for the vote on the resolutions.

Cllr Wilding introduced the item.

Members wished to thank officers for their work on a comprehensive report.

Cllr Lintill requested further information relating to the £1.457 million transfer from the General Fund. Mrs Belenger explained that the council's long-term investments are currently subject to statutory override however this is due to end in March 2024. Once the statutory override comes to an end the council will have to account for the fair value where there has been variation on the overall value of investments. £1.429 million has already been set aside from useable reserves with an additional £1.457 million to be set aside in a fair value risk reserve. Mrs Belenger further clarified that the fair value risk reserve could be returned to general reserves should the override be maintained post March 2024.

Prior to discussing Appendix 2 Cllr Lintill proposed the Cabinet move into Part II which was seconded by Cllr Taylor.

In a vote the following resolution was agreed:

That in respect of Appendix 2 for Agenda Item 7 that the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

Following the Part II discussion Cllr Lintill proposed a return to public session to take the vote on the resolutions. This was seconded by Cllr Taylor.

In a vote the Cabinet resolved to return to public session.

Mr Ward drew attention to recommendation b outlining the recommendation from the Corporate Governance and Audit Committee to set a minimum level reserves value of £4 million. It was agreed to amend the recommendation. In a vote on the substantive recommendations as amended the following recommendations to Full Council were agreed:

RECOMMENDED TO COUNCIL

- a) The key financial principles and actions set out in appendix 1 of the 5 year Financial Strategy report are approved.
- b) That the Minimum Level of Reserves level is set as £4 million, following the recommendation of the Corporate Governance and Audit Committee.
- c) That the current 5 year Financial Model detailed in appendix 2 (Part 2) and the Resources Statement in appendix 3 to the Financial Strategy report be noted.
- d) That £1.457m is transferred from the General Fund Reserve to the Investment Risk reserve to increase the mitigation held for fair value adjustments for the Council's long-term investments.

35 Late Items

There were no late items.

36 **Exclusion of the Press and Public**

Cllr Lintill proposed the Part II resolution I relation to agenda item 10. This was seconded by Cllr Taylor.

In a vote the following resolution was agreed:

That in respect of Agenda Item 10 that the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

37 **Leisure Management Contract Review**

In Cllr Briscoe's absence Cllr Sutton introduced the item.

In a vote the following recommendation to Council and resolution were agreed:

RECOMMENDED TO COUNCIL

To agree the recommendation detailed in section 2.1 of the report.

RESOLVED

To agree the recommendation detailed in section 2.2 of the report.

The meeting ended at 10.45 am

CHAIRMAN

Date:

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Chichester District Council

Cabinet

1 November 2022

Compact sweeper Procurement

1. Contacts

Report Author:

Kevin Carter: - Divisional Manager Chichester Contract Services
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Cabinet Member:

Penny Plant - Cabinet Member for the Environment and for Contract Services
Telephone: 01243 575031 E-mail: pplant@chichester.gov.uk

2. Recommendation

- 2.1 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.**

3. Background

- 3.1 CCS has one compact sweeper within its fleet which is hired in. This compact sweeper is used almost exclusively in and around Chichester City centre including the shopping precinct. The model that CCS currently rent is a diesel-powered unit. Two larger sweepers are used to sweep normal highways and roads and are too heavy and bulky for shopping precinct work. Both of the large sweepers are owned by CDC.
- 3.2 Compact sweepers are quite complex to both operate and maintain and for the last 10 plus years CCS have rented a vehicle from a rental contractor on an annual basis which includes a full maintenance and repair service. The life expectancy of this type of vehicle is 5-6 years.
- 3.3 On average the compact sweeper uses 5000 – 6000 litres of fuel per annum
- 3.4 Due to the relative low fuel use and considering the anticipated vehicle life expectancy the Whole Life Costing (WLC) model for the electric version doesn't deliver a break-even position when compared to a diesel option.
- 3.5 Using the average annual fuel usage, the anticipated annual CO2 saving will be 2.75 tonnes per annum in year 1 rising to a predicted 10.0 tonnes per annum in year 6 to reflect the anticipated changes of the national grid as it progressively brings more renewable energy sources online. 10.0 t CO2 is approximately 0.1 % of the total CDC baseline emissions.

- 3.6 The current rental cost is £610 per week for the diesel version and this rental contract is renewed annually. The vendor has offered to extend the current contract for the same vehicle for another year or to replace the vehicle with a new model for an increase in rental cost. The rental cost of an electric version is £810 per week.
- 3.7 Due to the close proximity of the CCS depot to the city centre, an electric compact sweeper charge is more than sufficient to support a full shift of operation.
- 3.8 The compact sweeper is used almost entirely to sweep heavy footfall areas including the paved pedestrian present and as such are very visible to residents and visitors to Chichester. There is a general trend across other LA's that these vehicles are moving towards being electric powered.
- 3.9 The existing electrical capacity into the CCS depot is large enough to support the 2 electric refuse collection vehicles currently on order and 2 or 3 additional vehicles of similar size to the compact sweeper.

4 Outcomes to be Achieved

- 4.1 To support CDC's carbon footprint reduction target of 10% each year and provide a visible demonstration to CDC residents that the Council is working towards meeting this target.
- 4.2 To provide a new compact sweeper that fully meets the operational requirement of the street cleansing team and capable of operating at least a full 8-hour shift without requiring to recharge and will be available on average 95% of normal working week.

5 Proposal

- 5.1 That £205,000 be allocated from reserves to enable the procurement of an electric powered compact sweeper, option 3 below.
- 5.2 That a full service and maintenance support package is purchased from the vehicle supplier at an estimated cost of £4,750 pa and that the CCS revenue budget is increased by this amount
- 5.3 That CCS fleet revenue budget absorbs the increase of £1,039 per annum to reflect the change in vehicle ownership, service and maintenance contract and the anticipated reduction in fuel costs moving from a diesel to electric version. As well as an increased contribution to the Asset Replacement Programme to fund subsequent replacements on a six-year cycle.

6 Alternative Options Considered

Table 6.4 below summarises the main financial differences between each of the options listed below.

- 6.1 Option 1: - Continue with current position of renting a diesel compact sweeper including a service and maintenance contract. This option neither delivered a

financial or carbon footprint saving.

- 6.2 Option 2: - Purchase a diesel compact sweeper with a service and maintenance contract. This provided a saving to the current budget position but did not demonstrate a carbon footprint reduction.
- 6.3 Option 3: - Purchase an electric compact sweeper with a service and maintenance contract. This demonstrates a carbon footprint reduction commitment for a relatively small increase to the current budget.
- 6.4 Option 4: -Rent an electric compact sweeper with a service and maintenance contract. This demonstrates a carbon footprint reduction commitment with an increase to the current budget
- 6.5 Option cost table

	Costs per annum					
	Fuel Costs	Hire costs	Service Contract	Capital Cost	Rev cost incl depn	Budget change
Option 1	£7,600	£31,700	incl	n/a	£39,200	£0
Option 2	£7,600	n/a	£4,570	£115,000	£31,339	-£7,861
Option 3	£1,500	n/a	£4,570	£205,000	£40,239	£1,039
Option 4	£1,500	£42,120	incl	n/a	£43,620	£4,420
Assume 6 year vehicle depreciation						

7 Resource and Legal Implications

- 7.1 Allocate £205,000 from reserves to fund the procurement.
- 7.2 Include in the CCS fleet asset replacement plan a replacement vehicle every 6 years following delivery of the new vehicle.
- 7.3 The procurement process will be undertaken using an approved local authority procurement framework.

8 Consultation

- 8.1 SLT, Carbon Reduction Project Officer and the CCS street cleaning team have been consulted in making the recommendation.

9 Other Implications

Are there any implications for the following?		
	Yes	No
Biodiversity and Climate Change Mitigation	✓	
Crime and Disorder		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing		✓

Other (None)		

10 **Appendices**

None

11 **Background Papers**

None

Chichester District Council

Cabinet

6 Dec 2022

A27 & High Speed Road Cleaning

1. Contacts

Report Author:

Andy Howard – Operations Manager Chichester Contract Services
Telephone: 01243 534695 E-mail: ahoward@chichester.gov.uk

Cabinet Member:

Penny Plant - Cabinet Member for the Environment and for Contract Services
Telephone: 01243 575031 E-mail: pplant@chichester.gov.uk

2. Recommendation

2.1 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.

2.2 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.

3. Background

3.1 The Environmental Protection Act 1990 prescribes district councils as Principal Litter Authorities. Specific responsibilities and requirements are detailed in the Code of Practice on Litter and Refuse 2008. This stipulates a requirement to keep highways clean, including trunk roads such as the A27. The council is responsible for a 14 mile section of the A27 from Aldingbourne to Emsworth.

3.2 There are inherent dangers associated with cleaning high speed roads. Site specific risk assessments must be produced for the task and, in the case of the A27 (and a handful of other roads), specialist traffic management must be used to keep operatives safe.

3.3 In recent years the cleaning operation for the A27 has been completed by the council's street cleaning team and a specialist traffic management contractor. The partnership has worked well; ensuring a good standard of cleanliness and compliance with legislation. This partnership approach remains the most effective method of delivery.

3.4 The previous contract came to an end in May 2022 so a procurement exercise has been completed and a preferred contractor identified.

4 Outcomes to be Achieved

4.1 Appointment of an accredited contractor that can work with the council's street cleaning team to achieve a compliant standard of cleanliness for the A27 and other high-speed roads.

5 Proposal

5.1 Officers have worked with Hampshire County Council's procurement team to complete a competitive tendering process. Contractors were invited to tender for a litter pick in January; to include the carriageway, islands and verges. Provision of traffic management infrastructure to enable a sweep of hard surfaces in May of each year was also specified. Ad hoc cleans can be called upon as required.

5.2 Fifteen contractors registered interest in the tender but only two submitted. Officers believe this is due to the specialist nature of the work. Of the two submissions received one was excluded as the contractor failed to meet the minimum pass/fail requirements. The remaining submission was of the highest quality and within budget so it is proposed that the contract be awarded to them.

6 Alternatives Considered

6.1 An in house solution has been considered but the investment required in impact protection vehicles, equipment, training and staff costs would be considerably higher than contracting the work out in this instance.

6.2 CCS continues to collaborate with Highways England on opportunities to share traffic management resource. Such opportunities have proven to be rare due to the unpredictable nature of their work; particularly the need to cancel works at short notice due to emergencies elsewhere on the road network. Contracting in traffic management means CCS can guarantee an annual clean as a minimum; thereby ensuring compliance with statutory requirements.

7 Resource and Legal Implications

7.1 The award of the contract to the preferred provider is in accordance with the council's contract standing orders, and within budget.

7.2 The CCS Operations Manager and Street Cleansing Lead will manage the contract throughout its term to ensure consistent high standards of service.

8 Consultation

8.1 The council's legal and procurement officers have been consulted.

9 Community Impact and Corporate Risks

9.1 Failure to keep the A27 and other high-speed roads clean will result in a failure of our statutory duties under the Code of Practice on Litter and Refuse. It will also present a poor image of the district.

10 Other Implications

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

11 Appendices

None

12 Background Papers

None

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Chichester District Council

THE CABINET

6 DECEMBER 2022

Determination of the Council Tax Base 2023-2024

1. Contacts

Report Author:

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Cabinet Member:

Peter Wilding, Cabinet Member for Finance, Corporate Services, Revenues, Benefits and Customer Services

Tel: 01428 707324

E-mail: pwilding@chichester.gov.uk

2. Recommendation

- 2.1. In order to comply with section 35 of the Local Government Finance Act 1992, that the following resolutions be made;
- 2.2. No item of expenditure shall be treated as 'special expenses' for the purposes of section 35 of the Local Government Finance Act 1992.
- 2.3. This resolution in (2.2) shall remain in force for the 2023-2024 financial year.
- 2.4. The calculation of the Chichester District Council's taxbase for the year 2023-2024 be approved.
- 2.5. The amounts calculated by Chichester District Council as its council taxbase be those set out in appendices 1 and 2 to this report.

