

Public Document Pack

JOHN WARD
Director of Corporate Services

Contact: Democratic Services
Email: democraticservices@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



Notice of Meeting

To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** which will be held in the **Committee Rooms, East Pallant House** on **Tuesday 19 March 2024** at **2.00 pm** for the transaction of the business set out in the agenda below.

A handwritten signature in black ink, appearing to read 'Diane Shepherd'.

DIANE SHEPHERD
Chief Executive

8 March 2024

AGENDA

- 1 **Minutes** (Pages 1 - 12)
The Council is requested to approve as a correct record the minutes of its Budget meeting held on 27 February 2024.
- 2 **Urgent Items**
The Chair will announce any urgent items which due to special circumstances are to be dealt with under Late Items.
- 3 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 4 **Chair's Announcements**
Apologies for absence will be notified at this point.

The Chair will make any specific announcements.
- 5 **Public Question Time**
In accordance with Chichester District Council's scheme for public question time the Council 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.

PETITION

6 **Petition - Car Group Meeting at East Beach Car Park**

A Petition to 'Allow Manhood Classics to return to using East Beach Car Park in Selsey' has been received by the council and agreed for inclusion in the agenda by the Chair. As per the council's Petition Scheme the petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors. The debate of a petition at a Council meeting should, subject to the discretion of the Chair, not last more than 30 minutes. The council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the council executive are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

Report to follow.

RECOMMENDATIONS BY THE CABINET

To consider the following recommendations of the Cabinet requiring the approval of the Council.

7 **CCS Street Cleaning and Grounds Maintenance Vehicle Replacement Programme** (Page 13)

Members are requested to consider the report and its appendix found on pages 175-178 of the Cabinet agenda pack for 6 February 2024 and make the following resolution:

To release £531,500 from the fleet asset replacement programme to procure the vehicles and charging points detailed in section 5 of this report.

Please note an additional appendix containing a photo of a Street Cleaning Box Tipper can be found at page 13 of the agenda pack to this meeting.

8 **Implementation of Weekly Food Waste Collections for Households**

Members are requested to consider the report and its appendix found on pages 179-203 of the Cabinet agenda pack for 6 February 2024 and make the following resolutions:

- 1. Approval of the Project Initiation Document for the implementation of weekly food waste collections for households.**
- 2. The project governance arrangements, including the establishment of a Project Board and associated Terms of Reference as outlined in the PID, to provide strategic direction and project oversight.**
- 3. That £1,355,683 be released from council General Fund reserves to fund the estimated shortfall in funding of Capital and transition costs.**
- 4. The procurement process to acquire the necessary vehicles, ancillary equipment, and containers in order to deliver the new service is commenced.**

5. **That delegated authority be given to the Director of Corporate Services, in consultation with the Cabinet Member for Finance, Corporate Services and Chichester Contract Services, to conclude the procurement process, award contracts, and approve capital and transition cost expenditure of up to £2,598,700 in order to expedite the service design and procurement project stages.**

9 **Council Tax Second Home Premium**

Members are requested to consider the report found on pages 171-174 of the Cabinet agenda pack for 6 February 2024 and make the following resolutions:

1. **For 2025-2026 a premium of 100% be charged on all eligible residential properties that are not occupied as a main residence and are substantially furnished.**
2. **Subject to the outcome of the Government's consultation concerning the exceptions to the premium, the criteria for the second home premium policy, be delegated to the Director of Housing and Communities in consultation with the Cabinet member for Housing, Revenues and Benefits.**

10 **Revised Local Development Scheme 2024-2027**

Members are requested to consider the report and its appendix found on pages 13-31 of the Cabinet agenda pack for 5 March 2024 and make the following resolution:

That Council approves the revised Local Development Scheme.

11 **Senior Staff Pay Policy Statement 2024-2025 (Page 15)**

Members are requested to consider the report and its appendices found on pages 33-50 of the Cabinet agenda pack for 5 March 2024 and make the following resolution:

That the Council agrees the Senior Staff Pay Policy Statement 2024-2025 for publication.

Please note an updated appendix 7 containing revised mileage information can be found at page 15 of the agenda pack to this meeting.

RECOMMENDATIONS BY COMMITTEES

None.

OTHER REPORTS

12 **Appointment of Data Protection Officer (Pages 17 - 20)**

Members are requested to consider the report at pages 17-20 of the agenda pack and make the following resolution:

That the Council appoint Mr Graham Thrussell to the role of Data Protection Officer to the Chichester District Council.

