

# Public Document Pack

**JOHN WARD**  
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## Notice of Meeting

### To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** in the Council Chamber, East Pallant House East Pallant Chichester West Sussex PO19 1TY on **Tuesday 22 September 2015 at 2.30 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  
Tuesday 15 September  
2015

### NOTES

- (1) *The Council meeting will be preceded by the following:*
  - a. *An induction session on Finance and Budgets at 11.00 am*
  - b. *Lunch at 12.00 noon*
  - c. *A briefing on the Road Space Audit of Chichester City and other car parking issues at 12.30 pm*
  - d. *An Open Forum for members with the Cabinet and Senior Leadership Team at 1.30 pm*
- (2) *Members are asked to bring with them to the meeting their copy of the agenda and the accompanying papers for the meeting of the Cabinet held on 8 September 2015.*

### AGENDA

*This agenda should be retained for future reference with the minutes of this meeting*

#### PART 1

- 1 **Minutes** (Pages 1 - 16)  
To approve as a correct record the minutes of the meeting of the Council held on Tuesday 14 July 2015.

2     **Urgent Items**  
Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 14(b)

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     **Chairman's announcements**

5     **Public Question Time**  
Questions submitted by members of the public in writing by noon on the previous working day (for a period up to 15 minutes).

**DECISIONS TO BE MADE BY THE COUNCIL**

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

*The reports giving rise to these recommendations are in the papers for the meeting of the Cabinet on 8 September 2015. These are available in the committee papers section of the Council's website and in the Members Room.*

6     **Chichester District Council Annual Report 2014-15 (Pages 17 - 56)**  
**RECOMMENDED**

That the Annual Report 2014-15 be approved.

7     **Infrastructure Business Plan - Approval for consultation (Pages 57 - 120)**

*Note: The full draft IBP is available in colour on the Council's website; a black and white version, without appendices, is printed for members of the Council.*

**RECOMMENDED**

That the Council's first draft Infrastructure Business Plan 2016/2021 be approved for consultation with West Sussex County Council, neighbouring district councils, City, town and parish councils, and key infrastructure delivery commissioners for a period of six weeks from 1 October to 12 November 2015.

8     **Upgrade of Heating and Ventilation Systems, South Wing, East Pallant House, Chichester**  
**RECOMMENDED**

That £186,300 be released from capital reserves, to fund the upgrade of the heating and ventilation plant including associated costs and fees.

9     **Safeguarding Policy (Pages 121 - 147)**  
**RECOMMENDED**

(1) That the revised Safeguarding Policy be approved.

(2) That the Head of Community Services be authorised to approve minor amendments to the Policy in line with local working arrangements.

10    **Recording and Broadcasting of Committee Meetings (Pages 148 - 152)**

After debate at its meeting on 8 September 2015, the Cabinet expressed a preference for webcasting, but agreed to ask the Council which of the options for audio recording or web-casting of key committee meetings should be implemented

for a one year pilot. The views of the Council will be reported to the Cabinet for decision at its meeting on 8 October 2015.

11 **Arrangements for Dealing with Standards Allegations under the Localism Act 2011** (Pages 153 - 168)

As recommended by the Standards Committee at its meeting on 10 September 2015,

**RECOMMENDED**

That the Council's *Arrangements for Dealing with Standards Allegations under the Localism Act 2011* be amended as shown in the appendix to this report and that the Monitoring Officer is given all delegated powers specified therein.

12 **Questions to the Executive**

(maximum of 40 minutes duration)

13 **Report of Urgent Decision: Review of Members Allowances Scheme** (Pages 169 - 171)

At its meeting on 8 September, the Cabinet resolved that, as a matter of urgency, the following persons are appointed to form the Council's Independent Remuneration Panel and Parish Remuneration Panel:

Mr Michael Bevis  
Mr John Pressdee  
Mr John Thompson

A full report on the circumstances is attached.

14 **Consideration of any late items as follows:**

(a) Items added to the agenda papers and made available for public inspection.

(b) Items which the chairman 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**

There are no restricted items for consideration at this meeting.

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. 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)

**MEMBERS**

Mr N Thomas  
Mrs C Apel  
Mr G Barrett  
Mr R Barrow  
Mr P Budge  
Mr J Connor  
Mr M Cullen  
Mr I Curbishley  
Mr T Dempster  
Mr A Dignum  
Mrs P Dignum  
Mrs J Duncton  
Mr M Dunn  
Mr J F Elliott  
Mr J W Elliott  
Mr B Finch  
Mr N Galloway  
Mrs N Graves  
Mr M Hall  
Mrs E Hamilton  
Mrs P Hardwick  
Mr R Hayes  
Mr G Hicks  
Mr L Hixson

Mr F Hobbs  
Mr P Jarvis  
Mrs G Keegan  
Mrs J Kilby  
Mrs D Knightley  
Mrs E Lintill  
Mr S Lloyd-Williams  
Mr L Macey  
Mr G McAra  
Mr S Morley  
Caroline Neville  
Mr S Oakley  
Mrs P Plant  
Mr R Plowman  
Mr H Potter  
Mrs C Purnell  
Mr J Ransley  
Mr J Ridd  
Mr A Shaxson  
Mrs J Tassell  
Mrs S Taylor  
Mrs P Tull  
Mr D Wakeham  
Mrs S Westacott



Minutes of the meeting of the **Council** held in Committee Rooms - East Pallant House on Tuesday 14 July 2015 at 2.30 pm

**Members Present:** Mr N Thomas (Chairman), Mrs C Apel, Mr G Barrett, Mr R Barrow, Mr P Budge, Mr J Connor, Mr M Cullen, Mr A Dignum, Mrs P Dignum, Mrs J Duncton, Mr J F Elliott, Mr J W Elliott, Mr B Finch, Mr N Galloway, Mr M Hall, Mrs E Hamilton (Vice-Chairman), Mrs P Hardwick, Mr R Hayes, Mr L Hixson, Mr F Hobbs, Mr P Jarvis, Mrs G Keegan, Mrs E Lintill, Mr S Lloyd-Williams, Mr L Macey, Mr G McAra, Mr S Morley, Caroline Neville, Mr S Oakley, Mrs P Plant, Mr R Plowman, Mr H Potter, Mrs C Purnell, Mr J Ransley, Mr J Ridd, Mr A Shaxson, Mrs J Tassell, Mrs S Taylor, Mrs P Tull, Mr D Wakeham and Mrs S Westacott

**Members not present:** Mr I Curbishley, Mr T Dempster, Mr M Dunn, Mrs N Graves, Mr G Hicks, Mrs J Kilby and Mrs D Knightley

**Officers present all items:** Mrs D Shepherd (Chief Executive), Mr S Carvell (Executive Director), Mr J Ward (Head of Finance and Governance Services) and Mr P Coleman (Member Services Manager)

## 16 Minutes

### RESOLVED

That the minutes of the annual meeting of the Council held on Tuesday, 19 May 2015, be signed as a correct record.

The Council also agreed that, in future, written answers to questions to the Executive should be appended to the minutes.

## 17 Urgent Items

There were no urgent items for consideration at this meeting.

## 18 Declarations of Interests

Mrs Apel declared a personal interest as a trustee of Stonepillow.

Mrs Duncton, Mr McAra, and Mr Oakley declared personal interests as members of West Sussex County Council in agenda item 13, Boundary Review of West Sussex County Council.

Mrs Duncton also declared a personal interest as the member of West Sussex County Council for the Petworth Electoral Division in agenda item 7, Making the Loxwood Neighbourhood Plan.

Mrs Shepherd and Mr Ward declared interests as Head of the Paid Service and Chief Financial Officer respectively in agenda item 11, Disciplinary Action against statutory officers: The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, and withdrew to the public seating area while this item was discussed.

## 19 **Chairman's announcements**

The Chairman announced that he and the Vice-Chairman had between them represented the Council at over ten events since the last meeting. He particularly mentioned the following.

The Patchwork Communities Project at The Novium Museum, by which over 50 local people had created a patchwork quilt that represented the people and places involved. This artwork had twelve patches representing twelve areas, and postcards showing the areas were on sale. He encouraged members to purchase and use postcards showing their wards.

The Chichester Triathlon on the weekend of 4<sup>th</sup>-5<sup>th</sup> July organised by District Council's sport and leisure development team, with main sponsorship by Natures Way Foods. There had been a record number of entries and just under 700 adults and children had participated, including a senior management team consisting of Diane Shepherd (swim), Jane Hotchkiss (run) and Paul Over (cycle), and other staff entries encouraged by the Environmental Health, Planning, and Communities Teams. As well as positive feedback from customers, the quality of the event had been praised by the Triathlon England Referees that were in attendance.

A reception at Thorney Island

## 20 **Public Question Time**

No public questions had been submitted.

## 21 **Plot 21 Terminus Road Chichester**

Mrs Keegan (Cabinet Member for Commercial Services), seconded by Mrs Lintill, moved the recommendation of the Cabinet. She explained that the Council owned the freehold of Plot 21, Terminus Road, Chichester (not to be confused with the proposed Enterprise Gateway site on Plot 12). The Cabinet had approved acceptance of the surrender of a leasehold interest in the site, and the submission of a planning application to demolish and clear the site of buildings and redevelop it business purposes. Cabinet had agreed that £100,000 be released from Capital Reserves to enable the planning application and demolition and site clearance work to go ahead. However, detailed estimates now obtained indicated that these costs, including asbestos removal, would exceed £100,000, and additional budget of £66,000 was required to enable this work to be undertaken. Cabinet had also considered a Project Initiation Document (PID) for the scheme, which set out various options and included an estimate of total costs of a project for the demolition and redevelopment by the Council of the site (option 3). The Cabinet recommended

pursuance of this option on the basis of a pre-let agreement being in place for the replacement building, delivering a minimum return of investment, as set out in the PID.

Members asked why the need for asbestos removal had not been known earlier, and it was explained that the original estimate had been based on a general survey which had not been invasive and the presence of asbestos came to light only on a full survey being completed.

#### **RESOLVED**

That Option 3 in the Project Initiation Document (PID) be approved as the Plot 21 Terminus Road Redevelopment Project and

- (1) That funding of £66,000 is released from Capital Reserves to enable the demolition and planning matters to be progressed immediately.
- (2) That the balance of the estimated total costs set out in section 7 of the PID (Exempt Appendix to the Cabinet report) be released subject to a pre-let agreement being in place delivering a minimum return on investment as set out in section 3.8 of the PID.

## **22 Making the Loxwood Neighbourhood Plan**

Mrs Taylor (Cabinet Member for Housing and Planning), seconded by Mr Dignum, moved the recommendation of the Cabinet. She explained that approval was being sought that the Loxwood Neighbourhood Plan be 'made' in line with the Neighbourhood Planning Regulations and so became part of the Development Plan for Chichester District excluding the National Park.

The local community and local members had been involved throughout the long process of preparation of the Plan, which had required significant commitment from the Parish Council. On 25 June 2015, the Plan had been subject to a referendum. The regulations required more than 50% of those who voted to be in favour of the Neighbourhood Plan. The turnout had been 38.5% and, of those who voted, 98% were in favour of the Plan.

Throughout the process there had been extensive consultation within the community, enabling residents to express their views as to where the much needed housing should be located and enabling them to express their vision for the future development of their community.

As previously reported to the Cabinet, Judicial Review proceedings had been lodged with the High Court by Crownhall Estates Limited challenging the neighbourhood plan on a number of legal grounds. This ongoing challenge did not preclude the Council from making the Neighbourhood Plan. If the legal challenge was successful the outcome might be to quash the plan, or part of it, and if this were the case a further report would be made to Cabinet.

Nevertheless, the Loxwood Neighbourhood Plan represented localism acting for the benefit of and with the support of the Community.

Mrs Hardwick, as the previous councillor for the ward in which Loxwood parish was located, expressed her congratulations on the excellent process of community engagement that had taken place. It had not been an easy process and the community

had faced a lot of opposition from developers. She strongly supported the recommendation.

Members asked about the turnout on the previous referendum on the draft neighbourhood plan, about the cost to the Loxwood Parish Council and about the term covered by the Neighbourhood Plan.

Mrs Taylor agreed to provide a written reply to the first two of these matters, and stated that the Neighbourhood Plan covered the same period as the Local Plan, namely 15 years. Asked about the impact of the requirement to review the Local Plan within five years, Mr Carvell stated that the Neighbourhood Plan had to remain in conformity with the strategic policies of the Local Plan. The Parish Council would need to review the Neighbourhood Plan once the review of the Local Plan had been concluded to ensure that it was still in conformity with the latter's strategic policies. Mr Hayes and Mr Ransley reported that the Southbourne and Kirdford Neighbourhood Plans respectively were to be subject to a five-yearly review. At Mr Ransley's request, Mr Carvell agreed to issue guidance on how to conduct reviews of neighbourhood plans.

#### **RESOLVED**

That the Loxwood Neighbourhood Plan be made part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

### **23 Adoption of the Chichester Local Plan: Key Policies**

Mrs Taylor (Cabinet Member for Housing and Planning), seconded by Mr Dignum, moved the recommendations of the Cabinet, explaining that she was delighted to be able to recommend adoption of the Local Plan. This was the final stage in a long and arduous process.

In June the Council had been notified that the planning inspector had found the Draft Local Plan, subject to the agreed modifications, to be sound. This was the fulfilment of four years hard work. Mrs Taylor thanked the officers for their dedication and hard work in bringing this about.

She commented that it had not been easy to reconcile the localism agenda against the national planning policy that required the Council to significantly boost housing supply. A substantial amount of work to achieve this had been put in by the previous administration under the leadership of Mrs Heather Caird, and she thanked them also for their endeavours in achieving this outcome.

Following extensive public consultation the plan had now gone through its examination process and, subject to modifications, had been found sound enabling the Council now to adopt it. This would provide an up to date local plan for the part of the district outside of the national park and the Council could now demonstrate a five year housing land supply, which enabled it to resist speculative proposals for development on unallocated greenfield sites.

The Local Plan showed that the Council accepted change but, more importantly, was in control of that change and able to balance growth with other important local interests.

The District would have an up to date Local Plan which would provide certainty for investment and development and enable the Neighbourhood Plans to progress. Further, it



would allow the Council to progress with the Community Infrastructure Levy which would help provide the funds to finance the much needed supporting infrastructure.

However, the adoption of the plan was not the end of the journey. There was now a need to manage the development of the strategic locations and ensure that the infrastructure necessary to support the development in the plan was provided and put in place at the right time. Land needed to be allocated for employment, gypsies and travellers and some housing where it was not being allocated through neighbourhood plans. Finally, there was a requirement to complete a review of this plan within 5 years. So upon adoption of the plan, the Council needed to focus on the continuation of the journey to reconcile the need for development against the protection of the natural environment.

Mrs Duncton expressed delight at the proposed adoption of the Local Plan. She commented that the process had, in fact, begun in 2000, well before the four years cited by Mrs Taylor, and the Council had previously been close to completing a local plan. She strongly supported the recommendations.

Mr Plowman commented that he understood the need for a Local Plan and members' relief at being able now to adopt one. However, he pointed out that 104 modifications had been agreed, and the Council was required to review it within five years. Whilst acknowledging the hard work of officers, he did not consider the Plan one to be proud of and he could not support it. He believed that the people of Chichester would not thank the Council for it. The Plan would not deliver the low cost housing that was required, it would lead to the development of irreplaceable high quality agricultural land, it would not achieve the required improvements to the district's creaking transport infrastructure, and it would have an adverse impact on Chichester Harbour Area of Outstanding Natural Beauty. Whilst the Plan allocated land for additional housing development, the developers' past record of delivering new housing was pathetic, and the Council had no sanctions to ensure delivery.

Mrs Apel supported this viewpoint and said that the issue of infrastructure for transport, sewage and waste water treatment had not been resolved.

Other members expressed support for the Local Plan and congratulated councillors and officers on bringing it to adoption. They drew attention to the constant changes in planning law, whilst the Plan was being prepared, including another change just announced. The view was expressed that the five year review was to be welcomed as ensuring that the Plan was a living document, striking the right balance between local needs. Mr Oakley welcomed the importance attached to neighbourhood plans and the recognition that strategic sites would be master planned as a whole with the necessary infrastructure and not developed piecemeal

Mr Dignum suggested that celebration was in order. He felt that the Local Plan was an opportunity, providing a framework to benefit present and future generations.

He drew attention to the shortage of homes, both national and local, both to buy and to rent. Locally this meant high house prices and high rents. Many young people growing up here had to move elsewhere when they came to set up their own homes.

The Local Plan offered the opportunity to try and address these issues. This was a chance to work together to make sure that the District had a bright future, with a strong economy, and a thriving working age population.

Without this Plan the District would have been at risk of unwanted, unplanned development being permitted by a Government inspector.

On behalf of the Cabinet he thanked everyone for their support and input into this long and detailed process. Much of the credit went to the former Leader, Heather Caird, who had led the task of securing approval of a sound Plan; credit also went to the councillors who gave their support, and to the officers who did all the hard work. It was a huge achievement and it would help to shape the District for years to come.

#### **RESOLVED**

- (1) That the submitted *Chichester Local Plan: Key Policies 2014 – 2029*, amended to include all the main modifications recommended by the planning inspector to make the plan sound, together with other more minor modifications already agreed with the inspector, be adopted and published (including any consequential and other appropriate minor amendments) in accordance with Regulation 26 of the *Town and Country Planning (Local Planning) Regulations 2012*.
- (2) That the *Chichester's Southern Gateway* supplementary planning guidance remains as a material consideration where relevant to applications for planning permission.
- (3) That the *Sites in Chichester City North Development Brief* remain as a material consideration where relevant to applications for planning permission.
- (4) That the *Provision of Service Infrastructure related to new development in Chichester District* supplementary planning guidance remains as a material consideration until it is superseded by the *Planning Obligations and Affordable Housing SPD*, which will be adopted at the same time as the *Community Infrastructure Levy Charging Schedule*.
- (5) That it is noted that the *Interim Statement on Planning for Affordable Housing* is superseded by the adoption of the Local Plan.

#### **24 Revised Local Development Scheme 2015-2018**

The Chairman reported that the Cabinet had amended the draft recommendation as printed on the agenda by proposing the following changes to the Local Development Scheme.

Paragraph 4.1, final bullet: change the date of The Loxwood Parish Neighbourhood Plan from 2014 to 2015.

Paragraph 7.11: add bullet to read "Implementation of the Council's Business Continuity Plans.

Mrs Taylor (Cabinet Member for Housing and Planning), seconded by Mrs Lintill, moved the recommendation of the Cabinet. She explained that the Local Development Scheme (LDS) was a document available to the public which set out the timetable for the preparation and publishing of various planning documents such as Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) over a rolling three year time frame from 2015 to 2018. In due course it would include the timetable of the five year review of the Local Plan.

The main changes contained in the draft revision were:-

- The inclusion of the Chichester Harbour Development Management SPD and the Water Resources and Water Management SPD

- The revision of timescales for preparation of the Site Allocations DPD and the Gypsy, Traveller and Travelling Showpeople Site allocation DPD to take account of work on the Local Plan, emerging neighbourhood development plans and resources.

The timetable set out in the Appendix was indicative only but would be constantly kept under review and updated.

The Local Plan Inspector had recommended that the Local Plan should be reviewed within the next 5 years. Whilst the Local Plan timetable was not part of this review of the LDS, the document would need to be revised again in due course to take account of the Local Plan review timetable once the process had been agreed by Cabinet.

Mr Plowman commented that the programme was good and comprehensive. However, he expressed concern that planning applications for the development of strategic sites were already being submitted and the Council would have to work hard to keep up.

#### **RESOLVED**

That the draft revised Local Development Scheme 2015-2018 be approved for publication on Chichester District Council's web site, subject to the following changes:

Paragraph 4.1, final bullet: change date of The Loxwood Parish Neighbourhood Plan from 2014 to 2015.

Paragraph 7.11: add bullet "Implementation of the Council's Business Continuity Plans"

#### **25 Enterprise Gateway Project, Plot 12 Terminus Road, Chichester**

Mrs Keegan (Cabinet Member for Commercial Services), seconded by Mrs Lintill, moved the recommendation of the Cabinet. She reminded the Council that the Cabinet had approved a Project Initiation Document (PID) for the redevelopment of Plot 12 Terminus Road, Chichester, for an Enterprise Gateway. This would consist of around 90 business units and be expected to facilitate the creation of between 250 and 275 jobs every three years, to lead to the establishment of new businesses and to contribute to an improvement in business survival rates, as well as providing a rental income to the Council.

In May 2014, the Council had approved the allocation of £4,021,000 of capital reserves funding to the project, based on estimates by the Council's consultants.

Subsequently an architect had provided a feasibility study including a schematic design plan for the Enterprise Gateway. Subject to approval by the Council of the Cabinet's recommendation, the Cabinet had authorised release of £88,500 of the allocated budget to proceed to planning stage and tender for the construction of the Gateway. Following an EU compliant tender, an operational management company had also been selected subject to the eventual delivery of the project. This company offered the Council a guaranteed income and profit share potential that gave an attractive return on investment.

However, the total estimated cost of the project had now risen to £6,245,860, and the Council was asked to allocate the additional budget of £2,224,860 from capital reserves. The Cabinet had asked that a further report be made to them before acceptance of any tender for construction, and so the budget would not be committed (apart from the £88,500) until further work had been carried out and greater certainty about costs was available.

Members expressed concern at the very substantial increase in costs. Mrs Keegan explained that, between estimates, building costs had inflated by 23%. The original estimate had been at a high level, and Mrs Hotchkiss (Head of Commercial Services) added that more detail was now available on fit-out, access and parking.

Members also expressed concerns at the lack of detail in the Cabinet report and questioned the accuracy of other figures, such as the valuation of the completed site and the return on investment.

It was pointed out that the Cabinet had previously approved a PID which contained more detailed information. Mrs Keegan assured the Council that she and Mr Ransley, whom she had appointed as a special adviser, would meet the consultants to examine the costs and risks more closely and liaise closely with officers throughout the design stage of the project.

#### **RESOLVED**

Having noted that the total estimated cost of the project is £6,245,860 (details in appendix section 1.0 (exempt information)), that the additional budget of £2,224,860 be allocated from capital reserves.

26

#### **Disciplinary action against statutory officers: The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015**

Mrs Shepherd (Chief Executive) and Mr Ward (Head of Finance and Governance Services) declared an interest in this matter. They moved to the public seating area during consideration of this item and took no part in the discussion.

Mr Finch (Cabinet Member for Support Services), seconded by Mr Dignum, moved the recommendation of the Cabinet. He explained that the Council had a special disciplinary process applicable to the Head of Paid Service (Chief Executive), the Chief Financial Officer (Head of Finance and Governance Services) and the Monitoring Officer (Principal Solicitor).

The Government had published regulations requiring the Council to amend its Standing Orders in order to implement a change in the disciplinary procedure. Under previous regulations there had been a requirement that, if disciplinary action was contemplated against a statutory officer, a Designated Independent Person (DIP) was to be appointed by agreement with the protected officer to investigate the matter. The Council could only take action recommended by the DIP. Under the new regulations the DIP would be replaced by a Panel comprising the Council's existing Independent Persons (IPs), appointed under the Localism Act 2011. The Panel would be called upon to investigate any potential dismissal issues and could recommend to the Council what action to take. However, under the new regulations the Council would not have to follow any recommendations given.

However, the Government had not fully consulted the representative bodies of the staff affected by this change, and the previous disciplinary procedure remained part of the contractual terms and conditions of employment of some of these staff. He understood that national negotiations were currently taking place to resolve this state of affairs, but until those negotiations had been concluded the Council would need to follow both procedures in parallel, should disciplinary action be contemplated.

Mr Finch also explained the proposed streamlining of the committees and panels currently charged with disciplinary matters and the Chairman drew attention to the paper circulated at the meeting listing the party groups' nominations for appointments to the Investigation and Disciplinary Committee and the Appeals Committee

**RESOLVED**

- (1) That the provisions, extracted from 'The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015', as set out in Appendix 1 to the Cabinet report, be substituted for the current Procedural Standing Order 28.
- (2) That consideration of an updated Disciplinary Procedure for the Chief Executive, Section 151 Officer and Monitoring Officer be deferred pending the outcome of national negotiations.
- (3) That the terms of reference of the Appeals Committee be expanded, as set out in Appendix 3 to the Cabinet report, to incorporate the terms of reference of the Executive Directors and Heads of Service Disciplinary Appeal Panel and the Redundancy Appeal Panel, and that these two Panels be abolished;
- (4) That members be appointed to the Investigation and Disciplinary Committee and the Appeals Committee as listed on the circulated paper on the nominations of the political groups on the basis that one minority group member is appointed as a substantive member of each committee:-

**INVESTIGATION AND DISCIPLINARY COMMITTEE**

<b>Cabinet Member:</b> Mr Bruce Finch (C)	Mr Paul Jarvis (C)
Mrs Carol Purnell (C)	Mr Josef Ransley (C)
Mr Andrew Shaxson (IND)	-----
<b>Substitutes:</b> Mr Mark Dunn	Mr Graham Hicks

**APPEALS COMMITTEE**

<b>Cabinet Member:</b> Mrs Susan Taylor (C)	Mrs Clare Apel (LD)
Mr Peter Budge (C)	Mrs Pam Dignum (C)
Mrs Janet Duncton (C)	-----
<b>Substitutes:</b> Mr Tony Dignum (C)	Mr Mike Hall (C)

27 **Annual Report of Corporate Governance and Audit Committee**

At Mrs Tull's request, the Chairman agreed to bring forward this item on the agenda.

Mrs Tull (Chairman of the Corporate Governance and Audit Committee), seconded by Mrs Lintill, moved receipt of the Corporate Governance & Audit Committee's annual report on the Council's governance arrangements (copy attached to the official minutes).

Mrs Tull reminded the Council that it was responsible for ensuring that its business was conducted in accordance with the law and proper standards and that public money was safeguarded and properly accounted for and used economically, efficiently and effectively. The Committee had carried out a re-assessment of the strategic and organisational risk registers. Five significant risks were listed on the final page of the Committee's report, and were the subject of continuing work. She assured the Council that key systems were in place to address risks and governance issues.

**RESOLVED**

That the Corporate Governance & Audit Committee's report on the Council's governance arrangements be noted.

(Mrs Tull left the meeting)

**28 HR Policies Report Statement**

Mr Finch (Cabinet Member for Support Services), seconded by Mrs Lintill, moved the recommendation of the Cabinet. He explained that amendments were proposed to the Disciplinary & Contract Termination Procedure to shorten and simplify the procedure and to provide a sanction in cases where staff who work with children or vulnerable adults fail to complete a criminal record disclosure form. Amendments were also proposed to bring the Flexible Working Policy into line with current legislation. The proposed amendments had been discussed by the Joint Employee Consultative Committee and were supported by the employees' representatives.

Mrs Lintill welcomed the proposed amendment of the Disciplinary & Contract Termination Procedure, in view of the importance of proper safeguarding arrangements.

**RESOLVED**

That the revised Disciplinary and Contract Termination Procedure and Flexible Working Policy be approved.

**29 Boundary Review of West Sussex County Council**

Mrs Hardwick (Cabinet Member for Finance and Governance), seconded by Mr Dignum, moved the recommendation of the Cabinet

She reminded the Cabinet that the Local Government Boundary Commission was carrying out a review of West Sussex County Council in order to rectify electoral imbalance. This was separate from any electoral review of the District Council. On 3 July 2015, the County Council had published proposals for boundary changes to some county electoral divisions in the District, as follows:-

"It is considered that the current division pattern in Chichester works well both in terms of electoral equality and in community identity, so minimum changes would be considered rather than more radical re-drawing of divisions. As Chichester East is too large at present, two proposals were put forward and agreed:

- a) "North Mundham parish (nom1 polling district) from Chichester East to Chichester South
- b) "Sidlesham parish (sid2 polling district) from Chichester South to the Witterings

"It was proposed that Bostock Road, Graylingwell Drive, both sides of Palmersfield Avenue and Kingsmead Avenue be moved from Chichester North to Chichester East to better future proof the electoral size of each division. The proposal would also make more sense for the local community, as there was not direct vehicular access to the rest of Chichester North division from those roads, but they were directly linked to Chichester East, so felt like a natural part of Chichester East. The proposal was discussed and agreed.

“It was proposed to rename the ‘Fernhurst’ division as ‘Rother Valley’ as the division covered a number of villages spread over some distance – the name ‘Fernhurst’ simply referred to the biggest settlement. The proposal was discussed and agreed.”

Mrs Hardwick explained that there was insufficient time for the Council’s usual process of consideration by the Boundary Review Panel, whose recommendations would then be reported to the Cabinet and the Council for approval. Therefore, the Council was asked to authorise the Boundary Review Panel to respond on its behalf to the County Council’s proposals. Members who wished to make comments for the Panel’s consideration should communicate them to Mr Ward (Head of Finance and Governance Services) or Mr Coleman (Member Services Manager).

Mr Shaxson expressed surprise at the proposal to change the name of the Fernhurst Electoral Division to Rother Valley, because the Rother Valley also encompassed many of the settlements in the Midhurst and Petworth Electoral Divisions.

Mr Oakley offered to explain the proposed changes to electoral division boundaries to any member, on request.

**RESOLVED**

That the Boundary Review Panel be authorised to respond to West Sussex County Council’s proposed scheme of county electoral divisions for Chichester District, to West Sussex County Council and/or to the Local Government Boundary Commission for England by the end of August 2015.

**30 Overview and Scrutiny Committee - Annual Report 2014/15 and Work Programme 2015/16**

Mrs Apel (Chairman of the Overview and Scrutiny Committee), duly seconded, moved receipt of the Overview and Scrutiny Committee’s Annual Report 2014/15 and Work Programme 2015/16 (copy attached to the official minutes)

Mrs Apel drew attention to the significant amount of work carried out by the Committee during the past year. This included scrutiny of planning enforcement and development management services, which illustrated the Committee’s willingness to scrutinise aspects of planning services, other than specific planning applications, which were of concern to members. She thanked the members of the Committee during the previous administration and the officers for their support.

**RESOLVED**

That the Overview and Scrutiny Committee’s Annual Report 2014/15 and Work Programme 2015/16 be noted.

**31 Questions to the Executive**

Questions to members of the Cabinet and responses given were as follows:

*(a) Question: Right to Buy Social Housing*

Mrs Apel reminded the Council that there were 7,890 properties owned and leased by Registered Social Landlords (RSL) in the district. In the 1980s council tenants had been given the right to buy their homes, but councils had not been allowed to re-invest the receipts to build replacement houses, which had led to a shortage of affordable properties. She asked the Cabinet Member for Housing and Planning whether she supported the new Government's proposal to extend the right to buy to RSL tenants.

*Response:*

Mrs Taylor (Cabinet Member for Housing and Planning) replied that the devil was in the detail, and little was known at present about how the Government's proposal would work in practice. She would wait and see.

*(b) Question: Toilets in East Pallant House*

Mr John F Elliott asked why there were no paper hand towels in the toilets on the lower ground floor of East Pallant House, and whether the force and noise level of the electric hand dryers could be reduced as he believed they created a risk to health and safety.