3. Background

- 3.1. The Taxbase is a measure of the taxable capacity of the district and is set during the period 1 December to 31 January. Parish council's, West Sussex County Council and the Police Authority are then notified of the proposed taxbase for the area relevant to them. As the billing authority, the District Council is then responsible for the payment of precepts from the collection fund or general fund for levies and parish precepts.
- 3.2. The Council Taxbase represents the estimated full year number of chargeable dwellings in the area expressed as the equivalent number of band D dwellings. The taxbase calculations are based upon the numbers by council tax band in the Valuation List, plus the estimated new dwellings likely to enter the Valuation List during 2023/24. The result is adjusted for applicable discounts, exemptions and reductions. The figure of chargeable dwellings is further adjusted by an estimated collection rate of 99% (see paragraph 5.1 below)

- 3.3. Since 1 April 2013 the taxbase calculation for the District also takes account of our Council Tax Reduction (CTR) scheme. Properties where the resident will be in receipt of 100% CTR are fully disregarded in this calculation and pro rata for those on lower amounts.
- 3.4. Summary of the taxbase of each parish is shown in appendix 2.

4. Outcomes to be achieved

- 4.1. The purpose of this report is to set the taxbase for the 2023/2024 financial year.
- 4.2. Following approval, the relevant taxbase will be notified to precepting authorities to allow for them to set their budgets for 2023/2024.

5. Proposal

- 5.1. **Collection Rate:** An assumed 'collection rate' is used when calculating the taxbase. In determining the rate a number of factors are taken into consideration including losses in income through council tax banding reduction, absconds and backdated awards of discounts and exemptions. The assumed collection rate since 2013/14 has been set at 99% and it is proposed to continue with a 99% collection rate for the 2023/24 calculations.
- 5.2. **Special Items:** Special expense items are those that relate to a part only of the District Council's area. The determination of such special expenses would necessitate the creation of a special expense area which could be the whole of a parish within a parish or across parish boundaries. No such areas have been determined previously and it is recommended that the Cabinet resolve that any special expenses should be treated as general expenses for tax setting purposes.

6. Alternatives that have been considered

- 6.1. No alternatives have been considered for this report due to the legal requirement to set a taxbase.

7. Resource and legal implications

- 7.1. Finance: The Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) requires the billing authority to calculate the taxbase for its area and notify the figure to the precepting authorities in the period 1 December to 31 January in the preceding financial year. A delay in notifying the taxbase to precepting authorities could impact on their ability to set their budgets in time for setting council tax which must be set before 11 March in the financial year preceding that for which it is set.

8. Consultation

- 8.1. This report has not been subject to consultation.

9. Community impact and corporate risks

- 9.1. The corporate risk of an inaccurate tax base is that there is potential for the collection fund to be in deficit or surplus.
- 9.2. Since April 2013 the Council and precepting authorities have seen a reduction in taxbase resulting from the implementation of the council tax reduction scheme. The income generated from reducing locally defined discounts and charging the maximum Empty Homes Premium has helped to off-set this loss.

10. Other Implications

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

11. Appendices

Appendix 1 - Taxbase for the District of Chichester 2023/24

Appendix 2 – Taxbase for each Parish within the District 2023/24

12. Background papers

12.1. None

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Determination of Taxbase 2023-24
Appendix 1

	Band@	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Chargeable properties	4.3	2,311.9	5,278.3	13,115.5	11,332.8	8,298.8	5,811.0	5,438.3	1,185.8	52,776.4
Band D equivalents*	2.4	1,541.3	4,105.3	11,658.2	11,601.9	10,142.9	8,393.7	9,063.8	2,371.5	58,881.0
Additional 50% income for prescribed classes A & B (Second Homes) as Band D equivalents	0	191.9	81.7	208	257	281.1	257.8	330	160	1,767.5
Additional Income for Empty Homes Premium as Band D equivalents	0	5.4	15.7	26	42	15.6	9.8	3.4	2	119.9
Taxbase deduction for Council Tax Reduction										-3,869.3
Total taxbase for the Chichester District for 2023-24										56,899.1
Adjusted for assumed collection rate of 99%										56,330.1

Note;- All calculations are subject to roundings

Notes

* Includes adjustments for Crown Property and property with restricted planning permission. Adjusted for roundings

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Determination of Taxbase 2023/24

Appendix 2

Parish	Basic Taxbase Second Homes 50%	Second Homes additional 50%	Basic Taxbase for 2023-24	Additional income from Empty Homes Premium	Taxbase deduction for Council Tax Support	Total Taxbase	Adjusted for assumed collection rate of 99%
Appledram	95.6	5.0	100.6	0.0	-5.4	95.2	94.2
Barlavington	56.0	3.8	59.8	0.0	-2.1	57.7	57.1
Bepton	151.0	2.2	153.2	1.0	-1.7	152.5	151.0
Bignor	67.5	6.9	74.4	0.0	-3.5	70.9	70.2
Birdham	877.3	32.8	910.1	0.0	-41.8	868.3	859.6
Bosham	1,622.4	105.2	1,727.6	0.0	-67.5	1,660.1	1,643.5
Boxgrove	506.7	8.3	515.0	0.0	-40.8	474.2	469.5
Bury	369.9	13.6	383.5	0.0	-11.3	372.2	368.5
Chichester City	13,063.1	227.2	13,290.3	31.4	-1,210.0	12,111.7	11,990.5
Chidham & Hanbrook	1,072.5	15.9	1,088.4	0.0	-65.0	1,023.4	1,013.2
Cocking	228.6	4.8	233.4	0.0	-13.6	219.8	217.6
Compton	220.1	7.8	227.9	1.0	-4.9	224.0	221.8
Donnington	1,074.9	9.7	1,084.6	0.0	-38.6	1,046.0	1,035.5
Duncton	228.2	9.1	237.3	0.0	-6.7	230.6	228.3
Earnley	307.1	61.8	368.9	0.0	-10.4	358.5	354.9
Eartham	47.0	4.7	51.7	0.0	-2.8	48.9	48.4
Easebourne	1,131.9	20.8	1,152.7	12.9	-59.7	1,105.9	1,094.8
East Dean	119.8	6.4	126.2	0.0	-11.2	115.0	113.9
East Lavington	122.5	6.8	129.3	3.8	-1.0	132.1	130.8
E.Wittering & Bracklesham	2,355.9	148.2	2,504.1	4.0	-204.8	2,303.3	2,280.3
Ebernoe	129.4	5.8	135.2	0.0	-0.1	135.1	133.7
Elsted & Treyford	165.0	9.2	174.2	4.7	-4.9	174.0	172.3
Fernhurst	1,410.9	17.5	1,428.4	2.0	-78.0	1,352.4	1,338.9
Fishbourne	1,139.4	9.0	1,148.4	0.0	-56.5	1,091.9	1,081.0
Fittleworth	551.0	14.3	565.3	0.0	-18.8	546.5	541.0
Funtington	840.3	23.9	864.2	0.9	-28.1	837.0	828.6
Graffham	339.3	14.2	353.5	5.1	-7.9	350.7	347.2
Harting	747.8	24.3	772.1	0.0	-39.6	732.5	725.2
Heyshott	166.3	10.3	176.6	0.0	-7.7	168.9	167.2
Hunston	496.9	5.6	502.5	0.0	-62.0	440.5	436.1
Kirdford	521.4	14.3	535.7	3.7	-24.6	514.8	509.7
Lavant	777.8	13.9	791.7	0.0	-65.9	725.8	718.5
Linch	42.9	1.9	44.8	0.0	0.0	44.8	44.4

Determination of Taxbase 2023/24

Appendix 2

Parish	Basic Taxbase Second Homes 50%	Second Homes additional 50%	Basic Taxbase for 2023-24	Additional income from Empty Homes Premium	Taxbase deduction for Council Tax Support	Total Taxbase	Adjusted for assumed collection rate of 99%
Lynchmere	1,072.0	10.2	1,082.2	0.0	-32.6	1,049.6	1,039.1
Lodsworth	374.1	23.2	397.3	5.7	-4.5	398.5	394.5
Loxwood	889.0	8.8	897.8	0.0	-30.0	867.8	859.1
Lurgashall	338.4	19.5	357.9	4.8	-8.1	354.6	351.1
Marden	54.3	4.9	59.2	0.0	-2.3	56.9	56.3
Midhurst Town	2,509.8	35.4	2,545.2	3.1	-196.4	2,351.9	2,328.4
Milland	482.6	18.9	501.5	0.0	-7.8	493.7	488.8
North Mundham	658.4	13.8	672.2	0.0	-39.9	632.3	626.0
Northchapel	360.5	3.7	364.2	0.0	-25.5	338.7	335.3
Oving	1,174.0	8.1	1,182.1	6.0	-55.9	1,132.2	1,120.9
Petworth	1,395.5	34.1	1,429.6	15.6	-123.6	1,321.6	1,308.4
Plaistow & Ifold	1,149.1	12.4	1,161.5	0.0	-16.1	1,145.4	1,133.9
Rogate	815.9	18.5	834.4	1.8	-30.9	805.3	797.2
Selsey Town	4,811.8	205.4	5,017.2	2.0	-434.3	4,584.9	4,539.1
Sidlesham	635.9	26.6	662.5	0.0	-34.5	628.0	621.7
Singleton	255.5	14.5	270.0	0.0	-16.3	253.7	251.2
Southbourne	2,885.2	39.5	2,924.7	3.0	-196.1	2,731.6	2,704.3
Stedham with Iping	444.2	15.3	459.5	0.0	-25.1	434.4	430.1
Stopham	49.9	1.1	51.0	0.0	-2.2	48.8	48.3
Stoughton	345.0	14.5	359.5	0.9	-13.1	347.3	343.8
Sutton	117.1	13.9	131.0	0.0	-2.5	128.5	127.2
Tangmere	1,244.1	9.6	1,253.7	0.0	-116.0	1,137.7	1,126.3
Tillington	297.9	11.7	309.6	0.0	-11.8	297.8	294.8
Trotton with Chithurst	161.4	4.7	166.1	0.0	-7.8	158.3	156.7
Upwaltham	15.5	0.0	15.5	0.0	0.0	15.5	15.3
West Dean	218.2	10.2	228.4	1.8	-9.8	220.4	218.2
West Itchenor	360.0	50.8	410.8	0.0	-1.4	409.4	405.3
West Lavington	168.2	3.2	171.4	0.0	-4.8	166.6	164.9
West Thorney	218.0	0.0	218.0	0.0	0.0	218.0	215.8
West Wittering	1,641.6	234.4	1,876.0	1.7	-73.5	1,804.2	1,786.2
Westbourne	1,031.9	11.3	1,043.2	0.0	-71.6	971.6	961.9
Westhampnett	747.5	4.8	752.3	0.0	-42.4	709.9	702.8
Wisborough Green	820.6	13.6	834.2	3.0	-31.6	805.6	797.5
Woolbeding with Redford	91.5	5.7	97.2	0.0	-4.0	93.2	92.3
Totals	58,881.0	1,767.5	60,648.5	119.9	-3,869.3	56,899.1	56,330.1

Chichester District Council

CABINET

6 December 2022

**Replacement of the Corporate & Contact Centre Telephony Systems
(Corporate Plan. 040)**

1. Contacts

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Cabinet Member:

Peter Wilding, Cabinet Member for Finance, Corporate Services and Revenues and Benefits.

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2. Recommendation

- 2.1. **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.**
- 2.2. **Cabinet approves the additional revenue budget of £8,000 a year to be added to the base budget.**
- 2.3. **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.**

3. Background

- 3.1. The council currently uses a Maintel supplied Mitel corporate telephone system. It is 'on-premises' and contractually due to expire March 2023. It is a first-generation voice over internet protocol (VOIP) system and was originally co-procured (with Arun District Council) during a period when closer alignment of back office and support services was under consideration.
- 3.2. Our current contact centre solution, MacFarlane, is separate from but integrated with the Mitel system. It is also 'on-premises' and requires complex alignment with Mitel to ensure operational integrity. Annually renewable, this contract also expires March 2023.
- 3.3. The Mitel (7 years old) and MacFarlane (over 12 years old) systems would require major upgrading to benefit from technological enhancements and capabilities driven by the COVID enforced remote working environment.
- 3.4. Working closely with our customer service colleagues we have taken advantage of this contractual co-terminating opportunity to review currently available

technological solutions. Paying specific regard to the benefits and service delivery improvements now available.

- 3.5. Further, through wider staff consultations, we developed a Requirement Matrix which then formed the basis for our options review.

4. Outcomes to be achieved / Requirement Matrix

- 4.1. Single corporate and contact centre solution – vertically integrated.
- 4.2. Cost effective business continuity and disaster recovery (BCP/DR) solution.
- 4.3. Integration options with Microsoft TEAMS.
- 4.4. Technical competence (security and product development roadmaps).
- 4.5. Improved analytics, data capture and reporting.
- 4.6. Porting of existing numbers (no operational impacts & approach to implementation).
- 4.7. Cultural fit and engagement (how easy are they to deal with?).
- 4.8. Price (implications & impacts of move to hosted).