MOTIONS IN ADVANCE

13 **Motion from Cllr Vivian (Pages 21 - 22)**

Having complied with the Motions Procedure as set out in the council's Constitution the motion attached will be proposed by Cllr Vivian and if duly seconded it will then be discussed at this meeting.

14 **Questions to the Executive**

Members are invited to ask a question of a member of the Executive (maximum of 30 minutes duration).

15 **Late Items**

To consider any late items as follows:

- 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.

16 **Exclusion of the press and public**

The Council is asked to consider in respect of agenda items 17 and 18 whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item 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. **The reports dealt with under this part of the agenda are attached for members of the Council and senior officers only (salmon paper).**

17 **Allocation of Commuted Sums to Deliver Affordable Housing - Chichester**

Members are requested to consider the Part II exempt report found on pages 131-134 of the Cabinet agenda pack for 5 March 2024 and make the resolutions as set out in sections 2.1 and 2.2 of the report.

18 **Allocation of Commuted Sums to Deliver Affordable Housing - Midhurst**

Members are requested to consider the Part II exempt report found on pages 135-138 of the Cabinet agenda pack for 5 March 2024 and make the resolutions as set out in sections 2.1 and 2.2 of the report.

NOTES

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

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

3) Subject to Covid-19 Risk Assessments members of the public are advised of the following;

- Where 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]

MEMBERS

Mrs C Apel	Mr G Evans
Mr J Cross	Mrs E Hamilton
Mr I Ballantyne	Mr C Hastain
Mrs T Bangert	Ms O Hickson
Mr R Bates	Mr F Hobbs
Mr D Betts	Mrs D Johnson
Mr S Boulcott	Mr S Johnson
Mr B Brisbane	Mr T Johnson
Mr R Briscoe	Mr A Moss
Mr J Brookes-Harmer	Ms E Newbery
Mr J Brown	Mr T O'Kelly
Ms J Brown-Fuller	Mr H Potter
Ms B Burkhart	Ms S Quail
Mrs H Burton	Mrs S Sharp
Mx R Chant	Mr C Todhunter
Mr M Chilton	Mr J Vivian
Ms M Corfield	Ms V Weller
Ms H Desai	Mr T Young

This page is intentionally left blank

Public Document Pack Agenda Item 1



Minutes of the meeting of the **Council** held in Committee Rooms - East Pallant House on Tuesday 27 February 2024 at 2.00 pm

Members Present: Mrs C Apel (Chair), Mr J Cross (Vice-Chairman), Mr I Ballantyne, Mrs T Bangert, Mr R Bates, Mr D Betts, Mr S Boulcott, Mr B Brisbane, Mr R Briscoe, Mr J Brown, Mrs H Burton, Mx R Chant, Ms M Corfield, Ms H Desai, Mr G Evans, Mrs E Hamilton, Ms O Hickson, Mr F Hobbs, Mrs D Johnson, Mr S Johnson, Mr T Johnson, Mr A Moss, Ms E Newbery, Mr T O'Kelly, Mr H Potter, Ms S Quail, Mr C Todhunter, Mr J Vivian, Ms V Weller and Mr T Young

Members not present: Mr J Brookes-Harmer, Ms J Brown-Fuller, Ms B Burkhart, Mr M Chilton, Mr C Hastain and Mrs S Sharp

Officers present all items: Mrs L Baines (Democratic Services Manager), Mr N Bennett (Divisional Manager for Democratic Services), Mr A Frost (Director of Planning and Environment), Mrs J Hotchkiss (Director of Growth and Place), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

83 Minutes

Cllr Apel welcomed everyone present.

In a vote the following resolution was agreed:

RESOLVED

That the minutes of the Full Council meeting held on 23 January 2024 be approved as a correct record.

84 Urgent Items

Cllr Apel announced one late item, a dispensation report. The item had been published online and circulated to members in hard copy.

85 Declarations of Interests

Members made the following declarations of interest:

With regard to agenda item 7 Cllr Bangert declared an other interest due to her role with Bourne Community College. Cllr Bangert left the room for the vote on the recommendation linked to the College.

With regard to agenda item 10 Cllr Bangert declared an other interest having been part of the Neighbourhood Plan group. Cllr Bangert left the room during the item.

With regard to agenda item 10 Cllr Brown also declared an other interest having been part of the Neighbourhood Plan group. Cllr Brown left the room during the item.

With regard to agenda item 10 Cllr Hickson also declared an other interest having been part of the Neighbourhood Plan group. Cllr Hickson left the room during the item.