*Response:*

Mr Finch (Cabinet Member for Support Services) replied that he would investigate and provide a written answer.

*(c) Question: Development of Amenity Sites owned by Hyde*

Mr Cullen referred to the decision by the Cabinet at their meeting on 7 July 2015 to authorise the Head of Housing and Environment Services, following consultation with the Cabinet Member for Housing and Planning, to give the Council's consent to the development of amenity sites owned by Hyde, excluding garage sites. He felt that these amenity sites were in many cases very important to local people, and Hyde had a record of poor communications. He believed that such decisions should not be delegated, but should be determined by parish councils.

*Response:*

Mrs Taylor (Cabinet Member for Housing and Planning) replied that the protocol approved by the Cabinet allowed for consultation with ward members and parish councils and tenants. She believed the Council could trust the professionalism of its officers, and the Cabinet Member had to be consulted before the delegation was exercised. The Cabinet Member could, therefore, advise against the grant of consent, if the objections were strong enough.

Mr Oakley added that the Cabinet had agreed that no deed of release would be granted unless planning permission had been obtained for the proposed development, and this and other changes Cabinet had made to the protocol mitigated the concerns that had been expressed.

*(d) Question: West Sussex County Council. Annual Internal Audit Report*



Mr Ransley asked the Leader of the Council whether, given that this Council's aspirations for economic growth were dependent on ease of access by way of road or rail to and within the district and given potential arrangements for joint funding of infrastructure improvements, he shared his concern over the recent Annual Internal Audit Report of West Sussex County Council that stated that it was not clear how the Authority was obtaining value for money in its highways maintenance contract.

He also asked the Leader:-

Which dates he had scheduled in his diary over the next 12 months to meet with his opposite number at WSCC?

Will he seek, at such meetings, to exert influence upon our partner organisation to improve their service efficiency and provide greater transparency of process as well as a credible strategy to improve the maintenance of our roads?

Given the importance of partnership working, will he assure this Council that he considers it unacceptable for any partner, let alone an important one like WSCC, to be described as having "a complete breakdown in processes with no visibility as to how risk was considered or actively managed" and that unless such matter is remedied quickly it may not be acceptable in the short term for this Council to be involved in joint contractual arrangements or investment projects?

*Response:*

Mr Dignum (Leader of the Council) replied that he shared concern about the statements in the Internal Audit Report by the County Council's Executive Director of Corporate Services & Resources and Head of Internal Audit

All leaders of West Sussex Councils met regularly on a quarterly basis, although he did not have the dates to hand, and he and the Chief Executive had access to their opposite numbers at the County Council when required.

The report in the local Press concentrated on the bad news in the Internal Audit Report and did not refer to the remedial action described in paragraphs 2.6, 2.12 and 2.13 of the Report. The Leader of the County Council was writing to the newspaper to give re-assurance that the County Council recognised the problem and was taking steps to deal with it. Given the importance of maintaining a good working relationship with the County Council he did not believe a confrontational approach on the issue would be in the Council's interests.

*(e) Question: IT equipment for members*

Having recently received his Council iPad, Mr Lloyd-Williams asked why meeting dates were not entered in the calendar, at what intervals password changes were required and how this was enforced.

*Response:*

Mr Finch (Cabinet Member for Support Services) replied that he would ask the Chief Executive to answer in writing.



## WRITTEN ANSWERS TO QUESTIONS

**Minute 22 Making the Loxwood Neighbourhood Plan***Question:*

Members asked about the turnout on the previous referendum on the draft neighbourhood plan, and about the cost to the Loxwood Parish Council

*Responses by Mrs Susan Taylor, Cabinet Member for Housing and Planning:*

With respect to the question you asked at the last Council meeting about the Loxwood Neighbourhood Plan, I can confirm that at the referendum on the 24 July 2014 the turnout was 41.76% and at the referendum on the 25 June 2015 the turnout was 38.35%.

At the last Council meeting you asked about how much the Loxwood Neighbourhood Plan had cost Loxwood Parish Council. I can advise you that we do not have this information and I would suggest that you may wish to contact the parish council directly. This will ensure that you receive accurate information that meets the precise terms of your enquiry.

**Minute 31 Questions to the Executive***(b) Question: Toilets in East Pallant House*

Mr John F Elliott asked why there were no paper hand towels in the toilets on the lower ground floor of East Pallant House, and whether the force and noise level of the electric hand dryers could be reduced as he believed they created a risk to health and safety.

*Response by Mr Bruce Finch, Cabinet Member for Support Services:*

There are no plans to replace the paper towels in the East Pallant House toilets. Paper towels were removed to avoid an annual cost of £9-12,000 per annum. The hand dryers are industry standard dryers which conform to all health and safety regulations. The Facilities Manager and Health and Safety Manager have confirmed that it is not possible to alter their noise output and they do not create a health and safety risk.

*(e) Question: IT equipment for members*

Having recently received his Council iPad, Mr Lloyd-Williams asked why meeting dates were not entered in the calendar, at what intervals password changes were required and how this was enforced.

*Response by Mr Bruce Finch, Cabinet Member for Support Services:*

The Committee system (Modern.Gov) is a hosted application and does provide for users to download Committee meetings and import them into personal calendars. The Member Services team will shortly be advising Members how to do this for those that need assistance. It is also possible to download a hard copy of the calendar of meetings from the Modern.Gov application.

Password changes are set to be made every 90 days. Members will receive a prompt when these are due.



# **Chichester District Council**

## **Annual Report**

**2014-2015**

## Chichester District Council Annual Report 2014-2015

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## Introduction



**Welcome to Chichester District Council's Annual Report 2014/15.** This report is a summary of the key achievements and progress that the Council has made over the previous year, it is not intended to describe our day to day functions, details of these can be found on Council website.

In May 2015, alongside the General Election, the District Council Election was also held. As with the General Election, the Conservatives won the District and continue to enjoy a large majority.

The Council's previous Leader, Heather Caird, stood down at the election and I would like to thank her for the excellent job she had done in leading the Council over the last term. I was elected Leader at the annual council meeting in June and a new Cabinet was appointed at the same meeting (please note for the purpose of this report, the Cabinet Portfolios effective from May 2015 have been used). I intend to continue to provide strong leadership for the authority and its community. Our job is to ensure that we remain a well-run council, providing high quality services to the community efficiently, while keeping the District's share of Council Tax as low as possible.

The 2014/15 year was another busy year for the council. We have completed several major projects and initiatives while continuing the delivery of a wide range of important services to our community.

We were delighted that our Local Plan was found to be sound in a thorough examination process by the Planning Inspectorate. The plan is the result of several years' intensive work and it provides a framework to ensure that development within the district is done in a planned, coherent way. It will enable us to resist harmful development and protect our beautiful environment. Our Plan establishes a framework that will help to create jobs, homes, services and facilities of the right type, in the right place and at the right time, to benefit both present and future generations. We are extremely grateful for the involvement of the public and partners in the complex process of developing the plan which has involved many rounds of consultation.

This year we managed the procurement and build of a nine pitch Gypsy and Traveller Transit Site on our land at Westhampnett. The facility is now operational and being run by West Sussex County Council. It provides an alternative stopping place which will allow police to move gypsies and travellers on from unauthorised encampments more quickly to more suitable accommodation, so reducing the disruption to local communities.

From November 17th we abolished admission charges to the Novium Museum for normal standing exhibitions. This has resulted in a substantial increase in visitor numbers and made it more accessible to residents and those from further afield.

We continue to reserve the government grant that rewards the council for the numbers of homes built in the area (the New Homes Bonus) for the benefit of the community.

In particular we have continued to use New Homes Bonus monies to fund the popular scheme for parishes receiving new homes. These parishes can bid for grants for useful community projects. In 2014-15 grants totalling £280,000 were awarded to the parishes for local projects that were shown to meet a community need, to provide a community benefit, and to receive community support

We have made excellent progress this year with our affordable homes target, delivering 277 affordable homes and negotiating another 164 affordable home sites for the future with developers.

The state-of-the-art community and leisure centre at Midhurst celebrated its first birthday in March. More than 140,000 people have walked through the centre's doors since it opened to the public one year ago.

Whilst we continue to face tough financial pressure on our budgets, we have protected frontline services as much as possible through greater efficiency, careful financial planning and a proactive approach to managing our estates. We have invested some of our reserves in retail and commercial property with the twin goal of benefiting the local economy and generating additional income for the council. These investments reduce the need either to cut our services or to levy major increases in our share of Council Tax.

Our communities will continue to be at the heart of everything we do. We will aim to be as efficient as possible and use our resources wisely, providing core services in the most effective way possible. We will continue to ensure our District remains an attractive place to live, work and visit.



**Tony Dignum**  
Leader, Chichester District Council



## About Us

### District Profile

As the largest district in West Sussex, Chichester District is a unique area, boasting a historic city, glorious countryside and the beautiful south coast. It has a population of 114,500 and covers over 300 square miles, stretching from Selsey in the south to Lynchmere in the north.

Chichester District Council is involved with the majority of day to day services and activities that residents come into contact with – from emptying the bins, to dealing with planning applications. Its main office is based in the centre of Chichester and it also provides area offices in Selsey and at the new Grange centre in Midhurst.

There are 67 parishes in the District and 48 elected members of the Council. The political makeup of the Council is:

- Conservative: 42
- Independent: 3
- Liberal Democrat: 3

The next scheduled elections for Chichester District Council will be in May 2019.

### How We Make Decisions

#### Council

All councillors from across the District shall normally meet six times a year to decide the Council's overall policies and to set the budget. These meetings are open to the public and additional meetings can be held if needed.

#### Cabinet

The Cabinet meets on a monthly basis and involves seven of our leading councillors making key decisions on the plans, strategies and budget which are then approved by the Council.

The current Cabinet is:

- **Cllr Tony Dignum** – Leader of the Council
- **Cllr Eileen Lintill** – Deputy Leader of the Council and Cabinet Member for Community Services
- **Cllr Roger Barrow** – Cabinet Member for Environment
- **Cllr Bruce Finch** – Cabinet Member for Support Services
- **Cllr Philippa Hardwick** – Cabinet Member for Finance and Governance
- **Cllr Gillian Keegan** – Cabinet Member for Commercial Services
- **Cllr Susan Taylor** – Cabinet Member for Housing and Planning

The Chairman and Vice-Chairman of the Council are:

- **Cllr Nick Thomas** – Chairman
- **Cllr Elizabeth Hamilton** – Vice-Chairman

## Overview and Scrutiny

The Overview and Scrutiny Committee holds the decision-makers to account. This can involve questioning councillors, council employees and representatives of other organisations in relation to key decisions, reports or policies. The committee then makes recommendations to Cabinet based on their findings. The committee also has an important role in looking at the wider delivery of all public services in the District.

We also have a Corporate Governance and Audit Committee; a Planning Committee; a Licensing and Enforcement Committee; and a Standards Committee.

## Officer Support

Diane Shepherd, our Chief Executive, leads the Senior Leadership Team which includes two Executive Directors, Steve Carvell and Paul Over and the Head of Finance and Governance Services, John Ward. The Senior Leadership Team, along with our Heads of Service, support councillors while also managing the Council's day to day services.





## Chichester in Partnership

Chichester in Partnership consists of public, private, voluntary and community organisations who all want to work together to plan for the future of the District. Over the past year they have worked on a variety of projects, including helping to get people back into work. Further detail on these projects is highlighted within this report.

## Performance Management

We have been recognised as a top performing council because we provide quality services, while offering value for money. In order to achieve this, we closely monitor our progress throughout the year to make sure that we deliver what we have said we will. Our Corporate Plan sets out our key priorities and objectives and the projects to achieve these are set out in our service plans which are reviewed annually.

As part of the service planning process, we also set performance indicators (PIs) and targets to help us track how we are delivering our services to our customers. A traffic light system helps us to monitor this and is used throughout this report.

PI Status	
	PI is 5% below target or below an individually set threshold
	PI is 1% below target or below an individually set threshold
	PI is on target
	Data Only – no target

It should be noted that the performance indicators published in this report are currently unaudited.

## Commercial Services

### Key Areas of Responsibility

- Economic Development
- Commissioning
- Leisure Centres
- Car Parks and CCTV
- Museum and Tourist Information
- Estates

### Economic Development

- Recognition was given when the service won the Federation of Small Business award for the 'Best Small Business Friendly Council in West Sussex'. This year, Business Support Officers supported numerous businesses that have been affected by the winter flood with the Government's Business Flood Support Scheme.
- The service enabled twenty five independent high street retailers to benefit from 'Digital High Street Training' which was designed to help them improve their online presence and efficiency.
- Getting People into Work Strategy:
  - Choose Work – A two-year work experience programme for unemployed residents, funded by the Department of Work and Pensions. The programme exceeded its target with a total of 89 unemployed people placed in voluntary work experience, nearly half of whom have now found work and better future prospects.
  - Apprenticeships - 75 local businesses benefitted from receiving information about incentives, opportunities and support available for taking on an apprentice.
- A number of grant applications to support economic growth were supported, including the provision of affordable childcare in Selsey, a skills and training project to assist construction students and an expansion project at the Weald & Downland Museum.
- Supported the Midhurst Independents' Day link to the national campaign to promote independent shops and to encourage people to shop locally. This campaign coordinated special offers across 23 small rural businesses. We worked closely with the Petworth Vision group to consult with the town's residents and small businesses to develop the Vision document.
- New high-speed broadband is now available for a number of customers from cabinets connected to exchanges in Bosham, Birdham, Bracklesham Bay, Chichester, Fittleworth, Graffham, Kirdford, Petworth, Selsey, Sidlesham and Wisborough Green. The roll-out continues with the aim of delivering a minimum service of 2mbps to homes and businesses by Spring 2016.
- Key Areas for 2015/2016 include:
  - Promote Chichester District as a visitor and cultural destination by developing a new Tourism Strategy focused on developing the visitor economy and the creation of jobs.

- Promote the city and rural town centres as vibrant places to do business by helping to create the right conditions to maintain high occupancy rates and increase footfall to the areas, thereby improve their vitality and viability.
- Help unemployed people back into work by delivering 75 work placements and engage with 120 unemployed clients in Chichester District through the Choose Work scheme.

### **Parking Services**

- A new process for parking – Pay on Foot - was introduced in January 2015 in the Avenue de Chartres multi-storey car park. The system, which uses a barrier system to enter and exit the car park, was introduced following feedback from customers who don't want to worry about returning to their car by a specific time and to support local businesses in the area. The car park now has cameras that automatically register number plates and the barrier automatically lifts for season ticket holders. A review of this project is underway with the hope that it will be extended to other car parks in the future.
- A review of Parking Services has also been undertaken, to assess the efficiency and effectiveness of the service and to ensure that the service meets the needs of the community. A number of changes to the service have been implemented. These include:
  - Cash Collection has been outsourced. This has resulted in an opportunity to re-deploy officer time within the service which has assisted with patrolling the extended Controlled Parking Zone.
  - Changes have been made to the patrol routes undertaken by Civil Enforcement Officers, with a resulting increase in the amount of time spent patrolling on-street.
  - The Cancellation Policy for Penalty Charge Notices has been reviewed and amended to further ensure that it is fair, reasonable and in line with other authorities.
  - Additional information is now included on the council's website. This assists with customers being able to 'self-serve'.
- A tender exercise was undertaken to employ two new Enforcement Agent companies (previously known as Bailiffs) for the recovery of unpaid parking debt. The contract for the use of these companies commenced on 1st April 2015.
- Key Areas for 2015/2016 include:
  - A review of the current ICT system in conjunction with West Sussex County Council and other District and Borough Councils.
  - A parking space audit of all car parks to ensure they meet the needs of the community and are also being used in the most efficient manner. This will consider the number of spaces, prices, and capacity.
  - A review of the District Parking Strategy.
  - Safer Parking Awards – to introduce the scheme to our rural car parks.

## **CCTV**

- Work has been undertaken to evaluate the infrastructure associated with the 63 cameras we operate and some cameras have been replaced.
- Key Areas for 2015/2016 include:
  - Further work will be undertaken to evaluate the CCTV infrastructure to determine the level of upgrades required in the future.
  - Consider the potential to provide a CCTV service for other organisations.

## **The Novium Museum**

- The Novium museum has undergone some significant changes throughout 2014/15, most notably the removal of its admission fees from 17 November 2014. This has resulted in an increase in visitor numbers up 8,954 on last year's figures to 42,175.
- The Novium has achieved accredited Museum status. To qualify for this the museum must meet standards on how they are managed, for the services they offer and how they care for collections.
- The museum was also awarded a prestigious national RIBA (Royal Institute of British Architects) award recognising the standard of its architecture.
- The museum has been hired out for several successful corporate events.
- Outreach sessions are now offered regularly to care homes for the elderly as well as to schools.
- The "Racton Man" exhibition received worldwide publicity. A new exhibition telling the story of Chichester's First World War links with the French village of Priez has been recently installed.
- The museum has completed all the necessary documentation to be able to secure significant object loans from other museums. The first of these will be a loan from the Horniman Museum in London.
- A schedule of improvements to the galleries has been carried out including a new bespoke Roman Baths interactive, a giant timeline, a new touchscreen, new cases and object displays, and a refreshments area.
- The museum and TIC continue to welcome volunteers and currently have over 30 working at The Novium and The Guildhall. The service has merged the Friends of The Novium with the Chichester Museum Society and has over 60 members.
- Key Areas for 2015/2016 include:
  - The key priority for the Novium service will be to maintain and increase the visitor numbers, attract repeat visits and new audiences and to increase income generation. This will be achieved by hiring out the Guildhall for weddings, developing the TIC services, restructuring the museum shop and increasing the frequency of room and venue hire.

- 5 new large cases will be installed on the first floor in July and two mosaics will be mounted next to the Chilgrove mosaic.
- Exhibitions for 2015/16 include:
  - Patchwork Communities;
  - A Curious Case of Collecting: World Objects in Chichester;
  - The Story of the Sidlesham Land Settlement Association and;
  - The Admiral Murray exhibition.

### **Estates Service**





- The rental income (before concessions and other allowances) for the non-operational property and licence fees grew from £2.2 million to £2.5 million.
- Key achievements in 2014/15 include:
  - Disposal of the old Museum, Little London for residential development.
  - Acquisition of property investments in Crane Street and the Woodruff Centre Terminus Road.
  - Planning permission was granted for the second phase of the Barnfield Drive development.
  - Progressing the Enterprise Gateway project by appointing an employers' agent and architect, tendering for the operator and preparing a tender for a design and build construction contract.
  - Concluding a conditional contract for the sale of the site of the old Grange Centre, Midhurst.
  - Obtaining planning permission for the development of the ex-public conveniences site East Street, Selsey ahead of offering for sale at auction in May 2015.
  - Completed the letting of the North Wing of East Pallant House as part of the New Ways of Working Project.
  - Various other lettings including the kiosk at Bracklesham shop premises at 1 Crossfield, Fernhurst, shop premises 29A South Street Chichester and an office unit at the Old Bakery Midhurst.
- Key Areas of Work for 2015/16 include:
  - Pursue opportunities for the development of CDC property and seek to acquire additional property assets with the aim of realising revenue and capital from assets and increasing property investment.
  - Progress the Barnfield Drive, Enterprise Gateway and Plot 21, Terminus Rd developments.
  - Progress the disposal of the development site at the Grange Midhurst.
  - Portfield – progress the disposal of land for residential development.
  - Arrange letting of vacant properties including ex Area Office, Midhurst, and units at St James Industrial Estates as they become vacant.

- Ellis Square, Selsey - Arrange letting or sale of site for business use.






### **Westgate Leisure**






- New water features were opened in Chichester in November, alongside the existing water slide; the £33,000 investment will further enhance the fun factor experience and encourage more people to swim.
- The Health Suite changing rooms and spa was also refurbished at Westgate in January 2015. The refurbishment to these facilities has enhanced the area for the customers and will help attract and, in particular, retain direct debit members.
- At Bourne the first indoor cycling classes were held in November after a £20,000 investment in the refurbishment of the Fawcett Room.
- Active for Health was expanded to include the Grange. Well over 100 people have been helped with a diverse range of medical conditions during the first year of operation.
- The Grange Community and Leisure Centre celebrated its first birthday on the 3rd of March with more than 126,000 people enjoying gym classes and 30 community groups using the Grange on a regular basis.
- The Centres have been successful in securing £13,600 of funding from Short Breaks for Disabled people, to continue running Branching Out until March 2016. The monies will be used to support younger disabled people and their families to fully access facilities.
- Key Areas of Work for 2015/16 include:
  - The Leisure procurement exercise will test the market and establish the options around future operational delivery mechanisms for the Leisure centres and Sports Development.
  - Replacing the combined heat and power engines at Chichester will have a positive effect on reducing the utilities costs at Westgate Leisure Chichester.
  - Review of concession memberships at Westgate Leisure to ensure they are consistent with similar arrangements across other public services that offer concessionary discounts and key market competitors.




**Cabinet Member: Commercial Services**

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Economic Development</b>									
LPI 160	To increase Private sector employment to the South East average of 74.5% - over the period 2008-2018	Higher is better	75.1% (Jan 2013-Dec 2013)	74% (Jan 2014-Dec 2014)	81.4% (Jan 2014-Dec 2014)		Better	This refers to January 2014 to December 2014 period at 81.4%. Source of data: Nomis.	74% (Jan 2015-Dec 2015)
LPI 163a	To increase the survival rates of companies at year 1 to align with the South East actual	Higher is better	93.9% (2011-12)	91.1% (2012-13)	91.6% (2012-13)		Weaker	The current value relates to 2012-13 period, which is the most up-to-date data available. Survival rates for Chichester district businesses are at 91.6%, which is a slight decrease from the previous year of 93.9%, but still compares favourably to the South East average of 91.1%. Data is available a year in arrears and therefore 2014 data will not be released until end of Dec 2015. Source of data: Office for National Statistics <a href="http://www.ons.gov.uk/ons/taxonomy/index.html?nscl=Business+Survival+Rates">http://www.ons.gov.uk/ons/taxonomy/index.html?nscl=Business+Survival+Rates</a>	South East average (2013-14)
LPI 163b	To increase the survival rates of companies at year 3 to align with the South East actual	Higher is better	66.1% (2009-12)	61.9% (2010-13)	57.1% (2010-13)		Weaker	The current value relates to 2010-13 period, which is the most up-to-date data available. Survival rates for Chichester district businesses are at 57.1%, which is higher than South East outturn at 51.2%. It is hoped that the Enterprise Gateway will improve this indicator. Data is available a year in arrears and therefore 2014 data will not be released until end of Dec 2015. Source of data: Office for National Statistics. <a href="http://www.ons.gov.uk/ons/taxonomy/index.html?nscl=Business+Survival+Rates">http://www.ons.gov.uk/ons/taxonomy/index.html?nscl=Business+Survival+Rates</a>	South East average (2011-14)
LPI 230	'Choose Work' - Increase the number of work experience placements achieved across the District	Higher is better	56	65	75		Better	Choose Work Scheme has been very successful in that it created a total of 75 work experience placements since 1st April 2014, and has met the targets set by DWP and CDC. Choose Work Coordinator have also engaged with over 90 clients who needed further coaching and mentoring support.	75



PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Economic Development (continued)</b>									
LPI 231	Provide Support to 10 Potential High Growth Businesses	Higher is better	10	10	12		Better	1. Bunn Leisure – Selsey Business Partnership 2. Wagner Renewables – business grants / renewable energy 3. Oceanair – business growth grants 4. More Food – looking for larger premises 5. DW Plastics – Terminus Road – flood grant 6. Checkatrade – Kevin Byrne – Selsey Business Partnership 7. Premier Marinas – planning permission 8. Knight Fencing –business information and grants 9. Selsey Fisherman Association – storm damage grants 10. Lansdale Marine – planning application 11. Jaga Development – planning issues 12. HT Supplies – planning issues	10
Page 29 LPI 237	Respond to 90% of business planning applications to promote business development in the area	Higher is better	83%	90%	97%		Better	Target achieved.	90%
LPI 238	Where government policies allow, protect at least 50% of the business premises against change of use to residential	Higher is better	62%	50%	55%		Weaker	Target achieved.	50%
<b>The Novium Museum</b>									
LPI 219	The total number of admissions to the museum. Includes exhibitions, events, research and learning services. Excludes tourism enquiries and visits to The Novium shop.	Higher is better	9,993	32,496	25,402		Better	Based on current visitor numbers we are expecting to exceed this target for 2015/16. This is a result of the removal of the admission fee (which didn't occur until November 2014), better marketing and improvements to the visitor experience.	32,500
LPI 220	The total number of people using the tourism services in person or via telephone, email, website or letter	Higher is better	31,912	53,004	30,228		Weaker	This target has been adjusted to reflect the actual number of enquiries over the last 2 years and the way they are now counted. There a national reduction in the number of visits made to TICs.	30,000

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>The Novium Museum (continued)</b>									
LPI 236b	Total income generated by trading	Higher is better	£79,276	£105,500	£73,337		Weaker	The income target is based on the monthly £10,000 target. We are focusing on income generating services to achieve this and making good progress with wedding booking income. This is a challenging target and may not be achieved every month this year but encourages us to aim higher and work more effectively and commercially.	£120,000
<b>Parking Services</b>									
LPI 34	Percentage of Car Parks spaces for which we have achieved Safer Parking Awards	Higher is better	100%	100%	100%		No change	Award is granted to parking areas that have achieved the requirements of a risk assessment as conducted by the Police. To now look at introducing the scheme into our rural car parks.	100%
Page 177 30	Average Number of Vacant Spaces in the Off-Street Public Parking Stock in Chichester City	Neither higher nor lower	837	No lower than 300 – no higher than 952	817		No change	Target threshold for this indicator is set at no lower than 300 vacant spaces to ensure demand for car park spaces isn't higher than the number of spaces actually available, and no higher than 25% of the total parking stock to ensure income levels are not affected. Results are recorded for Tuesday, Wednesday and Saturday.	Greater than 300
<b>Westgate Leisure Centres</b>									
LPI 213	Westgate Leisure Chichester – the number of Direct Debit members against budget	Higher is better	2,389	2,300	2,288		Weaker	Outturn figure represents average membership across the 12 month period. February and March have seen a strong gain in memberships from a compressive marketing campaign. The early part of the calendar year often provides strong membership performance however it is hoped this can continue going forward.	2,335
LPI 214	Westgate Leisure Bourne – the number of Direct Debit members against budget	Higher is better	N/a	700	689		N/a	Outturn figure represents average membership across the 12 month period. February saw membership at Bourne Leisure Centre increase by 43 (or 6%) however contract by 7 in March. This goes against the theme seen at the other two sites for March however it is recognised that both months are above the budget threshold. 2015-16 target broken down as follows; <ul style="list-style-type: none"> <li>- April to August 700</li> <li>- September 735</li> <li>- October 755</li> <li>- November 765</li> <li>- December to March 775</li> </ul>	775

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Westgate Leisure Centres (continued)</b>									
LPI 215	Westgate Leisure The Grange – the number of Direct Debit members against budget	Higher is better	N/a	800	662		N/a	Outturn figure represents average membership across the 12 month period. As seen with Westgate Chichester membership figures, The Grange has increased their direct debit membership in the early part of the calendar year. Targeted campaigns have proved successful with March's figure of 744 continuing to make gains towards the budgeted 800 members.	800
<b>Estates</b>									
LPI 53	Percentage of empty units within our commercial and Industrial property portfolio.	Lower is better	7.58%	5%	8.14%		Weaker	The empty units include 8 units at St James Industrial Estate. One of these has already been let since the end of 2014/15 Q4 and the others are either under offer or the subject of negotiations.	5%
LPI 54	Percentage of rent and service charge arrears	Lower is better	1.50%	4%	2.55%		Weaker	The current level of arrears remains low and within target although recovery is still being sought of some more significant historic debts.	4%

## Housing and Planning

### Key Areas of Responsibility

- Housing
- Land Charges
- Development Management
- Design and Implementation
- Building Control
- Planning Enforcement
- Planning Policy
- Neighbourhood Planning

### Housing

- Homefinder, our private sector letting agency, manages 38 dwellings and during 2014/15 placed 39 households into the private rented sector; a significant achievement given the increasing competitiveness of this sector.
- A triage system has been implemented to support those who are not threatened with imminent homelessness in order to prevent them becoming homeless. This allows more intensive work with clients that are or very soon will be homeless.
- The Landlord Accreditation Scheme continues to gain impetus we now have 329 accredited properties of which 57 were accredited in 2014/15.
- The efficiency of the delivery of disabled facilities grants continues to improve. During 2014/15 the average cost of a completed adaptation was 12% lower than in 2013/14 at £4574 per grant. Disabled facilities grant payments for 2014/15 were £484,808 which is £315,192 below budget.
- A house conditions stock modelling exercise was completed in March 2015 and the results are currently under consideration and will inform a revised private sector renewal strategy.
- A new Intermediate Housing Policy was adopted providing a flexible approach to the delivery of affordable housing for sale and introducing an affordability formula to be applied to sale values to ensure that they are affordable to local people.
- Excellent progress was made during the year in meeting our affordable housing targets with 277 affordable homes delivered (198 for rent and 79 for sale). This includes:
  - The redevelopment of the Heritage Site, an outdated sheltered scheme in central Chichester, to provide 58 one & two bedroom flats for over 50 year olds.
  - The redevelopment of two garage sites to provide 15 rented homes.
  - 7 new homes to meet the needs of households with a disabled person.
  - The completion of Stonepillow Lodge. 5 bedsits providing interim accommodation for vulnerable patients being discharged from hospital who would otherwise have nowhere to live and no support.
  - 35 rural homes for local people.

- 113 of the new homes were partly funded by Council investment of £654,306 with over £3.5million of investment from the Homes and Communities Agency.
- 164 of the affordable homes were on market sites negotiated with developers.
- £256,590 received in commuted sums in lieu of affordable housing on site.
- A new Street Naming, Numbering and Signage Policy was adopted to provide clear and transparent guidance

### **Development Management**

- A member Task and Finish Group reviewed the recent changes to the Planning Committee and concluded that the revised committee arrangements were working well but that the Committee should be smaller and more focused.
- 66 major planning applications were received during the year (outside of the South Downs National Park) representing a continued increase (2013/14 – 59, 2012/13 - 44 and 2011/12 - 27). This is a consequence of our housing land supply position over recent years and the emphasis of the National Planning Policy Framework on securing growth in the economy through the delivery of new housing, but also as a result of key development sites being identified through the emerging Local Plan and Neighbourhood Plans. 88% of major applications were determined within their target date of 13 weeks (or an agreed extension of time) which considerably exceeded the national performance target.
- 1,546 planning applications were submitted during the year within the CDC area. 901 applications were submitted within the SDNP area representing an increase of 23% from the previous year. Within the CDC area, 75% of 'minor' and 83% of 'other' (mainly domestic) applications were determined within 8 weeks (or an agreed extension of time) and as a result, all three national application performance indicators were met. Appeal performance was also strong with less than 30% of all appeals in the year being allowed, below the national average.