5. Proposal

- 5.1. The proposal is to move our existing (separate) corporate and contact centre telephone systems to a hosted (in the cloud) unified communications platform, provided by preferred bidder A. This will incorporate an embedded Teams dialler functionality and will be contracted in accordance with an approved framework agreement (G-Cloud 13) in association with the Council's legal and procurement services.

6. Alternatives that have been considered

- 6.1. We used the 'Gartner Peer Insight, Competitor and Alternatives 2022' report to identify an initial list of reputable suppliers. Gartner are recognised (Fortune) as the leading global information technology research and advisory company.
- 6.2. Additional consultations were undertaken with several external sources and groups; including West Sussex councils' Head of IT Group, an independent Telecommunications consultant, existing suppliers of IT services to the Council, and the Crown Commercial Service (to ensure compliant procurement).
- 6.3. From these activities a list of viable solutions and suppliers emerged. Several engagement sessions were then held with each supplier to further explore possible features and benefits. These details were then assessed against our Requirement Matrix (Appendix 1).

7. Resource and legal implications

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

8. Consultation

- 8.1. Senior Leadership Team
- 8.2. Business Improvement Board
- 8.3. Procurement and Legal Services have been consulted throughout the renewal process.
- 8.4. Customer Services Team
- 8.5. Staff
- 8.6. West Sussex District Councils' Head of IT Group.

9. Community impact and corporate risks

- 9.1. Improved telecommunication systems will aid improved operational performance across the Council.
- 9.2. Tighter integration of telephone systems between the contact centre and service departments should have a positive impact on customer and community services.
- 9.3. Following on from the commissioning of the Council's new disaster recovery server centre, cloud hosting of our telephony systems will improve business continuity and reduce risks associated with Corporate Risk CRR97: Cyber Attack Across the ICT Estate.

10. 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):		✓

11. Appendices

- 11.1. Part II Exempt - Requirement Matrix.

12. Background Papers

- 12.1. None.

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

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Chichester District Council

Cabinet

6 December 2022

2022-2023 Treasury Management half-yearly update

1. Contacts

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2. Executive Summary

<p>This report provides a summary of the Council's Treasury activities for the first half of 2022-23. It contains a summary of the Council's internal and external investments, confirms that the Council's Treasury strategy was complied with and looks ahead to proposals to update the regulatory framework covering Treasury activities.</p>

3. Recommendation

3.1 Cabinet is requested to consider the Treasury activity summarised in this report.

4. Background

4.1 This report provides the Cabinet with a summary of treasury management activity and regulatory developments for the year to date.

4.2 The Authority's treasury management strategy for 2022/23 was approved by Council in March 2022. The Authority continues to invest in line with this policy and the investment position on 30 September 2022 is shown below.

Table 1: Treasury Management Summary

Investments £000	Balance 31/03/2022	Movement	Balance 30/9/2022
Short term Investments	23,000	(5,000)	18,000
Money Market Funds	54,400	3,000	57,400
Total liquid investments	77,400	(2,000)	75,400
Long term Investments			
Pooled Funds – External	24,000	6,000	30,000
Pooled funds – Local Authority	10,000	-	10,000
Property fund			
Total investments	111,400	4,000	115,400

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

5. 2022-23 Treasury Summary

- 5.1 Treasury activity during the first six months of the year focussed on using money market funds for short term liquidity due to the rising interest rate environment.
- 5.2 Lending to Local Authorities continues to play a relatively small part in our treasury activity given the fixed terms offered and the growing trend to request deals well in advance of the actual investment date. In a rising interest rate environment, this often made it difficult to assess if the offered interest rate will be competitive at the date of the investment.
- 5.3 The Council also invested a further £6m in an external multi-asset pooled fund, and further details of this are provided in section 7. The Council's overall investments in external pooled funds to the end of September are shown in appendix A.
- 5.4 Appendix B contains the usual suite of benchmarking data for the Council's Treasury portfolio as of 30 September 2022. One indicator is rated red and two are rated amber. Explanations and further information are provided for these indicators in the appendix.
- 5.5 On a positive note, the Council's return on its investment portfolio is now expected to significantly exceed budget, almost entirely due to the significant tightening of UK and world monetary policy over the last 12 months. More information on this can be found in section 8 and appendix E.

6. Other Non-Treasury Holdings and Activity

- 6.1 Although not classed as treasury management activity, the CIPFA Code requires the Authority to report on investments held for policy reasons outside of normal treasury management.
- 6.2 The Authority continues to hold approximately £13.6m of investments in directly owned property, unchanged from the value established as of 31 March 2022.

- 6.3 As the property market emerges from the recovery stage and begins to return to some sense of normality, the changing landscape continues to evolve. The Council's commercial property investments must therefore react and adapt to maintain revenue, and where possible, maximise alternative income opportunities.
- 6.4 Business and consumer sentiment and confidence is a key driver of the commercial property investment markets, given the importance of occupier occupational demand. The economic outlook following the Government's recent 'mini-budget' and subsequent increases in interest rates together with an anticipated recession mean there is continued uncertainty around the future profitability of our commercial property portfolio.
- 6.5 It therefore remains difficult to determine the long-term impact on our investment portfolio with any certainty and limited tangible evidence to support it, with some property sectors proving to be more robust than others. For example, continued high demand for industrial premises contrasts with downward pressure on high street retail rents and an increased risk of tenant default, whilst sentiment for out-of-town retail is marginally more positive. Investment yields need to reflect the added risk to future income streams and that will ultimately result in lower capital values.
- 6.6 Presently two of the Council's Investment Properties have a market value that is less than the original purchase price. In aggregate the carried loss on these two properties is £836k, representing 16% of the original investment cost of £5,342k. Putting this into context, the income received annually from our investment properties is around £0.9m per annum and any carried gains or losses are only crystallised as and when the Council disposes of the property. At present, the Council has no need to, or intention of, disposing of these commercial investments.

7. Compliance Report

- 7.1 How treasury activity complied with the main 2022-23 treasury limits is disclosed at appendix C. There are two exceptions for the reporting period which meant that the Council exceeded its limit of £2.5m in its main bank account twice:
- a large CIL receipt that was received in the Council's bank account after the Council had completed its Treasury calculations at the start of the day;
 - an investment maturity date was recorded incorrectly by one day, leading to the repayment being received one day earlier than expected. The sum was again received very late in the day when no other potential investments were open.

8. Other Developments

This section updates the Committee on relevant developments since the last report in earlier this year.

Investments in external funds

- 8.1 Officers monitor longer term cash projections to identify if longer term, higher yielding investments are possible.
- 8.2 Following consultation with the s.151 officer and Cabinet Member for Finance, a further £6m investment was made in two tranches (April and September) in the CCLA Diversified Income Fund. The fund is a multi-asset actively managed fund which aims to provide growth in income and capital over the long-term from a diversified portfolio.

New Codes and Regulations

- 8.3 Following the publication of a consultation on the Statutory Override that isolates the Council's general Fund from gains or losses in the fair value of its external pooled fund investments, the Council submitted a response on 9 September 2022. A copy of this response is included at appendix F.
- 8.4 The response argued that the statutory override should be made permanent in the first instance, and if this is not possible, then it should be extended for another period. The addition of a further source of revenue uncertainty and financial risk at present time this time would be an unwelcome development and may mean further revenue resource being diverted from funding front line services to mitigate fair value risk. This matter is considered in the Council's financial strategy for 2023-24.

2022-23 Treasury workshop

- 8.5 A workshop for Members will be held on 5 December at East Pallant House. The workshop will address the Treasury Management function at a high level to support understanding of Members' and Officers' roles and responsibilities. It will also consider regulatory and environmental changes that will be reflected in the 2023/24 Treasury Management Strategy Statement and Investment Strategy.

9. Estimates of 2022/23 income

- 9.1 The Authority's 2022/23 budget was set (in November 2021) against a very different economic backdrop than is presently being experienced. As a result, the budget figures are no longer representative of the actual interest being paid following some strong fiscal tightening by the Bank of England since the start of the year.
- 9.2 The figures in table 2 for external pooled funds are based on announced dividends to the end of the period, some of which will not be received until a month or two later. Further investments in pooled funds made during Autumn 2022 are also not factored into these projections.
- 9.3 The actual income will ultimately depend on many factors including but not limited to the present fiscal and economic outlook, the fund's sectoral asset allocation, securities held/bought/sold and, in the case of equities, the enforced or voluntary dividend cuts or deferral.

Table 2: Income by investment type 2022-23

	To date	Full year Estimate	Budget	Comments
LAPF	£155k	£372k	£420k	
Pooled Funds	£577k	£1.366m	£1.13m	Dividend frequencies vary by fund, outturn estimate includes additional £3m investment in CCLA-DIF in September 2022. The outturn effect of any further investments in pooled funds is not included.
Internal Funds	£180k	£1.48m	£78k	The actual returns are highly dependent on the future direction and ceiling of interest rates. The estimate is based on an average return of 3.25% on £60m for 8 months from August 2022.

Note1: The actual figure is adjusted for announced dividends up to the end of August 2022

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 The Corporate Governance & Audit Committee considered this report on 31 October 2022, and the appendices have been updated with their comments.

13. Community impact and corporate risks

13.1 Not relevant

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

- A - Movements in Fund fair values and income – Pooled Funds
- B - Benchmarking indicators
- C - Compliance report
- D - Non-Treasury investments

E - Outlook for the remainder of 2022-23
F - IFRS9 consultation response

16. Background Papers

16.1 None.

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

Exhibit A1: Performance (Cumulative: April 2016 to end August 2022)

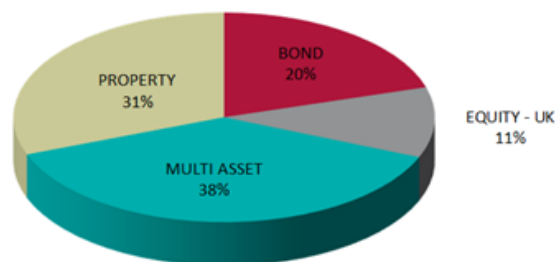
Overall capital values have been affected by global uncertainty and monetary policy. The value has fallen further since the end of August and on 18 October the carried loss on pooled funds was £3.8m.

STRATEGIC POOLED FUND PORTFOLIO				CHICHESTER				From:	31/03/2016	To:	30/09/2022
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	4,013,316	-986,684	674,575	2.8	-19.73%	13.49%	-6.24%	8.0%	
CCLA - DIVERSIFIED INCOME FUND	MULTI ASSET	3,912,347	5,540,275	-459,725	63,564	0.3	-7.68%	1.06%	-6.62%	3.9%	
CCLA - LAMIT PROPERTY FUND	PROPERTY	3,268,201	11,190,320	1,550,129	2,599,654	6.2	16.08%	26.97%	43.05%	4.1%	
M&G STRATEGIC CORPORATE BOND FUND	BOND	3,976,338	3,124,625	-875,375	310,879	2.8	-21.82%	7.75%	-14.07%	3.8%	
NINETY ONE (INVESTEC) DIVERSIFIED INCOME FUND	MULTI ASSET	4,843,652	4,261,068	-738,932	908,548	4.6	-14.78%	18.17%	3.39%	2.8%	
SCHRODER INCOME MAXIMISER FUND	EQUITY - UK	11,187,364	3,944,665	-1,055,335	897,378	2.7	-21.11%	17.95%	-3.16%	9.8%	
THREADNEEDLE STERLING SHORT-DATED CORPORATE BOND FUND	BOND	2,332,345	2,027,207	-322,792	116,566	2.9	-13.74%	4.96%	-8.78%	2.3%	
THREADNEEDLE STRATEGIC BOND FUND	BOND	2,561,534	2,254,150	-395,850	392,392	5.4	-14.94%	14.81%	-0.13%	3.5%	
GRAND TOTAL			36,355,625	-3,273,417	6,090,393	3.6	-7.93%	14.75%	6.82%	3.9%	