86 Chair's Announcements

Apologies for absence were received from Cllr Brookes-Harmer, Cllr Brown-Fuller, Cllr Burkhart, Cllr Chilton and Cllr Sharp.

Cllr Apel wished to acknowledge the work on the Canal Basin Light Show. She extended the council's thanks to all those involved.

Cllr Apel also announced that she would be organising a wine tasting evening to raise funds for her Chairs charities.

87 Public Question Time

One public question had been received from Simon Oakley. The question was as follows:

Over the last few years, this Council has created a number of posts, time limited and funded from reserves. Examples are:

Full Council 28 Jun 2020 - Climate Change Officer, 2 years, £150k;

Cabinet 7 Sep 2021 (following budget amend at Full Council 2 Mar 2021) - Home Energy Efficiency Officer, 2 years, up to £86k; and

Full Council 8 Mar 2022 - Growth and Sustainability Officer, 2 years, £120k and Landscape Officer, 2 years, £112k.

The last two annual Climate Emergency Action Plan reports have also referred to a Specialist Environment Officer.

Could you advise as to the following:

When were the above referenced posts filled;

In the case of the first two, were these posts continued (including under any title change) and if so how were their continuation funded;

In the case of the Mar 2022 created posts, are there plans to continue them and if so how will their continuation be funded; and

In the case of the Specialist Environment Officer Post, when was it created and how is it funded?

Cllr Brown provided the following response:

Thank you Mr Oakley for your question.

As you know the council, like all other councils from time to time will employ staff on temporary contracts. These may be extended or made permanent depending on how successful they are, and what the council's priorities dictate. By way of example the budget being presented later today incorporates a further extension to the Supporting You team. This has been extended beyond the initial 2 year period as the cost of living crisis continues to impact residents.

However, turning to your specific questions:

The Climate Change Officer, which was actually called the Climate Emergency Officer, was agreed to be funded for an initial 3 years at the full Council meeting on 5 March 2019, rather than 28 June 2020. This post was reviewed, and became a permanently funded post, re-titled Carbon Reduction Project Manager. This decision followed the council's formal process at that time for reviewing discretionary spending, including bids for growth. That process, referred to as the Future Services Framework was carried out by all political groups. The outcome of which was reported to the 24 January 2022 Cabinet and finally approved by Council on 25 January 2022.

The Home Energy Efficiency Officer was also assessed by the Future Services Framework, but was not deemed by that council to be a priority, and so was not progressed further. Again, this was reported to the 24 January 2022 Cabinet meeting.

The Growth and Sustainability Officer was filled in July 2022 on a temporary 2 year contract. Funding for this post has now been incorporated into the 2024-25 budget before Council today. This decision has followed the work of the Budget Review Group. A cross party group set up specifically to oversee the development of the Council's budgets. Again, as with previous reviews all political groups were involved in reaching this conclusion, the outcome of which was reported to the Cabinet meeting last month.

The Landscape Officer was filled in February 2023, for an initial 2 years fixed term contract. The future of this post will be considered during this year as part of a wider review of the Planning service as recommended by the Budget Review Group.

The Specialist Environment Officer post, was also agreed as part of the recommendations of the 24 January 2022 Cabinet report and approved by Council on 25 January 2022. This was an addition to the council's base budget and so has always been funded permanently.

Finally, I would like to point out that the 24 January 2022 Cabinet meeting was a special meeting of the Cabinet to consider the Future Services Framework which was a Part 2 meeting. The detail of the report was therefore not publicly available. However, Mr Oakley, as you were a member at that time you would have received this report. I appreciate its useful to bring all the information together.

Mr Oakley was permitted a supplementary question. He asked whether Cllr Brown would agree that before new discretionary posts and activities are adopted that their full and cumulative medium and long term financial implications and sustainability including what constraints their on-going costs would have on the funding of other services should be fully thought through before they are proposed given funding revenue activities from reserves is not financially sustainable.

Cllr Brown responded. He replied that no, the council's approach makes sense with one caveat. He explained that it make sense when trying something new to have a time limited trial period. Any of the posts which resulted from Motions put forward had much consideration given to how they should be funded in the short, medium and long term. It made sense to run them for a trial period. He added that there is time through the budget review process to consider whether or not to bring them into the base budget. Cllr Brown concluded that he was happy with the approach taken.

88 **Draft Capital Strategy 2024-25 to 2028-29**

Cllr Moss moved the recommendation which was seconded by Cllr Brown.

Cllr Moss then introduced the item.