### **Planning Enforcement**

- 621 new enforcement complaint cases were received, 40 formal notices were served including 5 Temporary Stop Notices and 5 Tree Replacement Notices. 652 cases closed, thereby reducing the number of cases on hand from 410 to 368. A high level of service delivery and performance against the Council's indicators for complaint investigation was maintained.

### **Conservation and Design**

- The Team responded to 1,400+ planning applications, including applications from Arun District Council. The existing conservation area appraisal for Tangmere was reviewed along with changes to the boundary.
- The Council's register of historic environment at risk has been updated and information posted on the Council's website.

The South Downs National Park LiDAR Project is revealing significant new and important information about early settlement within the now wooded areas of the National Park.

- The team led on the preparation of Planning Concept Statements for two of the Strategic Development Locations at West of Chichester and Westhampnett which have helped to inform the development of masterplans and proposals for these locations.
- Completion of an agreement with Arun District Council to provide archaeological advice following the withdrawal of the West Sussex County Council service.





### **Building Control**







- Whilst a proportion of market share has been diverted to the private sector (Approved Inspectors), the Service received 988 Building Regulations applications during the year, compared to 974 for 2013/14. Income was some £464,303 and as a consequence, the net cost of the chargeable account showed a surplus of some £10,403.

### **Planning Policy**

- During the year significant progress was made towards adoption of the new Local Plan which was submitted for examination in May 2014. The Examination Hearings ran between September and December and were well attended by members of the public, local interest groups and developers. Following an audit of the evidence base in relation to the amount of housing provided for in the plan the Council decided to increase the housing provision figure from 410 to 435 dwellings per annum. This, along with other modifications to the plan was the subject of further public consultation following which the Inspector indicated that there was no need for any further hearings. The Inspector's report subsequently confirmed that the Plan with modifications is sound and it has now been adopted by the council.
- The production of neighbourhood plans by parish councils within the Local Plan area continues with some of the highest levels of community involvement in plan-making in the country. Both Kirdford and Loxwood Neighbourhood Plans are now part of the statutory development plan. A number of other plans are at an advanced stage and the Council has appointed a new Neighbourhood Planning Officer to support the parish councils in this important work.
- The proposed Community Infrastructure Levy (CIL) Charging Schedule has been subject to two rounds of statutory consultation and following amendments has been submitted for examination. If successful this will allow the Council to charge a levy on residential and retail development to help pay for essential infrastructure. The Council also consulted on a new Planning Obligations and Affordable Housing Supplementary Planning Document (SPD) to sit alongside the CIL and it is intended that this will be adopted at the same time as the CIL.

**Cabinet Member: Housing & Planning**

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Housing</b>									
LPI 2.1	Percentage of homeless applications decided within 33 days	Higher is better	72.1%	75%	55.1%		Weaker	During the 2014/15 financial year a total of 98 applications were decided of which 54 were decided within 33 working days giving a percentage of 55.1%. The majority of cases decided outside of 33 working days were complex cases or they were delayed to benefit the applicant.	75%
LPI 204	Homelessness Prevention - The percentage of housing advice cases where homelessness is threatened and homelessness is prevented	Higher is better	66.2%	60%	60.3%		Weaker	During 2014/15 we have dealt with 479 households threatened with homelessness, and of these homelessness was prevented in 289 cases, giving a prevention percentage of 60.3%.	60%
LPI 227	Percentage reduction in the number of rough sleepers in the District	Higher is better	77%	80%	64.1%		Weaker	The average number of rough sleepers reported at the monthly Rough Sleepers Panel was 14. It is inevitable that there will be rough sleeping population because there are services in the area to assist this group of people, so they are attracted to Chichester from the surrounding areas where there may be no services provided to assist them.  Whilst the Government wishes to reduce rough sleeping to zero it is considered that the target is not achievable. This indicator has therefore been removed in 2015-16.	N/a
LPI 239	Number of affordable homes delivered on market sites	Higher is better	91	110	164		Better	Following a period of slow delivery of affordable housing in the district delivery has now picked up and in 2014-15 164 affordable homes were delivered through our planning policy requirements on market sites. The target of 550 homes is set for the overall strategy period running from 2013-14 to 2017-18 at an average of 110 per year. Forecasts indicate this target is achievable with 255 homes delivered in the first two years.	110

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Housing (continued)</b>									
LPI 240	Number of additional affordable homes enabled by the Council.	Higher is better	13	30	113		Better	Following a period of slow affordable housing delivery in the district delivery has now picked up and in 2014-15 113 affordable homes were enabled by the council by utilising council funds to lever in investment from the HCA and registered providers. A target of 150 homes is set for the overall strategy period running from 2013-14 to 2017-18 at an average of 30 per year. Forecasts indicate this target is achievable with 126 homes delivered in the first two years.	30
<b>Land Charges</b>									
LPI 48a	Percentage of all searches carried out within 10 working days	Higher is better	100%	100%	46.6%		Weaker	The turnaround time did improve as a consequence of filling a vacant post. However there were severe problems with the new IT system which stopped Land Charges processing searches for a period of time, these problems have been partially resolved, but fundamental flaws remain that slow the searching process down and will not be resolved until the next upgrade, timescales of which are currently unknown.	100%
LPI 48d	The percentage of all personal search appointments offered within 72 hours	Higher is better	100%	95%	100%		No change		95%
<b>Planning Services</b>									
LPI 187a	Processing of planning applications determined in 13 weeks: Major applications (excludes applications from the SDNP area)	Higher is better	67.34%	60%	88.10%		Better	The cumulative performance figure for the year is 28% above the national target which is a significant achievement.	60%
LPI 187b	Processing of planning applications determined in 8 weeks: Minor applications (excludes applications from the SDNP area)	Higher is better	66.57%	65%	75.47%		Better	The cumulative performance figure for the year is 10% higher than the national target, which again is a significant achievement given the historical difficulty in meeting it.	65%
LPI 187c	Processing of planning applications determined in 8 weeks: Other applications (excludes applications from the SDNP area)	Higher is better	77.91%	80%	83.49%		Better	The cumulative performance figure for the year exceeded the national target and in conjunction with the other two targets is a significant achievement for the Development Management Service.	80%



## **Environment**

### **Key Areas of Responsibility**

- Environmental Policy
- Environmental Health
- Licensing
- Farmers' Markets
- Emergency Planning
- Health Protection
- Coast Protection and Land Drainage
- Waste, Cleansing and Recycling Services
- Vehicle Workshops and MOTs
- Grounds Maintenance
- Parks and Open Spaces
- Public Conveniences

### **Environmental Management**

- 2 responsible dog events have been held relating to recreational disturbance.
- 80 new cycle racks have been installed in Chichester, together with a raft of cycle promotion activities including rider training, guided rides and events.
- A new Air Quality Action Plan has been drafted which will steer our work from 2015 to 2020.
- The Council joined the "Your Energy Sussex" partnership, to deliver energy efficiency and renewable energy project for businesses and residents.
- A new Local Biodiversity Action Plan 2015-19 with emphasis on conserving and enhancing ecological networks has been put in place. New development policies have been included in the Local Plan to protect wildlife and the team has commented on 324 planning applications.
- Support has continued for the Graylingwell and Solent-wide recreational mitigation projects to protect the birds of Chichester Harbour and with Arun DC/RSPB we are introducing similar strategies for Pagham harbour.

### **Coast Protection**

- Phase three of five year Beach Management Plan has been completed. An additional £250,000 grant enabled replacement protection at Solent Way Selsey.

### **Emergency Planning**

- A review of the Emergency Planning role has now been completed and we are now working in partnership with Arun District Council.

### **Health Protection**

- Coaching in 'Safer Food Better Business' continued with 40 people receiving bespoke training on site to aid them in meeting legal requirements.
- The food hygiene refresher course continued for businesses with 16 people having received training during the year together with the nationally recognised Level 2 Food Hygiene training to local businesses with 136 persons having passed the course.

- In support of local businesses, free Health and Safety training has been provided on topics identified by those businesses as being most needed.
- A nationally recognised initiative continued with our Environmental Health Officers lecturing to college students in Health and Safety and Food Safety matters. Areas covered included lectures to hairdressers on Dermatitis, Asbestos awareness to construction students, Food Safety to catering students and Event Safety to event management students.
- We have signed up to the Sussex Workplace Health Charter which will enable us to promote all aspects of Health and Wellbeing within local businesses this coming year.
- The 'Eat Out Eat Well' scheme progressed. This allows food businesses with good food safety standards to apply and be assessed for a healthy menu award. A total of 6 awards have been given to businesses ranging from hospitals to tea rooms. The Council acted as assessor for all West Sussex schools, enabling awards to be issued this coming year.
- We participated in a Sussex project sampling Spa Pools and looking at their management controls of Legionella, which can lead to often fatal cases of Legionnaires Disease. It was necessary for us to require that one pool close due to an immediate risk to users.

### **Licensing**

- Oversaw the implementation of the Mobile Homes Act 2013 which introduced the most significant changes to the licensing of mobile home sites in over twenty years. This included the introduction of fee charging for licensing functions in cases where a site qualified as a 'Relevant Protected Site'.
- A comprehensive review of local street trading restrictions has engaged the Team in relation to a public consultation into potential changes associated with the current traders market. Appropriate action in relation to illegal street trading continues.

### **Contract Services**







- Westhampnett Depot refurbishment programme is almost complete. Redundant buildings have been removed creating much needed additional parking. Introduction of one way traffic flow for the first time has improved site safety and eased congestion. Improvements to the main office accommodation have been welcomed by staff.
- Working with our residents there has been a significant improvement in the quality of recycling materials collected in the burgundy bins. Education initiatives are on-going with residents sharing communal bins. Work has been completed with WSCC and Viridor so that plastic pots, tubs and trays can now be collected and separated for recycling at the Ford recycling plant.
- The green waste collection service continues to grow in popularity, and at the end of March 2015 there were 11,100 households signed up to the service.

Chichester Contract Services (CCS) has recently taken delivery of two new freighters for the green waste service. These are known as Rotapress freighters which, instead of having the standard compaction bodies, are designed with a body that revolves. These have been fitted with bright new livery.

- The creation of a new Green Spaces and Streetscene Service (encompassing parks, grounds maintenance, tree work and street cleaning) has enabled improvements to be made to the service and efficiency savings to be achieved.
- Dredging work has been completed at Brandy Hole Copse Pond and South Pond Midhurst. At South Pond a partnership project was initiated to improve the biodiversity of the pond. Dredged material has been used to create beds which will be planted with reeds and marginal vegetation to improve the habitat for wildlife. The project which has been managed by the South Pond Group, South Downs National Park Authority and the District Council secured funding from WSCC, SDNPA and CDC.
- The toddler play area at Whyke Oval has been refurbished. In order to make the most of the budget available popular items of equipment were retained and refurbished. This was complimented by the addition of new items that were requested by the community and children from the local school. This includes a sand pit with digger, a trampoline and elements of inclusive play such as musical items and a roundabout that is suitable for wheelchair users.
- Fenwicks café opened in Priory Park in April 2014 and has proved to be a positive addition to the park. The café not only generates income for the Council but has become a focal point for the local community and enhances the offer for visitors to the park. Following the success of this model, officers from Estates, Community Engagement and CCS have worked together to introduce a kiosk at Florence Park.

**Cabinet Member: Environment**

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Licensing</b>									
LPI 117	To determine Licensing Act 2003 applications within 2 months unless mediation negotiations are continuing, there is a hearing or where the applicant has failed to make a complete or valid application	Higher is better	100%	100%	100%		No change		100%
LPI 118	To determine Gambling Act 2005 applications within 2 months unless mediation negotiations are continuing, there is a hearing or where the applicant has failed to make a complete or valid application	Higher is better	100%	100%	100%		No change		100%
<b>Health Protection</b>									
LPI 43	Number of foundation food hygiene certificates awarded	Higher is better	122	80	136		Better		80
LPI 174	Percentage of food premises due for inspection that were carried out	Higher is better	96.9%	100%	98.52%		Better	This represents a very good recovery by the team in the last quarter. Inspections not completed will be carried over into 2015/16.	100%
LPI 179	Percentage of food businesses which are broadly compliant	Higher is better	92.9%	88%	95.7%		Better	This is just under a 3% increase since last year. The improvement reflects our effort to support businesses in improving standards.	93%
<b>Environmental Health</b>									
LPI 133	To audit all premises with Environmental Permits that are due for an audit	Higher is better	100%	90%	100%		No change		100%
LPI 135	To inspect all commercial and high risk domestic private water supplies in accordance with the risk based programme	Higher is better	22	29	29		Better		34

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Environmental Policy</b>									
LPI 193	Per capita reduction in CO2 emissions in the LA area (Data Source: DECC)	Lower is better	-13.8% (2012)	N/a	-17.0% (2013)		Better	The indicator comprises of an annual amount of end user CO <sub>2</sub> emissions across an agreed set of sectors (housing, road transport and business) measured as a % reduction (or increase) of the per capita CO <sub>2</sub> emissions from the 2005 baseline year. Reported annually, but 20 months in arrears.	N/a
<b>Contract Services</b>									
LPI 127	Cost of household waste collection per household	Lower is better	£27.57	£31.00	£33.87		Weaker	Due to the recent refurbishment works at the depot, there have been costs written down to revenue in the year which could not be capitalised. The Valuer has reviewed the asset valuation after the capital expenditure which has subsequently resulted in a downward revaluation and a charge to the depot admin building account. This is then recharged to the services. The impact on this indicator is £175k or £3.16.	£34.63
LPI 184	To increase the amount of recyclable material collected from local businesses from 280 tonnes per annum to 500 tonnes per annum by April 2015	Higher is better	686.23	650	733.43		Better	Target achieved.	N/a
LPI 185	To increase the number of businesses using the Council's recycling services from 230 to 400 by April 2015	Higher is better	364	385	404		Better	Target achieved.	N/a
LPI 191	Residual household waste in Kg per household	Lower is better	437.61	400	434.02		Better	The other districts within West Sussex are all declaring an increase in the amount of residual waste collected. One of the main factors will be due to the improving economic situation.	400
LPI 192	Percentage of household waste sent for reuse, recycling and composting	Higher is better	39.44%	40.00%	40.41%		Better		42.00%

## Community Services

### Key Areas of Responsibility

- Health and Wellbeing
- Careline
- Grants
- Partnerships
- Culture and Arts Support
- Community Engagement and Development
- Family Intervention and Community Safety
- Leisure and Sports Development
- Voluntary Sector
- Foreshores

### Chichester Careline

- Chichester Careline, the only council-run Control Centre for Community Alarms in West Sussex, had their industry standard accreditation known as TSA renewed.
- Careline have worked closely with the company who developed Mindme. This device uses GPS technology to provide a highly mobile emergency 'lifeline'. This gives confidence to carry on living life to the full for early stage Dementia sufferers and their carers.

### Chichester in Partnership

- SelseyWorks was established and had 381 clients, 45% of these come in asking for help in returning to work, 14% Benefits advice, 19% for other reasons including housing, support with form-filling and food vouchers. So far 30 people have been helped into work and 13 self-employed businesses have been set up due to the support that SelseyWorks provides.
- The Community Works project is a work experience and practical employment skills project led by Chichester College, it completed 10 community projects.
- A Dementia Action Plan has been developed by partners.
- For the first time, the partnership held a "showcase" event for our partners. The purpose of the event was to help frontline workers gain knowledge in the services and projects available in the District that they can refer their clients to and to help local services promote what they do and how they can help. The event was a great success with feedback from partners being very positive.
- Key Areas of Work for 2015/16 include:
  - The Dementia Action Plan will be delivered.

### Community Interventions Team

- Think Family continues into Phase 2 having achieved the target of 1,165 West Sussex families being supported to successful outcomes. We have supported 25 families since June 2013 and of these many have been enabled to change their behaviour, reduce their risk of homelessness and find employment opportunities.
- The WSCC Early Help strategy is in place.
- Child Sexual Exploitation (CSE) is high on the CSP agenda and a multi-agency task and finish group has been set up and an action plan developed.

- Key Areas of Work for 2015/16 include:  
The Family Support Network for Chichester will go live in June 2015. The network seeks to link support agencies together to ensure families are given the best chance of getting the right support at the right time.

### **Community Wardens**

- The wardens were involved in the Novium “Showcase” event and made some useful contacts.
- Community Wardens are supporting the Think Family Neighbourhoods work with a variety of projects including sports diversion and setting up a community hub. They have supported the “Ideas into Action Project” a schools project delivered by the Community Engagement Team. They will be part of the Early Help Support Network.
- Key Areas of Work for 2015/16 include:
  - Preparations are underway for the 10 year anniversary of the Community Warden Service. A number of promotional materials have been purchased and Community Wardens have been planning events in all their areas.

### **Community Engagement**

- A number of consultation projects have been supported by the Team this year, including the Council wide Staff Survey. We have a new mobile facility using tablets which will allow both real time face to face interviews, or used as a survey stand in locations such as the Novium or the Leisure Centres.
- Focussing on the Think Family Neighbourhoods, we have developed the “Ideas into Action” project working with the neighbourhood Primary Schools. Children are supported in developing an appreciation for their neighbourhood and identifying the issues they feel need addressing. The project explores Democracy through a mock election, and each school has had at least one practical outcome, supporting young people to improving their local area.
- The Community Facilities Audit, an annual return gathered from Parishes, was completed in April 2014 with an 88% response rate. The database will support the information flow necessary for the Infrastructure Delivery Plan.

### **Sports Development and Outreach**

- Working with Community Wardens and local schools, sports sessions were delivered in Think Family Neighbourhood areas and with identified individuals. A Personal Development Activity Day was successfully delivered involving referred families from across the Chichester District.
- A working group of Chichester Community Development Trust, the University of Chichester, and local volunteers has established “Chichester Parkrun” in Oaklands Park - a weekly 5km run event open to everyone, free to participate in, and fully supported by local volunteers. It is attracting around 100 runners each week and developed a network of over 150 volunteers.
- The Tour of Britain cycle race visited West Sussex for the first time. The Tour covered the northeast part of the District.

An effective marketing campaign and management plan, resulted in thousands of people lining the streets to watch the tour pass through.

### **Chichester Wellbeing**

- The number of new clients using the Wellbeing service has increased by 10% to 1,780 including a marked increase in referrals from GPs. This indicates that the service is becoming recognised as a solution to lifestyle related conditions.
- Key Areas of Work for 2015/16 include:
  - Building better relationships with GPs, pharmacists and other potential referring organisations to further increase referrals to the service.
  - A new diabetes awareness course will start alongside the weight management programme.
  - 2015/16 is the final year of the current funding agreement with West Sussex County Council Public Health.

### **Community Wellbeing**

- We have developed partnership working around the two priority areas of Dementia and low level mental health and emotional wellbeing. The Chichester Dementia Care Forum is delivering work aimed at increasing awareness of the impact that Dementia has on people and how individuals can provide support.
- The work to address low level mental health and emotional wellbeing is developing with partners and involves improving the provision of information and advice, development of a new project designed to increase resilience in young people and training for frontline workers to recognise the signs of mental ill health and tackle the stigma associated with mental health.
- Key Areas of Work for 2015/16 include:
  - The development of the council as a health promoting organisation. Each service area will be encouraged to recognise the role they can play in improving the health and wellbeing of residents during their day to day interactions. We will also work to ensure the council's workforce is provided with opportunities to make healthy lifestyle choices.


### **Foreshores**

- The Foreshore Service operates annually at Bracklesham Bay between April and September. The team are responsible for health and safety and enforcing the local bylaws along the coastal area from Wittering to Pagham Harbour. They routinely provide first aid for the public and deal with many minor injuries and incidents throughout the season. On the rare occasions when incidents are more serious the team have literally been able to save lives. During the 2014/15 season one of the team pulled a man out of the water who had got into difficulties, they resuscitated him and called an ambulance. The man went on to make a full recovery.



**Cabinet Member: Community Services**

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Careline</b>									
LPI 210	Careline - Percentage of emergency calls answered within the TSA target of 1 minute	Higher is better	97.22%	97.5%	97.67%		Better	We have ensured our staffing profile matches the call demand in order to meet our targets.	97.5%
LPI 211	Careline - Percentage of emergency calls answered within the TSA target of 3 minutes	Higher is better	99.42%	99%	99.41%		Weaker	We remain flexible in our staffing arrangements in order to respond effectively. Our staff are committed to giving the best possible service.	99%
<b>Community Safety</b>									
LPI 212	Total Reported Crime: Chichester - the percentage increase or decrease in total crime reported compared against the previous rolling year.	Lower is better	-16.1%	-2% against 2013-14 outturn	4.7%		Weaker	There have been changes in recording non-injury violence offences. There have also been increases in reporting of sexual offences and domestic violence which is a positive response to efforts to increase confidence. Burglary and vehicle crime have seen reductions.	No increase on 2014-15 baseline
<b>Health and Wellbeing</b>									
LPI 201	Increase the number of referrals to the Wellbeing Hub from targeted areas	Higher is better	1,621	1,436	1,780		Better	This represents a 10% increase from 2013/14 to 2014/15 in overall referrals to the hub service, within this referrals to the service from Think Family Neighbourhood areas increased by 10%.	1,958 (10% increase)
LPI 234	Percentage of people who are maintaining positive lifestyle changes as result of referral to the Wellbeing Hub after 3 months	Higher is better	82%	80%	85%		Better	The service is having a positive impact demonstrated by the 5% above target outcome achieved.	80%
<b>Leisure and Sports Development</b>									
LPI 243a	Increase public participation by 10% in Sport in Community programmes compared to the previous year.	Higher is better	2,139	2,352	3,101		Better	A real focus on the formation of more collaborative partnerships with local agencies to ensure maximum uptake from those at risk of exclusion from this sort of service has seen a significant increase in numbers beyond that anticipated at the beginning of the year. Would look to consolidate numbers in year ahead.	Sustain current level of participation

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Leisure and Sports Development (continued)</b>									
<b>LPI 243b</b>	Increase in female public participation by 10% in Sport in Community programmes compared to the previous year.	Higher is better	312	343	489		Better	The increase in the physical activity "menu of choice" has resulted in us reaching a wider audience than in previous years.	10% increase

## Finance and Governance

### Key Areas of Responsibility

- Accountancy Services
- Audit
- Procurement
- Corporate Health and Safety
- Legal Services
- Insurance and Risk Management
- Elections
- Revenues and Benefits
- Business Continuity
- Member Services

### Accountancy Services (including procurement, corporate health and safety, insurance, risk management and business continuity)

- Procurement of new 4 year treasury advisors contract, appointing Arlingclose.
- Undertaken a review of the Accountancy Service to achieve the target savings required under the Council's deficit reduction plan.
- Development of training package for budget/service managers.
- Production of Council's accounts for 2013-14 and budget for 2015-16.
- Development of more online services using the Council's HR/Payroll system; Trent e.g. sickness recording and time and expenses.
- Completed a strategic level business continuity test exercise to identify improvements to the Council's plans.
- During 2015-16 key areas of work are:
  - Delivery of specific training for service/budget managers for using Civica and the Finance for Non-Financial managers training.
  - Complete implementation of other Civica modules for fixed asset register and budgeting.
  - Procurement of the new corporate banking service and merchant acquiring service contracts required for 1 April 2016.

### Audit

- During 2014/15 the Audit Section completed a number of audits taken from the three year audit plan. The Council's external auditors are now able to place maximum reliance on the work of the Internal Audit team which has contributed to a reduction in audit fees of over £16,000.

### Legal Services

- The service has supported the Council in dealing with various high profile projects such as the Westhampnett Traveller Site and the replacement of the Combined Heat and Power (CHP) plant at Westgate Leisure Centre.
- The legal team has been involved in a national litigation in respect of land charges search fees.

The national litigation group achieved a national saving of £20 million from the amount claimed by a “due diligence” scrutiny of the claim, and also negotiated the withdrawal of a Competition Act claim of £400 million against Local Authorities.

- The Iken practice management system has now been installed and fully operational since the 2nd July 2014.

### **Electoral Services**

- A significant change to the way electors register to vote took place over the last year and the transition to Individual Elector Registration is still ongoing. The European Election took place in May 2014. Prior to the District, Parish and General Elections in May 2015 the service installed a new software system and ran the most high profile and exhausting election on record through the new system.
- The annual update of the Register of Electors will commence in early August and following the update, the revised register will be published on 1 December 2015. The Police & Crime Commissioner Elections will take place in May 2016, with a possible national referendum also taking place during 2016.







### **Revenues and Benefits Service**




- A new contract with G4S has now been entered into as the council’s cash in transit provider.
- The team has responded positively to the Governments Flood Support scheme and awarded relief to the appropriate householders and ratepayers.
- The RTI (Real Time Information) data matching exercise has been implemented, comparing HMRC data from employers and pension providers with information provided on housing benefit and council tax reduction claims.
- Plans for 2015/16 include;
  - Implement online digital solutions to provide further customer efficiencies.
  - Implement the introduction of Universal Credit in the Chichester District (roll out planned to commence September-December 2015).
  - Transfer our current benefit fraud staff to the single fraud investigation service (SFIS) planned for December 2015.
  - Prepare and implement the Council Tax Reduction scheme 2016-17.
  - Implement FERIS (Fraud and Error Reduction Incentive Scheme), a new DWP (Department for Work and Pensions) initiative which can provide an increased administration grant payment in return for identifying more reductions in housing benefit entitlement.

## **Member Services**

- The team prepared for the District Council election in May 2015, by publishing material for a candidate recruitment campaign, and preparing the post-election induction programme.
- Implementation of new committee management software and IT devices to improve members' access to committee papers, email and other documents.
- Prepared a submission to the Local Government Boundary Commission for England (LGBCE) for a review to reduce the size of the Council from 2019.
- For 2015/16 the team will focus on:
  - After the 2015 District Council elections welcoming members and organising their induction, ensuring they are developed, informed and supported to fulfil their roles effectively as quickly as possible.
  - Coordinating the Council's input into the Local Government Boundary Commission review of the size of the Council.
  - Managing the review of the Members Allowance Scheme for implementation from 1 April 2016.

**Cabinet Member: Finance and Governance**

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Legal Services</b>									
LPI 70	Conveyancing - Industrial Estates - Percentage of draft leases prepared within 10 working days of receiving complete instructions from Estates	Higher is better	100%	80%	100%		No change	Legal Officers have worked hard to maintain (and improve) performance during the changes to the electronic system IKEN.	80%
LPI 71	Contracts - Section 106 Planning Agreements - Percentage of draft agreements prepared within 10 working days of receiving complete instructions from Planning	Higher is better	97%	80%	97%		No change	See above. An expansion on the use of templates and improved process mapping by legal officers has resulted in excellent performance.	80%
LPI 73a	Low / Medium Priority Enforcement Notices – Percentage of notices issued within ten working days of receiving complete instructions from Planning.	Higher is better	100%	90%	91%		Weaker	A significant number of complex judicial reviews and other critical planning matters have impacted upon these lower priority matters, but target has been met. Again, enforces changes to procedures have impacted but been managed by the team.	90%
LPI 74	Prosecutions - Percentage of proceedings to be started within ten working days of receiving complete instructions	Higher is better	63%	95%	90%		Better	The new higher target has not been achieved but should be seen in the context of a 50% improvement in timely completion. This has been impacted by the organisational changes outlined above and also the significant changes and delays caused by the well-publicised problems in the Courts themselves. Failings have been caused in each case where the target was not met by the Court failing to respond within the time set in the Court protocols. The Court has apologised, and improvements have been noted in the latter part of the year.	90%
<b>Revenues and Benefits</b>									
LPI 140	Percentage of Council Tax collected	Higher is better	98.12%	98.20%	98.12%		No change	Matched the 2013/14 outturn, proactively reviewing recovery schedules to maximise recovery.	98.20%
LPI 141	Percentage of Non-domestic Rates Collected	Higher is better	98.00%	97.12%	98.08%		Better	Slight improvement this year, again proactively reviewing recovery schedules to maximise recovery.	98.00%

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Revenues and Benefits (continued)</b>									
LPI 235a	Average number of days taken to process Housing Benefit new claims and change events	Lower is better	7 days	10 days	9 days		Weaker	Plans in place to reorganise the allocation of work to reduce processing times in 2015.	10 days
LPI 235b	Average number of days taken to process Council Tax Reduction new claims and change events	Lower is better	N/a	10 days	9 days		N/a	Again, plans in place to reorganise the teams and how the work is allocated to reduce processing times in 2015.	10 days
<b>Financial Services</b>									
LPI 156	Creditor invoices paid within 30 days	Higher is better	87.16%	92.00%	N/a	N/a	N/a	It is currently not possible to capture the data for this measure. Following the introduction of Civica neither the data nor the report format are available. This is work in progress for the service to resolve.	N/a
LPI 157	Creditor invoices paid within 10 days	Higher is better	43.94%	45.00%	N/a	N/a	N/a		N/a
<b>Member Services</b>									
Page 58 LPI 58	Percentage attendance of Members (who are expected to attend) at Planning Committee, Overview & Scrutiny Committee, Corporate Governance and Audit Committee, Cabinet and Council.	Higher is better	83.72%	85%	N/a		N/a	Agreed to cease reporting this indicator as more detailed information is now published online.	N/a

## **Support Services**

### **Key Areas of Responsibility**

- Corporate Policy
- Public Relations
- Human Resources
- Customer Services
- Building and Facilities
- Information and Communications Technology
- Project Management
- Organisational Development
- Equalities
- Data Protection & Freedom of Information

### **Building and Facilities Service**

- The team managed the procurement and build of the multi-agency Gypsy and Traveller Transit site at Westhampnett. This provided a 9 pitch site on behalf of all local Councils within West Sussex which is managed by West Sussex County Council.
- Following a re-design of Council office space in 2013-14, a significant portion of the Council's offices were made available for a commercial lease to a private organisation. This project provided valuable income to the Council at a time of decreasing budgets and enabled the authority to make the best use of its assets.
- Plans for 2015/16 include;
  - The refurbishment of the Council's depot at Westhampnett will continue to make best use of the space occupied with a view to enabling the environment to maximise commercial interests.
  - The Avenue de Chartres multi-storey car park will also be undergoing structural refurbishment.
  - The CHP installation at Westgate will be replaced

### **Customer Services and Information and Communications Technology (ICT) Service**

- The service focussed on the delivery of the new digital access strategy. The key objective is to provide more services online and support a flexible, modern workforce.
- The Council's website was updated to enable it to be responsive to mobile devices, making it more user friendly on tablets and smartphones. As a result, the Council received a 4 star rating (top rating) from the Society of IT Managers annual review of Council websites for its ease of use and adaptability.
- Plans for 2015/16 include:
  - The replacement of the Council's 15 year old telephone system to provide additional services to customers and staff. This is a major investment. The service will be working closely with a neighbouring authority with a view to joint procurement or system sharing to reduce costs and achieve better value for money.



- Welcoming newly elected Councillors. The ICT service encouraged these and existing Councillors to take maximum advantage of technology to support them in their role, whilst reducing the printing of hard copy documents providing financial and environmental efficiencies.