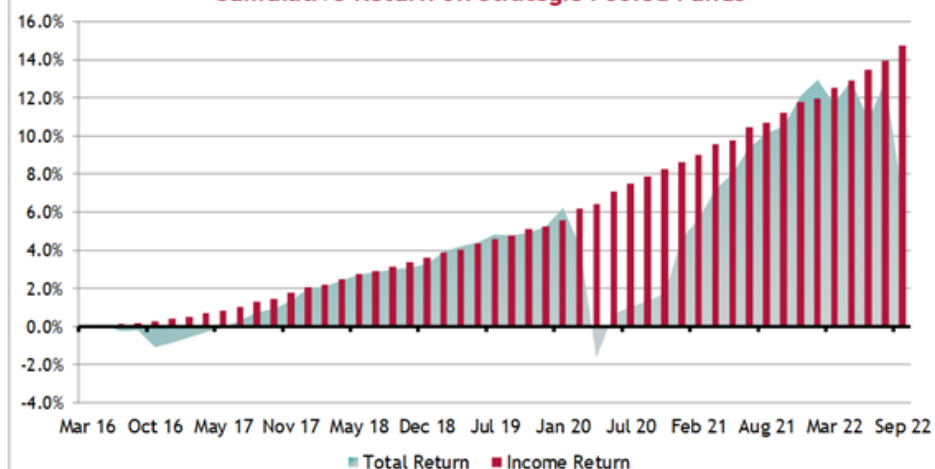
Unrealised capital loss since purchase: -3,644,418

Annualised income return: 3.80%

Asset Class Allocation



Cumulative Return on Strategic Pooled Funds



Appendix B: Treasury Management – Benchmarking indicators

Return

Measure	Qtr. 3 21-22	Qtr. 4 21-22	Qtr. 1 22-23	Qtr. 2 22-23	Non-met districts Q4 average	Rating
Internal investment return %	0.04	0.52	0.93	1.89	1.70	GREEN
External funds – income return %	3.87	4.01	3.97	4.20	3.87	GREEN
External funds – capital gains/losses %	6.16	4.17	(1.52)	(7.41)	(1.73)	RED
Total treasury Investments – income return %	2.76	2.86	1.40	2.64	2.23	GREEN

On 18 October, the cumulative carried loss on the Council’s pool funds was £3.8m

A red risk score has been assigned to the external fund fair value movements as it is significantly above that of the comparator group. This is mainly due to the preponderance of CCLA property fund only portfolios in the comparator group. The CCLA property fund has been far more resilient over the last 6 months than more diverse portfolios with a mix of asset classes, especially those exposed to bonds.

It remains true that the best external portfolio over the long term is a mix of asset classes, not a single investment in one fund/ asset class.

Security

	Average Credit Score Time weighted (lower = better)	Average Credit Rating Time weighted	Bail-in exposure (lower = better)	
31 March 2022	4.59	A+	74%	
30 September 2022	4.88	A+	76%	AMBER
Similar Local Authorities	4.23	AA-	57%	

CDC’s overall credit score has been affected by the size of the Council’s investments in money market funds. Whilst AAA rated as funds, Arlingclose bases their credit score on a more detailed analysis of individual securities comprising each fund. The recent economic troubles have affected individual credit scores which have, in turn, resulted in the movement in benchmark credit scores shown above.

The use of money market funds, which comprise many individual investments, is still considered to be more secure overall than direct investment in individual banks and financial institutions.

Liquidity

	7-day liquidity	100-day liquidity	Average maturity	
31 March 2022	49%	54%	39	
30 September 2022	51%	67%	8	GREEN
Similar Local Authorities	41%	62%	42	

The low average days to maturity is a managed position given the rising interest rate environment.

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	GREEN
Local authorities & other government entities	10 years	£6m	Unlimited	GREEN
Secured investments	10 years	£6m	Unlimited	GREEN
Banks (unsecured)	13 months	£3m	Unlimited	Exception *
Building societies (unsecured)	13 months	£3m	£6m	GREEN
Money market funds	n/a	£6m or 0.5% of fund value	Unlimited	GREEN
Strategic pooled funds (excluding LAPF)	n/a	£6m	£30m	GREEN
Strategic pooled funds (CCLA - LAPF)	n/a	£15m	£10m	GREEN
Real estate investment trusts	n/a	£2m	£4m	GREEN
Other investments	2 years	£3m	£6m	GREEN

* details of the exception are reported at Section 6 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 (£3m).

	31/3/22 Actual	2022/23 Limit	
Upper limit on one-year revenue impact of a 1% change in interest rates	£0.50m	£3m	GREEN

This limit is only calculated as at 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:

	2022/23 expected	2023/24 forecast	2024/25 forecast
Actual principal invested beyond year end*	£45m	£45m	£45m
Limit on principal invested beyond year end	£80m	£80m	£80m
	Complied	Complied	Complied

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	30 September 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	This indicator is only calculated and reported as of 31 March each year.
Net operating surplus	This indicator measures the contribution received from the investment portfolio at a net level (income less costs) over time.	This indicator is only calculated and reported as of 31 March each year
Vacancy levels and tenant exposure	Monitoring vacancy levels to ensure the property portfolio is being managed productively.	<p>Voids on 30th September 2022:</p> <ul style="list-style-type: none"> • Industrial 1/9 • Retail 1/23 • Offices 1/8 <p>Total 3/40 = 7.5% (20/21 10.2%)</p>
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
Fair value of commercial properties	This indicator will track the Council's ability to recover its investment in any commercial investment should the need arise.	See main report section 5

Appendix E

Arlingclose's Economic Outlook for the remainder of 2022/23 (based on 26th September 2022 interest rate forecast)

	Current	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
Official Bank Rate													
Upside risk	0.00	0.50	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	2.25	4.25	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.75	4.25	3.75	3.25
Downside risk	0.00	-1.00	-1.00	-0.75	-0.50	-0.50	-0.50	-0.75	-1.25	-1.50	-1.75	-1.75	-1.75

Arlingclose expects Bank Rate to rise further during 2022/23 to reach 5% by the end of the year.

The MPC is particularly concerned about the demand implications of fiscal loosening, the tight labour market, sterling weakness and the willingness of firms to raise prices and wages. The MPC may therefore raise Bank Rate more quickly and to a higher level to dampen aggregate demand and reduce the risk of sustained higher inflation. Arlingclose now expects Bank Rate to peak at 5.0%, with 200bps of increases this calendar year.

This action by the MPC will slow the economy, necessitating cuts in Bank Rate later in 2024.

Gilt yields will face further upward pressure in the short term due to lower confidence in UK fiscal policy, higher inflation expectations and asset sales by the BoE. Given the recent sharp rises in gilt yields, the risks are now broadly balanced to either side. Over the longer term, gilt yields are forecast to fall slightly over the forecast period.

Background:

Monetary policymakers are behind the curve having only raising rates by 50bps in September. This was before the “Mini-Budget”, poorly received by the markets, triggered a rout in gilts with a huge spike in yields and a further fall in sterling. In a shift from recent trends, the focus now is perceived to be on supporting sterling whilst also focusing on subduing high inflation.

There is now an increased possibility of a special Bank of England MPC meeting to raise rates to support the currency. Followed by a more forceful stance over concerns on the looser fiscal outlook. The MPC is therefore likely to raise Bank Rate higher than would otherwise have been necessary given already declining demand. A prolonged economic downturn could ensue.

Uncertainty on the path of interest rates has increased dramatically due to the possible risk from unknowns which could include for instance another Conservative leadership contest, a general election, or further tax changes including implementing windfall taxes.

The government's blank cheque approach to energy price caps, combined with international energy markets priced in dollars, presents a fiscal mismatch that has contributed to significant decline in sterling and sharp rises in gilt yields which will feed through to consumers' loans and mortgages and business funding costs. UK government policy has mitigated some of the expected rise in energy inflation for households and businesses flattening the peak for CPI, whilst extending the duration of elevated CPI. Continued currency weakness could add inflationary pressure.

The UK economy already appears to be in recession, with business activity and household spending falling. The short- to medium-term outlook for the UK economy is relatively bleak.

Global bond yields have jumped as investors focus on higher and stickier US policy rates. The rise in UK government bond yields has been sharper, due to both an apparent decline in investor confidence and a rise in interest rate expectations, following the UK government's shift to borrow to loosen fiscal policy. Gilt yields will remain higher unless the government's plans are perceived to be fiscally responsible.

The housing market impact of increases in the Base Rate could act as a “circuit breaker” which stops rates rising much beyond 5.0%, but this remains an uncertainty.

Chichester District Council

THE CABINET

6 December 2022

Freeland Close Parking Order

1. Contacts

Report Author:

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Cabinet Member:

Tony Dignum – Cabinet Member for Growth, Place and Regeneration
Telephone: 01243 538585 E-mail: tdignum@chichester.gov.uk

2. Recommendations

- 2.1. Cabinet approves an amendment to the Parking Order to enable the enforcement of parking areas around Freeland Close.**
- 2.2. 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.**

3. Background

- 3.1. The development of Freeland Close, Chichester, has been completed to provide additional short stay accommodation in the district. As part of the development of this site, two electric vehicle charging bays and one specific disabled parking bay were introduced. Disabled parking bays provide convenient and accessible parking for those who hold blue badges.
- 3.2. These spaces are currently not included on CDC's Parking Order, which means that no enforcement action can be undertaken should a driver park in the spaces who is either not using an electric vehicle or does not hold a valid Blue Badge. To ensure that enforcement action can be taken against any such vehicles, it is proposed that the area is added to the council's Parking Order, which will assist with maintaining the spaces for the specific use for which they were intended.

4. Outcomes to be Achieved

- 4.1. To ensure that the spaces at Freeland Close are used in accordance with the intended purposes.

5. Proposal

- 5.1. It is proposed to include Freeland Close in Chichester District Council's Parking Order.

6. Alternatives Considered

- 6.1 Do nothing –this would not assist with ensuring that the spaces in Freeland Close are used for the purpose for which they are intended.

7. Resource and Legal Implications

- 7.1. To implement changes to the Parking Order there will be minor costs associated, these costs are contained within the service's revenue budget.
- 7.2. The Parking Order will require amendment once the charges and amendments are agreed and that amendment will be advertised for consultation with the support of legal services as usual.

8. Consultation

- 8.1. The proposed changes to the Parking Order will be advertised to provide the opportunity for community consultation. West Sussex County Council, as the Highway Authority, have been contacted to seek opinion on the proposal and have expressed no concerns. Ward members have also been informed of the proposal.

9. Community Impact and Corporate Risks

- 9.1. The inclusion of the electric vehicle charging bays and the disabled bay into the parking order enables action to be taken to assist with ensuring that the bays are used as intended.

10. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity An effective enforcement process assists with ensuring that the electric vehicle bays are used appropriately which can encourage further use of the bays.	X	
Human Rights and Equality Impact An effective enforcement process assists with ensuring that designated blue badge bays are used appropriately and for the purpose for which they are intended.	X	
Safeguarding and Early Help		X