Cllr Cross asked whether any council owned land is available for new commercial development. Cllr Moss explained that as part of the regeneration strategy the council would be looking at land that can be brought forward including land in the Southern Gateway. This will include both council owned land and land owned by partner organisations and other landowners.

Cllr Chant spoke about the economic and social implications of empty shop units with reference to Crane Street, St James Industrial Estate and the general high street. Cllr Chant asked Cllr Moss how or if the council will come up with a strategy to minimise the number of empty units by working with charities to ensure the council's assets are used to their best economic and community purposes. Cllr Moss explained that the council does not own many of the properties in the high street. Where the council does own properties there are currently three empty units in Crane Street but work is underway to try to get those filled. Two of the empty units are available for pop up shops to help local start-up businesses. This gives local entrepreneurs the opportunity to trial their businesses. The council is also working closely with the BID to look at regeneration opportunities. With regard to St James Industrial Estate there is currently a 65% occupancy or under offer status following the full redevelopment of the site. Cllr Moss acknowledged that there is a demand from the charitable sector to have units in some of the council's sites so the council is reviewing its Grants Programme taking this into account.

Cllr Bates asked as Chair of the Corporate Governance and Audit Committee at its last meeting how many of the council's retail units owned or let out were empty. He explained that Mr Gillett had provided a written response that there are five vacant units; three vacant shop units in Crane Street, one industrial unit at Terminus Road and one industrial unit at Woodruff Centre. He spoke about the trend for falling property prices and potential impact this could have on the value of the council's property assets. He asked if there is any current policy to encourage greater occupancy in the council's property portfolio. He suggested reducing rents in the short or longer term or offering the rents to the charitable sector at subsidised rates. Cllr

Moss referred to his previous response. He also explained that Crane Street is becoming more vibrant which he hoped would continue to encourage independent businesses as well as chain shops to be located in the city centre. He clarified that the council's property portfolio generates a £2.6 million per year income. £1.75 million is from assets which support the provision of local services. Investment properties generate between £850,000 and £1 million per annum depending on market trends. He acknowledged that the council has to account for market trends. He emphasised the importance of the regeneration strategy going forwards.

Cllr Ballantyne asked whether the Strategy considers the maximum benefit for all communities. Cllr Moss explained that the Capital Programme is outlined in the February 2024 Cabinet papers. He outlined the Strategies aim to get maximum impact from income to support the council's services. He wished to commend officers for their work in helping deliver the Strategy.

In a vote the following resolution was agreed:

That the Council's draft Capital Strategy for 2024- 25 to 2028-29 be approved.

89 **Budget Spending Plans 2024-25**

Cllr Apel explained that a revised Budget Summary Statement 2024-25 had been included at page 17 of the agenda following the budget amendment agreed at the Cabinet meeting (resolution H).

Cllr Moss moved the recommendation which was seconded by Cllr Brown.

Cllr Moss then introduced the item.

Cllr Moss wished to thank Mrs Belenger, Mr Cooper and the team for their work in producing the Budget.

Cllr Brown also wished to thank officers. He went on to explain the reason behind the Budget decisions. He outlined investing in the district. He also spoke about planning long term from an environment perspective. He reminded members that the Environment Panel is now held in public. He also discussed the non-statutory services which the administration were prioritising. He also explained that the council had been working closely with the Chichester City Council who are due to consider their Business Plan, Midhurst in recovering from fire, Selsey on the sea defences and Bourne Community College to support the Think Family Post.

Cllr Briscoe asked whether there is a need to increase the rural car park charging. He also requested clarification on the reason for the inclusion of the Think Family worker post at Bourne College. He asked with reference to education falling under the remit of West Sussex County Council and the post being the only remaining post of its nature. Cllr Moss responded to the increase in parking charges and explained that the council went out to consultation in September last year. He added that largely the increases would be in line with inflation to help funding towards some non-statutory services. Cllr Brown responded to the Think Family Worker post. He acknowledged that it was not selected as part of the service prioritisation process but explained that it supports provision for vulnerable young people. He clarified that the extension of time would allow the College to plan for the post in subsequent years.

Cllr Ballantyne requested information on why some of the council's replacement vehicles are diesel. Cllr Brown wished to note his thanks to Mr Carter for his work on the project. He explained that the council already operates two electric waste collection vehicles which have not been reliable. He added that with the current available technology if the council had only electric vehicles it would not be able to manage its statutory waste collection requirements. Cabinet have authorised a review of the depot site with a focus on replacing vehicles with sustainable alternatives including the option of restoring older vehicles. He also added that he would continue to monitor developments in the use of vegetable oil as fuel.