### **Human Resources**

- In 2014-15 the HR service was reviewed. Part of this review was to identify opportunities where the service could take advantage of more automated and on-line services. The opportunity for this work was to enable staff to access the information they need from any location with internet access, to reduce travel time and costs in operating from the main offices. As a result staff can submit claim forms, provide instructions, request training and update and access HR records remotely.
- As a large local employer, the Council value its staff and are keen to develop their potential. The service worked with the Business Improvement team to review the workforce development plan. As a part of this review, the importance of providing opportunities for local young people was highlighted. The Council has offered apprentice and work placement opportunities for some years, but the reviewed workforce development plan emphasises the importance of these placements for young people and consequently makes provision to offer more opportunities, either as apprenticeships, internships, graduate placements or work experience.
- Plans for 2015/16 include:
  - A continuation of the roll out of self-serve functionality with all staff records being made available electronically.

### **Public Relations**





- Towards the latter part of the year the service was heavily involved in producing the Councillor Recruitment Campaign in preparation for the 2015 elections. The campaign focused on the role of a Councillor and the contribution that may be made to local communities to encourage local people to offer themselves as a nominee for election.
- The team have continued to develop opportunities to use Council facilities and assets to enable outside organisations to advertise their services. This work provides valuable income for the authority that is used to support delivery of vital services and reflects the Council's proactive adoption of an entrepreneurial approach to generate income. This initiative generated almost £90,000 of new income.
- Plans for 2015/16 include:
  - A significant expansion of the advertising and sponsorship programme will take place to support the Council's income generating activity.
  - The Council will develop a new Communications Strategy which will extend the role of social media.

### **Corporate Improvement Services**

- The team provided valuable input to the Digital Access Strategy.

- The team established Programme Boards to effectively coordinate the resources associated with the delivery of the Council's key projects in the future. There are three boards covering Commercial activity, Business Improvement and Infrastructure. The relevant portfolio holder sits on each Board.
- Plans for 2015/16 include:
  - The team will be keenly involved in ensuring the delivery of the specific actions and projects within the Digital Access Strategy, particularly with regard to the provision of online services. As a part of this involvement, they will advise and support services with a high customer interaction level to ensure their customers are offered the widest access to services.

**Cabinet Member: Support Services**

PI Code	Short Name	Assessment	2013/14 Outturn	2014/15 Target	2014/15 Outturn	Status	Trend - 2013/14 v 2014/15	Commentary	2015/16 Target
<b>Customer Services</b>									
<b>CS MPI 01</b>	Percentage of enquiries (telephone or face to face) to the Customer Service Centre that are resolved at first point of contact	Higher is better	85%	80%	85%		No change	2014/15 outturn represents actual figure for April to February then an averaged figure for March. Reports will now not be available until CRM upgraded.	82%
<b>CS MPI 06a</b>	Percentage of customers satisfied when visiting the Chichester Service Centre	Higher is better	97%	85%	98%		Better	Customer Satisfaction surveys are to be reviewed. Contact Centre staff to concentrate on finding out what customers think of our online services and how they would like to see them improved or new services offered.	N/a
<b>CS MPI 06b</b>	Percentage of customers satisfied when calling the Customer Service Centre	Higher is better	95%	85%	96%		Better		N/a
<b>Personnel</b>									
<b>Page 55 PI 143</b>	Average Number of Working Days Lost Due to Sickness Absence	Lower is better	6.71 days	7 days	8.25 days		Weaker	The average sickness figures per employee for the period 1.4.15 to 31.3.15 is 8.25 days Long Term Sickness = 4.36 days Short Term Sickness = 3.89 days Management have developed a strategy to improve the position over the new financial year.	7 days



# Chichester District Council

## Infrastructure Business Plan

2016/2021



6th draft 8 September 2015

[www.chichester.gov.uk/planningpolicy](http://www.chichester.gov.uk/planningpolicy)

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# Foreword

One of the concerns that local communities frequently raise is that infrastructure (by which we mean roads, flood defences, schools, doctors surgeries, children's playgrounds etc) does not keep pace with the rate of new house building.

One of the purposes of the Infrastructure Business Plan (IBP) is to ensure that infrastructure is provided at the right time and in the right place to accompany new homes so that this problem does not get worse in the future.

Infrastructure can be paid for in several different ways, for example:

- Customer bills – to telephone and broadband companies, and water companies to supply fresh water and to take away and treat wastewater.
- Government grants, to help provide school places (or other grant sources from Europe or the Local Economic Partnership).
- Planning obligations – S106/S278 (infrastructure that provides mitigation directly related to a planning application).
- Community Infrastructure Levy (a new tax on certain forms of new development).

Sometimes several different funding sources have to be combined to pay for the infrastructure that is needed. The IBP shows which funding sources will contribute to each infrastructure item/project, and where and when it will be provided. It also shows that there will be a funding shortfall.

Because of the funding shortfall, the IBP has identified a way of selecting which infrastructure is needed most, where it is needed and when it will be provided.

Projects eligible to be funded from CIL are those which relate to the cumulative growth of the area. These need to be prioritised because the CIL receipts will be insufficient to fund all the projects that have been put forward. In the early years when the CIL is first introduced there will be little money collected in CIL receipts, so fewer, or less expensive projects will be funded from the CIL. As the years progress, and development gets underway, the amount of money collected from CIL will steadily increase, which will enable more substantial infrastructure projects to be delivered.

The IBP can never be precise about the amount of money that will be available; it is just the best estimate at any given point in time. Because of this it is a 'living' document which will be kept under review, and updated and rolled forward each year to reflect how much money has been made available, how much development has occurred, and how much of each type of infrastructure is still needed.

Some of the Community Infrastructure levy will be passed to the parish councils to be spent on infrastructure of their choice. Parishes which don't have a Neighbourhood Plan will get 15% of the total amount of CIL collected from new development in the parish (capped at £100 per existing Council tax dwelling each year). This increases to 25% (uncapped) for those that have Neighbourhood Plans in place.

I would like to thank all the organisations who provided the information to help put this document together, and hope that you find it useful.

Councillor Susan Taylor  
Cabinet Member for Housing and Planning



## How to use this document

It is suggested that the Executive Summary, pages 6-20 is read first, as this summarises the key information contained within each section of this document. The sections within the main body of the document provide this information in greater detail and the appendices provide further useful reference material.

Section 4, pages 37-39 shows the criteria for prioritising projects.

Section 5, pages 40-47 this table lists CIL projects which have been identified to be delivered in the first five years into the priority categories using the methodology in section 4.

Section 6, pages 48-60 the first table on pages 49 and 50 shows the amount of homes to be delivered in each parish, together with the total estimated CIL receipts for the Local Plan period. The second table on pages 51-52 shows the estimated amount of CIL receipts to be handed over to each parish if Neighbourhood Plans are in place, this is broken down year by year for the first five years. The third table on pages 52- 53 shows the estimated amount of CIL receipts to be handed over to each parish if Neighbourhood Plans are not in place, this is broken down year by year for the first five years. The fourth table pages 54-58 highlights the total amount of CIL receipts estimated to be collected in each Parish including both the parish and district share, broken down year by year for the first five years.

The first table underneath paragraph 6.4, page 59 shows the total cost of projects put forward for each five year period, classified before any projects have been selected for funding. The final row of this table shows whether there are sufficient CIL funds to cover these costs, and if not, the shortfall is shown. Either additional funding will need to be found to meet the shortfall, or the projects will need to be prioritised for funding, and some may remain unfunded and will not be implemented.

The second table underneath paragraph 6.4, pages 59 and 60 identifies which projects it is intended should be funded by CIL in each of the first five years. The table is based on conservative estimates throughout. Row 1 shows the collection year, row 2 shows a cautious estimate of the CIL income expected to be collected. Row 3 shows the amount of CIL available once the highest (25%) share has been passed to the parish councils. Row 4 shows the amount of CIL available to the district council once the administrative costs of managing the CIL have been taken into account (maximum of 5%). Rows 9 – 11 show which projects have been selected for CIL funding, and finally, row 12 shows the balance of funds to be banked (after the selected projects have been allocated funding) to be carried forward into the next year.

Section 7, pages 61-63 explains the governance and monitoring arrangements.

Section 8, page 64 provides the conclusions.

# 1 Executive Summary

## The Purpose of the Infrastructure Business Plan

1.1 This Infrastructure Business Plan (IBP) has been prepared by a working party of officers from Chichester District Council and West Sussex County Council in close liaison with the Parish and Town Councils and Ward Members within the Local Plan area; nominated County Councillors; Strategic Sites developers; and with input from relevant Infrastructure Delivery Commissioners. It sets out the current understanding of infrastructure required to support the delivery of the Chichester Local Plan to 2029 on the basis of a five year rolling programme. It has been prepared in accordance with Regulation 123 of the Community Infrastructure Regulations 2010 (as amended) and builds upon the Regulation 123 List. It should be noted that the infrastructure list is not exhaustive and as time progresses and future IBPs developed it is expected that additional and or alternative infrastructure requirements will be defined. Such projects will require individual assessment and be subject to the same tests that have determined the projects in this IBP. This will confirm the appropriate delivery mechanism such as the Community Infrastructure Levy (CIL) with other identified funding sources or S106. At this time however and prior to periodic review this IBP project list represents the current understanding of projects appropriate to fund via the CIL and therefore confirms that no double counting will take place. Detailing a clear approach to prioritisation of infrastructure to be funded (in whole or part) through the CIL it provides a robust evidence base upon which to further refine an appropriate approach to delivery.

1.2 The IBP will support the implementation of the Local Plan and helps to justify the CIL Charging Schedule and Planning Obligations and Affordable Housing Supplementary Planning Document.

1.3 The IBP has been prepared collaboratively with the three tiers of local government (District, County and Parish/Town Councils) and in close cooperation with infrastructure delivery commissioners including strategic site developers, to ensure that development within the Chichester plan area is supported by the timely provision of infrastructure. The IBP will be rolled forward and updated each year and will be subject to annual review remaining continually revised to reflect development delivery rates and adjusted infrastructure requirements across the plan area.

## Policy Context

1.4 The importance of robust infrastructure planning is emphasised in the National Planning Policy Framework (NPPF) which states that:

Local Planning Authorities should work with other authorities and providers to:

- Assess the quality and capacity of infrastructure for transport, water supply, wastewater and its treatment, energy (including heat), telecommunications, utilities, waste, health, social care, education, flood risk and coastal change management, and its ability to meet forecast demands; and
- Take account of the need for strategic infrastructure including nationally significant infrastructure within their areas.

1.5 The NPPF emphasises the importance of identifying and coordinating development requirements, including the provision of infrastructure. Planned infrastructure should be delivered in a timely fashion and local authorities should work with neighbouring authorities and transport providers to develop strategies for the provision of viable infrastructure necessary to support sustainable development.

1.6 The Government’s planning practice guidance states that as part of the Local Plan process, local authorities should identify what infrastructure is required and how it can be funded and brought on stream at the appropriate time whilst ensuring that the requirements of the plan as a whole will not prejudice the viability of development.

1.7 This IBP has sought to apply a consistent approach apportioning infrastructure by Spatial Area as follows:

- Cross-authority projects
- Spatial Planning Areas as identified in the Local Plan
  - East – West Corridor
  - Manhood Peninsula
  - Plan area (North)

### **Infrastructure Projects**

1.8 The IBP process started by identifying all of the infrastructure requirements necessary to support anticipated growth set out in the Local Plan to 2029, and Infrastructure Delivery Plan (IDP). The Infrastructure Project list has drawn upon the projects identified in the Regulation 123 list produced to support the CIL Charging Schedule, and has been worked up to reflect as accurately as possible the latest understanding of anticipated project requirements. It must be noted that this IBP project list is a reflection of current day understanding and is not exhaustive of future requirements. Periodic review of the project list and publication of future IBPs is anticipated to refine the understanding of infrastructure requirements with additional and or alternative items added. This current project list has however been reviewed by the IBP officers working group.

1.9 Section 3 therefore provides a comprehensive list of currently identified projects including those to be funded under CIL, S106 or by other identified funding sources. Please note that no CIL projects have been identified as being 'critical'. This is because the critical projects – the Tangmere Wastewater Treatment Works is to be funded through future water bills, and A27 improvements are to be funded from S106/S278. This detailed level of appreciation is critical in order to appropriately undertake a process of prioritisation for CIL funding. An indicative project cost has been established for all projects which are based on current cost estimates. The costs associated with projects will be kept under review.

## CIL Infrastructure Prioritisation

1.10 Section 4 of this IBP provides a clear approach and process for prioritising infrastructure. A transparent process for prioritising infrastructure is needed because CIL receipts will not be sufficient to fund all infrastructure required within the Plan area. Prioritisation facilitates a considered approach towards infrastructure delivery and will support the effective management of resources.

1.11 Establishing a detailed understanding of infrastructure delivery is multi-faceted and requires the consideration of a number of inter-dependent factors including:

- The Development trajectories
- Prioritisation of Infrastructure projects
- Phasing of Infrastructure.

1.12 Infrastructure delivery is intrinsically aligned to growth and the necessity to mitigate the impacts arising from development. The development trajectories detailed in Appendix B of this paper therefore represent current projections aligned with the draft Local Plan: Key Policies trajectory, but must remain under continual review as annual monitoring of the Infrastructure Business Plan is undertaken.

1.13 Prioritisation of projects should be guided by a review of the Infrastructure Business Plan. A consistent and common approach across all stakeholders is essential if an appropriate approach is to be established towards the phased funding and delivery of infrastructure. The following categories are suggested in support of the prioritisation process:

**Table 1: Infrastructure Prioritisation Categories**

Category	Definition
<b>Critical Infrastructure</b>	Infrastructure that must happen to enable growth, i.e. it is a prerequisite to unlock any future works without which development cannot proceed. These infrastructure items are 'blockers' or 'showstoppers', they are most common in relation to transport and utilities infrastructure and are usually linked to triggers controlling the commencement of development activity. It also includes Essential Services that are required to facilitate growth or be delivered in advance of residential/commercial development, i.e. connection to the potable and wastewater network.
<b>Essential Infrastructure</b>	Infrastructure that is essential and considered necessary in order to mitigate impacts arising from the operation of the development. These are projects which are usually identified as required mitigation in EIA/SEA/HRA/TIA testing to make the proposed development acceptable in planning terms and are directly related to the proposed development. These items are most common in relation to trips and population generated by the development (including school places, health requirements and public transport (service Projects), and are usually linked to triggers controlling the occupation of development sites.
<b>Policy High Priority Infrastructure</b>	Infrastructure that is required to support wider strategic or site specific objectives which are set out in planning policy or subject to a statutory duty, but would not necessarily prevent development from occurring. This type of infrastructure has a less direct relationship with additional population creating additional need, and is more influenced by whether a person chooses to use this facility or service (including use of community facilities and libraries and use of sports facilities).
<b>Desirable Infrastructure</b>	Infrastructure that is required for sustainable growth but is unlikely to prevent development in the short to medium term. This is often aligned to placemaking objectives without being essential for development to come forward.

Within the categories outlined above, further refinement could be used in order to evaluate and compare projects within each category which would influence the priorities. These could include factors such as:

- Whether neighbouring parishes are prepared to act as a cluster and pool their CIL monies to fund infrastructure projects of mutual benefit to them
- Value for money
- Number of jobs created
- Number of homes provided
- Deliverability and sustainability (whether the project is "ready to go")
- Risk
- Other Identified funding sources to contribute towards CIL projects
- Existing infrastructure capacity.

- Direct links to the Local Plan Vision /policies
- Alignment with delivery partners plans/programmes
- Whether the project could be delivered another way/or through another source of funding
- Whether the project will lead to efficiencies.

1.14 The final element that supports the prioritisation of infrastructure is to ensure an appreciation of the necessary phasing of infrastructure requirements. It is this stage that is central to the Infrastructure Business Plan as it represents the primary evidence base for anticipating cash-flow from infrastructure spending against the receipt of CIL Payments.

### CIL Implementation Plan

1.15 Section 5 of this IBP presents the outcomes of the initial infrastructure prioritisation undertaken as part of this IBP providing a more detailed understanding of those projects considered appropriate to fund (in part or in whole) under the CIL. This is provided by Spatial Planning Area and clearly indicates the short, medium and long term delivery requirements. (short is defined as 2016 to 2021, and medium/long term from 2021 – 2029).

1.16 The joint Chichester District Council/West Sussex County Council officers (Growth and Infrastructure) Group will work with stakeholders in order to refine projects to facilitate the production of a more detailed understanding of cashflow modelling. A clear understanding of CIL receipts against anticipated expenditure requirements is essential to provide a robust Infrastructure Business Plan that can effectively manage the call on resources and requirements to mitigate pressures arising from growth. The ability to identify appropriate funding sources is essential given the anticipated funding gap. The table below summarises the projects identified for the short term (2016-2021) to date, where the costs/phasing is known. This will change as further project information is known.

Short term CIL Implementation Action Plan 2016-2021							
Prioritisation	Location	Project type	Project name	Project Status	Estimated cost and other funding sources	Amount sought from CIL at present	Amount to be granted from CIL by year
Critical	No CIL projects						
Essential IBP/330	East-West Corridor Chichester locality	Education – primary schools	Expansion of existing primary school(s) across the Chichester locality by up to 1/2 Form Entry	Select for CIL funding provided other funding sources are found to contribute to the overall costs as the County Council has a statutory	£2m for ½ Form Entry (subject to feasibility & site assessment)  Basic Needs Grant will need to be secured for this project to reduce the funding required from CIL	£2m	<b>£1m in year 2018/19</b>

Essential IBP/331	East-West Corridor Bourne locality	Education – primary schools	Expansion of existing primary schools across the Bourne locality in excess of 1/2 Form Entry	duty to provide school places Select for CIL funding provided other funding sources are found to contribute to the overall costs as the County Council has a statutory duty to provide school places	£2m for ½ Form Entry (subject to feasibility & site assessment)  Basic Needs Grant will need to be secured for this project to reduce the funding required from CIL	£2m	<b>£1m in year 2019/20</b>
Essential IBP/332	Manhood Peninsula Manhood locality	Education – primary schools	Expansion of existing primary schools across the Manhood locality in excess of 1/2 Form Entry	Select for CIL funding provided other funding sources are found to contribute to the overall costs as the County Council has a statutory duty to provide school places	£2m for ½ Form Entry (subject to feasibility & site assessment)  Basic Needs Grant will need to be secured for this project to reduce the funding required from CIL	£2m	<b>£1m in year 2020/21</b>
Essential IBP/536	North of the District	Primary, Secondary, sixth form and special educational needs	Expansion of existing primary schools across the Billingshurst locality by up to 1/2 Form Entry	Select for CIL funding provided other funding sources are found to contribute to the overall costs as the County Council has a statutory duty to provide school places	£500,000 for school places within this phase (subject to feasibility & site assessment)  Basic Needs Grant will need to be secured for this project to reduce the funding required from CIL	£500,000	<b>£250,000 in year 2019/20</b>
Essential IBP/398	East-West Corridor Chichester City (W of Chichester	Community Healthcare/primary Care facilities/improvements	Medical Centre	Select for CIL funding provided the majority of the costs are found	£3.3m total NHS sources/LIFT/Third party development (£2m expected to be funded from	£1.3m	<b>£1.3m in year 2020/21</b>

	SDL)			from other sources. This project can demonstrate that it will assist the growth of the area.	LIFT)		
Essential IBP/533	East-West Corridor Chichester City	Public and Community Services - Ambulance	Chichester South Ambulance Community Response Post  Changes to the Ambulance Service infrastructure to meet projected patient demand, will include the establishment of additional "cover points" (Ambulance Community Response Posts) in the Northern and Southern areas of Chichester. These operating units will be supported by/from the Chichester Make Ready Centre (MRC), located in Tangmere	Select for CIL funding as this project can demonstrate that it will assist the growth of the area	£45k	£45k	<b>£45k in year 2016/17</b>
Essential IBP/532	East-West Corridor Chichester City	Public and Community Services - Ambulance	Chichester North Ambulance Community Response Post  Changes to the Ambulance Service infrastructure to meet projected patient demand, will include the establishment of additional "cover points" (Ambulance Community Response Posts) in the Northern and Southern areas of Chichester. These operating units will be supported by/from the Chichester	Select for CIL funding as this project can demonstrate that it will assist the growth of the area	£58k	£58k	<b>£58k in year 2016/17</b>



Essential IBP/350	East-West Corridor Chichester City	Smarter Choices	Make Ready Centre (MRC), located in Tangmere High intensity behaviour change programme (new commercial & residential development, existing employers & schools, personalised travel planning) for Chichester City	Select for CIL funding as this project can demonstrate that it will assist the growth of the area	£240k	£240k	<b>£120k in each year from 2016 to 2021</b>
Policy High IBP/195	District-wide	Biodiversity measures	Ecological connectivity – improve connectivity within the local ecological networks, in particular between important habitats/corridors and development sites to facilitate species migration	Not selected at this stage due to lack of details	Cost unknown Grant funding, Local fundraising		£0
Policy High IBP/194	District-wide	Biodiversity measures	Biodiversity Opportunity Areas – creation, restoration and enhancements of BAP habitats and wildlife corridors within the Biodiversity Opportunity Areas (BOA) and buffers around BOAs, across the District	Not selected at this stage due to lack of details	Cost unknown Grant funding, Local fundraising		£0
Policy High IBP/196	East-West Corridor Chichester City	Biodiversity measures	Brandy Hole Copse – restoration and enhancement works at Brandy Hole Local Nature Reserve	Select for CIL funding as this project supports the growth of the area	£10,000	£10,000	<b>£10k in year 2020/21</b>
Policy High IBP/307	East-West corridor Southbourne	Green Infrastructure	Establishment and maintenance of an accessible Green Ring around the village of Southbourne, providing a variety of green infrastructure assets, including informal open	Once costs and other funding sources are known this project could be selected for CIL funding as this project	Cost unknown Sport England, Sustrans, WSCC Parish Council		£0

Policy High IBP/292	Manhood Peninsula Hunston	Flood and coastal erosion risk management	space, allotments, a playing field, a footpath/cycleway network, children's play areas Hunston - Local Drainage - Pelleys Farm Culvert Construction	supports the growth of the area  Not selected for CIL funding because this project does not support the growth of the area during this phase. However it could be a reserved project for a later phase.	£20k WSCC est £10k Possible CDC £5k	£5k at least	£0
Policy High IBP/290	Manhood Peninsula	Flood and coastal erosion risk management	Coastal protection – Selsey to Wittering beach management	Not selected for CIL funding because this project does not support the growth of the area	£1m FDGIA est £750k CDC £250k	£0k provided that the expected funding from other sources is obtained	£0
Policy High IBP/293	Manhood Peninsula Selsey	Flood and coastal erosion risk management	Local land Drainage - East Beach Sea Outfall	Selected for CIL funding if the majority of money is funded from other sources. This project can demonstrate that it can assist the growth of the area.	£250k FDGIA / LA contributions £150k	£100k	<b>£100k in year 2020/21</b>
Policy High IBP/289	Manhood Peninsula Birdham	Flood and coastal erosion risk management	Local Drainage - Crooked Lane, Birdham Surface Water Drainage Improvements	Not selected for CIL funding because this project does not support the growth of the area	£100k FDGIA/WSCC	Unknown at present	£0

Policy High IBP/355	East-West Corridor Chichester City	Smarter Choices and promote sustainable modes of transport	RTPI screens at key locations	Select for CIL funding as this project supports the growth of the area.	£150,000 (20 screens)	£150k	<b>£150,000 in year 2020/21</b>
Desirable IBP/306	East-West Corridor Southbourne	Playing fields, sports pitches, related build and children's play areas	Youth skate park (Southbourne Playing fields, sports pitches, related build and children's play areas)	Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	£80k - £120k From WSCC, Developer contributions, Parish Council	£120k	£0
Desirable IBP/305	East-West Corridor Southbourne	Playing fields, sports pitches, related build and children's play areas	Provision of Artificial Grass Pitch/MUGA (Southbourne)	Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	£700k - £1m From WSCC, Developer contributions, Sport England, Bourne Community College	£1m	£0
Desirable IBP/304	East-West Corridor Southbourne	Playing fields, sports pitches, related build and children's play areas	Provision of Youth facilities (Southbourne)	Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	Cost unknown WSCC, Developer contributions		£0
Desirable IBP/302	East-West Corridor Bosham	Playing fields, sports pitches, related build and children's play areas	Re-site football club (Bosham) Shared use of recreation ground public/school/FC unsatisfactory &	Not selected for CIL funding because this project does not support the growth of the	£500k Parish	£500k	£0

Desirable IBP/318	North of the District Kirdford	Landscaping, planting and woodland creation and public rights of way	prohibitive to promotion/advancement New footpaths & Community Amenity Space Development Site North of Village, (Kirdford)	area Parish to consider funding from their CIL. Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	Cost unknown		£0
Desirable IBP/320	North of the District Kirdford	Public open space	New Road, Parking area and SUDS pond and play area , Butts Common (Kirdford)	Parish to consider funding from their CIL . Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	Cost unknown		£0
Desirable IBP/534	East-West Corridor Chichester City	Public and Community Services - Police	Part refurbishment of Chichester Police Station	Not selected as Police are directly funded from Council tax . The refurbishment should fit the police funded budget identified	£1m	£300k	£0
Desirable IBP/321	North of the District Kirdford	Community facilities	Village Social & Recreational Hub On land south east of Townfield (Kirdford)	Parish to consider funding from their CIL. Once	Cost unknown		£0

Desirable IBP/319	North of the District Loxwood	Cycle and pedestrian infrastructure	Improve local footpaths, cycle tracks & equestrian ways parishwide (Kirdford)	costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area Parish to consider funding from their CIL. Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	Cost unknown	£0
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### Cashflow and Spending Plan

1.17 The current Funding Gap identified in this IBP if all the above projects are to be selected for funding (even if they are recommended not to be funded) is set out as follows:

	Short Term (2016-2021)	Medium - Long Term (2021-2029)	Across Local Plan Period
Critical Project Costs	£0	£0	£0
Essential Project Costs	£8,143,000	£34,620,000	£42,763,000
Policy High Project Costs	£265,000	£8,648,000	£8,913,000
Desirable Project Costs	£1,920,000	£600,000	£2,520,000
Total Project Costs	£10,328,000	£43,868,000	£54,196,000
<b>Assuming CIL Income*</b>	<b>£8,232,840 less</b>	<b>£20,661,480 less</b>	<b>£28,894,320 less</b>
This includes the Parish proportion, and includes a 5% deduction for the administration of the CIL.	<b>£411,642 = £7,821,198</b>	<b>£1,033,074 = £19,628,406</b>	<b>£1,444,716 = £27,449,604</b>
Additional Funding Required	£2,506,802	£24,239,594	£26,746,396

1.18 The table below shows the projects selected to be funded from Chichester's proportion of the CIL in this first five year IBP period by year

Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21
Expected CIL income 572,040	Expected CIL income 960,120	Expected CIL income 909,720	Expected CIL income 2,842,560	Expected CIL income 2,948,400
Less 25% = 429,030	Less 25% = 720,090	Less 25% = 682,290	Less 25% = 2,131,920	Less 25% = 2,211,300
Less 5% = <b>400,428</b>	Less 5% = <b>672,084</b>	Less 5% = <b>636,804</b>	Less 5% = <b>1,989,792</b>	Less 5% = <b>2,063,880</b>
<b>Amount available to CDC for CIL spend once 25% Neighbourhood proportion and 5% admin costs are deducted</b>				
<b>£400,428</b>	<b>£672,084+£177,428=£849,512</b>	<b>£636,804+£729,512=£1,366,316</b>	<b>£1,989,792+ £246,316 = £2,236,108</b>	<b>£2,063,880+£866,108=£2,929,988</b>
<b>Projects selected for funding</b>				
Ambulance project 533 £45,000	Smarter choices E-W corridor project 350 £120,000	School places E-W project 330 Chichester £1m	School places Bournes project 331 £1m	School places Manhood Peninsula project 332 £1m
Ambulance project 532 £58,000		Smarter choices E-W corridor project 350 £120,000	School places north of district project 536 £250,000	Medical Centre W of Chichester Project 398 £1.3m
Smarter choices E-W corridor project 350 £120,000			Smarter choices E-W corridor project 350 £120,000	Less Smarter choices RTPI screens project 355 £150,000 project
				Smarter choices E-W corridor project 350 £120,000
				Local land drainage East Beach Sea Outfall project 293 £100,000
				Brandy Hole Copse project 196 £10,000
Balance to be banked and carried forward into year 2017/18 £177,428	Balance to be banked and carried forward into year 2018/19 £729,512	Balance to be banked and carried forward into year 2019/2020 £246,316	Balance to be banked and carried forward into year 2020/21 £866,108	Balance to be banked and carried forward into year 2021/22 £249,988

1.19 The ability to identify appropriate funding sources is therefore essential given the anticipated funding gap. CIL receipts should only be considered as one source that is available to fund infrastructure and not the only tool. Appendix D provides a review of funding sources but the onus must be on individual stakeholders to explore opportunities for cost efficiencies under delivery and/or other funding sources that will reduce the call upon CIL Monies.

1.20 In exceptional circumstances, some projects might be funded from other sources, in advance of sufficient CIL reserves, whilst other projects may have to wait until sufficient CIL reserves have been collected. All CIL receipts will be put into an interest bearing account until they are spent. However, the costs associated with the administration of the CIL (up to 5%) will be drawn upon as needed, and the City, town and parish councils portion will be handed over bi-annually in accordance with the CIL regulations.

1.21 This approach will allow a more considered understanding to be taken towards CIL funding in the future by reference to an agreed set of projects identified for potential funding support and guidelines for the joint officers IBP group to follow in deciding which projects to support in year 2. This will need to be agreed across all stakeholders and represent a shared appreciation of pressures arising from growth across membership of the IBP Group.

### Next Steps

1.22 The following timetable shows the next steps that will lead to the publication of the March 2016 Infrastructure Business Plan.

Action	Date
Workshops with locational groups	April 2015
Joint officer group meeting to prioritise infrastructure	April 2015
Draft IBP for circulation to joint officer group for comment	May/June 2015
Cabinet & WSCC to appoint Members to sit on joint member liaison group	2 June 2015
Draft IBP to CMT	13 July 2015
Draft the report to DPIP & Cabinet explaining progress with IBP & next steps	11 Aug 2015
Draft report to DPIP & Cabinet to be placed on x drive	18 Aug 2015
DPIP to consider the IBP priorities	27 Aug 2015
Joint CDC/WSCC member liaison decision to consult on IBP	4 Sept 2015
Cabinet to consider IBP & any changes resulting from joint CDC/WSCC member liaison group	8 Sept 2015
Council to approve IBP for consultation	22 Sept 2015
CIL to be adopted	Oct/November 2015
Draft IBP to stakeholders for 6 week consultation	1 Oct – 12 Nov 2015
Proposed modifications and revised IDP to CDC/WSCC joint Member liaison Group, with draft Cabinet report for approval to go to Cabinet	Before 12 Dec 2015
IBP to go to DPIP	14 January 2016
IBP to be approved by Cabinet	2 Feb 2016
Budget and allocation of CIL to be approved by Council	8 March 2016
SLA with each delivery partners per annum to ensure timed project delivery	April 2016 onwards
Establish amount of CIL to be passed to Town, City and Parish Councils	End March 2016
CIL passed to Town, City and Parish Councils	End April 2016
Establish amount of CIL to be passed to Town, City and Parish Councils	End September 2016

CIL passed to Town, City and Parish Councils

Spending of CIL monitored – both CDC and reports from Town, City and Parish Councils

Scrutiny and Accountability – Corporate Governance & Audit considers IBP within draft AMR and will report on any amendments as appropriate

End October 2016

October 2016

Late November (probably last Tuesday) 2016



## 2 Purpose of the Infrastructure Business Plan

### Introduction

2.1 This Infrastructure Business Plan (IBP) sets out the current understanding of infrastructure required to support the delivery of the Chichester Local Plan to 2029, and sets out an approach to prioritising infrastructure requiring funding through the Chichester Community Infrastructure Levy (CIL), which came into force on **xxx October/November/December 2015**. It has been prepared in accordance with Regulation 123 of the Community Infrastructure Regulations 2010 (as amended) and builds upon the Regulation 123 List. This approach will remain common to future IBPs that will allow periodic review of the infrastructure project list and ensure all projects necessary to support the delivery of the Local Plan are considered with appropriate funding mechanisms identified.