General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X
Other		

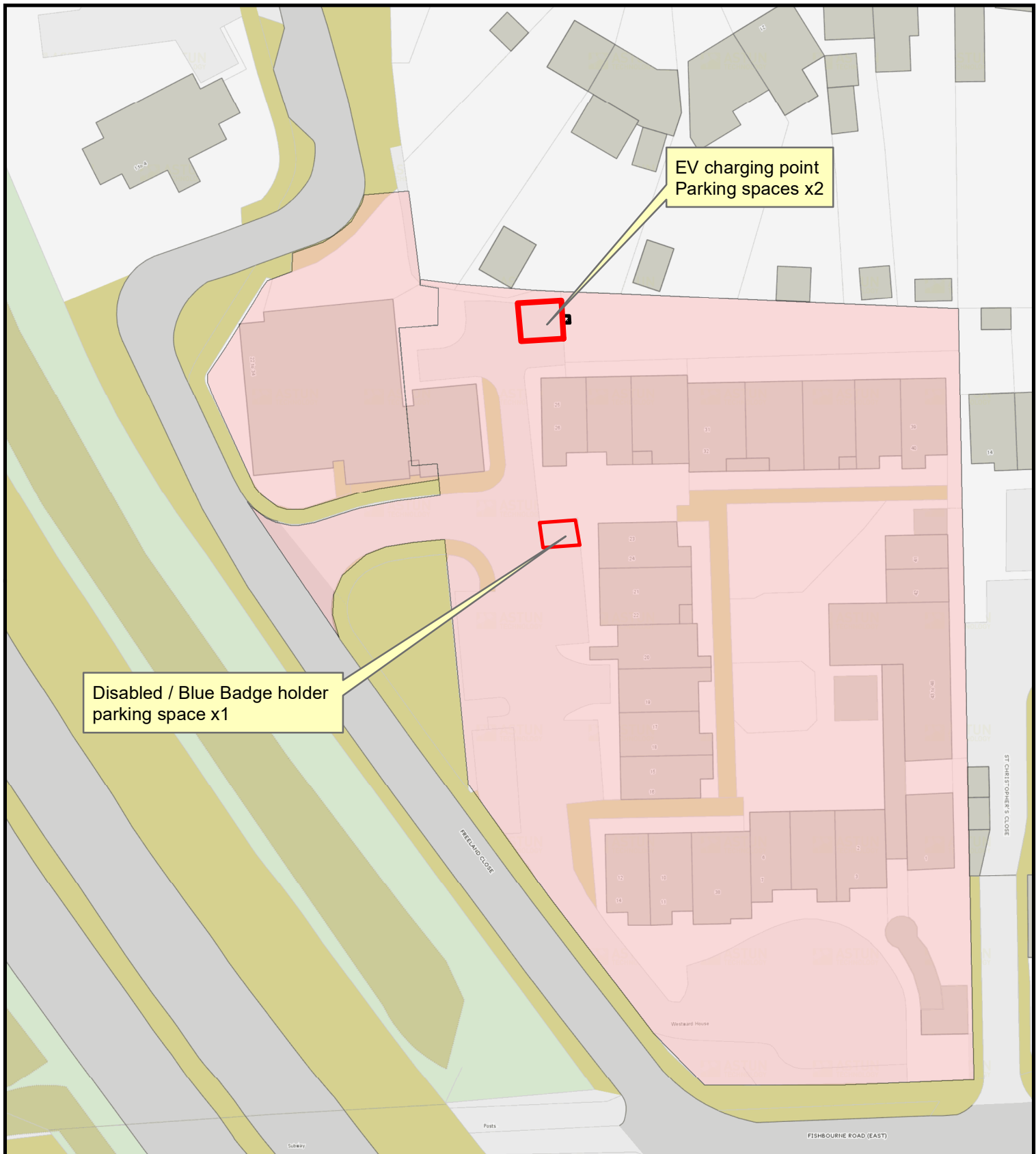
11. Appendices

11.1 Map of Freeland Close

12. Background Papers

None

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CHICHESTER DISTRICT COUNCIL



Westward House, Chichester

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Chichester District Council

THE CABINET

6 December 2022

Parking Strategy

1. Contacts

Report Author:

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Cabinet Member:

Tony Dignum – Cabinet Member for Growth, Place and Regeneration

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2. Recommendations

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

3. Background

- 3.1 The Chichester District Parking Strategy (2010-2020) recognises the importance of car parking for local infrastructure, tourists, commuters and residents and that when parking is provided well it can contribute to the attractiveness, convenience and prosperity of a place to do business, visit or live. The Strategy balances the often-competing demands from car park users and pedestrians and ensures that the public car parking services continued to meet the needs of various users. The strategy was due to be refreshed in 2020 however this timeframe was impacted by the Covid pandemic and was delayed to allow some recovery of use to form the baseline data required.
- 3.2 Stantec Consultancy was appointed to consider and evaluate the baseline, and future capacity and demand of the car parks based on predicted growth in the district along with other societal changes. This work has been completed and forms the basis for the assumptions and proposals in the refreshed Chichester District Car Parking. It is recognised that parking demands have changed significantly as a result of the covid pandemic. It is therefore proposed that an annual review of parking demand will be built into the action plan to ensure the service is responding to the current service requirements and corporate strategies.
- 3.3 The Chichester District Parking Strategy is attached in Appendix one. The Strategy sets out the Council's plans and ambitions for the Council's car parks for the next four years.

4. Outcomes to be Achieved

- 4.1 To provide a District Parking Strategy which reflects the issues and demands on parking provision over the next four years. Consideration has been given

to the requirements for parking as part of the Local Plan, and the projects from the Visions for the city and the rural towns. The changing use of our high streets, the impact on change of use following the covid pandemic along with how employment provision and policies affect the use of car parking have also been considered as part of this review. In addition, the strategy also considers new technological advances in cars and parking infrastructure and population change.

- 4.2 An effective Parking Strategy assists with ensuring that the council is making the best use of its assets, supporting the community and local business, and is keeping up with changes in technology and customer needs.

5. Proposal

- 5.1. It is proposed that the Parking Strategy as set out in Appendix 1 is approved. The Council will progress with delivery of the actions as set out in the action plan over the next four years.

6. Alternatives Considered

- 6.1 Do nothing –this would not assist with providing an up-to-date parking framework and policy for the district, or the opportunity to fully review the implications on the district of emerging developments and changes to parking requirements and demand.

7. Resource and Legal Implications

- 7.1. Implementation of the strategy and action plan will utilise existing resources in the parking team. A number of the actions will be delivered using existing budgets, however, should there be a requirement for further budget this will be requested for consideration in the usual way.

8. Consultation

- 8.1. The proposed Strategy and Action plan has been considered by the Economic Development Panel and Chichester District Parking Forum, which is representative of business, community, access and local authority organisations, along with West Sussex County Council as the local highways authority. A summary of the work undertaken relating to the Parking Strategy was reported in the July Members' Bulletin, to provide an opportunity for all members to comment and feedback on, as part of the development of the draft strategy and action plan. These comments are indicated in the square brackets within in the action plan.

9. Community Impact and Corporate Risks

- 9.1 An effective parking strategy helps to ensure the free flow of traffic and to ease potential congestion and is therefore of benefit to the community.

10. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity Effective use of car parks assists with ensuring that traffic management is improved, congestion reduced, with a positive impact on the level of vehicle emissions.	X	
Human Rights and Equality Impact The provision of designated Blue Badge bays in car parks impacts positively on equality.	X	
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X
Other		

11. Appendices

11.1 Parking Strategy and Action Plan

12. Background Papers

None

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DRAFT

Chichester District Parking Strategy and Action Plan 2023-27

Foreword

Welcome to Chichester District Council's Parking Strategy. This sets out the Council's plans and ambitions for the Council's car parks for the next four years.

Public car parking is an important element of our local infrastructure. The rural nature of our district and the fact that it attracts many commuters and tourists heightens the importance of public parking to our communities. Provided and managed well it can contribute to the attractiveness, convenience and prosperity of a place to do business, visit or live in.

An effective parking strategy assists with ensuring that parking demand is managed efficiently, enables technological enhancements to be delivered and reflects the changing nature of the high streets

Introduction

Travel by means of private car remains the most common mode of transport for residents, commuters and visitors in Chichester District. This can result in conflicting demands for parking during peak seasons and therefore parking supply needs to be monitored and managed to meet demands and maximise supply. Demand must be managed in order that congestion is minimised, air quality is improved, along with supporting the economic growth of the city and towns and addressing national and global climate-related issues.

Chichester District's Parking Strategy and Action Plan provides a review of the current parking demand across Chichester District Council's car parks, recognising the impact on parking which has been seen as a result of the Covid-19 pandemic. Whilst the long-term impact is still not fully known, it is recognised that an effective strategy must be reviewed to reflect the changing nature of factors such as recovery; economic impact; working practices and travel patterns. The strategy and action plan therefore must be dynamic and flexible to meet demands going forward.

Parking Strategy Key Objectives

Chichester District Council's Parking Strategy 2010-2020 identified the importance of car parking across the district and provided a number of options for Chichester District Council to consider, along with reviewing key documents and background studies at the time.

This new parking strategy and action plan have been developed using up-to-date parking demand data to ascertain the baseline conditions across the district. The

outcomes of this have informed the recommendations which have been developed to consider the key objectives of the strategy, which include:

- Consideration of the factors affecting the need for parking in the district and determine the quantity of parking required to support anticipated growth in housing numbers but potential decline in the need for spaces linked to employment.
- Consideration of issues and demands which will be seen over the coming years in the district.
- Current car park usage including spare capacity and predictions of future use.
- Consideration of new technological advances in cars and parking infrastructure.
- Provide an updated vision for parking to ensure it is relevant for the district.
- Consideration of whether a Park and Ride solution is required or appropriate for Chichester and suggestions relating to how this might be introduced.
- The strategy will primarily focus on off-street parking; however, it will be essential that this work is developed in line with West Sussex County Council's on-street parking policies and that the link between on and off-street parking is carefully considered.

Local Context – Chichester District Characteristics

Chichester District covers an area of approximately 800km² and is the largest of the seven districts and boroughs within West Sussex, with an estimated population of 124,000 (2021 census). The district boundary extends from the south coast to the southern borders of Surrey and East Hampshire in the north, and from South Hampshire in the west to Arun and Horsham in the east. Much of the district falls within the South Downs National Park.

The city of Chichester is the only city in the district and within West Sussex. The three areas of Midhurst, Selsey and Petworth comprise the towns in the district with the remaining settlements comprising of villages.

Chichester District provides active shopping streets, regionally and nationally renowned arts and cultural scene and attractive coastlines popular with visitors. The high-quality environment underpins and supports the local economy. The district is viewed as an attractive location for leisure opportunities and prestigious businesses. However, the rural nature of the district, along with purely an east-west rail link across the southern region of the district result in a high level of car use within the district.

Car Park Provision

Chichester District Council own and manage 31 car parks across the district with a maximum of 5,942 off-street car parking spaces. There is a lower provision of 5,553 spaces at weekends during the winter months due to seasonal uses of some car parks and weekend markets. The council provides three different types of car parks: city centre short stay; city centre long stay; and rural and coastal. The 11 short stay

car parks in Chichester city centre provide around 900 spaces and should discourage long term parking and encourage a higher turnover of spaces for those wishing to find a convenient place to park close to shops and other local services. Parking tariffs are adjusted to suit, with short stay parking having higher hourly charges compared to the long stay.

The 6 long stay car parks in the city are located on the periphery of the city centre. The pricing tariffs on the long stay car parks aim to target those working in the city and wanting to park all day. The council has successfully been awarded the British Parking Association's Safer Parking Award Accreditation for the majority of its car parks. This accreditation illustrates the council's commitment in reducing crime and the fear of crime in car parks and provides assurances to the public that measures have been introduced to ensure that the parking facility is a safe environment.

Coastal and rural car parks are in the smaller towns and villages outside of Chichester. These car parks are subject to seasonal variations in parking demand particularly in the summer periods where the coastal regions see an increase in tourism.

Pricing Strategy

Car parks managed by Chichester District Council have a structured pricing strategy which is relative to the location and type of car park, with tariffs increasing incrementally in line with the duration of stay. In selected rural and coastal locations free parking is available for up to 1-2 hours. Charges are operational 24-hours per day, with charges applicable generally on Monday to Saturday from 8am to 6pm and on Sundays from 10am to 5pm. Free parking on Sundays is available at some car parks in the rural areas. Some of the car parks in the rural areas provide free of charge parking either on a seasonal basis or at all times throughout the year.

Consultation is undertaken each time parking charges are reviewed. Consultation includes engaging with the Chichester District Parking Forum, which involves representatives from business, community, key stakeholders, accessibility representatives, and resident groups. Wider public consultation is also undertaken to ensure that the public is made aware of the proposals and have the opportunity to provide comments on the proposals. The council's current fees and charges policy requires that all charges should be increased each year at least by the rate of inflation unless an appropriate alternative is put forward and agreed.

Season Ticket Scheme

Chichester District Council's season ticket scheme offers regular customers the option to purchase a season ticket (minimum of 1 month) at a number of car parks across the district. Season tickets offer a heavily discounted form of parking for customers who are regularly using the car parks. Season tickets are virtual, with customers accessing these through the MiPermit app and having the ability to update, amend or cancel their season tickets independently. The council regularly reviews the type of season tickets provided, and, in 2021, introduced a part-time season ticket to some of the car parks in Chichester city. This was in response to a demand for this type of season ticket and the changing nature of work patterns.

Anticipated changes to parking provision

The provision of car parks is kept under review on a continuous basis to ensure that they meet the needs of users. Car parks are considered for viability for alternative uses, and part of this consideration includes a decision being made that the Basin Road Car Park in Chichester is closed as part of the Southern Gateway project which will provide new housing, offices and retail development. Alongside this, another project actively being progressed is the introduction of a permanent event space into the northern area of Cattle Market car park.

Parking Interventions

Alongside the traditional method of payment via cash, contactless and card payments in the district's car parks, a payment by phone / app solution is also in place. This system provides greater flexibility of being able to remotely extend the current parking stay without the need to physically return to the vehicle.

A Car Club is in place within the district, providing a range of fuel-efficient and low emission vehicles available to hire on demand. This service enables users to book a Co-Wheels car (either online or by phone) for collection from a preferred location, drive and then return it to the bay it was collected from. Cars can be booked for 30 minutes or days at a time. There are currently five cars available at five locations in and around Chichester city centre.

A shopmobility service is provided within Chichester, from one of the district council's car parks, several times each week. The scheme provides access to a selection of powered and manual wheelchairs and powered scooters to support those with limited mobility getting around the central shopping areas.