Cllr Stephen Johnson spoke about improving biodiversity and protecting and enhancing wildlife corridors. Cllr Brown explained that the new wildlife strategy aims to enhance biodiversity.

Cllr Tim Johnson thanked officers for their work on the Budget and also wished to thank Mr Buckley for his work on efficiencies. He wished to note that the cost of living crisis had increased costs. He explained options for East Pallant House were being considered. He also requested more action on social housing. Cllr Moss wished to thank Cllr Tim Johnson as Leader of the Opposition for working as a critical friend. He agreed the cost of living crisis continues to be a big issue for the council. He confirmed that there is an increasing number of unintentionally homeless people in the district. He wished to thank officers for work they are doing. With regard to East Pallant House he clarified that the regeneration strategy will look at opportunities including bringing some housing into the city centre.

Cllr Hickson requested information on where the wellbeing service has its greatest impact. Cllr Bangert explained that it is largely funded by West Sussex County Council. She outlined the help the service provides in lifestyle changes for those with medical conditions such as heart conditions and diabetes. In 2023/24 more than 1000 people were seen by the service including carers, those with mental health problems, those who have English as a second language and those in areas where access to the services are normally limited.

Cllr Chant wished to thank officers for their work on the Light Show at the Canal Basin. Cllr Chant asked how the council can continue to develop the night time economy. Cllr Moss explained that the events team are bringing a number of events to encourage everyone to enjoy the city centre including those from the university and college. He confirmed that there had been a very positive response to events that had taken place. Cllr Brown explained the importance of partners. He gave the example that Chichester Cathedral recently held a silent disco. He wished to thank the Cathedral.

Cllr Vivian noted the £551,000 additional funding for bed and breakfast for those made homeless. He asked what more is being done to help the homeless in the district. Cllr Betts noted that the council had received a session that morning on prevention of homelessness. He explained that there will be a new Housing Strategy coming forward and he would update members on its progress.

Cllr Newberry asked what improvements will be made to the districts play equipment. Cllr Bangert explained that the council has a grants programme offering grants towards play equipment which often come as applications via the Parish Council. She explained that Sports England and the National Lottery also provide grants. She suggested contacting Mrs Peyman for further information. Cllr Moss explained that there are plans to upgrade parks equipment in the play parks owned by the council.

Cllr Evans asked for clarification on why car parking charges have been increased. Cllr Desai explained that increases are a requirement and were in line with inflation.

Cllr Donna Johnson explained she was happy to see continued support for Supporting You. She wished to acknowledge the impact the provision has had on residents in her ward.

Cllr O’Kelly requested clarification on the figures relating to the enforcement of planning controls. Cllr Brisbane explained that on page 69 of the agenda pack the figures for 2024/25 are correct at £272,000 for planning enforcement. He clarified that the previous financial year figures had been misallocated. Approximately £100,000 allocated to development management should have been attributed to planning enforcement.

Cllr Stephen Johnson asked if reassurance could be given that car park payment machines will always be reliable and available. Cllr Desai explained that a proportion of the parking revenue goes towards maintenance and improvements to the car parks. She also promoted mi-permit as a method of payment.

Cllr Ballantyne asked a question relating to the withdrawal of Foreshores services at Bracklesham Bay. Cllr Apel explained that it was not relevant to the budget.

A recorded vote was carried out on recommendations A – G by Mrs Shepherd as the recommendations include one related to Council Tax.

The results were as follows:

Cllr Apel – For
Cllr Ballantyne – For
Cllr Bangert – For
Cllr Bates – For
Cllr Betts – For
Cllr Boulcott – For
Cllr Brisbane – For
Cllr Briscoe – For
Cllr Brookes-Harmer – Absent
Cllr Brown – For
Cllr Brown-Fuller – Absent
Cllr Burkhart – Absent
Cllr Burton – For
Cllr Chant – For
Cllr Chilton – Absent
Cllr Corfield – For
Cllr Cross – For
Cllr Desai – For
Cllr Evans – For
Cllr Hamilton – For
Cllr Hastain – Absent
Cllr Hickson – For
Cllr Hobbs – For
Cllr Donna Johnson – For
Cllr Stephen Johnson – For
Cllr Tim Johnson – For
Cllr Moss – For
Cllr Newbery – For

Cllr O'Kelly – For
Cllr Potter – For
Cllr Quail – For
Cllr Sharp – Absent
Cllr Todhunter – For
Cllr Vivian – For
Cllr Weller – For
Cllr Young – For