2.2 The IBP has been prepared by a working party of officers from Chichester District Council and West Sussex County Council in close liaison with the Parish and Town Councils and Ward Members within the Local Plan area; nominated County Councillors; Strategic Sites developers; and with input from relevant Infrastructure Delivery Commissioners.

2.3 The IBP prioritises the infrastructure identified in the Infrastructure Delivery Plan as needed to support anticipated growth in the Local Plan via a five year rolling programme for its delivery, together with possible funding sources broken down by source. The CIL Regulation 123 list identifies which items of infrastructure or infrastructure projects could be funded from CIL. The types of development which will pay the levy, together with the charging rate are set out in the CIL Charging Schedule. Funding from S106 sources and solely from infrastructure delivery partners is considered within this IDP to be committed, and its phasing will be set out in the S106 agreements for each planning application. Projects to be funded from other sources have also been identified in the long list in Appendix A for the sake of completeness.

2.4 There will inevitably be a funding gap as infrastructure requirements will exceed the funds available. CIL will go part way towards bridging the gap, but will be insufficient to completely fill it. There will therefore be a need for prioritisation along with exploration of external funding opportunities and innovative approaches to financing which will require strong partnership working arrangements with infrastructure providers.

2.5 Prioritisation needs to be informed by the Local Plan housing trajectory (the phasing of development and its supporting infrastructure). This is because infrastructure delivery is aligned with growth and the need to mitigate the impacts arising from both housing and economic development. It will also be prioritised by schemes which have already been prioritised by WSCC Local Committees, and projects which have identified other sources of funding to contribute towards CIL projects. A detailed consideration of the governance structure that has been established to take responsibility for prioritising the delivery of required projects, describing the role of key stakeholders and delivery partners in preparing this IBP, is summarised in Chapter 7.

2.6 The IBP five year rolling programme will be updated each year to reflect the most up to date housing trajectory and evolving development requirements across the plan area. It has thus been written as a 'living' document and will be required to support planning decisions and infrastructure investment priorities, providing both a plan wide and area based appreciation of requirements.

### **Policy and legislative context**

2.7 The IBP has been prepared to reflect national and local policy, and current legislation, including:

- The National Planning Policy Framework (2012)
- The Localism Act (2011)
- The CIL Regulations (2010) (as amended)

### **The National Context**

#### ***The National Planning Policy Framework (2012)***

2.8 The National Planning Policy Framework (NPPF) sets out the Government's planning policy for England, providing a framework within which local people and local planning authorities can produce plans that reflect the needs and priorities of their communities. The IBP takes into account the following aspects of the NPPF:

2.9 At Paragraph 14, the NPPF sets the focus for the NPPF with a presumption in favour of sustainable development and requires that Local Plans plan positively for development and infrastructure required in an area to meet the objectives, principles and policies of the Framework. Paragraph 162, specifically addressing infrastructure planning, notes that local planning authorities should work with other authorities and providers to assess the quality and capacity of transport, water, energy, telecommunications, utilities, health and social care, waste and flood defence infrastructure and its ability to meet forecast demands; taking account of the need for nationally significant infrastructure within their areas.

2.10 Throughout the document the NPPF focuses guidance to encourage those responsible for bringing forward development to recognise and respond to the needs of communities. Development should be of good design and appropriately located. National incentives and relevant local charges will help ensure local communities benefit directly from the increase in development that the Framework seeks to achieve. Revenue generated from development related contributions should help sustain local services, fund infrastructure and deliver environmental enhancement.

2.11 The NPPF also underlines at paragraph 175 that where practical Community Infrastructure Levy charges should be worked up and tested alongside the Local Plan. The Community Infrastructure Levy should support and incentivise new development, particularly by placing control over a meaningful proportion of the funds raised with the neighbourhoods where development takes place.

2.12 The NPPF provides clear direction at paragraph 177 that local planning authorities should ensure infrastructure is deliverable in a timely fashion with planning authorities required to understand both district wide as well as local requirements in preparing Local Plans.

## **CIL Regulations**

### ***The Community Infrastructure Levy Regulations 2010 (2011, 2012, 2013, 2014 and 2015 Amendments)***

2.13 CIL came into effect under the Community Infrastructure Levy Regulations 2010 and was subsequently amended in 2011, 2012, 2013, 2014 and 2015. The purpose of CIL is to provide developers with certainty over costs applicable to development and planning authorities with the flexibility to direct funds to infrastructure as appropriate. It represents a fundamental change from the current funding source through Section 106 obligations, meaning that CIL receipts can fund broader strategic infrastructure to support the growth of the area.

2.14 Section 106 obligations are currently the main mechanism by which new developments fund infrastructure. However, from April 2015, the regulations restrict the pooling of S106 contributions to no more than 5 obligations, and CIL will be the main mechanism for delivering off-site community infrastructure from developer contributions. Although CIL will become the main mechanism for collecting financial contributions from development, Section 106 obligations will still be used to deliver affordable housing and certain site-specific infrastructure needs and mitigation measures. In addition, section 278 agreements will still be used to secure highway improvements to mitigate the impact of new development.

2.15 CIL Regulations have placed limitations on the use of S106 planning obligations by:

- Putting the three tests on the use of planning obligations as set out in the NPPF on a statutory basis for developments which are capable of being charged the Levy;
- Ensuring the local use of the CIL and planning obligations does not overlap. It is important that the CIL Charging Schedule differentiates between any site specific infrastructure projects it intends to continue to seek through S106 contributions, to ensure no double counting takes place between items on the Regulation 123 list, and
- Limiting pooled contributions from planning obligations, from no more than five developments which may be funded by the Levy.

### ***Key elements of CIL***

2.16 In setting the CIL, the charging authority must aim to strike an appropriate balance between the desirability of funding infrastructure required to support the development of its area, (taking into account other sources of funding) and the potential effects of the CIL on the economic viability of development across its area.

2.17 CIL Regulations state that an adopted development plan including compliant infrastructure plans, as set out in a draft or adopted Local Plan are prerequisites for the adoption of CIL. Local authorities will adopt a CIL Charging Schedule that sets out the level of charge and indicative list of infrastructure projects to be funded.

2.18 Subject to viability considerations CIL can be levied on most types of new building development where the gross internal area of new build exceeds 100 square metres. That limit does not apply to new homes, and a charge can be levied on a single home of any size unless it is built by a 'self-builder' (See CIL Regulation 54A and 54B). Once adopted, CIL is mandatory for all eligible development and is chargeable on net additional new floorspace over 100 square metres gross internal area. It is based on a

calculation related to pounds (£) per square metre of development. All new build development will be expected to pay although the regulations do allow for the possibility to apply for CIL relief in regard to identified uses such as affordable housing.

### **Neighbourhood Proportion**

2.19 The CIL (Amendment) Regulations 2013 state that 25% of CIL funds collected from a development will be passed directly to the parish council in which the site is located, if there is an adopted Neighbourhood Plan in place. The amount is reduced to 15% (capped at £100 per existing council tax dwelling per year) in areas without an adopted Neighbourhood Plan. The funds are to be spent on infrastructure projects of their choice. In view of this it will be critical that the city, town and parish councils are fully aware of the implications on infrastructure delivery and work with Chichester District Council and West Sussex County Council and other infrastructure delivery commissioners in order that the provision of new local community facilities can be planned in partnership.

2.20 Whilst the CIL is intended to incentivise development at the local level it is critical that the collection and spend of receipts is managed in a holistic manner that balances local and plan-wide requirements. Often, the plan-wide infrastructure projects may still provide greater mitigation than a small scale project at a local level. These discussions will remain central to the prioritisation process discussed in chapter 4 to ensure the balance between local spend and contributions to larger projects remain appropriate.

### **Local Context**

2.21 The Chichester Local Plan: Key Policies 2014-2029 sets the strategic planning framework for development within the Chichester plan area. It includes strategic policies to manage growth and guide new development.

2.22 The Local Plan vision states:

*“By 2029, the Plan area will be a place where people can:*

- Find a range of jobs that match different skills and pay levels and meet their aspirations for employment;*
- Use their entrepreneurial flair to start and grow creative, innovative and competitive businesses;*
- Follow a socially responsible and more environmentally friendly way of life;*
- Pursue a healthy lifestyle and benefit from a sense of well-being supported by good access to education, health, leisure, open space and nature, sports and other essential facilities;*
- Enjoy a vibrant historic city, thriving towns and villages and areas of attractive, accessible and unspoilt harbours, coast and countryside;*
- Have a quality of life that is enriched through opportunities to enjoy our local culture, arts and a conserved and enhanced heritage;*
- Afford good quality homes to suit their incomes, needs and lifestyles;*
- Live in sustainable neighbourhoods supported by necessary infrastructure and facilities;*
- Feel safe and secure;*
- Move around safely and conveniently with opportunities to choose alternatives to car travel;*
- Take advantage of new communication technologies; and*

- *Feel a sense of community, and feel empowered to help shape its future”.*

2.23 Local Plan Policy 9 outlines contributions required by new developments. The supporting text to this policy acknowledges that contributions will be calculated taking into account provisions of the Community Infrastructure Levy Charging Schedule and some site specific infrastructure through S106 obligations. The Chichester CIL charges are shown in the table below and were established following viability work which struck an appropriate balance between the desirability for CIL funding of infrastructure and the effects of CIL on the economic viability of the district as a whole.

#### **CIL Charging Schedule**

<b>Use of Development</b>	<b>Proposed Levy (£/m<sup>2</sup>)</b>
*Residential – South of the District with 30% affordable housing	£120
*Residential – North of the District with 30% affordable housing	£200
Business (B1b, B1c, B2, B8)	£0
Retail (wholly or mainly convenience)	£125
Retail (wholly or mainly comparison)	£20
Purpose Built Student Housing	£30
Standard Charge (applies to all development not separately defined)	£0

\*With the exception of residential institutions (C2)

# 3 Infrastructure Projects

## Introduction

3.1 Ahead of prioritising infrastructure and considering its delivery against anticipated cashflow and funding opportunities it is necessary to consider infrastructure needs across the plan area in their totality. Consequently, the Infrastructure Business Plan process begins with the current appreciation in this IBP of all infrastructure requirements necessary to support the anticipated growth set out in the Local Plan to 2029. It has been prepared in accordance with Regulation 123 of the Community Infrastructure Levy Regulations 2010 (as amended) and builds upon the Regulation 123 list. As noted previously this project list will evolve as further details are known and the development trajectory refined but at this stage it remains a robust reflection of known requirements.

3.2 An Infrastructure Delivery Plan (IDP), October 2014 identified the infrastructure requirements associated with the planned growth across the Chichester Plan area to 2029. This IDP was submitted as supporting evidence to both the Local Plan and CIL Charging Schedule examinations.

3.3 The IDP has subsequently been updated in preparation of this Business Plan to reflect as accurately as possible the latest understanding of anticipated project requirements and to present a correct and fair indication of the infrastructure needs for the plan area up to 2029. The project lists presented in this chapter represent a refined infrastructure project list having been reviewed in detail by the IBP officers group between February and April of 2015. The project list has been reviewed in light of the following key factors and, therefore, the project list included within this IBP reflects current understanding and must not be taken to represent an exhaustive list of requirements through to 2029:

- Infrastructure demand levels and adequacy of the infrastructure project list based on the latest understanding of housing and other development proposals
- The timing of project delivery based on the latest housing trajectory (June 2015)
- Best information currently available for existing or planned infrastructure capacity across the plan area

3.4 It should be noted that costs identified for a project are indicative as, in many cases, full design and implementation costs have not yet been determined but that the amount stated is an appropriate and fair estimated value within the currently known parameter. The indicative project cost is based on 2015 figures and will be reviewed where necessary as part of the annual update of the Infrastructure Delivery Plan.

3.5 It is important to also note that the IBP has not currently assessed or estimated the likely requirement of ongoing costs associated to the provision of infrastructure and has focussed wholly on the capital requirement of projects. However, it is acknowledged that CIL allows for the provision to fund ongoing investment and maintenance, as well as revenue costs such as professional fees associated with bringing a project forward. An approach to the modelling and funding of such costs will need to be considered in more detail as the IBP is developed.

3.6 A summary of all projects (excluding Parish Projects) from all funding sources, categorised by spatial planning area, are detailed across the following tables.

### Potential Projects and Spending Profile for IBP from all funding sources

IBP Id	Term Time	Parish Cluster	Category	Funding Source	Scheme	Funding Sources	Cost Range	Total Maximum Cost £
IBP/195	Short term (2016-2021)	District Wide	Green Infrastructure	CIL	Ecological connectivity – improve connectivity within the local ecological networks, in particular between important habitats/corridors and development sites to facilitate species migration	CIL, Grant funding, Local fundraising	The costs of the works will vary depending on the location and extent of the works to be undertaken	
IBP/194	Short term (2016-2021)	District Wide	Green Infrastructure	CIL	Biodiversity Opportunity Areas – creation, restoration and enhancements of BAP habitats and wildlife corridors within the Biodiversity Opportunity Areas (BOA) and buffers around BOAs, across the District	CIL, Grant funding, Local fundraising	The costs of the works will vary depending on the location and extent of the works to be undertaken	
IBP/288	Short term (2016-2021)	District Wide	Green Infrastructure	Other	Local Drainage – Local watercourse network improvements	WSCC	£250k	£250,000.00
IBP/330	Short term (2016-2021)	East West Corridor	Education	CIL	Expansion of existing primary school(s) across the Chichester locality by up to 1/2 Form Entry	CIL & Basic Need Grant	£2 million for half form entry Subject to feasibility & site assessment	£2,000,000.00

IBP Id	Term Time	Parish Cluster	Category	Funding Source	Scheme	Funding Sources	Cost Range	Total Maximum Cost £
IBP/331	Short term (2016-2021)	East West Corridor	Education	CIL	Expansion of existing primary schools across the Bourne locality in excess of 1/2 Form Entry	CIL & Basic Need Grant	£2 million for half form entry Subject to feasibility & site assessment	£2,000,000.00
IBP/328	Short term (2016-2021)	East West Corridor	Education	S106	School site and provision of a new 1Form Entry primary school for the Tangmere SDL; the site should be expandable to 2 Form Entry	S106 & Basic Need Grant	£4.8 - £5.4m (1Form Entry) £8.3 - £9.5m (2Form Entry)	£5,400,000.00
IBP/327	Short term (2016-2021)	East West Corridor	Education	S106	School site and provision of a new primary school for the West of Chichester SDL; 1Form Entry initially but the site should be expandable to 2 Form Entry to accommodate the latter phases of development	S106 & Basic Need Grant	£4.8 - £5.4m (1Form Entry) £8.3 - £9.5m (2Form Entry)	£9,500,000.00
IBP/329	Short term (2016-2021)	East West Corridor	Education	S106	Site for a 1 Form Entry primary school expandable to 2 Form Entry with contributions towards a new 1 Form Entry primary school from Graylingwell site	S106 & Basic Need Grant	£4.8 - £5.4m (1Form Entry)	£5,400,000.00
IBP/305	Short term (2016-2021)	East West Corridor	Green Infrastructure	CIL	Provision of Artificial Grass Pitch/MUGA (Southbourne)	Bourne Community College, WSCC	£700k - £1m From WSCC, Developer contributions, Sport England, Bourne Community College	£1,000,000.00



IBP Id	Term Time	Parish Cluster	Category	Funding Source	Scheme	Funding Sources	Cost Range	Total Maximum Cost £
IBP/307	Short term (2016-2021)	East West Corridor	Green Infrastructure	CIL	Establishment and maintenance of an accessible Green Ring around the village of Southbourne, providing a variety of green infrastructure assets, including informal open space, allotments, a playing field, a footpath/cycleway network, children's play areas	Parish Council	£Unknown From Developer contributions, Sport England, Sustrans, WSCC	
IBP/304	Short term (2016-2021)	East West Corridor	Green Infrastructure	CIL	Provision of Youth facilities (Southbourne)	WSCC	£Unknown From WSCC, Developer contributions	
IBP/302	Short term (2016-2021)	East West Corridor	Green Infrastructure	CIL	Resite football club (Bosham)	Parish	£500k	£500,000.00
IBP/196	Short term (2016-2021)	East West Corridor	Green Infrastructure	CIL	Brandy Hole Copse – restoration and enhancement works at Brandy Hole local Nature Reserve	CIL	£10,000	£10,000.00
IBP/306	Short term (2016-2021)	East West Corridor	Green Infrastructure	CIL	Youth skate park (Southbourne)	Parish Council	£80k - £120k From WSCC, Developer contributions, Parish Council	£120,000.00
IBP/308	Short term (2016-2021)	East West Corridor	Green Infrastructure	S106	Amenity tree planting Harbour SPA Solent Disturbance & mitigation Project	Parish Council	£Unknown From Developer contributions, WSCC, CDC	

IBP Id	Term Time	Parish Cluster	Category	Funding Source	Scheme	Funding Sources	Cost Range	Total Maximum Cost £
IBP/191	Short term (2016-2021)	East West Corridor	Social Infrastructure	S106	Westhampnett – new Community Building	S106 (historic receipt). S106 to be secured. New Homes Bonus	Scale of building still to be determined based on complexity of bringing together two sites	
IBP/190	Short term (2016-2021)	East West Corridor	Social Infrastructure	S106	West of Chichester – Temporary community facilities	Provided by Developer under S106	Unknown	
IBP/189	Short term (2016-2021)	East West Corridor	Social Infrastructure	S106	Shopwhyke – Temporary community Facilities	Provide by Developer under S106	Unknown	
IBP/355	Short term (2016-2021)	East West Corridor	Transport	CIL	RTPI screens at key locations	CIL	£150,000 (20 screens)	£150,000.00
IBP/350	Short term (2016-2021)	East West Corridor	Transport	CIL	High intensity behaviour change programme (new commercial & residential development, existing employers & schools, personalised travel planning) for Chichester City	CIL	£120,000 per annum	£120,000.00
IBP/346	Short term (2016-2021)	East West Corridor	Transport	S106	Foot / cycle bridge across the A27 to Coach Road	S106	Directly providing	
IBP/347	Short term (2016-2021)	East West Corridor	Transport	S106	Shared footway / cycleway along south side of A27 to new access to Shopwhyke site	S106	Directly providing	
IBP/345	Short term (2016-2021)	East West Corridor	Transport	S106	Foot / cycle bridge across the A27 south of Portfield Roundabout	S106	Directly providing	

IBP Id	Term Time	Parish Cluster	Category	Funding Source	Scheme	Funding Sources	Cost Range	Total Maximum Cost £
IBP/344	Short term (2016-2021)	East West Corridor	Transport	S106	Kingsmead Avenue / Palmers Field Avenue traffic management	S106	Directly providing	
IBP/343	Short term (2016-2021)	East West Corridor	Transport	S106	Westhampnett Road / Portfield Way (nr Sainsbury's) junction improvement	S106	Directly providing	
IBP/341	Short term (2016-2021)	East West Corridor	Transport	S106	Graylingwell cycle route 2 along north side of Westhampnett Road (opp St James' Road to connect with existing footpath rear of Story Road)	S106	Directly providing	
IBP/340	Short term (2016-2021)	East West Corridor	Transport	S106	Graylingwell cycle route 1 Wellington Road – Oaklands Way	S106	Directly providing	
IBP/339	Short term (2016-2021)	East West Corridor	Transport	S106	A27 improvements to six junctions	S106	£12.8m	£12,800,000.00
IBP/342	Short term (2016-2021)	East West Corridor	Transport	S106	Toucan crossing on Oaklands Way	S106	Directly providing	
IBP/348	Short term (2016-2021)	East West Corridor	Transport	S106	Shopwyke Road diversion	S106	Directly providing	
IBP/332	Short term (2016-2021)	Manhood Peninsula	Education	CIL	Expansion of existing primary schools across the Manhood locality in excess of 1/2 FORM ENTRY	CIL & Basic Need Grant	£2 million for half form entry Subject to feasibility & site assessment	£2,000,000.00
IBP/292	Short term (2016-2021)	Manhood Peninsula	Green Infrastructure	CIL	Hunston – Local Drainage – Pelleys Farm Culvert Construction	WSCC est. £10k possible CDC £5k contribution	£20k	£20,000.00
IBP/289	Short term (2016-2021)	Manhood Peninsula	Green Infrastructure	CIL	Local Drainage – Crooked Lane, Birdham Surface Water Drainage Improvements	FDGIA/WSCC	£100k	£1,000,000.00

IBP Id	Term Time	Parish Cluster	Category	Funding Source	Scheme	Funding Sources	Cost Range	Total Maximum Cost £
IBP/290	Short term (2016-2021)	Manhood Peninsula	Green Infrastructure	CIL	Coast Protection – Selsey – Wittering Beach Management	FDGIA est. £750k CDC est. £250k shortfall £500k	£1.5m	£1,500,000.00
IBP/293	Short term (2016-2021)	Manhood Peninsula	Green Infrastructure	CIL	Local land Drainage – East Beach Sea Outfall	FDGIA / LA contributions shortfall est. £100k	£250k	£250,000.00
IBP/197	Short term (2016-2021)	Manhood Peninsula	Green Infrastructure	Other	FLOW Project (Fixing and Linking Our Wetlands) – improving and enhancing the wetlands habitat on the Manhood Peninsula	Heritage Lottery Funding (granted)	£216,000	£216,000.00
IBP/193	Short term (2016-2021)	Manhood Peninsula	Social Infrastructure	S106	Donnington Church Hall – extension	Local fundraising and private donations, S106, NHB or grants?	£250-300k	£300,000.00
IBP/349	Short term (2016-2021)	Manhood Peninsula	Transport	S106	A286 Birdham Road / B2201 (Selsey Tram Roundabout) junction improvement	S106	£150,000	£150,000.00
IBP/318	Short term (2016-2021)	North of the District	Green Infrastructure	CIL	New footpaths & Community Amenity Space (Kirdford)	CIL		
IBP/316	Short term (2016-2021)	North of the District	Green Infrastructure	CIL	To elevate footpath to North Hall (Loxwood)	CIL	£10k	
IBP/320	Short term (2016-2021)	North of the District	Green Infrastructure	CIL	New Road, Parking area and SUDS pond and play area (Kirdford)	CIL		
IBP/321	Short term (2016-2021)	North of the District	Social Infrastructure	CIL	Village Social & Recreational Hub (Kirdford)	CIL		

IBP Id	Term Time	Parish Cluster	Category	Funding Source	Scheme	Funding Sources	Cost Range	Total Maximum Cost £
IBP/317	Short term (2016-2021)	North of the District	Social Infrastructure	CIL	To increase car park capacity (Loxwood)	CIL	£7k	£500,000
IBP/319	Short term (2016-2021)	North of the District	Transport	CIL	Improve local footpaths, cycle tracks & equestrian ways (Kirdford)	CIL		
IBP/536	Short term (2016-2021)	North of the District	Education	CIL	Expansion of existing primary schools across the Billingshurst locality by up to 1/2 Form Entry	CIL and Basic Need Grant	£500k	

IBPId	Term Time	Parish Cluster	Category	Funding Source	Scheme	Funding Sources	Cost Range	Total Maximum Cost £
IBP/535	Medium to long term (2021-2029)	East West Corridor	Education	CIL	New 6 Form Entry secondary school may be required within the Plan period	CIL	£26.7 - £28.5m	£28,500,000.00
IBP/335	Medium to long term (2021-2029)	East West Corridor	Social Infrastructure	CIL	Library provision as part of a new community centre or school for the West of Chichester SDL; to include shelving and a self- service terminal	CIL	£75,000 - £100,000	£100,000.00
IBP/336	Medium to long term (2021-2029)	East West Corridor	Social Infrastructure	CIL	Library provision as part of a new community centre for the Tangmere SDL; to include shelving and a self- service terminal	CIL	£75,000 - £100,000	£100,000.00
IBP/337	Medium to long term (2021-2029)	East West Corridor	Social Infrastructure	CIL	Library provision as part of a new community facility for development to the east of the city; to include shelving and a self- service terminal	CIL	£75,000 - £100,000	£100,000.00
IBP/338	Medium to long term (2021-2029)	East West Corridor	Social Infrastructure	CIL	Expansion of the services provided by Southbourne Library	CIL	TBC	

IBP/192	Medium to long term (2021-2029)	East West Corridor	Social Infrastructure	CIL	Southbourne – replacement of Age Concern Building (multi-use community building)	Contributions to be sought form a number of Southbourne permissions	£500k broad estimate (assuming tenure of land secured without purchase)	£500,000.00
IBP/360	Medium to long term (2021-2029)	East West Corridor	Transport	CIL	Summersdale cycle route	CIL	£230,000	£230,000.00
IBP/351	Medium to long term (2021-2029)	East West Corridor	Transport	CIL	Chichester bus / rail interchange improvements	CIL	TBC	
IBP/352	Medium to long term (2021-2029)	East West Corridor	Transport	CIL	Northgate Gyratory junction improvement	CIL	£986,000 - £1.6m	£1,600,000.00
IBP/353	Medium to long term (2021-2029)	East West Corridor	Transport	CIL	Westhampnett Road/ St Pancras/ Spitalfield Lane/ St James Road double mini roundabouts junction improvement	CIL	£1.8m - £2.1m	£2,100,000.00
IBP/354	Medium to long term (2021-2029)	East West Corridor	Transport	CIL	Bus lane along A259 approaching Bognor Road Roundabout	CIL	£1.2m	£1,200,000.00
IBP/356	Medium to long term (2021-2029)	East West Corridor	Transport	CIL	Variable Message Signing (VMS)	CIL	£8,000	£8,000.00
IBP/357	Medium to long term (2021-2029)	East West Corridor	Transport	CIL	Southgate Gyratory junction improvement	CIL	£200,000	£200,000.00
IBP/359	Medium to long term (2021-2029)	East West Corridor	Transport	CIL	Portfield cycle route	CIL	£120,000	£120,000.00

IBP/358	Medium to long term (2021-2029)	East West Corridor	Transport	CIL	Gap-filling to complete the Chichester Cycle Network	CIL	£500,000	£500,000.00
IBP/291	Medium to long term (2021-2029)	East West Corridor	Green Infrastructure	CIL	Local Drainage – The Avenue, Hambrook Watercourse re-construction	None	£10k	£10,000.00
IBP/303	Medium to long term (2021-2029)	East West Corridor	Green Infrastructure	CIL	New Sports pitch (Bosham)	Parish/WSCC	£100k From WSCC	£100,000.00
IBP/364	Medium to long term (2021-2029)	East West Corridor	Transport	S106	Chichester - Tangmere cycle route	S106	£630,000	£630,000.00
IBP/365	Medium to long term (2021-2029)	East West Corridor	Transport	S106	Road link between A27 / A285 junction and Tangmere Road	S106	Subject to masterplanning work and TA	
IBP/366	Medium to long term (2021-2029)	East West Corridor	Transport	S106	North / south link road for West of Chichester SDL	S106	TBC	
IBP/367	Medium to long term (2021-2029)	East West Corridor	Transport	S106	St Paul's cycle route	S106	£140,000	£140,000.00
IBP/368	Medium to long term (2021-2029)	East West Corridor	Transport	S106	Parklands cycle route	S106	£440,000	£440,000.00
IBP/369	Medium to long term (2021-2029)	East West Corridor	Transport	S106	Sherborne Road traffic calming	S106	TBC	
IBP/370	Medium to long term (2021-2029)	East West Corridor	Transport	S106	Sherborne Road / St Paul's Road junction improvement	S106	£540,000	£540,000.00
IBP/371	Medium to long term (2021-2029)	East West Corridor	Transport	S106	Cathedral Way / Via Ravenna junction improvement	S106	£170,000	£170,000.00

IBP/361	Medium to long term (2021-2029)	Manhood Peninsula	Transport	CIL	Chichester – Selsey cycle route	CIL	TBC	
IBP/362	Medium to long term (2021-2029)	Manhood Peninsula	Transport	CIL	Selsey – Witterings cycle route	CIL	£200,000	£200,000.00
IBP/363	Medium to long term (2021-2029)	Manhood Peninsula	Transport	CIL	B2145 / B2166 junction improvement	CIL	£100,000	£100,000.00
IBP/376	Medium to long term (2021-2029)	Manhood Peninsula	Transport	CIL	Green links across the Manhood. (GlaM project). Pagham to Medmerry Trail – provision of public footpath and permissive cycle route to B2145 to access track that circles the new EA tidal bund.	CIL	£200,000	£200,000.00
IBP/287	Medium to long term (2021-2029)	Manhood Peninsula	Green Infrastructure	CIL	Coast Protection – Selsey East Beach – Raising of the Sea Wall	FDGIA, a contribution likely to be required (shortfall)	£5m	£5,000,000.00
IBP/570	Medium to long term (2021-2029)	Manhood Peninsula	Green Infrastructure	CIL	Coast Protection - Selsey – Wittering Beach Management 2021-2026	FDGIA est. £750k CDC est. £250k	£1,000,000	£1,000,000.00
IBP/333	Medium to long term (2021-2029)	North of the District	Education	CIL	Expansion of existing primary schools across the Billingshurst locality by up to 1/2 Form Entry	CIL & WSCC (including Basic Need Grant)	£2 million for half form entry Subject to feasibility & site assessment	£1,500,000.00



## 4 CIL Infrastructure Prioritisation

4.1 This section sets out the appropriate approach towards prioritisation of projects to be funded via CIL through the IBP. This draws upon the evidence base and Regulation 123 list that supported adoption of the CIL Charging Schedule. The approach taken within the IBP will be subject to review and iteration when the IBP is updated on an annual basis. This approach will inform regular updates to the Infrastructure Project list to ensure appropriate categorisation of projects against the development trajectory.

### **The Need to Prioritise Infrastructure**

4.2 Chichester District Council recognises that the ability to fund required infrastructure to support projected growth across the plan period requires a robust understanding of the anticipated cashflow. It is very unlikely that CIL receipts will ever be sufficient to fund all infrastructure required within the plan area. It is therefore necessary to prioritise the infrastructure projects in most need of CIL funding, and to begin to identify and understand the requirements for additional funding towards particular projects.