Electric Vehicle Charging Parking

Chichester District Council is committed to developing a cleaner, safer and less car-dominated environment throughout the district. Following the successful bid for funding, charging points were introduced into eight of the district council-owned car parks in 2019. The parking services team actively monitor the usage of these spaces and data will be used as the evidential basis of the implementation of additional EV charging spaces in key locations.

Disabled Parking Provision

The blue badge scheme is an arrangement of parking concessions for people with permanent severe walking difficulties, and who travel either as drivers or passengers. The scheme also applies to registered visually impaired people, and people with very severe upper limb disabilities who regularly drive a vehicle but cannot turn a steering wheel by hand. To help people with disabilities gain easy access to the city and towns, most of Chichester District Council car parks have specially allocated parking bays. Blue Badge holders can also park in any bays within car parks free of charge with the exception of the Avenue de Chartres car park.

On-Street Parking

While the focus of this study is for off-street parking, on-street parking plays an important role in catering for a range of needs and users. Demand for on-street parking can often outweigh supply particularly in towns and cities where there are conflicting parking needs, therefore management schemes can be an effective method to ensure those who need parking the most have some priority. Pay and display provisions are in place within the central area of the city centre and parkers are able to park on-street for a maximum stay of 1-hour Mondays to Saturdays between 9am and 5.30pm. Time restrictions assist with ensuring that the city centre spaces are turning over effectively to support nearby shops and businesses. Alongside this, there is a Residents' Parking Scheme within the city, which assists with the supply, regulation, enforcement and cost of all types of parking on the highway. This RPS also known as a Controlled Parking Zone (CPZ) covers all roads within the city centre and stretches out to include residential areas across the wider city, including areas south of the A27 in Stockbridge. The scheme requires drivers parking within the area to apply for a permit. A number of different types of permits are available to cover the needs of residents, visitors, students, carers, traders and businesses.

Car Park Data

As a result of the Covid-19 pandemic, travel trends and behaviours have changed the requirements for car parking provision, these changes in trends and behaviour will impact on the future parking demand. Evaluation of pre-Covid car park datasets has been undertaken, (which is considered for this strategy to be a neutral year), and this has been compared to post-Covid datasets for 2021. Information considered includes:

- Pay and display machine transactions;
- Phone / app parking transaction data;
- Entry and Exit barrier data (Avenue de Chartres only); and;
- Season ticket sales.

It is recognised that there are seasonal variations in demand in the district for parking and therefore the baseline data considered a range of seasons throughout the year. A number of assumptions were applied to the data to ensure that the data was as close as possible to reflecting the actual car park use.

Overall District Car Parking Demand

Evaluation of parking demand assessment across all CDC managed car parks highlights the following:

- December has the greatest parking demand during both a weekday (95%) and on a weekend (80%) in the peak periods.
- During the weekday peaks, the proportion of occupied spaces remains relatively consistent between 83% and 90% across March, August and October.

- At the weekend, August and October recorded similar maximum demands on parking spaces with almost three quarters of all parking spaces occupied in the peak hour.
- The period with the lowest peak hour parking demand was during the March weekend assessment where 67% of spaces were occupied.

Ticket transaction data trends across the years of 2018 and 2019 are very similar with clear periods of high activity around the summer months, peaking in August during both years, and a second peak in transactions in the December month. The lowest number of ticket transactions were seen in February and March.

Parking demand analysis for 2021 has been undertaken to understand the changes from 2019 to 2021. In general, all car parks saw a reduced occupancy in 2021 when compared to 2019. The analysis demonstrates that demand for parking spaces across the district has reduced, which has resulted in lower sales of daily and season ticket purchases.

Ticket Transaction Type

The covid-19 pandemic, along with an increased confidence in users in the use of payment apps and card / contactless payment methods has seen a significant shift away from coin transactions and towards card / contactless and app / phone solutions for parking payment. As at May 2022, cash transactions accounted for 40% of all payments made within the district council's car parks, with card and phone payments representing 44% and 16% respectively.

Chichester City

Chichester is the largest urban area across the district, attracting a range of people and users to the car parks including workers, students and visitors. The Cathedral, Theatre and Christmas events in the city centre generate a wider catchment of visitor demand extending beyond the city and district boundaries. The city provides short and long stay car parking, with short stay generally within the 'inner' city centre area while the long stay car parks are located around the perimeter of the city centre. All car parks are surface level, with the exception of the Avenue de Chartres, which is a multi-storey car park.

Midhurst

The market town of Midhurst is located 19.5km north of Chichester city and is within the South Downs National Park. Within Midhurst town centre there are a total of three public car parks which are North Street, Grange Road and Post Office, providing a collective provision of 516 spaces. All three car parks are surface level. Alternative parking provision is located within the town at the local supermarket.

The main high street in Midhurst is characterised by on-street parking on both sides of the road. Some bays are dedicated for loading only at specific times of the week, with public parking being available outside of this time. The designation and use of some of the on-street bays in the town have been raised as a concern by local

residents, businesses and stakeholders, with suggestions that this results in congestion, poor air quality and delays to vehicle movements.

Due to the limited availability of parking at North Street and Post Office Car Parks, (which are the closest to the high street), these are often the busiest and as such visitors arrive looking for the next closest alternative, which in this case is on-street parking. This may further impact on the high street parking issues as identified.

Coastal

The coastal region of Chichester district includes the town of Selsey and the villages of Bracklesham, Bosham and East and West Wittering. There are a total of seven car parks which have been included in the coastal car parks. Seasonal variations can result in the demand for parking in coastal regions to be lower with some car parks remaining largely underutilised. Pricing and parking provisions is therefore actively amended to reflect this.

Petworth and Fernhurst

The village of Fernhurst is located in the north of Chichester district, with a single car park located behind the shops providing 58 spaces. Petworth is located 20km northeast of Chichester city centre, with a total of 321 public car parking spaces being provided in the two public car parks – Pound Street and Sylvia Beaufoy.

Covid-19 Impact

The Covid-19 pandemic has resulted in a number of implications which have had, and are estimated to continue to have, an impact on parking use within the district. This includes an increase in online shopping, resulting in a permanent impact on physical and in-store sales. Alongside this, there has been a rise of homeworking, in combination with businesses reviewing their real estate and opting for smaller offices or taking up flexible options. Working from home has led to an increase in demand for on-street parking. Analysis of trends suggests that there may be a number of challenges going forward. These include:

- Reduced town and city centre employment;
- Reduced footfall associated to retail;
- Changes in tourism behaviours;
- Increase in homeworking and rise in on-street parking;
- Change in season ticket demand; and;
- Decline in Revenue from car parking.

Future Demand

Future parking demand has been calculated through analysing the level of use of car parks in 2019, 2020 and 2021. This analysis has demonstrated that demand across the district has reduced, as a result of an increase in the number of people working from home and the rise in online shopping. This Strategy covers a period up to 2026, during which time it is expected that there will be changes to parking needs beyond the changes observed between 2019 and 2021. Factors affecting parking demand in the future include the following:

- Increase in demand as a result of new homes and new employment opportunities.
- New highway infrastructure;
- Changes to on-street parking provision and schemes;
- The closure or consolidation of parking;
- New car parks; and
- Changes in behaviours with regards to car ownership, mode of travel and workplaces.

Development of new technologies, driverless vehicles and greater level of remote working will also contribute to changes in parking demand and changes to how we are travelling for both employment and social needs.

It is accepted that whilst cars will remain the primary form of transport in the district, that CDC's policies should attempt to continue to encourage modal shift to continue our journey of carbon reduction.

Based on forecasts undertaken, it is currently predicted that CDC does not need to make any additional provision for additional car parking spaces and there is potentially a surplus, in the region of 289 spaces, which will allow projects to come forward, however due to the fast-changing pace of the economy the space requirements this will need to be kept under annual review.

Car Parking Delivery Action Plan 2023-2027

***Comments shown in square brackets and italics reflect amendments made following feedback from the Economic Development Panel and Parking Forum**

	Action / Issue	Timescale
1	Consideration to whether approximately 120 spaces could be released within Cattle Market car park to enable the introduction of a permanent market/events facility.	March 2023
2	Release of <i>[some or all*]</i> of EPH car parking (loss of up to 150 spaces).	March 2026
3	Release of Car Park land at Market Avenue (potential loss of up to 154 spaces). There is the possibility to close all or either of St Johns Street, Market Road or Market Avenue car park. This would require an analysis of the changing demand on an annual basis and potentially additional car parking spaces elsewhere within the city.	Annual review of demand to release land
4	Improvements to Little London car park to include special bays for electric vehicle charging and increasing the number of disabled bays, this would result in a reduction of the number bays. <i>[Consider and include key stakeholders as part of the project*]</i> .	March 2024
5	Undertake a review of the opportunities for redevelopment of city centre car parks, with replacement parking provided outside the city centre if required.	Annually
6	To work with WSCC <i>[and other relevant partners*]</i> to consider either partial or full removal of on-street parking to improve the public realm and traffic flow in Midhurst and to install variable message signs (VMS) to direct to off street car parking within the town.	March 2025
7	To review any further technological enhancements, including real-time smart parking availability installations, shared mobility and Car Clubs (On-Street apps (to show location and availability); enhanced network of Variable message signage.	March 2026
8	To work with other active travel providers to encourage Cycling and walking and to ensure there is adequate cycle parking in car parks where required.	March 2024

	Action / Issue	Timescale
9	To review the Government trials of the use of E-Bikes and Scooters to asses if they are any further requirements linked to parking, and whether opportunities can be explored for car parks.	April 2023
10	To continue to explore the availability of Government grants to assist in the implementation of electric vehicle charging points <i>[and other opportunities for encouraging modal shift*]</i> within our car parks.	On going
11	To continue to work with WSCC to review the most appropriate method of the installation of additional electric vehicle charging points in our car parks.	On going
12	To undertake a feasibility study for the redesign of Northgate car park, to improve the connectivity to the City centre and surrounding visitor and business attractions along with improving the layout within the car park. Should this feasibility study be approved a further action plan will be developed to deliver the project.	March 2023
13	To undertake a feasibility study of options for Bosham Car Park to improve layout, to make the best use of the land, considering overall design and layout of the area, enhanced traffic flows and spaces, improved signage and a more welcoming first impression. Should this feasibility study be approved a further action plan will be developed to undertake the works.	March 2023
14	To undertake resurfacing and re-lining of car parks as per the priority programme of works, ensuring that this reflects the latest guidelines regarding size of parking bays and number of allocated disabled spaces.	On going
15	Annual review of tariffs in car parks including any incentives.	September to November each year
16	Review of the parking payment options across all car parks to ensure that these are appropriate, efficient and reflective of latest technology and customer needs.	June 2023 and ongoing
17	Review of parking payment options at Avenue de Chartres multi-story car park, <i>[to include signage and encouraging maximum usage*]</i> .	March 2024
18	Improve marketing and promotion of our car parks, to include enhanced signage both within and outside of the car park, along with advertising the parking provision.	On going

	Action / Issue	Timescale
19	Review of car park lighting to inform an action plan to enable energy efficiencies and improvements.	June 2023
20	Review of landscaping and planting within car parks to improve the public realm and create a more welcoming experience.	On going
21	<i>[Consider opportunities for solar panels in car parks where these are feasible and appropriate*].</i>	On going
22	<i>[Consider options for alternative uses of car parks to enable short-term opportunities*].</i>	On going

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Chichester District Council

THE CABINET

6 December 2022

To establish a Task Force for Chichester City

1. Contacts

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2. Recommendation

2.1 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.

2.2 Cabinet approves the draft terms of reference as set out in appendix one.

3. Background

3.1. At its meeting in September 2022, Full Council approved - minute 161; 'The Council investigates the setting up of a specific multiagency (CDC, CCC, WSCC, BID) Chichester City Centre Task Force to ensure the city centre defined as the Chichester Conservation area has an attractive and well-maintained Public Realm through enforcing Planning Conditions on premises; Regulation 7 removal of unsightly "to let" boards; graffiti; litter; unnecessary and redundant signs; and "A" boards. Enforce no cycling, pedlars and busking rules in the precinct and parks. Ensure premises are in a good state of repair and decoration and to research and understand the factors that have resulted in a decline in footfall. To ensure we consider what can be done to enhance Chichester's offer for a younger demographic, the Multi-Agency Task Force should include representatives from the University, the College, young people and families. City Centres can no longer rely on shopping for footfall, and Chichester needs to have an offer which competes with other places with a range of choice in shops, fun activities and a welcoming and vibrant atmosphere'.