Totals:

For = 30
Against = 0
Abstain = 0
Absent = 6

The resolutions were agreed as follows:

RESOLVED

- a) That a net budget requirement of £17,618,700 for 2024-25 be approved.
- b) That Council Tax be increased by £5.41 from £181.07 to £186.48 for a Band D equivalent in 2024-25.
- c) That the New Homes Bonus (NHB) be treated as general revenue funding as set out in para 4.6 and 4.7.
- d) The capital programme, including the asset renewal programme (appendices 1c and 1d of the agenda report) be approved.
- e) The capital prudential indicators and the Minimum Revenue Provision (MRP) Policy (appendix 4 of the agenda report) be approved.
- f) That £1.11m is transferred from the General Fund Reserve to the Investment Risk Reserve to reduce the risk for the movements in fair value statutory override ending on 31 March 2025.
- g) That delegated authority be given to the Director of Growth and Place to spend the £150k allocated from the West Sussex Business Rate Pool for economic development purposes, following consultation with the Cabinet member for Economic Development and Place.

Following her earlier declaration Cllr Bangert then left the room before the next recorded vote.

A recorded vote was then carried out on recommendation H by Mrs Shepherd.

The results were as follows:

Cllr Apel – For
Cllr Ballantyne – For
Cllr Bangert – Absent for the vote
Cllr Bates – For
Cllr Betts – For
Cllr Boulcott – For
Cllr Brisbane – For
Cllr Briscoe – Against

Cllr Brookes-Harmer – Absent
Cllr Brown – For
Cllr Brown-Fuller – Absent
Cllr Burkhart – Absent
Cllr Burton – For
Cllr Chant – For
Cllr Chilton – Absent
Cllr Corfield – For
Cllr Cross – For
Cllr Desai – For
Cllr Evans – For
Cllr Hamilton – For
Cllr Hastain – Absent
Cllr Hickson – For
Cllr Hobbs – Abstain
Cllr Donna Johnson – For
Cllr Stephen Johnson – For
Cllr Tim Johnson – For
Cllr Moss – For
Cllr Newbery – For
Cllr O’Kelly – For
Cllr Potter – Abstain
Cllr Quail – For
Cllr Sharp – Absent
Cllr Todhunter – For
Cllr Vivian – For
Cllr Weller – For
Cllr Young – For

Totals:

For = 26

Against = 1

Abstain = 2

Absent = 7

The resolution was agreed as follows:

To allocate a total of £22.5k from reserves to be released to Bourne Community College (BCC) in two tranches: £15k in academic year 2024-25 and £7.5k in academic year 2025-26. Each year the release of funds would be subject to the school filling the funding gap and retaining the Think Family worker post.

90 Council Tax Resolution

Cllr Moss moved the recommendation which was seconded by Cllr Brown.

Cllr Moss then introduced the item.

A recorded vote was carried out on recommendations A – G by Mrs Shepherd as the recommendations include one related to Council Tax.

The results were as follows:

Cllr Apel – For
Cllr Ballantyne – For
Cllr Bangert – For
Cllr Bates – For
Cllr Betts – For
Cllr Boulcott – For
Cllr Brisbane – For
Cllr Briscoe – For
Cllr Brookes-Harmer – Absent
Cllr Brown – For
Cllr Brown-Fuller – Absent
Cllr Burkhart – Absent
Cllr Burton – For
Cllr Chant – For
Cllr Chilton – Absent
Cllr Corfield – For
Cllr Cross – For
Cllr Desai – For
Cllr Evans – For
Cllr Hamilton – For
Cllr Hastain – Absent
Cllr Hickson – For
Cllr Hobbs – For
Cllr Donna Johnson – For
Cllr Stephen Johnson – For
Cllr Tim Johnson – For
Cllr Moss – For
Cllr Newbery – For
Cllr O’Kelly – For
Cllr Potter – For
Cllr Quail – For
Cllr Sharp – Absent
Cllr Todhunter – For
Cllr Vivian – For
Cllr Weller – For
Cllr Young – For

Totals:

For = 30

Against = 0

Abstain = 0

Absent = 6

The resolution was agreed as follows:

RESOLVED

That having considered the Cabinet's budget proposals from their meeting of 6 February 2024, Council are asked to also approve the Council Tax Resolutions as set out in Appendix A.

91 Draft Treasury Management and Investment Strategy

Cllr Moss moved the recommendation which was seconded by Cllr Brown.