4.3 This IBP represents the outcome of a considered approach to delivery that will effectively manage the demand and call on resources. In addition to agreement between stakeholders that have informed this IBP, it is critical that delivery partners recognise the importance of this plan and play their part in ensuring that the infrastructure for which they are responsible is delivered on time.

4.4 The document sets out an appreciation of development timescales and the infrastructure requirements aligned to this trajectory to form the basis for the allocation of CIL receipts. At all stages and points of spend and collection, the relationship between plan-wide, area based, and City, Town, and Parish Council projects will be critical and may need coordination.

4.5 The role of CIL in providing mitigating infrastructure as well as supporting viability of key development sites is recognised and therefore the strategic direction of prioritised spend is central to the IBP process.

### **The Approach towards Infrastructure Prioritisation**

4.6 Establishing a detailed understanding of infrastructure delivery is multi-faceted and requires consideration of a number of inter-dependent factors:

- *The Development Trajectory*
- *Prioritisation of Infrastructure Projects*
- *Phasing of infrastructure*

### ***The Development Trajectory***

4.7 Infrastructure delivery is intrinsically aligned to growth and the necessity to mitigate the impacts arising from development. It is imperative that the phasing of infrastructure represents current development agreements and anticipated trajectories moving forward.

4.8 The Local Plan sets the strategic spatial planning framework for the Chichester plan area, detailing a development strategy up to 2029 and the local context for considering the long-term social, economic, environmental and resource impacts of development.

4.9 Policy 4 of the Local Plan sets out a target of 7,388 homes to be built from 2012 to 2029. This IBP is informed by the detailed development trajectories that are anticipated to deliver this growth and will need to remain reviewed in accordance with future agreements and trajectories. The Monitoring Framework implemented by CDC will be central to this process and ensure achieved and anticipated growth directly informs the IBP.

### ***Prioritisation of Infrastructure Projects***

4.10 Following the identification of all currently identified Infrastructure Projects (for the whole plan period set out in Appendix A and for the first five years in Section 3) the IBP seeks to align each project a level of priority. This will distinguish those projects critical to enabling development and mitigating infrastructure compared to those that are important to deliver good place making principles, but would be appropriate to deliver at a later date.

<b>Category</b>	<b>Definition</b>
<b>Critical Infrastructure</b>	Infrastructure that must happen to enable growth, i.e. it is a prerequisite to unlock any future works without which development cannot proceed. These infrastructure items are 'blockers' or 'showstoppers', they are most common in relation to transport and utilities infrastructure and are usually linked to triggers controlling the commencement of development activity. It also includes Essential Services that are required to facilitate growth or be delivered in advance of residential/commercial development, i.e. connection to the potable and wastewater network.
<b>Essential Infrastructure</b>	Infrastructure that is essential and considered necessary in order to mitigate impacts arising from the operation of the development. These are projects which are usually identified as required mitigation in EIA/SEA/HRA/TIA testing to make the proposed development acceptable in planning terms and are directly related to the proposed development. These items are most common in relation to trips and population generated by the development (including school places, health requirements and public transport (service Projects), and are usually linked to triggers controlling the occupation of development sites.
<b>Policy High Priority Infrastructure</b>	Infrastructure that is required to support wider strategic or site specific objectives which are set out in planning policy or subject to a statutory duty, but would not necessarily prevent development from occurring. This type of infrastructure has a less direct relationship with additional population creating additional need, and is more influenced by whether a person chooses to use this facility or service (including use of community facilities and libraries and use of sports facilities).

## Desirable Infrastructure

Infrastructure that is required for sustainable growth but is unlikely to prevent development in the short to medium term. This is often aligned to placemaking objectives without being essential for development to come forward.

Within the categories outlined above, further refinement could be used in order to evaluate and compare projects within each category which would influence the priorities. These could include factors such as:

- Whether neighbouring parishes are prepared to act as a cluster and pool their CIL monies to fund infrastructure projects of mutual benefit to them
- Value for money
- Number of jobs created
- Number of homes provided
- Deliverability and sustainability (whether the project is “ready to go”)
- Risk
- Other Identified funding sources to contribute towards CIL projects
- Existing infrastructure capacity.
- Direct links to the Local Plan Vision /policies
- Alignment with delivery partners plans/programmes
- Whether the project could be delivered another way/or through another source of funding
- Whether the project will lead to efficiencies.

1.14 The final element that supports the prioritisation of infrastructure is to ensure an appreciation of the necessary phasing of infrastructure requirements. It is this stage that is central to the Infrastructure Business Plan as it represents the primary evidence base for anticipating cash-flow from infrastructure spending against the receipt of CIL Payments.

1.15 The infrastructure prioritisation process is illustrated in the diagram in Appendix C.

# 5 CIL Implementation Plan

5.1. Having outlined all currently identified infrastructure projects under this IBP by Spatial Planning Area and category type in Chapter 3, and outlined the recommended approach towards prioritising that full list of projects, this chapter presents the results of that prioritisation of infrastructure projects for each area. This chapter focuses specifically on those projects identified as potentially funded through CIL income receipts (whether part of wholly funded). The table in chapter 3, paragraph 3.6 also identifies projects to be funded through S106 and other funding sources in order to provide a complete picture of how infrastructure will be provided in this first five years. The full schedule setting out the long list of projects put forward by partners during the life of the Local Plan to 2029 is set out in Appendix A.

Short term CIL Implementation Action Plan 2016-2021							
Prioritisation	Location	Project type	Project name	Project Status	Estimated cost and other funding sources	Amount sought from CIL at present	Amount to be granted from CIL by year
Critical	No CIL projects						
Essential IBP/330	East-West Corridor Chichester locality	Education – primary schools	Expansion of existing primary school(s) across the Chichester locality by up to 1/2 Form Entry	Select for CIL funding provided other funding sources are found to contribute to the overall costs as the County Council has a statutory duty to provide school places	£2m for ½ Form Entry (subject to feasibility & site assessment)  Basic Needs Grant will need to be secured for this project to reduce the funding required from CIL	£2m	<b>£1m in year 2018/19</b>
Essential IBP/331	East-West Corridor Bourne locality	Education – primary schools	Expansion of existing primary schools across the Bourne locality in excess of 1/2 Form Entry	Select for CIL funding provided other funding sources are found to contribute to the overall costs as the County Council has a statutory duty to provide school places	£2m for ½ Form Entry (subject to feasibility & site assessment)  Basic Needs Grant will need to be secured for this project to reduce the funding required from CIL	£2m	<b>£1m in year 2019/20</b>

Essential IBP/332	Manhood Peninsula Manhood locality	Education – primary schools	Expansion of existing primary schools across the Manhood locality in excess of 1/2 Form Entry	Select for CIL funding provided other funding sources are found to contribute to the overall costs as the County Council has a statutory duty to provide school places	£2m for ½ Form Entry (subject to feasibility & site assessment)  Basic Needs Grant will need to be secured for this project to reduce the funding required from CIL	£2m	<b>£1m in year 2020/21</b>
Essential IBP/536	North of the District	Primary, Secondary, sixth form and special educational needs	Expansion of existing primary schools across the Billingshurst locality by up to 1/2 Form Entry	Select for CIL funding provided other funding sources are found to contribute to the overall costs as the County Council has a statutory duty to provide school places	£500,000 for school places within this phase (subject to feasibility & site assessment)  Basic Needs Grant will need to be secured for this project to reduce the funding required from CIL	£500,000	<b>£250,000 in year 2019/20</b>
Essential IBP/398	East-West Corridor Chichester City (W of Chichester SDL)	Community Healthcare/primary Care facilities/improvements	Medical Centre	Select for CIL funding provided the majority of the costs are found from other sources. This project can demonstrate that it will assist the growth of the area.	£3.3m total NHS sources/LIFT/Third party development (£2m expected to be funded from LIFT)	£1.3m	<b>£1.3m in year 2020/21</b>
Essential IBP/533	East-West Corridor Chichester City	Public and Community Services - Ambulance	Chichester South Ambulance Community Response Post  Changes to the Ambulance Service infrastructure to meet projected patient	Select for CIL funding as this project can demonstrate that it will assist the growth of the area	£45k	£45k	<b>£45k in year 2016/17</b>

Essential IBP/532	East-West Corridor Chichester City	Public and Community Services - Ambulance	<p>demand, will include the establishment of additional “cover points” (Ambulance Community Response Posts) in the Northern and Southern areas of Chichester. These operating units will be supported by/from the Chichester Make Ready Centre (MRC), located in Tangmere</p> <p>Chichester North Ambulance Community Response Post</p> <p>Changes to the Ambulance Service infrastructure to meet projected patient demand, will include the establishment of additional “cover points” (Ambulance Community Response Posts) in the Northern and Southern areas of Chichester. These operating units will be supported by/from the Chichester Make Ready Centre (MRC), located in Tangmere</p>	Select for CIL funding as this project can demonstrate that it will assist the growth of the area	£58k	£58k	<b>£58k in year 2016/17</b>
Essential IBP/350	East-West Corridor Chichester City	Smarter Choices	<p>High intensity behaviour change programme (new commercial &amp; residential development, existing employers &amp; schools, personalised travel planning) for Chichester City</p>	Select for CIL funding as this project can demonstrate that it will assist the growth of the area	£240k	£240k	<b>£120k in each year from 2016 to 2021</b>
Policy High IBP/195	District-wide	Biodiversity measures	Ecological connectivity – improve connectivity within the local	Not selected at this stage due to lack of	Cost unknown	Grant funding, Local fundraising	£0

Policy High IBP/194	District-wide	Biodiversity measures	ecological networks, in particular between important habitats/corridors and development sites to facilitate species migration Biodiversity Opportunity Areas – creation, restoration and enhancements of BAP habitats and wildlife corridors within the Biodiversity Opportunity Areas (BOA) and buffers around BOAs, across the District	details Not selected at this stage due to lack of details	Cost unknown Grant funding, Local fundraising			£0
Policy High IBP/196	East-West Corridor Chichester City	Biodiversity measures	Brandy Hole Copse – restoration and enhancement works at Brandy Hole Local Nature Reserve	Select for CIL funding as this project supports the growth of the area	£10,000	£10,000		<b>£10k in year 2020/21</b>
Policy High IBP/307	East-West corridor Southbourne	Green Infrastructure	Establishment and maintenance of an accessible Green Ring around the village of Southbourne, providing a variety of green infrastructure assets, including informal open space, allotments, a playing field, a footpath/cycleway network, children’s play areas	Once costs and other funding sources are known this project could be selected for CIL funding as this project supports the growth of the area	Cost unknown Sport England, Sustrans, WSCC Parish Council			£0
Policy High IBP/292	Manhood Peninsula Hunston	Flood and coastal erosion risk management	Hunston - Local Drainage - Pelleys Farm Culvert Construction	Not selected for CIL funding because this project does not support the growth of the area during this phase. However it could be a	£20k WSCC est £10k Possible CDC £5k	£5k at least		£0

Policy High IBP/290	Manhood Peninsula	Flood and coastal erosion risk management	Coastal protection – Selsey to Wittering beach management	reserved project for a later phase. Not selected for CIL funding because this project does not support the growth of the area	£1m FDGIA est £750k CDC £250k	£0k provided that the expected funding from other sources is obtained	£0
Policy High IBP/293	Manhood Peninsula Selsey	Flood and coastal erosion risk management	Local land Drainage - East Beach Sea Outfall	Selected for CIL funding if the majority of money is funded from other sources. This project can demonstrate that it can assist the growth of the area.	£250k FDGIA / LA contributions £150k	£100k	<b>£100k in year 2020/21</b>
Policy High IBP/289	Manhood Peninsula Birdham	Flood and coastal erosion risk management	Local Drainage - Crooked Lane, Birdham Surface Water Drainage Improvements	Not selected for CIL funding because this project does not support the growth of the area	£100k FDGIA/WSCC	Unknown at present	£0
Policy High IBP/355	East-West Corridor Chichester City	Smarter Choices and promote sustainable modes of transport	RTPI screens at key locations	Select for CIL funding as this project supports the growth of the area.	£150,000 (20 screens)	£150k	<b>£150,000 in year 2020/21</b>
Desirable IBP/306	East-West Corridor Southbourne	Playing fields, sports pitches, related build and children's play areas	Youth skate park (Southbourne Playing fields, sports pitches, related build and children's play areas)	Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the	£80k - £120k From WSCC, Developer contributions, Parish Council	£120k	£0



				growth of the area			
Desirable IBP/305	East-West Corridor Southbourne	Playing fields, sports pitches, related build and children's play areas	Provision of Artificial Grass Pitch/MUGA (Southbourne)	Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	£700k - £1m From WSCC, Developer contributions, Sport England, Bourne Community College	£1m	£0
Desirable IBP/304	East-West Corridor Southbourne	Playing fields, sports pitches, related build and children's play areas	Provision of Youth facilities (Southbourne)	Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	Cost unknown WSCC, Developer contributions		£0
Desirable IBP/302	East-West Corridor Bosham	Playing fields, sports pitches, related build and children's play areas	Re-site football club (Bosham) Shared use of recreation ground public/school/FC unsatisfactory & prohibitive to promotion/advancement	Not selected for CIL funding because this project does not support the growth of the area	£500k Parish	£500k	£0
Desirable IBP/318	North of the District Kirdford	Landscaping, planting and woodland creation and public rights of way	New footpaths & Community Amenity Space Development Site North of Village, (Kirdford)	Parish to consider funding from their CIL. Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the	Cost unknown		£0

Desirable IBP/320	North of the District Kirdford	Public open space	New Road, Parking area and SUDS pond and play area , Butts Common (Kirdford)	area Parish to consider funding from their CIL . Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	Cost unknown		£0
Desirable IBP/534	East-West Corridor Chichester City	Public and Community Services - Police	Part refurbishment of Chichester Police Station	Not selected as Police are directly funded from Council tax . The refurbishment should fit the police funded budget identified	£1m £700k self fund via Sussex Police capital budget.	£300k	£0
Desirable IBP/321	North of the District Kirdford	Community facilities	Village Social & Recreational Hub On land south east of Townfield (Kirdford)	Parish to consider funding from their CIL. Once costs and other funding sources are identified this project could be selected for CIL funding as this project supports the growth of the area	Cost unknown		£0
Desirable IBP/319	North of the District Loxwood	Cycle and pedestrian infrastructure	Improve local footpaths, cycle tracks & equestrian ways parishwide (Kirdford)	Parish to consider funding from their CIL. Once costs and other	Cost unknown		£0

funding  
sources are  
identified this  
project could  
be selected for  
CIL funding as  
this project  
supports the  
growth of the  
area

# 6 Cashflow and Spending Plan

## Introduction

6.1 This IBP helps to explain the identified priority infrastructure project requirements across the numerous geographies of the Chichester Local Plan area to date and to establish the potential cost of delivering the infrastructure. This section of the IBP builds upon the project costs identified previously and explores the potential funding streams that could meet those costs. An estimation of CIL receipts has been included based on the current housing site trajectory and the current CIL charging rates.

6.2 The identification of likely cash flow provides an opportunity to review the projects which require priority funding through the CIL income stream.

## Estimated CIL Receipt Income

6.3 For the purposes of this IBP an estimation of CIL receipts between 2016 and 2029 has been calculated. This information will be updated as further information becomes available. Until the CIL liability is actually known it can only ever be a best estimate, and it has been based on the following assumptions:

- The trajectory of June 2015 has been used.
- An average residential unit has been applied at 90sqm internal floorspace
- An affordable housing rate of 30% has been applied to all developments.
- Calculations are based on a CIL rate of £120sqm for development in the south of the plan area and £200sqm in the north of the plan area. No index linking has been applied to account for inflation over time.
- It does not take into account the payment by instalment policy, so in practice there will be a time delay in the CIL money being collected, particularly for larger schemes.
- No account has been taken for CIL receipts collected from retail or student housing, this is because these projects are speculative in nature and as such do not have a timeframe attached to them.
- It also does not take account of the 5% allowed to be used for administration of the CIL.

**Potential CIL revenue from planned housing in Chichester Local Plan period to 2029**  
**CIL revenue by parish (updated 25 June 2015)**

Parish <sup>1</sup>	Housing provision in Chichester Local Plan: Key Policies	Remaining Local Plan housing requirement following permissions granted	Total identified housing potential <sup>2</sup>	Proposed CIL charging rate per sq.m	Potential CIL revenue from housing development <sup>3</sup>
<b>East-West Corridor</b>					
Bosham	50	50	50	£120	£378,000
Boxgrove	25	25	25	£120	£189,000
Chichester city					
- <i>West of Chichester</i>	1,250	1,250	1,250	£120	£9,450,000
- <i>Westhampnett/NEC (part)</i>	200	200	200	£120	£1,512,000
- <i>Chichester City North</i>			130	£120	£982,800
- <i>Other identified sites</i>			34	£120	£257,040
- <i>Chichester parish housing</i>	235	201	201	£120	£1,519,560
Chichester total	1,685	1,651	1,815		£13,721,400
Chidham & Hambrook	25	0	0	£120	£0
Fishbourne	50	25	40	£120	£302,400
Funtington (part)	0	0	0	£120	£0
Lavant (part)	0	0	0	£120	£0
Oving (inc Shopwyke SDL)	500	0	0	£120	£0
Southbourne					
- <i>Southbourne village</i>	300	53	55	£120	£415,800
- <i>Elsewhere in parish</i>	50	50	50	£120	£378,000
Southbourne total	350	103	105		793,800
Tangmere (including SDL)	1,000	1,000	1,049	£120	£7,930,440
West Thorney	0	0	0	£120	£0
Westbourne	25	25	25	£120	£189,000
Westhampnett (part of SDL)	300	300	300	£120	£2,268,000
<b>Sub-total</b>	<b>4,010</b>	<b>3,179</b>	<b>3,409</b>		<b>£25,772,040</b>
<b>Manhood Peninsula</b>					
Appledram	0	0	0	£120	£0

Birdham	50	0	0	£120	£0
Donnington	50	0	16	£120	£120,960
Earnley	0	0	0	£120	£0
East Wittering & Bracklesham	180	130	130	£120	£982,800
Hunston	25	7	7	£120	£52,920
North Mundham	25	0	0	£120	£0
Selsey	150	0	0	£120	£0
Sidlesham	0	0	0	£120	£0
West Itchenor	0	0	0	£120	£0
West Wittering	50	0	0	£120	£0
<b>Sub-total</b>	<b>530</b>	<b>137</b>	<b>153</b>		<b>£1,156,680</b>
<b>Plan Area (North)</b>					
Lynchmere	10	10	10	£200	£126,000
Kirdford	60	60	60	£200	£756,000
Loxwood	60	43	43	£200	£541,800
Plaistow & Ifold	10	10	10	£200	£126,000
Wisborough Green	60	25	33	£200	£415,800
<b>Sub-total</b>	<b>200</b>	<b>148</b>	<b>156</b>		<b>£1,965,600</b>
<b>TOTAL</b>	<b>4,740</b>	<b>3,464</b>	<b>3,718</b>		<b>£28,894,320</b>

## Notes:

<sup>1</sup> Small parts of the parishes of Eartham, Ebernoe, Fernhurst, Northchapel, Petworth and Stoughton fall within the Chichester Local Plan area, but are unlikely to deliver new housing within the Plan period.

<sup>2</sup> Includes additional housing proposed in draft neighbourhood plans and other identified sites within existing settlement boundaries (e.g SHLAA sites)

<sup>3</sup> Assumes average size of residential units to be built = 90 sq.m & 30% affordable housing (CIL exempt)

This shows that the CIL is expected to raise approximately **£29m** over the lifetime of the plan.

The amount showing the estimated amount of CIL to be passed to the Town and Parish Councils is shown in the tables below

**Potential parish level CIL receipts assuming adopted neighbourhood plans (25% of CIL receipts)**

	Projected CIL receipts							
	2016-17	2017-18	2018-19	2019-20	2020-21	Total 2016-2021	Total 2021-2029	Total 2016-2029
<b>East-West Corridor</b>								
Bosham	£0	£0	£0	£0	£0	£0	£94,500	£94,500
Boxgrove	£0	£0	£0	£0	£0	£0	£47,250	£47,250
Chichester city								
- West of Chichester	£0	£0	£0	£236,250	£236,250	£472,500	£1,890,000	£2,362,500
- Westhampnett/NEC (part)	£0	£0	£0	£0	£0	£0	£378,000	£378,000
- Chichester City North	£56,700	£94,500	£94,500	£0	£0	£245,700	£0	£245,700
- Other identified sites	£24,570	£0	£0	£0	£0	£24,570	£39,690	£64,260
- Chichester parish housing	£0	£0	£0	£0	£0	£0	£379,890	£379,890
Chichester total	£81,270	£94,500	£94,500	£236,250	£236,250	£742,770	£2,687,580	£3,430,350
Chidham & Hambrook	£0	£0	£0	£0	£0	£0	£0	£0
Fishbourne	£0	£47,250	£0	£0	£0	£47,250	£28,350	£75,600
Funtington (part)	£0	£0	£0	£0	£0	£0	£0	£0
Lavant (part)	£0	£0	£0	£0	£0	£0	£0	£0
Oving (inc Shopwyke SDL)	£0	£0	£0	£0	£0	£0	£0	£0
Southbourne								
- Southbourne village	£0	£0	£0	£0	£75,600	£75,600	£28,350	£103,950
- Elsewhere in parish	£0	£32,130	£32,130	£30,240	£0	£94,500	£0	£94,500
Southbourne total	£0	£32,130	£32,130	£30,240	£75,600	£170,100	£28,350	£198,450
Tangmere (including SDL)	£0	£0	£0	£189,000	£189,000	£378,000	£1,604,610	£1,982,610
West Thorney	£0	£0	£0	£0	£0	£0	£0	£0
Westbourne	£0	£0	£0	£0	£0	£0	£47,250	£47,250
Westhampnett (part of SDL)	£0	£0	£0	£189,000	£189,000	£378,000	£189,000	£567,000
<b>Sub-total</b>	<b>£81,270</b>	<b>£173,880</b>	<b>£126,630</b>	<b>£644,490</b>	<b>£689,850</b>	<b>£1,716,120</b>	<b>£4,726,890</b>	<b>£6,443,010</b>
<b>Manhood Peninsula</b>								
Appledram	£0	£0	£0	£0	£0	£0	£0	£0
Birdham	£0	£0	£0	£0	£0	£0	£0	£0
Donnington	£30,240	£0	£0	£0	£0	£30,240	£0	£30,240
Earnley	£0	£0	£0	£0	£0	£0	£0	£0

East Wittering & Bracklesham	£0	£0	£0	£0	£0	£0	£245,700	£245,700
Hunston	£0	£0	£0	£0	£0	£0	£13,230	£13,230
North Mundham	£0	£0	£0	£0	£0	£0	£0	£0
Selsey	£0	£0	£0	£0	£0	£0	£0	£0
Sidlesham	£0	£0	£0	£0	£0	£0	£0	£0
West Itchenor	£0	£0	£0	£0	£0	£0	£0	£0
West Wittering	£0	£0	£0	£0	£0	£0	£0	£0
<b>Sub-total</b>	<b>£30,240</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£30,240</b>	<b>£258,930</b>	<b>£289,170</b>
<b>Plan Area (North)</b>								
Lynchmere	£0	£0	£0	£0	£0	£0	£31,500	£31,500
Kirdford	£31,500	£31,500	£31,500	£31,500	£15,750	£141,750	£47,250	£189,000
Loxwood	£0	£34,650	£34,650	£34,650	£31,500	£135,450	£0	£135,450
Plaistow & Ifold	£0	£0	£0	£0	£0	£0	£31,500	£31,500
Wisborough Green	£0	£0	£34,650	£0	£0	£34,650	£69,300	£103,950
<b>Sub-total</b>	<b>£31,500</b>	<b>£66,150</b>	<b>£100,800</b>	<b>£66,150</b>	<b>£47,250</b>	<b>£311,850</b>	<b>£179,550</b>	<b>£491,400</b>
<b>TOTAL</b>	<b>£143,010</b>	<b>£240,030</b>	<b>£227,430</b>	<b>£710,640</b>	<b>£737,100</b>	<b>£2,058,210</b>	<b>£5,165,370</b>	<b>£7,223,580</b>

**Potential parish level CIL receipts assuming no neighbourhood plans (15% of CIL receipts)**

	Projected CIL receipts							
	2016-17	2017-18	2018-19	2019-20	2020-21	Total 2016-2021	Total 2021-2029	Total 2016-2029
<b>East-West Corridor</b>								
Bosham	£0	£0	£0	£0	£0	£0	£56,700	£56,700
Boxgrove	£0	£0	£0	£0	£0	£0	£28,350	£28,350
Chichester city								
- West of Chichester	£0	£0	£0	£141,750	£141,750	£283,500	£1,134,000	£1,417,500
- Westhampnett/NEC (part)	£0	£0	£0	£0	£0	£0	£226,800	£226,800
- Chichester City North	£34,020	£56,700	£56,700	£0	£0	£147,420	£0	£147,420
- Other identified sites	£14,742	£0	£0	£0	£0	£14,742	£23,814	£38,556
- Chichester parish housing	£0	£0	£0	£0	£0	£0	£227,934	£227,934
Chichester total	£48,762	£56,700	£56,700	£141,750	£141,750	£445,662	£1,612,548	£2,058,210
Chidham & Hambrook	£0	£0	£0	£0	£0	£0	£0	£0
Fishbourne	£0	£28,350	£0	£0	£0	£28,350	£17,010	£45,360



Funtington (part)	£0	£0	£0	£0	£0	£0	£0	£0
Lavant (part)	£0	£0	£0	£0	£0	£0	£0	£0
Oving (inc Shopwyke SDL)	£0	£0	£0	£0	£0	£0	£0	£0
Southbourne								
- Southbourne village	£0	£0	£0	£0	£45,360	£45,360	£17,010	£62,370
- Elsewhere in parish	£0	£19,278	£19,278	£18,144	£0	£56,700	£0	£56,700
Southbourne total	£0	£19,278	£19,278	£18,144	£45,360	£102,060	£17,010	£119,070
Tangmere (including SDL) <sup>1</sup>	£0	£0	£0	£113,400	£113,400	£226,800	£930,400	£1,189,566
West Thorney	£0	£0	£0	£0	£0	£0	£0	£0
Westbourne	£0	£0	£0	£0	£0	£0	£28,350	£28,350
Westhampnett (part of SDL) <sup>2</sup>	£0	£0	£0	£32,900	£32,900	£65,800	£32,900	£98,700
<b>Sub-total</b>	<b>£48,762</b>	<b>£104,328</b>	<b>£75,978</b>	<b>£306,194</b>	<b>£333,410</b>	<b>£868,672</b>	<b>£2,723,268</b>	<b>£3,624,306</b>
<b>Manhood Peninsula</b>								
Appledram	£0	£0	£0	£0	£0	£0	£0	£0
Birdham	£0	£0	£0	£0	£0	£0	£0	£0
Donnington	£18,144	£0	£0	£0	£0	£18,144	£0	£18,144
Earnley	£0	£0	£0	£0	£0	£0	£0	£0
East Wittering & Bracklesham	£0	£0	£0	£0	£0	£0	£147,420	£147,420
Hunston	£0	£0	£0	£0	£0	£0	£7,938	£7,938
North Mundham	£0	£0	£0	£0	£0	£0	£0	£0
Selsey	£0	£0	£0	£0	£0	£0	£0	£0
Sidlesham	£0	£0	£0	£0	£0	£0	£0	£0
West Itchenor	£0	£0	£0	£0	£0	£0	£0	£0
West Wittering	£0	£0	£0	£0	£0	£0	£0	£0
<b>Sub-total</b>	<b>£18,144</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£18,144</b>	<b>£155,358</b>	<b>£173,502</b>
<b>Plan Area (North)</b>								
Lynchmere	£0	£0	£0	£0	£0	£0	£18,900	£18,900
Kirdford <sup>3</sup>	£31,500	£31,500	£31,500	£31,500	£15,750	£141,750	£47,250	£189,000
Loxwood <sup>3</sup>	£0	£34,650	£34,650	£34,650	£31,500	£135,450	£0	£135,450
Plaistow & Ifold	£0	£0	£0	£0	£0	£0	£18,900	£18,900
Wisborough Green	£0	£0	£20,790	£0	£0	£20,790	£41,580	£62,370
<b>Sub-total</b>	<b>£31,500</b>	<b>£52,290</b>	<b>£73,080</b>	<b>£52,290</b>	<b>£34,650</b>	<b>£243,810</b>	<b>£126,630</b>	<b>£370,440</b>
<b>TOTAL</b>	<b>£98,406</b>	<b>£156,618</b>	<b>£149,058</b>	<b>£358,484</b>	<b>£368,060</b>	<b>£1,130,626</b>	<b>£3,005,256</b>	<b>£4,168,248</b>

Notes:

<sup>1</sup> Tangmere Parish annual CIL receipt would be capped at £116,300

<sup>2</sup> Westhampnett Parish annual CIL receipt would be capped at £32,900

<sup>3</sup> Neighbourhood plan already in place so 25% CIL receipts already guaranteed

The tables below show the potential CIL receipts by geographical sub area by phase, and identifies that **£8m** is available to contribute to the priorities identified during this period inclusive of parish proportion or **£6m** without parish proportion assuming that a neighbourhood plan is in place, or **£7m** if a neighbourhood plan is not in place (and before administrative costs of up to 5% are deducted).