3.2. Chichester Vision was developed in 2017, and a Vision Delivery Steering Group was established to oversee the delivery of projects and to receive regular reports from project groups. The Vision Delivery Steering Group meets quarterly and consists of representation from a wide range of organisations, including the following:

- Chichester District Council

- Chichester City Council
- West Sussex County Council
- Chichester Business Improvement District
- Chichester Festival Theatre
- Chichester College
- University of Chichester
- Chichester Cathedral
- Chichester Chamber of Commerce & Industry
- The Great Sussex Way

3.4 The Vision Delivery Steering Group, in 2018, agreed to the creation of a sub-group (the 'Look and Feel' group), which was chaired by the then Chair of Chichester Business Improvement District. This group included officers from Chichester City Council, Chichester District Council, West Sussex County Council, Chichester BID and The Great Sussex Way. This group was in existence for around two years and, following a walkabout in the city centre to undertake an audit of the issues, resulted in a number of achievements, including the following:

- City centre fingerposts refurbished and replaced.
- Northgate underpass cleaned, painted, new signage introduced both inside and outside.
- New wayfinding map boards created and introduced.
- Shop Fronts Guide developed.
- Bollards and lampposts painted.
- New bike racks introduced.
- Benches cleaned.
- Removal of redundant planters in Crane Street and re-planting of planters in key locations.
- Bins replaced.
- Walls Walk frames and lecterns repainted.
- Improvements to signage for Novium Museum and Tourist Information Centre.
- Shop Fronts Grant launched enabling city centre businesses to improve shop fronts.
- Lighting schemes introduced and enhanced in city.
- A-frame scheme investigated.
- Flag scheme introduced to city centre.

3.5 Since this time, the work of Chichester Vision has continued, and several other projects not linked to the public realm (and not summarised in this report) have been delivered or are underway. Additional public realm projects have also been undertaken, including consideration of options for the pavements in the city centre; review of trees in the city; cleaning; removal of redundant signs; dressing the city and projects to improve empty shops.

4. Outcomes to be Achieved

4.1 The project will provide an opportunity for bringing together a number of partners to deliver short-term improvements relating to the city centre before Easter 2023.

5. Proposal

5.1 Cabinet is asked to approve the creation of a sub-group in the form of a City Centre Task Force – which will report to Chichester Vision Delivery Steering Group. It is proposed that this group will consist of representatives from the following:

- Chichester City Council
- Chichester District Council
- West Sussex County Council
- Chichester Business Improvement District
- Sussex Police (for enforcement activities)
- Chichester College
- Chichester University
- Chichester Chamber of Commerce and Industry

All partners involved with Chichester Vision have been contacted to seek views on whether they would like to be involved in the sub-group. Confirmation has been received from West Sussex County Council, Chichester City Council and Chichester Chamber of Commerce and Industry that they are happy to be involved in the sub-group. The University of Chichester have advised that whilst they are limited in the level of influence or involvement that they have relating to the public realm in the city centre, they are interested in being involved in some of the meetings of the Task Force to assist with ensuring that consideration is given to what can be done to enhance Chichester's offer for a younger demographic. Chichester BID have advised that they have concerns relating to duplication of effort, and that they already have a number of plans in place to deliver projects relating to improvements to the public realm. However, if this is supported by others, they may be able to become part of the working group.

5.2 Chichester City Council have confirmed that they are able to assist with resourcing the project and will take the lead in organising and undertaking a walkabout in the city centre to set out the issues which are considered to be required for action. It is intended that this is undertaken before Christmas.

6. Alternatives Considered

6.1 Not to set up the Task Force for the city centre. There is already a partnership group in the form of Chichester Vision Steering Group who are progressing a number of actions in the city centre. However, this task and finish group would give a short-term focus and any outstanding actions not completed by the subgroup could be considered as ongoing work for the Vision Delivery Steering Group.

Resource and Legal Implications

7.1 The approval of minute 161, covers a number of issues where responsibilities lie with other Councils and agencies and also across a number of Chichester District Council services areas. Resources from several teams from within the council will therefore be required for this project. The following Divisional Managers will be involved in the work of the project:

- Divisional Manager for Place
- Divisional Manager for Environment and Health Protection
- Divisional Manager Development Management
- Divisional Manager Licensing, Events and Communications
- Divisional Manager Chichester Contract Services

7.2 There is no specific budget allocated to this project, however, funding requirements will be considered as the action plan is developed following the walkabout. Some of the works required may form part of existing work priorities.

7. Consultation

8.1 Consultation has been undertaken with Chichester Vision Delivery Steering Group stakeholders to understand the commitment for the creation of the group.

8. Community Impact and Corporate Risks

9.1 Risk that expectations will not be met if improvements are not made and that the actions are not delivered in the timescales. Risk that partners are not able to facilitate a further sub-group and/or have budget available. Reputation may be harmed if the city is not maintained in a suitable manner.

9. 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 (please specify)		X

10. Appendix

11.1 Draft terms of reference

11. Background Papers

12.1 None

Chichester City Centre Task Force

Terms of Reference and Objectives

1.0 Purpose:

1.1 A multi-agency Chichester City Centre Task Force to ensure the city centre has an attractive and well-maintained Public Realm through undertaking actions which will be delivered in the short-term to complete by Easter 2023. The group will report into the Chichester Vision Delivery Steering Group who will monitor progress against the stated actions, while the day to day running of the individual projects will be the role of the appropriate Lead Organisations identified in the action plan.

1.2 The role of the Chichester City Centre Task Force is to:

Deliver the actions following the motion as discussed at Full Council in September 2022. To ensure the city centre defined as the Chichester Conservation area has an attractive and well-maintained Public Realm through enforcing Planning Conditions on premises; Regulation 7 removal of unsightly “to let” boards; graffiti; litter; unnecessary and redundant signs; and “A” boards. Enforce no cycling, pedlars and busking rules in the precinct and parks. Ensure premises are in a good state of repair and decoration and to research and understand the factors that have resulted in a decline in footfall. To ensure we consider what can be done to enhance Chichester’s offer for a younger demographic, the Multi-Agency Task Force should include representatives from the University, the College, young people and families. City Centres can no longer rely on shopping for footfall, and Chichester needs to have an offer which competes with other places with a range of choice in shops, fun activities and a welcoming and vibrant atmosphere’

Key actions include:

- Undertake an audit of the public realm and consider actions required for the city centre to improve the public realm.
- Allocate roles and responsibilities for delivery of the actions.
- Review the progress of the action plan.
- Consider issues raised by Lead Organisations in delivering the actions.
- Work in partnership across a range of organisations.
- Report back to Chichester Vision Delivery Steering Group.

2.0 Chichester City Centre Task Force Membership:

The Cabinet member for Growth, Place and Regeneration to be appointed as Chair.

One Councillor, CCC
One Officer, CCC
One Councillor, CDC
One Officer, CDC
One Officer from WSCC
Chichester BID, one representative
Sussex Police one representative
University of Chichester, one representative
Chichester College, one representative
Families and Young people – potential representative
Quorum a minimum of three representatives from different organisations.

3.0 Aims & Objectives:

- 3.1 To deliver the objectives within the action plan to improve the public realm in Chichester City Centre.
- 3.2 To ensure consideration is given to what can be done to enhance Chichester's offer for a younger demographic.
- 3.3 To ensure Chichester competes strongly against other towns and cities by being a 'destination' for shoppers and a popular and attractive destination for day and staying visitors.

4.0 Frequency of Meetings:

- 4.1 The Task Force will meet Monthly.
- 4.2 Standard agenda items for the Task Force meetings will include minutes of previous meetings and progress reports from the Lead Organisations on the associated actions.
- 4.3 The Task and Finish Group will finish by Easter 2023.

5.0 Outputs:

- 5.1 There are a number of outputs set out within the action plan for the Task Force which include:

Short Term:

THIS WILL BE POPULATED FOLLOWING THE AUDIT OF THE CITY AND AGREED BY THE TASK FORCE

-
-

6.0 Outcomes:

- Chichester City Centre further develops its offer as a vibrant and attractive commercial and cultural focal point serving residents, workers and visitors across all demographics.
- A well-managed, well-coordinated, well-maintained City.
- Increasing profile of the City and the District.

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Chichester District Council

CABINET

6 December 2022

Proposal to enter into a Service Level Agreement with Beam

1. Contacts

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2. Recommendation

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

3. Background

- 3.1. The Council has a statutory duty to prevent and relieve homelessness within the district. In the main we fulfil this duty through the provision of housing advice, temporary accommodation and nomination to vacant social rented homes owned by Registered Providers.
- 3.2. For some households this conventional approach is unlikely to be successful or sustainable without additional intervention and support. For such households the provision of a social housing tenancy may not be a realistic option, nor may it enable them to overcome longer term challenges which might undermine their ability to sustain a successful tenancy.
- 3.3. The rationale for exploring the potential for a partnership with Beam reflects the need to develop a more holistic approach to meet the needs of some households for whom conventional solutions may not be appropriate or overly successful. This includes strengthening links with employment and access to private rented accommodation.

4. Outcomes to be Achieved

- 4.1. The underpinning strategic objective of this initiative is to prevent and reduce homelessness. The aim is to achieve this by widening opportunities for households who are insecurely accommodated or already living in temporary accommodation. This is likely to include households accommodated by the Council at Westward

House, Freeland Close and single homeless adults in Stone Pillow's accommodation pathway.

- 4.2. Interventions to improve move-on from this accommodation will improve our capacity to meet the needs of other homeless households (and reduce the costs of private nightly paid accommodation). The service will be designed to deliver two specific outputs: access to privately rented accommodation and access to employment.
- 4.3. Finding affordable privately rented accommodation in Chichester is extremely difficult for households who are homeless or on low incomes. For some households this may, however, prove more realistic and sustainable with support in place whilst helping to avoid a prolonged stay in temporary accommodation.
- 4.4. Despite skill shortages in the local labour market unemployment remains an issue for many homeless households. The benefits of helping to overcome obstacles to employment are clear and may result in better long term housing outcomes as residents are better placed to manage tenancies successfully with sustained employment.

5. Proposal

- 5.1. The proposal is to enter into a 12-month Service Level Agreement (SLA) with Beam to pilot this new initiative supporting up to 20 clients.
- 5.2. The pilot relies on clients that are willing to engage and as such it is possible that some clients will drop out. Given this we will refer up to 25 clients to Beam to account for any dropout rate.
- 5.3. As this is a new way of working it is recommended that a pilot is carried out to inform any future service model and to provide detailed analysis of outcomes for full evaluation.
- 5.4. Beam's *modus operandi* is set out in the 'Frequently Asked Questions' document which is attached as Appendix 1. The service relies on intensive, personalised support to households who are referred by the Council. A unique aspect of this is the use of social media to provide both informal and material support to service users through 'crowd funding'.
- 5.5. This involves the use of an online 'hub' which service users can use to connect with their case worker and with a wider community of peers and supporters. Funds raised through this process are used to directly support service users to reach objectives in relation to training, work and future housing. Recent experience though initiatives such as Diverted Giving, and Homes for Ukraine suggests that the support in the Chichester district to limit homelessness and support others is strong. As such this initiative is anticipated to be effective although will be subject to full analysis and evaluation.
- 5.6. One of Beam's key unique selling points is their intense work with customers to support them into employment. Beam not only work with clients to support them secure employment and prepare them for interviews they also have well established links with employers. This is extremely beneficial as a pathway into employment for clients through this new initiative.

- 5.7. The partnership with Beam will form part of a wider approach to education training and employment which aims to enhance opportunities for households who have experienced homelessness or are living in temporary accommodation. Whilst complimenting other services, Beam has the potential to plug a gap which is not being met by any other service.
- 5.8. This approach has been adopted by several councils across the Country. Two councils have been approached and both have been extremely positive about their workings with Beam and the positive customer outcomes.
- 5.9. Subject to approval Beam will work with referred customers through the Council's Housing teams for up to 6 months on average.
- 5.10. Subject to approval the pilot with Beam would commence early into 2023.
- 5.11. The service will be subject to performance monitoring which will measure outcomes in relation to a range of outputs and outcomes. These will typically include:
- Service users commencing work
 - Service users sustaining paid work beyond 6 months
 - Service users moving into privately rented housing
 - Money raised through fund raising for service users to support them getting into work
- 5.12 The pilot will be managed by the Housing Partnerships Co-ordinator and overseen by the Divisional Manager for Housing, Revenues and Benefits. As with any operating model it is critical to ensure that effective management arrangements are in place to monitor how this works. Should issues arise actions will be quickly taken appropriate. Progress of the pilot will be reported to the Housing and Communities panel.