Cllr Moss then introduced the item.

Cllr Quail wished to acknowledge the work of Arlingclose and asked whether Cllr Moss would make any additional comments. Cllr Moss explained that the council has a record of careful investment. He wished to thank the council's team and the Arlingclose team for the work they do.

Cllr O'Kelly asked how the council ensures ethical investments. Cllr Brown explained the Policy includes ethical investment as far as legally possible. The Policy accounts for security, liquidity and yield in that order.

In a vote the following resolution was agreed:

RESOLVED

That the Treasury Management Policy Statement, the Treasury Management Strategy Statement, the Investment Strategy, and relevant Indicators for 2024-25 be approved.

On behalf of the Council Cllr Apel thanked Mrs Belenger over 40 years work in Local Government. She wished Mrs Belenger a very happy retirement. Mrs Belenger received a round of applause.

92 Making the Southbourne Modified Neighbourhood Development Plan

Following their earlier declarations Cllr Bangert, Cllr Brown and Cllr Hickson all left the room during the item.

Cllr Brisbane moved the recommendation which was seconded by Cllr Moss.

Cllr Brisbane then introduced the item.

Cllr Briscoe wished to thank all those involved in making the Neighbourhood Plan for their work. Cllr Todhunter echoed Cllr Briscoes comments and referred to the examiners positive feedback of the Plan.

In a vote the following resolution was agreed:

RESOLVED

That following the successful referendum result on 25 January Council make the Southbourne Modified Neighbourhood Development Plan part of the Development

Plan for Chichester District (excluding the area within the South Downs National Park).

93 Late Items

Cllr Apel explained that there was one late item outlined in the supplementary agenda pack.

Cllr Moss proposed the recommendation which was seconded by Cllr Brown.

Mr Bennett was invited to outline the report.

Cllr Apel wished to thank Cllr Donna Johnson and Cllr Young for their help.

Cllr Moss wished to endorse his support. He praised Cllr Sharp for her work and echoed thanks to Cllr Donna Johnson and Cllr Young for the support they had provided.

In a vote the following resolution was agreed:

RESOLVED

That Council grant a dispensation to Councillor Sharp in accordance with Section 85 of the Local Government Act 1972 for the period to 15 June 2024.

As the Group Leader of the Green and Local Alliance Group Cllr Tim Johnson thanked the Council for supporting the recommendation.

94 Exclusion of the press and public

There was no requirement to go into Part II.

The meeting ended at 4.10 pm

CHAIRMAN

Date:

Appendix 1. Current 3.5T Street Cleaning Box tipper with bin lift



This page is intentionally left blank

Senior Staff Pay Policy Statement – Appendix 7

Appendix 5 – Car Allowances Table – April 2024

Mileage Rates & Essential User Payments		
	Gross Monthly Amount Payable	Mileage Rate (pence per mile)
Chief Executive	Nil	46.9p
Chief Officers (Directors)	Nil	46.9p
Grades H - J	Nil	46.9p
Essential Users	£103.25	46.9p
Casual Users	Nil	46.9p

This page is intentionally left blank

Chichester District Council

FULL COUNCIL

19 March 2024

Appointment of Data Protection Officer

1. Contacts

Report Author:

Nicholas Bennett – Divisional Manager Democratic Services
Telephone: 01243 534658 E-mail: nbennett@chichester.gov.uk

Cabinet Member:

Mark Chilton - Cabinet Member for Support Services
Telephone: 01243 514034 E-mail: MChilton@chichester.gov.uk

2. Recommendation

- 2.1 That the Council appoint Mr Graham Thrussell to the role of Data Protection Officer to the Chichester District Council.**

3. Background

- 3.1 The Council is under a duty to have a designated Data Protection Officer to carry out relevant statutory duties as to oversight of information management under the GDPR and other legislation.
- 3.2 Previously the Monitoring Officer (author of this report) was also authorised as Data Protection Officer. As part of an internal review of roles in the legal section of democratic services, it was noted that advice is that it is preferable for statutory roles not to be vested in a single individual.
- 3.3 Mr Thrussell has been acting as de facto deputy Data Protection Officer in his existing role where he specialises in information law amongst other civil law functions.

4. Outcomes to be Achieved

- 4.1 The primary objective of the appointment is to ensure legality of the Council position and that it is able to comply with legislation whilst also ensuring that all processes are fit for purpose.

5. Proposal

- 5.1 If the recommendation is approved the new Data Protection Officer (DPO) would take position from 1st April 2024. A handover from the existing officer would take place though Mr Thrussell has been carrying out many of the duties in conjunction with the existing DPO for some time.