#### Potential total CIL receipts from planned housing by Local Plan sub-area

Assumed average dwelling size (internal floor area) = 90 sq.m

All development assumed to provide 30% affordable housing (which is CIL exempt)

CIL contribution per dwelling

- South of Plan area	£10,800
- North of Plan area	£18,000

	Projected CIL receipts							
	2016-17	2017-18	2018-19	2019-20	2020-21	Total 2016-2021	Total 2021-2029	Total 2016-2029
<b>East-West Corridor</b>								
Bosham	£0	£0	£0	£0	£0	£0	£378,000	£378,000
Boxgrove	£0	£0	£0	£0	£0	£0	£189,000	£189,000
Chichester city								
- West of Chichester	£0	£0	£0	£945,000	£945,000	£1,890,000	£7,560,000	£9,450,000
- Westhampnett/NEC (part)	£0	£0	£0	£0	£0	£0	£1,512,000	£1,512,000
- Chichester City North	£226,800	£378,000	£378,000	£0	£0	£982,800	£0	£982,800
- Other identified sites	£98,280	£0	£0	£0	£0	£98,280	£158,760	£257,040
- Chichester parish housing	£0	£0	£0	£0	£0	£0	£1,519,560	£1,519,560
Chichester total	£325,080	£378,000	£378,000	£945,000	£945,000	£2,971,080	£10,750,320	£13,721,400
Chidham & Hambrook	£0	£0	£0	£0	£0	£0	£0	£0
Fishbourne	£0	£189,000	£0	£0	£0	£189,000	£113,400	£302,400
Funtington (part)	£0	£0	£0	£0	£0	£0	£0	£0
Lavant (part)	£0	£0	£0	£0	£0	£0	£0	£0

Oving (inc Shopwyke SDL)	£0	£0	£0	£0	£0	£0	£0	£0
Southbourne								
- Southbourne village	£0	£0	£0	£0	£302,400	£302,400	£113,400	£415,800
- Elsewhere in parish	£0	£128,520	£128,520	£120,960	£0	£378,000	£0	£378,000
Southbourne total	£0	£128,520	£128,520	£120,960	£302,400	£680,400	£113,400	£793,800
Tangmere (including SDL)	£0	£0	£0	£756,000	£756,000	£1,512,000	£6,418,440	£7,930,440
West Thorney	£0	£0	£0	£0	£0	£0	£0	£0
Westbourne	£0	£0	£0	£0	£0	£0	£189,000	£189,000
Westhampnett (part of SDL)	£0	£0	£0	£756,000	£756,000	£1,512,000	£756,000	£2,268,000
<b>Sub-total</b>	<b>£325,080</b>	<b>£695,520</b>	<b>£506,520</b>	<b>£2,577,960</b>	<b>£2,759,400</b>	<b>£6,864,480</b>	<b>£18,907,560</b>	<b>£25,772,040</b>
<b>Manhood Peninsula</b>								
Appledram	£0	£0	£0	£0	£0	£0	£0	£0
Birdham	£0	£0	£0	£0	£0	£0	£0	£0
Donnington	£120,960	£0	£0	£0	£0	£120,960	£0	£120,960
Earnley	£0	£0	£0	£0	£0	£0	£0	£0
East Wittering & Bracklesham	£0	£0	£0	£0	£0	£0	£982,800	£982,800
Hunston	£0	£0	£0	£0	£0	£0	£52,920	£52,920
North Mundham	£0	£0	£0	£0	£0	£0	£0	£0
Selsey	£0	£0	£0	£0	£0	£0	£0	£0
Sidlesham	£0	£0	£0	£0	£0	£0	£0	£0
West Itchenor	£0	£0	£0	£0	£0	£0	£0	£0
West Wittering	£0	£0	£0	£0	£0	£0	£0	£0
<b>Sub-total</b>	<b>£120,960</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£120,960</b>	<b>£1,035,720</b>	<b>£1,156,680</b>
<b>Plan Area (North)</b>								
Lynchmere	£0	£0	£0	£0	£0	£0	£126,000	£126,000
Kirdford	£126,000	£126,000	£126,000	£126,000	£63,000	£567,000	£189,000	£756,000
Loxwood	£0	£138,600	£138,600	£138,600	£126,000	£541,800	£0	£541,800
Plaistow & Ifold	£0	£0	£0	£0	£0	£0	£126,000	£126,000
Wisborough Green	£0	£0	£138,600	£0	£0	£138,600	£277,200	£415,800
<b>Sub-total</b>	<b>£126,000</b>	<b>£264,600</b>	<b>£403,200</b>	<b>£264,600</b>	<b>£189,000</b>	<b>£1,247,400</b>	<b>£718,200</b>	<b>£1,965,600</b>
<b>TOTAL</b>	<b>£572,040</b>	<b>£960,120</b>	<b>£909,720</b>	<b>£2,842,560</b>	<b>£2,948,400</b>	<b>£8,232,840</b>	<b>£20,661,480</b>	<b>£28,894,320</b>

Potential parish level CIL receipts assuming adopted neighbourhood plans (25% of CIL receipts)

	Projected CIL receipts							
	2016-17	2017-18	2018-19	2019-20	2020-21	Total 2016-2021	Total 2021-2029	Total 2016-2029
<b>East-West Corridor</b>								
Bosham	£0	£0	£0	£0	£0	£0	£94,500	£94,500
Boxgrove	£0	£0	£0	£0	£0	£0	£47,250	£47,250
Chichester city								
- West of Chichester	£0	£0	£0	£236,250	£236,250	£472,500	£1,890,000	£2,362,500
- Westhampnett/NEC (part)	£0	£0	£0	£0	£0	£0	£378,000	£378,000
- Chichester City North	£56,700	£94,500	£94,500	£0	£0	£245,700	£0	£245,700
- Other identified sites	£24,570	£0	£0	£0	£0	£24,570	£39,690	£64,260
- Chichester parish housing	£0	£0	£0	£0	£0	£0	£379,890	£379,890
Chichester total	£81,270	£94,500	£94,500	£236,250	£236,250	£742,770	£2,687,580	£3,430,350
Chidham & Hambrook	£0	£0	£0	£0	£0	£0	£0	£0
Fishbourne	£0	£47,250	£0	£0	£0	£47,250	£28,350	£75,600
Funtington (part)	£0	£0	£0	£0	£0	£0	£0	£0
Lavant (part)	£0	£0	£0	£0	£0	£0	£0	£0
Oving (inc Shopwyke SDL)	£0	£0	£0	£0	£0	£0	£0	£0
Southbourne								
- Southbourne village	£0	£0	£0	£0	£75,600	£75,600	£28,350	£103,950
- Elsewhere in parish	£0	£32,130	£32,130	£30,240	£0	£94,500	£0	£94,500
Southbourne total	£0	£32,130	£32,130	£30,240	£75,600	£170,100	£28,350	£198,450
Tangmere (including SDL)	£0	£0	£0	£189,000	£189,000	£378,000	£1,604,610	£1,982,610
West Thorney	£0	£0	£0	£0	£0	£0	£0	£0
Westbourne	£0	£0	£0	£0	£0	£0	£47,250	£47,250
Westhampnett (part of SDL)	£0	£0	£0	£189,000	£189,000	£378,000	£189,000	£567,000
<b>Sub-total</b>	<b>£81,270</b>	<b>£173,880</b>	<b>£126,630</b>	<b>£644,490</b>	<b>£689,850</b>	<b>£1,716,120</b>	<b>£4,726,890</b>	<b>£6,443,010</b>
<b>Manhood Peninsula</b>								
Appledram	£0	£0	£0	£0	£0	£0	£0	£0
Birdham	£0	£0	£0	£0	£0	£0	£0	£0
Donnington	£30,240	£0	£0	£0	£0	£30,240	£0	£30,240
Earnley	£0	£0	£0	£0	£0	£0	£0	£0
East Wittering & Bracklesham	£0	£0	£0	£0	£0	£0	£245,700	£245,700

Hunston	£0	£0	£0	£0	£0	£0	£13,230	£13,230
North Mundham	£0	£0	£0	£0	£0	£0	£0	£0
Selsey	£0	£0	£0	£0	£0	£0	£0	£0
Sidlesham	£0	£0	£0	£0	£0	£0	£0	£0
West Itchenor	£0	£0	£0	£0	£0	£0	£0	£0
West Wittering	£0	£0	£0	£0	£0	£0	£0	£0
<b>Sub-total</b>	<b>£30,240</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£30,240</b>	<b>£258,930</b>	<b>£289,170</b>
<b>Plan Area (North)</b>								
Lynchmere	£0	£0	£0	£0	£0	£0	£31,500	£31,500
Kirdford	£31,500	£31,500	£31,500	£31,500	£15,750	£141,750	£47,250	£189,000
Loxwood	£0	£34,650	£34,650	£34,650	£31,500	£135,450	£0	£135,450
Plaistow & Ifold	£0	£0	£0	£0	£0	£0	£31,500	£31,500
Wisborough Green	£0	£0	£34,650	£0	£0	£34,650	£69,300	£103,950
<b>Sub-total</b>	<b>£31,500</b>	<b>£66,150</b>	<b>£100,800</b>	<b>£66,150</b>	<b>£47,250</b>	<b>£311,850</b>	<b>£179,550</b>	<b>£491,400</b>
<b>TOTAL</b>	<b>£143,010</b>	<b>£240,030</b>	<b>£227,430</b>	<b>£710,640</b>	<b>£737,100</b>	<b>£2,058,210</b>	<b>£5,165,370</b>	<b>£7,223,580</b>

Potential parish level CIL receipts assuming no neighbourhood plans (15% of CIL receipts)

	Projected CIL receipts							
	2016-17	2017-18	2018-19	2019-20	2020-21	Total 2016-2021	Total 2021-2029	Total 2016-2029
<b>East-West Corridor</b>								
Bosham	£0	£0	£0	£0	£0	£0	£56,700	£56,700
Boxgrove	£0	£0	£0	£0	£0	£0	£28,350	£28,350
Chichester city								
- West of Chichester	£0	£0	£0	£141,750	£141,750	£283,500	£1,134,000	£1,417,500
- Westhampnett/NEC (part)	£0	£0	£0	£0	£0	£0	£226,800	£226,800
- Chichester City North	£34,020	£56,700	£56,700	£0	£0	£147,420	£0	£147,420
- Other identified sites	£14,742	£0	£0	£0	£0	£14,742	£23,814	£38,556
- Chichester parish housing	£0	£0	£0	£0	£0	£0	£227,934	£227,934
Chichester total	£48,762	£56,700	£56,700	£141,750	£141,750	£445,662	£1,612,548	£2,058,210
Chidham & Hambrook	£0	£0	£0	£0	£0	£0	£0	£0
Fishbourne	£0	£28,350	£0	£0	£0	£28,350	£17,010	£45,360
Funtington (part)	£0	£0	£0	£0	£0	£0	£0	£0
Lavant (part)	£0	£0	£0	£0	£0	£0	£0	£0

Oving (inc Shopwyke SDL)	£0	£0	£0	£0	£0	£0	£0	£0
Southbourne								
- Southbourne village	£0	£0	£0	£0	£45,360	£45,360	£17,010	£62,370
- Elsewhere in parish	£0	£19,278	£19,278	£18,144	£0	£56,700	£0	£56,700
Southbourne total	£0	£19,278	£19,278	£18,144	£45,360	£102,060	£17,010	£119,070
Tangmere (including SDL) <sup>1</sup>	£0	£0	£0	£113,400	£113,400	£226,800	£930,400	£1,189,566
West Thorney	£0	£0	£0	£0	£0	£0	£0	£0
Westbourne	£0	£0	£0	£0	£0	£0	£28,350	£28,350
Westhampnett (part of SDL) <sup>2</sup>	£0	£0	£0	£32,900	£32,900	£65,800	£32,900	£98,700
<b>Sub-total</b>	<b>£48,762</b>	<b>£104,328</b>	<b>£75,978</b>	<b>£306,194</b>	<b>£333,410</b>	<b>£868,672</b>	<b>£2,723,268</b>	<b>£3,624,306</b>
<b>Manhood Peninsula</b>								
Appledram	£0	£0	£0	£0	£0	£0	£0	£0
Birdham	£0	£0	£0	£0	£0	£0	£0	£0
Donnington	£18,144	£0	£0	£0	£0	£18,144	£0	£18,144
Earnley	£0	£0	£0	£0	£0	£0	£0	£0
East Wittering & Bracklesham	£0	£0	£0	£0	£0	£0	£147,420	£147,420
Hunston	£0	£0	£0	£0	£0	£0	£7,938	£7,938
North Mundham	£0	£0	£0	£0	£0	£0	£0	£0
Selsey	£0	£0	£0	£0	£0	£0	£0	£0
Sidlesham	£0	£0	£0	£0	£0	£0	£0	£0
West Itchenor	£0	£0	£0	£0	£0	£0	£0	£0
West Wittering	£0	£0	£0	£0	£0	£0	£0	£0
<b>Sub-total</b>	<b>£18,144</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£18,144</b>	<b>£155,358</b>	<b>£173,502</b>
<b>Plan Area (North)</b>								
Lynchmere	£0	£0	£0	£0	£0	£0	£18,900	£18,900
Kirdford <sup>3</sup>	£31,500	£31,500	£31,500	£31,500	£15,750	£141,750	£47,250	£189,000
Loxwood <sup>3</sup>	£0	£34,650	£34,650	£34,659	£31,500	£135,450	£0	£135,450
Plaiستow & Ifold	£0	£0	£0	£0	£0	£0	£18,900	£18,900
Wisborough Green	£0	£0	£20,790	£0	£0	£20,790	£41,580	£62,370
<b>Sub-total</b>	<b>£31,500</b>	<b>£52,290</b>	<b>£73,080</b>	<b>£52,290</b>	<b>£34,650</b>	<b>£243,810</b>	<b>£126,630</b>	<b>£370,440</b>
<b>TOTAL</b>	<b>£98,406</b>	<b>£156,618</b>	<b>£149,058</b>	<b>£358,484</b>	<b>£368,060</b>	<b>£1,130,626</b>	<b>£3,005,256</b>	<b>£4,168,248</b>

Notes:

<sup>1</sup> Tangmere Parish annual CIL receipt would be capped at £116,300

<sup>2</sup> Westhampnett Parish annual CIL receipt would be capped at £32,900

<sup>3</sup> Neighbourhood plan already in place so 25% CIL receipts already guaranteed

6.4 The current Funding Gap identified in this IBP if all the above projects are to be selected for funding (even if they are recommended not to be funded) is set out as follows:

	Short Term (2016-2021)	Medium - Long Term (2021-2029)	Across Local Plan Period
Critical Project Costs	£0	£0	£0
Essential Project Costs	£8,143,000	£34,620,000	£42,763,000
Policy High Project Costs	£265,000	£8,648,000	£8,913,000
Desirable Project Costs	£1,920,000	£600,000	£2,520,000
Total Project Costs	£10,328,000	£43,868,000	£54,196,000
<b>Assuming CIL Income*</b>	<b>£8,232,840 less</b>	<b>£20,661,480 less</b>	<b>£28,894,320 less</b>
This includes the Parish proportion, and includes a 5% deduction for the administration of the CIL.	<b>£411,642 = £7,821,198</b>	<b>£1,033,074 = £19,628,406</b>	<b>£1,444,716 = £27,449,604</b>
Additional Funding Required	£2,506,802	£24,239,594	£26,746,396

The table below shows the projects selected to be funded from Chichester's proportion of the CIL in this first five year IBP period by year

Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21
Expected CIL income 572,040	Expected CIL income 960,120	Expected CIL income 909,720	Expected CIL income 2,842,560	Expected CIL income 2,948,400
Less 25% = 429,030	Less 25% = 720,090	Less 25% = 682,290	Less 25% = 2,131,920	Less 25% = 2,211,300
Less 5% = <b>400,428</b>	Less 5% = <b>672,084</b>	Less 5% = <b>636,804</b>	Less 5% = <b>1,989,792</b>	Less 5% = <b>2,063,880</b>
<b>Amount available to CDC for CIL spend once 25% Neighbourhood proportion and 5% admin costs are deducted</b>				
<b>£400,428</b>	<b>£672,084+£177,428= £849,512</b>	<b>£636,804+£729,512= £1,366,316</b>	<b>£1,989,792+ £246,316 = £2,236,108</b>	<b>£2,063,880+£866,108= £2,929,988</b>
<b>Projects selected for funding</b>				
Ambulance project 533 £45,000	Smarter choices E-W corridor project 350 £120,000	School places E-W project 330 Chichester £1m	School places Bournes project 331 £1m	School places Manhood Peninsula project 332 £1m
Ambulance project 532 £58,000		Smarter choices E-W corridor project 350 £120,000	School places north of district project 536 £250,000	Medical Centre W of Chichester Project 398 £1.3m
Smarter choices E-W corridor project 350			Smarter choices E-W corridor project 350	Less Smarter choices RTPI screens project 355 £150,000

£120,000			£120,000	project
				Smarter choices E-W corridor project 350 £120,000
				Local land drainage East Beach Sea Outfall project 293 £100,000
				Brandy Hole Copse project 196 £10,000
Balance to be banked and carried forward into year 2017/18 £177,428	Balance to be banked and carried forward into year 2018/19 £729,512	Balance to be banked and carried forward into year 2019/2020 £246,316	Balance to be banked and carried forward into year 2020/21 £866,108	Balance to be banked and carried forward into year 2021/22 £249,988

6.5 The ability to identify appropriate funding sources is therefore essential given the anticipated funding gap. CIL receipts should only be considered as one source that is available to fund infrastructure and not the only tool. Appendix D provides a review of funding sources but the onus must be on individual stakeholders to explore opportunities for cost efficiencies under delivery and/or funding sources that will reduce the call upon CIL Monies.



# 7 Implementation, Monitoring & Governance

## Introduction

7.1 A clear framework and shared understanding of infrastructure priorities between delivery partners will be required to effectively implement and monitor spend and receipt of CIL monies. The IBP sets out the relationship between the development trajectory and infrastructure provision to provide a pro-active approach in mitigating the pressures arising from growth. The IBP seeks to identify the funding gap that exists and the requirement to identify additional funding sources as well as consideration of alternative options for delivery and implementation.

7.2 The IBP is a 'living' document and will be consistently reviewed in order to respond to emerging development proposals and growth requirements. As noted previously the IBP does not therefore represent an exhaustive list of defined projects but is a reflection of the current understanding that is expected to be refined with additional projects or amendments that reflect alternative approaches to project delivery under future IBPs.

7.3 The community at large, the development industry and infrastructure delivery commissioners will benefit from greater certainty about what infrastructure will be provided and its timing.

## CIL Governance

7.4 Implementation of the IBP and effective allocation of CIL receipts requires a clear governance structure to facilitate effective delivery and monitoring. The IBP Joint Member Liaison group was established on 2 June 2015 by CDC Cabinet. Its purpose is to consider and endorse the draft Chichester Infrastructure Business Plan (IBP) on an annual basis.

7.5 The IBP identifies funding sources and responsible delivery agencies, in order to support the development growth identified in the Local Plan to 2029. The IBP is drafted by a joint CDC/WSCC officer working group. The Joint Member Liaison Group considers the draft for stakeholder consultation and then recommends the final version in the light of that consultation.

7.6 Membership is open to elected members of WSCC and CDC. It was agreed that the joint member liaison Group would not be a formal decision-making joint committee and so it would not be necessary that the two councils should have equality of representation. It would be for each Council to determine its mix of executive and non-executive members without being so large as to be unwieldy. Chichester has appointed the Leader of the Council the Cabinet Member for Housing and Planning and a member from the Development Plan and Infrastructure Panel. WSCC has in mind to appoint one member of its Cabinet and the Chairmen of the two County Local Committees.

7.7 The member liaison group will meet in September 2015 to consider and endorse the draft IBP for consultation with stakeholders, including developers, infrastructure providers and parish councils. It would then meet again in December 2015 to make any amendments resulting from the consultation.

7.8 CIL Regulation 59C states that a local council (Town, City, Parish Council) must use CIL receipts passed onto it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding – (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area.

7.9 The City, Town and Parish Councils should note that if they have not spent the CIL allocations made to them within five years of receipt the District Council will ask for the monies back (see CIL Regulation 59E(10) for details). The exception to this is where a City, Town or Parish Council has identified 'up front' the need to fund an infrastructure project, where the CIL contributions accrued within the five year period are insufficient to fund the project, but it can be demonstrated that there is a realistic prospect of the project being delivered during the timeframe of the Local Plan.

7.10 If the City, Town or Parish Council does not feel that it has the necessary experience to manage their proportion of the CIL spend, it is imperative that they indicate this to the District Council at the earliest opportunity. In this case, the District Council would reserve the option to make a charge for managing the CIL on their behalf.

7.11 Final decisions on the allocation of CIL would then be made by CDC Full Council on the recommendation of Cabinet, in accordance with the endorsed IBP and as part of the process of preparing and approving the Council's own revenue budget and capital programme.

7.12 The Council's capital programme would include the District Council's own infrastructure provision and planned payments of CIL towards the infrastructure of other Infrastructure Delivery Commissioners. It would not include infrastructure of other providers fully funded from other sources such as S106. It would be for Infrastructure Delivery Commissioners to manage cash flow for their infrastructure provision, including before CIL is paid over.

7.10 If the need arises for major changes to the IBP to be made outside the decision-making cycle, the Joint Member Liaison Group will be consulted and CDC's normal decision making procedure can be followed

### **Monitoring**

7.13 The IBP will be monitored through the Authority's Local Plan Monitoring Report, published annually in December. This will include a record of payments through S106 and CIL, as well as tracking development. The IBP will also be subject to scrutiny from the Corporate Governance and Audit Committee.

7.11 The Governance structure, process and timeline for the production of the first IBP is set out in the diagram below.

INFORMATION GATHERING

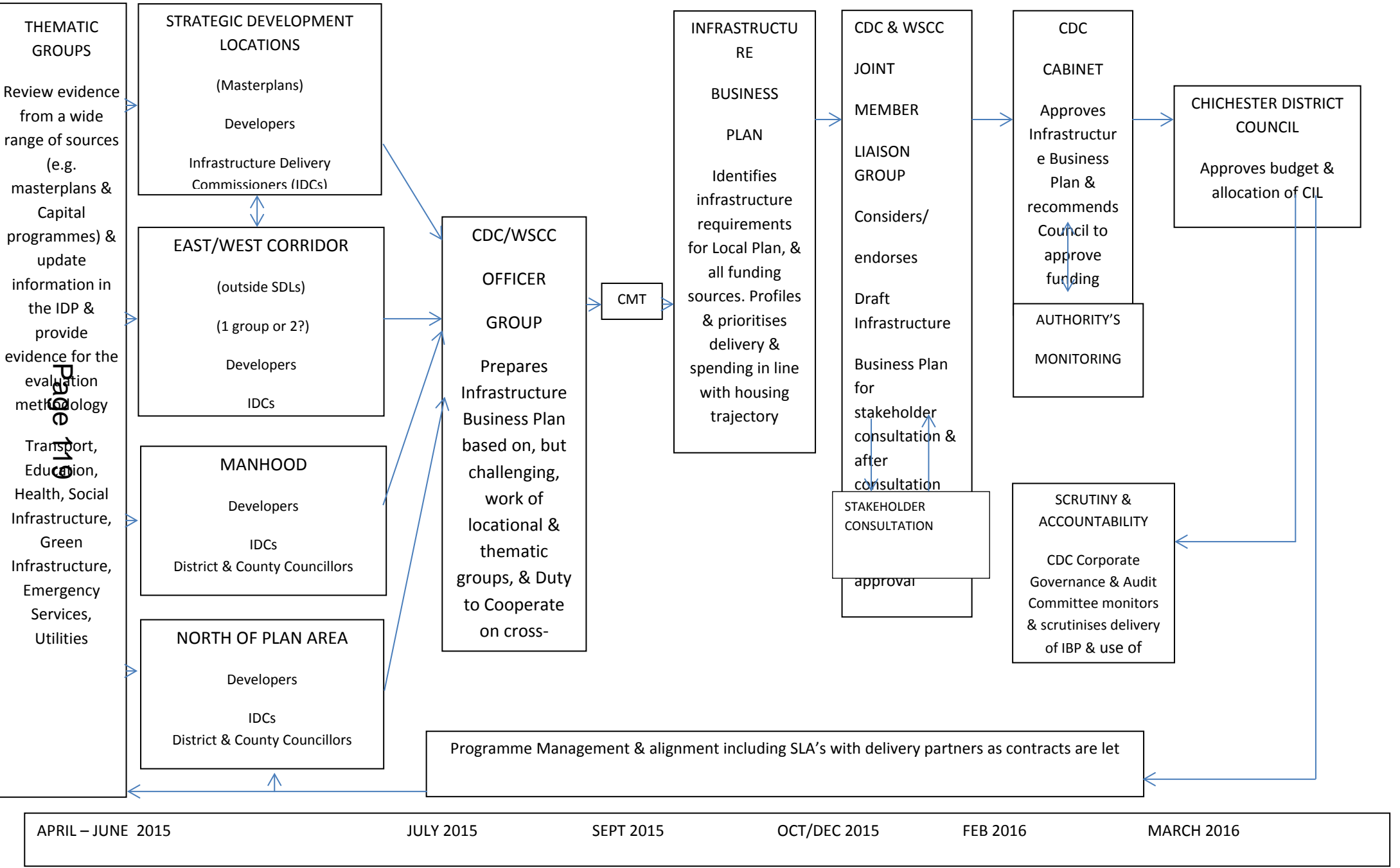
PLANNING & PRIORITISATION

STRATEGY

ENDORSEMENT

DECISIONS

LOCATIONAL GROUPS – Identify, plan, prioritise & sequence infrastructure within locational groupings



# 8 Conclusions

## Introduction

8.1 This IBP has set out the current understanding of infrastructure required to support the anticipated levels of growth during the first five years of the Local Plan 2016- 2021. Projects have been summarised by spatial area and project type with a clearly defined approach to project classification and prioritisation.

8.2 This IBP is critical in establishing the agreed focus for spend during the first five years, and provides vital information for all infrastructure providers, to assist their spending plans, as well as providing assurance to the public about what infrastructure will be provided within this period.

## The Current Situation

8.3 It has been the purpose of this IBP to capture the current understanding of all infrastructure projects considered necessary to support the delivery of the Chichester Local Plan, and set out an approach to prioritising projects from the full list as candidates for funding support through the Chichester Community Infrastructure Levy (CIL), which is expected to come into force autumn 2015. Despite a clear approach to infrastructure prioritisation being set out and an initial attempt to model infrastructure both by level of priority and timeframe for delivery there remains a significant funding gap in the short, medium and long term. This is detailed across

chapter 6 which presents the current cashflow and spending plan. Whilst the deficit is not unexpected, future iterations of the IBP need to scrutinise the cost breakdown of infrastructure projects, their ability to meet the legal tests set out for CIL funding. This will be facilitated by a more refined appreciation of the development trajectory as time progresses with further details of project delivery known. This greater level of detail will benefit future decision-making as it will show greater detail on the candidate projects for funding support, the ways in which the project will be delivered and managed and any link between CIL funding support and leveraging in other private/public funding sources.

8.4 This document therefore provides the means to further define and inform the next steps, guiding the approach towards management of CIL receipts across the first five year rolling IBP programme.

8.5 In exceptional circumstances, some projects might be funded from other sources, in advance of sufficient CIL reserves, whilst other projects may have to wait until sufficient CIL reserves have been collected. All CIL receipts will be put into an interest bearing account until they are spent. However, the costs associated with the administration of the CIL (up to 5%) will be drawn upon as needed, and the City, town and parish councils portion will be handed over bi-annually in accordance with the CIL regulations.



## **Employment Policy Statement**

**Policy Title:** SAFEGUARDING POLICY

**Date:** August 2015

**Approved:** tbc

### **Contents**

Section 1	Introduction
Section 2	Safeguarding Children and Adults
Section 3	Responsibilities of elected members, managers and staff
Section 4	Specific procedures relating to Safeguarding Children
Section 5	Specific procedures relating to Safeguarding Adults

## **1. Introduction**

### **1.1 Policy Statement**

Every person has the right to live a life free from abuse, neglect and fear. Safeguarding children and adults is everyone's business and responsibility. Chichester District Council (CDC) is required to take reasonable measures to protect children and adults when they use CDC services or services that are subject to CDC regulations or jurisdiction or if they are involved in events run by or on behalf of the CDC. This policy outlines the steps that must be taken when staff, Members or volunteers (working on behalf of the CDC) comes into contact with children and adults in order to minimise any potential risk situations; and, how all staff and volunteers should report any safeguarding concerns they may have about a child or adult.

CDC will take reasonable steps to ensure that organisations delivering services or events for children and adults on CDC premises; working with CDC in partnership; or, receiving financial support from CDC, address their responsibilities for safeguarding

## 1.2 Scope of policy

This policy relates to all staff employed by the CDC or volunteers engaged by the CDC who come into contact with children and adults in the course of their work. This policy also relates to others, including CDC elected Members; those carrying out duties on behalf of the CDC; agencies and contractors working on the CDC's behalf; and, those using CDC premises.

This policy also recognises that safeguarding children and adults is everyone's business and responsibility. All persons acting on behalf of CDC must take all reasonable steps to safeguard and protect the rights, health and well-being of children and adults who take part in activities organised by the CDC and within its facilities, as well as those that staff come into contact with in the course of their work.

In respect of this policy the term 'Child' means a person under the age of 18 years and an 'Adult' (formerly "Vulnerable Adult" or "Adult at Risk") means any person age 18 years or over who meets the following criteria:

1. Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
2. Is experiencing, or at risk of, abuse or neglect; and
3. As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Carers are also included and are entitled to an assessment of their needs, where they meet the tests set out above.

It is recognised that individuals with mental or physical health issues may be more vulnerable to safeguarding issues, for instance specific communication or mobility difficulties, though these may not be immediately apparent. Staff should be alert to such issues, and consider the provisions within this policy in the light of any additional safeguarding measures that may be appropriate when dealing with an individual with a disability

Section 2 of this policy deals with safeguarding duties and responsibilities that apply to both children and adults (referred to in this policy as "Individuals"). However, there are some specifics that apply to children (such as relevant legislation, or the local context of reporting suspicions or allegations of abuse) and for adults, which are detailed in Section 4 (Children) and Section 5 (Adults)

### **1.3 Corporate responsibilities and accountabilities**

Ultimately, accountability for safeguarding and protecting children, young people and adults under this policy is with the Chief Executive and the Cabinet Member for Community Services.

However a number of specific roles for Safeguarding Children and Adults are as follows:

The Head of Business Improvement Services is the CDC's Designated Safeguarding Officer and is responsible for investigating all allegations of abuse for both children and adults. He/she is also the Designated Senior Officer for Allegations Management (DSO), appointed to lead on internal investigations (where the allegation relates to a member of staff)

The Head of Community Services is the CDC's liaison with the West Sussex Safeguarding Children's Board and the West Sussex Safeguarding Adults Board.

Some CDC services have a greater exposure to safeguarding and representatives regularly meet as the "Chichester District Safeguarding Group" (CDSG). Membership of the CDSG is included in appendix 6. Officers are referred to as "Designated Officers" for the purposes of interagency communications, and training.

All staff, volunteers and elected Members are responsible for ensuring that the activities in which they are involved during the course of their work are carried out in accordance with this policy. Appropriate Training will be identified and delivered by CDSG to ensure that staff are aware of their responsibilities.

CDC works in partnership with other Agencies through the Start of Life Programme Board, the West Sussex Safeguarding Children Board and the West Sussex Safeguarding Adults Board, to deliver the requirements of relevant legislation.

Annual Audits of the CDC's activity in regard to Safeguarding will be completed by Head of Community Services in consultation with CDSG and reported to the relevant Board.

## **2. Safeguarding Children and Adults - general**

Guidance on good practice in managing staff volunteers, concessionaries and contractors is essential to Safeguarding.

### **2.1 Clear roles for staff and volunteers**

It is important that staff and volunteers have clearly defined roles. Managers should provide appropriate written guidance for the work they are expected to do. This might include:

- the person to whom they will be accountable for their work;
- the person(s) whose work they will supervise (if any);
- a description of the work they will undertake with individuals, with reference to the risk assessment completed for this activity;
- the duty to safeguard individuals

A copy of this guidance must be given to members of staff / volunteers and a copy placed with the risk assessment.

### **2.2 Training Staff**

In order to ensure that all staff remain vigilant to the potential abuse of children and adults, regular training to support this Policy will be provided, and will follow guidance set out by the respective Safeguarding Boards.