6. Alternatives Considered

- 6.1. This is a new initiative. The service will be piloted over 12 months as part of a wider approach to homelessness. This approach supplements the actions the Council is already taking as part of its 'Supporting You' campaign and has links into other services such as Choose Work.

7. Resource and Legal Implications

- 7.1. The funding required to deliver this initiative is available through ringfenced grants for homelessness prevention. Going forward it may be possible to support some or part of this initiative through the Council's Rough Sleeper Initiative (RSI) funding.
- 7.2. Evidence based on the use of Beam in other local areas suggests that this approach can deliver net savings and thus be seen as a 'spend to save' initiative. The assumptions underlying any savings involved may not necessarily apply in Chichester's case (and are subject to analysis and full evaluation) although the wider benefits to the public purse are clear.
- 7.3. The SLA will incorporate an information sharing protocol which will be subject to appropriate scrutiny as will other GDPR considerations in relation to the use of social media by Beam.

7.4. As the service will be delivered directly by Beam there are no other HR, resource or IT requirements other than already stated in section 5.12.

8. Consultation

8.1. The Beam 'offer' is already operating in several other local housing authorities, several have been consulted as part of due diligence and favourable comments have been received. Primarily Beam have been working with London authorities where access to private rented accommodation is also a serious barrier. More recently they have entered into agreements with several Local Authorities in Sussex including Mid Sussex and Adur and Worthing.

8.2. The Council's Housing Advisor from the Department for Levelling up Housing and Communities (DLUHC) has spoken highly of the success of Beam with the authorities she has worked with seeing success in employment and long-term housing.

8.3. Choose Work, an initiative run through the Communities team, have identified working with Beam as an opportunity to further enhance relationships with employers in the district. Although this will be aimed at a different target client group there is an opportunity for shared best practice.

8.4. It is envisaged that Stone Pillow will also wish to refer service users to this service and as such they have been consulted and are supportive of this initiative.

9. Community Impact and Corporate Risks

9.1. A key risk is that the service does not deliver. In this event the SLA with Beam will be terminated after the initial 12-month period. To mitigate this the service will be effectively managed as outlined in section 5.12.

9.2. Enabling economically inactive households to access employment will bring a range of benefits to both individuals and the wider community which go well beyond the Council's specific housing objectives.

10. 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) - see 7.3 above	X	
Health and Wellbeing - a positive impact on clients of the service is anticipated	X	

11. Appendices

Appendix 1: Frequently Asked Questions about Beam

FAQs for Local Authorities

Can you provide a summary of what Beam does?

Beam is a social enterprise that innovatively tackles the root causes of inequality, by supporting individuals experiencing or at risk of homelessness into employment and the private rented sector.

Beam partners with local authorities to provide long term, sustained support by removing the financial barriers that prevent its service-users from starting work. These barriers can include access to laptops, training, childcare, equipment, deposits and rent in advance.

Beam's flexible fundraising model removes these financial barriers quickly; on average it takes less than a month to fund an average fundraising total of £3,000.

Beam does not only offer financial help, it also facilitates engagement from the service-users it supports, empowering individuals to tell their story and providing access to an online community of supporters and peers, where service-users can view confidence-building messages from supporters, and join peer networks. Each service-user receives an average 17 support messages for each fundraising campaign.

Why do you want to bring in Beam's provision now?

Loss of job is one of the leading structural reasons for people becoming homeless. These numbers are set to steeply increase as a series of conditions create unprecedented levels of hardship across the most disadvantaged areas of society:

- A 'cost of living crisis' that sees inflation making even basic goods unaffordable
- Slow trickle effects of the end of the eviction ban and the reduction in extra welfare introduced during the benefits
- Increasing rents while Local Housing Allowance benefit rates remain static

Through consulting with partners supporting residents, two key barriers were identified to their service-users getting into jobs and leaving homelessness:

- i. Financial barriers: the cost of getting into work or the rental sector (e.g. finding and using a laptop, a landlord, or a cash rental deposit) are often prohibitively high
- ii. Support barriers: the service-users often have support needs and require more personalised support than most employability services are equipped to provide.

Overview of Beam's service

Beam fundraises to overcome financial barriers to employment and provides tenancy support for people who are homeless or at risk of homelessness by removing all financial barriers on their fundraising site (<https://beam.org/campaigns>) through donations from members of the public.

The service provides end-to-end, personalised support into skilled, secure and well-paid jobs and PRS tenancies. The journey of a Beam service-user has these stages:

- i. The service-user is referred to Beam by a charity partner or local authority.
- ii. A Beam employee is assigned to the service-user as a personal case worker who provides personalised 1-2-1 support for at least 13 weeks. Together, service-users and their caseworker create an Action Plan ensuring the employment and housing plan is

- sustainable. They also compile a personal budget which will lead to employment and affordable housing.
- iii. Allows us to work at speed and embed in other interventions once BEAM end support with individual clients.
 - iv. Beam removes all financial barriers on their fundraising site (<https://beam.org/campaigns>) through donations from members of the public. All costs are covered, including the cost of training courses and rental deposits, as well as other requirements including equipment, travel, moving costs and childcare, and listed transparently on the website. The average fundraising campaign is £3,000. As well as financial support, messages of support from members of the public also have an important motivational effect on Beam's service-users.
 - v. Once the funds have been raised, Beam pays for the budget items listed on the website (no cash is given to service-users) and the service-user attends employment training, work preparation groups or tenancy training. Throughout the journey, one-to-one support continues at the level required by the service-user.
 - vi. The service-user is supported to find full-time work or PRS tenancies. Support includes CV and interview preparation and connections to prospective employers. Beam has partnerships with a variety of employers (e.g. Bupa, Royal Mail, Waitrose). For tenancies, support involves property search skills, home safety and tips for viewings.

Overview of Beam's outcomes

- Beam has worked with over 1,200 service-users
- 100% of service-users' campaigns fund on time
- 90% of Beam's donations come from monthly subscriptions split equally between all fundraising campaigns
- Over 80% of service users begin employment of which over 80% have sustained for at least 3 months
- 73% of service users move into a rented home of which over 93% have sustained for at least 6 months

What are the benefits of Beam's approach?

1. People who are homeless and at risk of homelessness get into skilled, secure and well-paid work or long-term stable PRS tenancies
2. Local authorities and Central Government save money in support costs (e.g. costs of temporary accommodation and increased council tax revenue)
3. High levels of investment (average of £3,000 via the fundraising) are made in disadvantaged people that would otherwise be unaffordable
4. Members of the public are engaged and educated in helping people in their community.

What is the history of Beam's work to date?

Beam launched in late 2017 and is a nationwide service, delivering with over 30 local authorities across England, Scotland and Wales. Over half of local authorities across London are using the service. Beam is also partnered with the DWP.

What is the aim of the pilot?

Beam have proposed a pilot in which they will work with our residents who are homeless or at risk of homelessness. The aim is to fundraise employment training and support, which will help them into skilled, secure and well-paid work and/or PRS tenancies.

The aim of the pilot will be, primarily, to get our residents into skilled, secure work and secondarily, for them to prevent or relieve homelessness. This will improve outcomes for residents who are homeless or at risk of homelessness, and reduce the financial burden of homelessness on the council.

How many people will join the pilot?

The programme will include a pilot of 20 service-users from Chichester joining Beam over a 6-month period. This will include ongoing support.

The local authority and Beam will co-create an action plan to identify which local services will refer in to Beam for the pilot. Beam will actively engage with these services to accept referrals of residents who may be suitable for the pilot. The number of programme spaces applies to people who join Beam, rather than referrals.

What are the pilot's Key Performance Indicators?

- i. Number of service-users commencing paid work
- ii. Number of service-users sustaining paid work for 6 months?
- iii. Number of service-users leaving temporary accommodation or preventing homelessness
- iv. Number of service-users moving into the private rental sector
- v. Number of service-users sustaining in the private rental sector for a 12 month period?
- vi. Money raised through fundraising for service-users
- vii. Number of service-users commencing education and/or training.
- viii. Number of service-users sustaining education and/or training for 6 months.

How does Beam provide social value?

By reducing spend on temporary accommodation, the pilot is expected to lead to cashable savings of £5.23 for every £1 spent on the pilot. There is also an increase in council tax revenue when service-users begin work and cost avoidance as Beam fundraises for deposits and rent in advance, saving the council further money. With the introduction of Beam, the housing team will have more capacity to support their cohort of service users.

Can you provide more detail on Beam's employment support?

Beam provides innovative, end-to-end employment support for each service-user using custom-built technology to support those far from the workforce in pursuing a diverse range of quality career pathways.

Service-users are coached on finding and applying to jobs using modern job search platforms like Indeed and Adzuna. The Beam Member Hub also provides tailored job matches for our service-users. service-users can 'like' jobs that they are interested in applying to and then directly apply to them quickly and easily.

Service-users are guided on how to create professional CVs and cover letters that showcase their skills and experiences positively during CV building sessions. Beam's custom-built digital CV-building tool enables service-users to create CVs from scratch easily, even when they have low digital capabilities. This is ideal for those facing homelessness who may have little time or capacity to create one on their own. Our caseworkers will also conduct several mock interviews tailored to the service-user's desired career path and provide service-users with specific, constructive feedback. This builds their confidence and self-belief enabling them to enter interviews prepared.

Can you provide more detail on Beam's housing support?

Beam provides specialist support and training around house-hunting, property viewings, tenancy paperwork and tenancy sustainment. Once a service-user moves into their new, rented home, in-tenancy support is provided for 6 months after a tenancy starts.

Beam has developed their own self-serve, accessible tools that drastically improve the house-hunting experience for service-users, including by simplifying budgeting, bedroom eligibility, the paperwork process and compliance process, and how to make success of your tenancy

Beam offers tailored and specialist training, including how to use popular online property marketplaces (e.g. OpenRent, Zoopla, Rightmove, etc.); how to give a positive impression to letting agents or landlords; what to look for in a viewing; how to sustain a tenancy; how to update Universal Credit following a move; etc.

Beam has a best-in-class matching algorithm that tailors "property matches" to service-user-specified housing needs

Beam provides sustainment training provided by a landlord with 20+ years residential property experience. Beam also have exclusive access to a range of lettings agents, independent landlords, portfolio landlords, and property developers, catering to a range of properties, from shared rooms to 4+ bed houses, nationwide.

How do service-users receive support from the Beam community?

All service-users become members of the Beam community where they have the chance to tell their story (if they choose) and connect with like-minded peers, progressive employers and an empathetic public. We have found this support hugely motivating for service-users who have said it helped them to remain focused with their job search and continue engaging with services.

Service-users will have exclusive access to the Beam Member Hub; a custom-built online platform that all our service-users have access to and are trained in using. It is an easy-to-use tool that allows service-users to directly communicate with their caseworker; see their upcoming meetings; 'swipe' through jobs that match their preferences and skills; and connect with a wide community of peers and the public. The Member Hub utilises a social media-like design that is engaging and accessible.

We also send automatic SMS and WhatsApp messages to service-users to notify them of jobs that match their skills and preferences and remind them of their caseworker 1-2-1s. Since using WhatsApp we have seen improved engagement, attendance rates and application success as the application is popular and accessible amongst our service-user cohort.

Service-users will also be supported by Beam's highly experienced caseworkers who have a diverse range of lived experiences and qualifications. All caseworkers understand that this cohort faces a variety of barriers in securing stable, high-quality employment. Our caseworkers are specialists at managing service-users who express distrust in services, low motivation, and self-esteem.

Do you collect feedback from the individuals using Beam's service?

To ensure a positive experience we constantly receive and review feedback from our service-users, referrers, and employers to make quick improvements to our service. This includes both short, quick 'NPS' questions (Net Promoter Scores) and longer form interviews and questionnaires to capture more qualitative feedback.

To date, we have scored:

- 9.6 out of 10 - Average rating of Beam experience from service-users
- 9.5 out of 10 - Average rating from referrers
- 7.9 out of 10 - Average job satisfaction

How is performance and activity monitored?

The pilot will have a dedicated Delivery Manager, who will be available for contact at any point to share information on Beam's processes and the progress of our service-users. Regular monthly monitoring meetings will be held to share performance including individual case studies, progress against KPI's, feedback and troubleshooting any challenges.

Outside of regular monitoring meetings, information will be shared through individual and group emails. For each service-user, automated emails with their progress will be sent to the referrer so they can be updated on their progress. For the wider performance of the provision, quarterly dashboards will be sent, tracking metrics and highlighting service-user stories.

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