5.2 The current DPO would support the new DPO in their workload and cover absences.

5.3 The current DPO could continue in the role but best advice is that this is not positive where a post holder covers another statutory role (in this case Monitoring Officer). For governance to be most effective it is preferable to spread the oversight responsibilities. When the current DPO was appointed this was a new statutory requirement and advice on that point was not then settled as it is now.

6. Alternatives Considered

6.1 The role of Data Protection Officer is required in statutorily organisations as large as the Council. The only other alternative to the recommendation is that the current DPO continues in the role or another person is recruited with the relevant skills and qualification.

7. Resource and Legal Implications

7.1 The amended post for Mr Thrussell will be regraded in accordance with Council procedures to assess whether a change of grade is required. Mr Bennett received no payment for the role of Data Protection Officer so any increase in salary will be at a cost to the Council. This will have to be absorbed by legal department budgets.

8. Community Impact and Corporate Risks

8.1 The role of Data Protection Officer provides assurance through oversight for information management at the Council and reports to the Corporate Governance Committee on a number of key activities as to how personal data is managed, data breach oversight, review of changes in procedure. It oversees transparently how decisions are made and that proper information governance achieved. Without such a role the public would be unable to have information decisions reviewed internally by a qualified person.

8.2 It would be a corporate risk to the Council not to have the statutory role fulfilled.

9. 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?	Yes, this role will oversee investigation into information crime and liaise with police or	

	other agencies.	
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).		X
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.		X
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?		X
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.		X whilst the role clearly has a GDPR focus, it is simply a change of post holder, no other changes to processing will apply.
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.		X
Other (please specify)		X

10. Appendices

None

11. Background Papers

None

Motion: Dementia Care in Chichester District

Proposer: Cllr Vivian, Central Ward

Council believes that:

- a. Providing a decent level of care for residents suffering from dementia, or dementia-adjacent conditions, is important for community care up and down Chichester District.
- b. Providing this service not only ensures that residents with these conditions have dignity throughout their care, but also provides significant peace of mind for relatives of these patients.
- c. Furthermore, interruptions to dementia assessments mean that patients and their families risk slipping through the net, receiving the wrong care, or otherwise creating uncertainty and worry for ordinary residents.

Council notes that:

- i. In December 2023, the Sussex Partnership NHS Foundation Trust announced that their dementia assessment services in West Sussex and parts of East Sussex would be suspended for new patients between January-April 2024. Furthermore, the Trust announced that the number of 'dementia beds' available would be reduced by 20%¹.
- ii. According to Sussex World, the service was suspended owing to 'financial deficits' and a 'redeploy[ment] of staff'².
- iii. Local charity Sage House expanded its services in response to the announcement, but noted its "extreme concern... about how this reduction in services will impact local people"³.
- iv. According to Alzheimer's Research UK, nearly 950,000 people in the UK currently have dementia, the number of which is only expected to rise⁴.
- v. Despite a widely-held view that dementia patients are elderly, data by Dementia UK shows that 7.5% of dementia patients are below the age of 65⁵, so-called "Young Onset Dementia".
- vi. However, the NHS only aims to ensure that two-thirds of people with dementia receives a diagnosis, leaving uncertainty for the remaining one-third.

Council resolves that:

1. The closure of NHS dementia assessment services in West Sussex, although temporary, is unacceptable, and that the Council opposes any future suspension or closure of the service.
2. The Council thanks the Sage House team in Tangmere for their work in plugging the service gap left by Sussex Partnership NHS Foundation Trust.
3. The Leader of the Council, Cllr Moss, shall write to the MPs for Chichester and Arundel and South Downs constituencies respectively, as well as the Department of Health, urging them to ensure that the funding to the Sussex Dementia Assessment service remains in place and that the future of the service is guaranteed.

¹ [Temporary changes to our services over the winter period :: Sussex Partnership NHS Foundation Trust](#)

² [NHS trust confirms plans to suspend dementia services temporarily in Sussex \(sussexexpress.co.uk\)](#)

³ [Local Charity will step in to fill dementia support gap](#)

⁴ [Dementia is the UK's biggest killer – we need political action to save lives - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#)

⁵ [Young onset dementia: facts and figures - Dementia UK](#)

4. Similarly, that the Council representative to the West Sussex Health and Adult Social Care Scrutiny Committee, Cllr Bangert, is requested to lobby that Committee to prioritise the future provision of the Dementia Assessment service.