A tiered rolling programme of training will be delivered as follows:

- Level 1 training must be undertaken by all staff at induction and on a three year refresher. It will also be made available to all Members.
- Level 2 training for all staff (and their managers) that potentially interact with children and/or adults provided by a half day training course, delivered every three years.
- Level 3 training for all staff that frequently interact with children and/or adults, and Designated Officers on appointment, as legislation changes or every three years, whichever is sooner.

Designated Officers will also attend regular training sessions or updates provided by the respective West Sussex Safeguarding Boards.

### **2.3 Employ good recruitment and selection practices**

Employing good recruitment and selection practices is essential in safeguarding individuals.



The following procedures should be followed when recruiting staff or volunteers working directly with children or adults.

Disclosures via the Disclosure and Barring Service (DBS) / Disclosure Scotland (Enhanced, Standard or Basic level) must be sought for all new and existing staff and volunteers working with Children or Adults. The Disclosures will be renewed every 3 years for Enhanced Disclosures and every 5 years for Standard and Basic Disclosures. An authorised Counter signatory (HR Officer or HR Manager) will determine if necessary whether the post qualifies for an Enhanced, Standard or Basic Disclosure.

When selecting new staff where the role will regularly be coming into contact with children or adults, then managers should ask applicants about their experience of working with children or adults. As a minimum one of the interviewers should have received the Council's specific training in recruitment and selection procedures and training in the Safeguarding Policy. Should anything in an applicant's response cause concern then these areas of uncertainty should be explored further through follow up questions.

Before the appointment of any applicant, whether paid or voluntary, references should be sought covering their work with Children and Adults. In respect of any potential staff member, two references will be sought by HR in accordance with the CDC's Reference Policy (shown in the e-Staff Handbook). In respect of volunteers, managers must obtain at least one reference from a reputable person who can comment on the applicant's character and relationship with others. When writing to the referee, it should be stated explicitly that the applicant is being considered for a position which involves working with Children or Adults and seek views on their suitability for such work.

If an Enhanced or Standard Disclosure is required, staff should be supervised (by an appropriately qualified colleague working with children or adults) and must not work unsupervised until the relevant Disclosure has been completed and considered by HR and their manager.

Please also see Appendix 5 – *Criminal records disclosures – what are they and what type of posts should they be used for?* For further information see; <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## **2.4 Managing contractors**

Contractors: It is the responsibility of service managers when commissioning (including renewal of) a service which may involve the direct delivery of services to individuals; or arranging works or maintenance of CDC premises

using contractors to consider their safeguarding responsibilities. The service manager should conduct a risk assessment which should identify any safeguarding issues. Safe methods of work should be identified which minimise any foreseeable safeguarding risk.

The service manager should also consider, in consultation with the HR Manager, whether Disclosure & Barring Service (DBS) clearance is required or not before work is allowed to begin. This would apply where there was a possibility of the workers engaged under the contract being in direct contact with Individuals. The decision about whether a DBS Disclosure is required for a contract worker, and if so at what level, should be made using the same Enhanced, Standard and Basic criteria used for staff and volunteers. (see Appendix 5). Only when these checks, where needed, have been completed and are satisfactory can any work proceed.

## **2.5 CDC liability for the action of third parties**

In addition to the direct responsibilities of the CDC, our safeguarding responsibilities extend to the activities of some other third parties:

- Groups, organisations or businesses that hire CDC owned land or property
- Those who have a presence at, or attend CDC run events
- Those who seek funding for their activities through a CDC grant, rent concession or rate relief
- Those contracted to, or otherwise, deliver projects or services on behalf of CDC

Specific guidance on how to manage those liabilities is included in Appendix 2

## **3. Responsibilities of Elected Members, Managers and Staff**

### **3.1 Responsibility of elected Members**

To avoid compromise, Members are encouraged to adopt this policy, especially where their duties involve regular contact with children or adults. In certain circumstances, they may themselves require a DBS check.

Where a DBS check is considered appropriate, the Head of Business Improvement Services or senior HR staff will discuss with that Member the DBS process. If a Member decides not to submit a DBS application then they will not be able to continue with the identified duties.

Any matters of concern arising from the DBS check will be discussed with the Member concerned by the Head of Business Improvement Services or senior HR staff. All DBS checks will be handled in confidence by nominated staff in the HR Section.

### **3.2 Responsibility of line managers**

Managers should ensure that those staff or volunteers under their line management have good supervision. This should prevent and / or detect abuse or harm to individuals. All staff should be confident to raise and discuss concerns they have about children or adults and be supported in reporting those concerns.

Service managers are responsible for ensuring that all activities and events are carried out safely and that a risk assessment is completed before the event.

Any service manager whose staff member (including temporary staff or volunteers) is involved in working with Individuals must ensure that they:

- receive appropriate training
- have received a copy of this policy and had it explained to them
- sign the policy stating that they fully understand it
- regularly review the level of DBS check required according to changes in the job role, and, specifically at each annual appraisal.

### **3.3 Responsibility of Staff**

It is the responsibility of staff to report immediately to their line manager any suspected cases of abuse of a Child or an Adult (see Appendix 1). It is particularly important for staff who are not directly involved in working with individuals but due to the nature of their work come into frequent contact with the public, e.g. Chichester Contract Services staff, to remain vigilant and report any suspected abuse or other concerns they have relating to Children or Adults. Conversely staff who regularly engage with particular individuals or families in need, must consider the possibility of becoming desensitised to levels of long term neglect and remain alert to deteriorations or changes in patterns of behaviour which may indicate harm or abuse is occurring.

It is important to, as soon as possible, make appropriate written notes regarding staff's suspicions or concerns and the actions taken. A Reporting Form (Appendix 3) has been devised, and should be submitted to HR as soon as possible. If supporting information is available elsewhere (e.g. in case files etc.) then this should either be attached or cross referenced as appropriate.

Consideration should be given to the Data Protection Policy in determining how information is stored and retained.

**NB: Any and all documents, correspondence, notes, emails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care must be indefinitely retained.** Children are defined as anyone under the age of 18. Such documents should be retained within services where authorised or otherwise by the HR Section.

### **3.4 Allegations Management**

Where an allegation of abuse has been made, then the priority must be to ensure the wellbeing of the Individual following the procedure in Appendix 1. However, if the allegation is of abuse by a member of CDC staff, Councillor or third party working on behalf of the CDC, it is the responsibility of the CDC to investigate immediately, and cooperate with the relevant authorities.

If during working hours, the member of staff making or receiving the allegation against another member of staff should initially report to the line manager of the person against whom the allegation is made. The line manager will report to the Head of Business Improvement Services as a matter of urgency.

If an event or activity takes place outside of normal working hours then the officer who has received or is making the allegation must report his or her concerns as above the next working day. If the officer believes the incident to be serious then he/she should telephone the Head of Community Services via the Careline Centre for advice

The Council will support all staff that in good faith report incidents where a Child or Adult may be harmed as set out in the Whistleblowing (Public Interest Disclosure) Policy. However staff should be aware allegations made maliciously will be dealt with under the Council's Disciplinary Procedures.

If a member of staff or volunteer is disturbed by the incident then counselling will be considered and they should contact their line manager or a member of the HR team.

Where a complaint is found against a member of staff or a volunteer, then this will be considered under the Council's Disciplinary Procedure as Gross Misconduct, but any internal investigations will be conducted in consultation with Social Services or the Police.

### **3.5 Relationships with children and adults**

All staff that work with Individuals are in a position of trust and should demonstrate exemplary behaviour to protect individuals and themselves from false allegations. Staff and volunteers must not develop personal relationships with any individual they come into contact with through their work and the following practices are forbidden:

- Any physical chastisement.
- Engaging in rough or physical contact (except in clearly identified and controlled physical games).
- Sexual contact or interaction of any kind, including verbally suggestive comments or engaging in any form of inappropriate touching or any type of sexual relationship.
- Spending excessive amounts of time alone with the Individual away from others.
- Purposely meeting a Child (or visiting an Adult in their home) whom they have met whilst working or become aware of as a result of their work, outside of the working context.
- Speaking to Individuals in a derogatory or deliberately undermining way.
- Giving an unaccompanied Individual a lift in their car or council vehicle. Officers will require authorisation in advance by their line manager if no alternative can be arranged. In the event of an emergency where Individuals are accompanied by a lone officer, officers are required to notify their line manager of the event as soon as possible afterwards.
- Financial arrangements of any kind including assisting with (or advising on) transactions, undertaking purchases on behalf of Individuals or holding cash or cards belonging to Individuals.
- Email, text or instant messaging contact and use of any other social media such as Facebook or Twitter must be appropriate to the work involved. Particular care should be given when responding to contact initiated by Individuals.

There may be occasions when a member of staff knows an Individual personally e.g. a friend of the family. If this is the case then staff should report the relationship to their line manager and avoid treating the Individual differently from others.

Whilst the circumstances should be avoided, it may be necessary to do things of a personal nature for Individuals, especially young children. Where this is anticipated in planning an event or activity then suitable arrangements should be made to secure consent and train staff appropriately.

Where circumstances arise that have been unforeseen then the staff member should notify their line manager as soon as possible afterwards and write up an appropriate file note. The parent or carer should be made aware when the Individual is returned to their charge.

#### **4. Specific Procedures relating to Safeguarding Children**

##### **4.1 Generally**

Section 11 of The Childrens' Act 2004 specifically directs the CDC (and all local authorities) to make arrangements for ensuring that our functions are discharged having regard to the need to safeguard and promote the welfare of children. Given that the CDC provides a number of activities for children, this policy sets out the principles and guidelines staff should follow to minimise the potential of a child being harmed.

It is not the intention of the CDC to over protect children. As with all management activities, a balance is required between providing children with the chance to grow and develop and taking appropriate measures to minimise risk.

This Policy and this specific section relating to Children has been developed to align with the West Sussex Safeguarding Childrens' Board "Pan Sussex Procedures" which would be a relevant reference point in the development of any event specific procedures or assessments:

<http://www.westsussexscb.org.uk/our-procedures/>

##### **4.2 Work Placements by schools / colleges**

Schools and colleges etc. putting forward children and young people for work placements with the CDC must confirm in writing their request for this to go ahead. A Young Person's Risk Assessment (see H&S forms on Intranet) must be completed by the supervising officer for any school placement under the age of 18. If the child is 16 or under the Young Person's Risk Assessment must be copied to the child's home, and written permission from a parent or guardian giving permission for the placement to go ahead must be obtained. Both schools and parents/guardians should be given a copy of this Safeguarding Policy. Without the above requirements being met the placement must not go ahead.

Only CDC officers authorised by their Head of Service are allowed to visit locations within the District whilst accompanied by a school placement child.

Authorised officers have been approved and agreed that they will supervise and be in sole charge of children during work experience visits away from the office. They must;

- be Disclosure & Barring Service cleared at Enhanced Disclosure level
- have read and understood this policy and signed the acceptance page
- have a pre-planned schedule of activities approved by their manager in advance, including a timetable, which should not be deviated from except in emergencies.

If the above is fully complied with an officer may be permitted to visit locations within the District with a school placement child unaccompanied by another officer. However as part of the above risk assessment their manager must assess and record within that document any risks relating to this.

#### **4.3 Designated Senior Officer for Allegations Management (DSO)**

Section 1.3 highlights the responsibility of the Head of Business Support Services, or his/her nominated officers, for leading all investigations into child abuse allegations made against council staff or those working on the council's behalf. For the purposes of investigations relating to abuse of a child, the Head of Business Support Services is referred to as the Designated Senior Officer (DSO) for Allegations Management in alignment with the arrangements of the West Sussex Safeguarding Childrens' Board.

#### **4.4 Children's Access Point (CAP)**

Anyone with concerns about a child's welfare should contact the Children's Access Point (CAP) based at County Hall North in Horsham on 01403 229900. The Out-of-Hours number is 0330 2226664 for an urgent referral that cannot wait until normal office hours.

Referrals can also be made via secure email or by post:

Email: [cap@westsussex.gcsx.gov.uk](mailto:cap@westsussex.gcsx.gov.uk)

Address: Children's Access Point, 4th Floor, Parkside, Chart Way, Horsham, West Sussex, RH12 1XH

### **5 Specific Procedures relating to Safeguarding Adults**

#### **5.1 Generally**

The Care Act 2014 specifically directs the CDC (and all local authorities) to cooperate with all partner agencies and organisations across Sussex in order to protect adults experiencing or at risk of abuse or neglect.

The Care Act 2014 focuses on helping individuals to safeguard themselves. A central principle of the Act, 'Making Safeguarding Personal', empowers adults to make choices and have control about how they want to live even if that involves a level of risk. Adults are supported to manage a level of positive risk taking to achieve the outcomes they want.

This Policy has been developed to align with the West Sussex Safeguarding Adults Board "Sussex Safeguarding Adults Policy and Procedures" which would be a relevant reference point in the development of any event specific procedures or assessments:

<http://pansussexadultssafeguarding.proceduresonline.com/>

### **5.2.1 Safeguarding concern**

If a member of staff has reasonable cause to believe that an adult meets the three tests (see 1.2) they must raise this as a safeguarding "concern". If there is a concern regarding any safeguarding issues this should initially be discussed with their line manager, who can help to decide if it is necessary to speak to Adult Social Care for advice, or make further investigation to ensure there is evidence that can be presented. Adult Social Care will look into the matter and be able to advise as necessary. Section 42 of the Care Act gives them the power to initiate a safeguarding enquiry. They will look at the evidence and decide if the 3 Key Tests in the Care Act appear to be met before raising a Safeguarding enquiry

### **5.2.2 Safeguarding Enquiry**

The Sussex Safeguarding Adults Policy and Procedures classifies an enquiry as 'the action taken or instigated by the local authority (WSCC) in response to a concern that abuse or neglect may be taking place'. An enquiry will occur when the local authorities section 42 duty has been triggered ie the three tests (see 1.2) have been met.

Wherever possible a safeguarding concern should be resolved as soon as possible through actions agreed with the adult which should be identified by them at the earliest point. Where this is possible the safeguarding concern will be resolved through an initial enquiry.



### **5.2.3 What to do if the concern is about a service or organisation**

Neglect and poor practice may occur within an institution or specific care setting e.g. in a hospital or care home or in relation to care provided in a person's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

It is recognised that some staff with inspection roles, for example in Care Homes, could come across safeguarding or quality of care issues. Officers should still contact Adult Services even if other bodies like the Care Quality Commission may have responsibility for the primary investigation.

### **5.3 Designated Adults Safeguarding Manager (DASM)**

Section 1.3 highlights the responsibility of the Head of Business Support Services, or his/her nominated officers, for leading all investigations into concerns relating to adults (who meet the three tests) where allegations are made against council staff or those working on the council's behalf. For the purposes of investigations relating to abuse of an adult, the Head of Business Support Services is referred to as the Designated Adults Safeguarding Manager (DASM) in alignment with the arrangements of the West Sussex Safeguarding Adults Board.

### **5.4 West Sussex Adult Services Contact Centre**

Anyone with safeguarding concerns about an adult should contact West Sussex County Council on 01243 642121. Callers should state that they are raising an adult safeguarding concern. This number can be used at all times, including nights, weekends and bank holidays or if it is an emergency situation Sussex Police can be contacted.

Alternatively a WSCC online adult safeguarding concern form can be completed and submitted. This can be obtained from the following website:

[http://www.westsussex.gov.uk/living/social\\_care\\_and\\_health/adults/safeguarding\\_adults\\_at\\_risk/action\\_to\\_take\\_if\\_you\\_are\\_conc.aspx](http://www.westsussex.gov.uk/living/social_care_and_health/adults/safeguarding_adults_at_risk/action_to_take_if_you_are_conc.aspx)

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**SAFEGUARDING POLICY - Undertaking by staff**

I undertake to comply fully with the Safeguarding Policy and I recognise that the Council may monitor my working with children and adults in accordance with the Regulation of Investigatory Powers Act 2000. I confirm that I have read and understood the contents of the policy.

Signed

Date

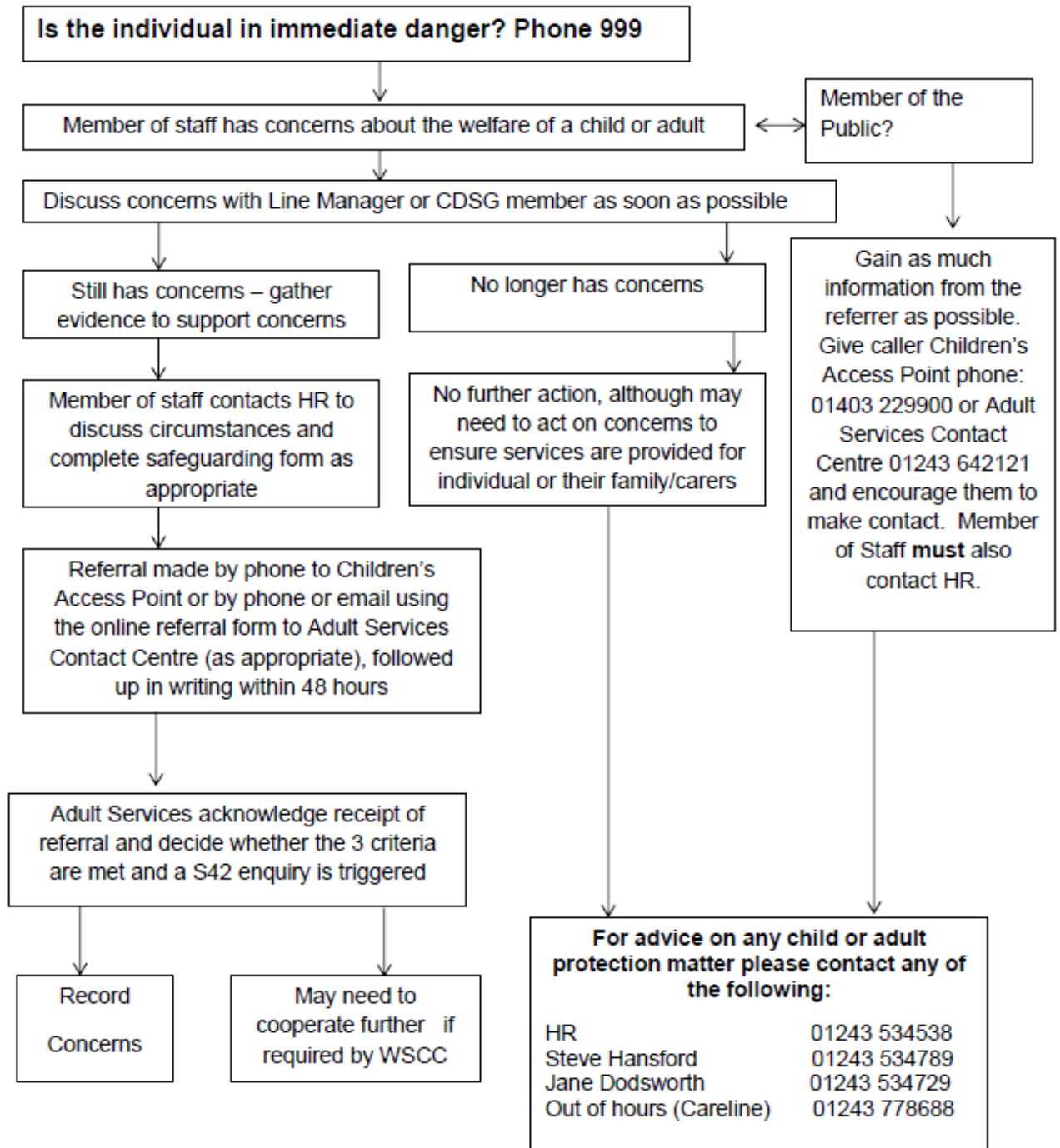
Name

\_\_\_\_\_

Section \_\_\_\_\_

## Appendices

**Appendix 1** – Flow chart illustrating what staff and managers should do where they have concerns that an adult or child is at risk.



## **Appendix 2 - Guidance on how to manage the liability of third parties**

CDC, along with all other organisations, is required to take reasonable measures to safeguard individuals when they are subject to CDC regulations and / or jurisdiction. This applies not only to events and activities run by the CDC or on its behalf, but also to those taking place on CDC premises, parks and open spaces, including properties being leased from the CDC or being provided with a grant, subsidy or rent concession by the CDC. Accordingly, where the event, business or service being delivered is wholly or mainly for children and/or adults, the hirer should have in place a Safeguarding Policy. If the Hirer (which will include lessee or recipient of grant, subsidy or concession) does not have such a policy, support and guidance in developing such a policy can be obtained from Voluntary Action Arun & Chichester (VAAC) on 01243 528615.

CDC expects that a Safeguarding Policy will include the following key elements:

- A statement of commitment to the principles of Safeguarding.
- The arrangements for recruitment, checking and supervision for staff, committee or board members, volunteers or helpers involved in the event or service (including any contingency arrangements).
- Guidance or training to staff; committee or board members; volunteers and helpers on their responsibilities for safeguarding.
- A process for risk assessments of the activity and safe methods of work in respect of safeguarding issues.
- How any safeguarding concerns should be recorded and reported.
- The means of managing any complaint or allegation against staff, volunteers and helpers including the identification an independent person to whom any complaints from attendees can be addressed.

In addition specific reference should be made in the policy to ensure that:

- Parental/guardian consent is obtained in writing for allowing photographs (including film footage) to be taken of a child.
- There should be no physical contact by any staff or volunteers with children or adults, unless the nature of the activity requires it (e.g. assistance with safety equipment, face painting etc)

Guidance given to applicants, hirers or service providers: All applicants, hirers or service providers should be guided to:

1. Risk assess their proposed activity in a Safeguarding context.
2. Cover the key elements set out above in their Safeguarding policy.
3. Certify to CDC that their policy meets those elements, and a process for monitoring that policy is in place.

A Safeguarding Policy should only be submitted to CDC where the proposed activity is deemed to be a 'high risk' (where a Child or Adult will not be accompanied by a parent, guardian or carer). In such cases CDC staff will check that the policy complies with the requirement in the key elements above.

CDC staff dealing with commissioning services, hiring or leasing premises or considering grant applications will record any safeguarding advice given to contractors and applicants. They will also record on the application or agreement:

- That the applicant has certified that their Safeguarding policy complies with the key elements described above;
- Where the activity is deemed 'high risk' a Safeguarding policy has been received, and has been checked for compliance with the six key elements.

## Appendix 3



### Safeguarding – Incident Form

Staff or volunteers should use this form if they have witnessed an adult or a child being abused, they suspect it or they are otherwise made aware of it, or an adult has disclosed that they are being abused. Please refer to the Safeguarding Policy before completing this form.

Please use the back of this form to provide additional information.

Name of person reporting the incident and contact details (including phone number)

Name of Adult / child

Date of Birth of Adult / child (if known)

Address of the Adult / child

Date and time of suspicions or concern

Short description of the suspicions or concern

Observation of the adult's / child's emotional state (or physical state if appropriate)

Record of what the adult / child has said

Any other comments

Details of any other relevant information and where it is stored

Name of Officer/ Volunteer

Signature

Date

This form should be completed as soon as practicably possible after the complaint has been raised and passed immediately to an HR Officer, the HR Manager or the Head of Business Improvement Services.

**Contact numbers:**

During Office Hours: HR Officers / HR Manager, 01243 534538  
Head of Business Improvement Services, 01243 534729.

Out of Office Hours: Head of Business Improvement Services (if staff related) or the Head of Community Services (other serious adults at risk protection matters) via the Council Careline Centre 01243 778688.

## **Appendix 4 – Categories of abuse**

### **PHYSICAL ABUSE**

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm
- Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

### **EMOTIONAL ABUSE**

The persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects (particularly on a child's emotional development) that may include:

- Conveying to someone that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving someone opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on someone. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing someone participating in normal social interaction
- Seeing or hearing the ill-treatment of another person or child
- Serious bullying (*including cyber bullying*), causing someone frequently to feel frightened or in danger, or the exploitation or corruption of individuals

Some level of emotional abuse is involved in all types of abuse, although it may occur alone.

### **SEXUAL ABUSE**

Sexual abuse involves forcing or enticing someone to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. It may involve:

- physical contact, including assault by penetration (*rape or oral sex*), or
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing



- non-contact activities such as involving someone looking at, or in the production of, sexual images
- watching sexual activities or
- encouraging children to behave in sexually inappropriate ways or
- grooming a child in preparation for abuse (*including via the internet*)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

### **FINANCIAL ABUSE**

The misappropriation of an adult's (or possibly a child's) money or material possessions. This could involve:

- taking money from someone, or their accounts, or not paying bills or rent on their behalf.
- taking high value items from their house, or replacing them with cheaper goods

Financial abuse may be hard to identify, but symptoms could include someone who is constantly asking for money, or who never has any food in the house. Equally, accusations of financial abuse are likely to arise where, for example, relatives have had to take control of someone's finances.

### **NEGLECT**

The persistent failure to meet someone's basic physical and/or psychological needs, likely to result in the serious impairment of their health (or a child's development). Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (*including exclusion from home or abandonment*)
- protect someone from physical and emotional harm or danger
- ensure adequate supervision (*including the use of inadequate care-givers*), or
- ensure access to appropriate medical care or treatment

Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to someone's basic emotional needs.

*NOTE: a single indicator is not necessarily proof of abuse and it is important that information is gathered from a number of sources; however, abuse may occur when there are few indicators.*

**TRIGGER POINTS** Be alert to the possibility of abuse and neglect in children who present with:

- poor dental hygiene and dental caries
- poor physical appearance, dirty, unkempt and fetid
- bruising or marks which maybe bruising in children who are not yet crawling or walking independently.

### **SELF ABUSE**

The failure to meet ones own basic needs, resulting in impairment to their health. Self Abuse may involve a child or adult:

- deliberately causing themselves physical harm for example scratching, cutting skin or pulling their hair out
- starving themselves, binge eating or regularly vomiting food
- experimentation with drugs, ingesting harmful substances, suicide attempts
- failing to provide themselves with adequate food, clothing and shelter

Self abuse could be a way of seeking attention due to other forms of abuse they are experiencing, or a more complex form of self abuse that would require specialist intervention- but the signs and symptoms would be the same.

### **ORGANISATIONAL ABUSE**

People living or receiving care in an institutional setting can be victims of abuse, either from the inappropriate acts of staff or by institutional failings (inadequate staffing, policies and procedures not followed, inadequate training) of the organisation providing them with care. Organisational abuse would typically present as Neglect or another form of abuse but is categorised separately due to the setting in which the abuse has occurred.

### **DISCRIMINATORY ABUSE (including Hate Crime)**

As a form of Organisational Abuse, service providers could discriminate against those in their care by not having due regard for their circumstances – preventing or discouraging them from accessing the services they need.

Emotional or Physical Abuse could also be perpetrated because of the victims protected characteristics, including:

Age, Disability, Gender Reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex (Gender), and Sexual orientation.

## **CYBER/INTERNET ABUSE**

Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.

New technologies have become central to modern life. They make it possible for people across the world to have instant communication with one another. They allow for the rapid retrieval and collation of information from a wide range of sources, and provide a powerful stimulus for creativity. People may discuss sensitive topics which, face to face, they might find difficult. However, these technologies are also potentially damaging. They can enable children or adults to access harmful and inappropriate materials. Those they engage with may not be directly known to them and because of the anonymity offered by the internet people may be harmed or exploited.

## **MODERN SLAVERY (including Child Sexual Exploitation)**

International migration and the desire to change an individual's life chances by moving to a new country has resulted in the rise of abuse of, and the physical enslavement of, children and adults. The exploitation of children and adults, brought into this country typically for sex but also for labour or domestic servitude, is an issue that staff should remain vigilant for. Because of the secretive nature of operations it is unlikely to present in typical Council work. However, officers who might enter private homes or business premises should be on the look out for obvious signs where people are being kept against their will.

Children and Young People are also at risk of being "groomed" by persons and coerced into sexual activity. They could be motivated by money, gifts, alcohol or drugs; or by affection or the status it gives them.

More details of Operation Kite, the multi-agency Pan Sussex approach against Child Sexual Exploitation, can be found here:

<http://www.sussex.police.uk/help-centre/ask-us/child-sexual-exploitation/what-is-child-sexual-exploitation>

## **DOMESTIC ABUSE**

The implications of domestic violence can be far reaching. Both victims and perpetrators of domestic violence could be “Adults” as defined by the Care Act 2014. Parenting capacity can be compromised by domestic abuse to the point where children are neglected. Young People could also be secondary victims of emotional abuse within the household, and while the cause remains undisclosed could present in a different setting with complex emotional needs (including self harm). West Sussex County Council commission Worth Services to deliver support for victims of domestic abuse.

## **RADICALISATION**

The processes by which people come to support violent extremism and, in some cases, join terrorist groups.

Local Authorities now have a duty under the Counter –Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism”

PREVENT is a national strategy and is linked to the safeguarding agenda and therefore will be considered within safeguarding policy, procedure and training.

**The Government’s counter terrorism strategy is known as CONTEST.**

PREVENT is part of CONTEST and its aim is to stop people becoming terrorists or supporting terrorism.

**CONTEST has four key principles:**

- 1. PURSUE** – stop terrorist attacks
- 2. PREVENT**– to stop people becoming terrorists or supporting terrorism
- 3. PREPARE** – where we cannot stop an attack, mitigate its impact
- 4. PROTECT**– strengthen overall protection against terrorism attack

PREVENT focuses on working with vulnerable individuals, children or adults who may be at risk of being exploited by radicalisers and subsequently drawn into terrorism related activity. It is important, if you are concerned that a vulnerable individual is being exploited in this way you raise these concerns in accordance with your organisation’s policies and procedures. Current legislation now requires all staff to exercise a duty of care to customers and, where necessary, take action for safeguarding and crime prevention.

If you have a concern, discuss it with your Manager and they will advise and identify local referral pathways.

## **Appendix 5 – Criminal records disclosures – what are they and what type of posts should they be used for?**

### **1 Enhanced Disclosure**

This is the highest level of check available to anyone involved in regularly caring for, training, supervising or being in sole charge of children or adults at risk. It is also available for certain licensing purposes and judicial appointments. Enhanced Disclosures contain both spent and unspent Cautions, Reprimands, Warning or convictions. They however also contain relevant and proportionate information held by the local police forces. We are only able to ask staff or volunteers to complete an Enhanced Disclosure if their posts or positions are included in the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974. If we knowingly ask for an Enhanced Disclosure for a post or role which is not included in the Exceptions Order we would be in breach of Part V section 123 of the Police Act 1997.

The HR Officer or HR Manager as authorised Countersignatories will advise and decide if necessary whether the post qualifies for an Enhanced, Standard or Basic Disclosure.

Staff or volunteers waiting for an Enhanced Disclosure must not commence any activities involving children or adults at risk until the disclosure records providing clearance have been received from the DBS unless accompanied at all times by a colleague who has received DBS clearance. The Head of Service for the area concerned is responsible for ensuring that this happens. This should apply for a very limited period only whilst DBS clearance is being awaited.

### **2 Standard Disclosure**

If the staff member or volunteer has access to sensitive information relating to children or adults at risk but does not come into contact with them, we may apply for a Standard Disclosure. Standard Disclosures contain both spent and unspent Cautions, Reprimands, Warning or convictions. This would mean for example that people working in a call centre environment with access to sensitive information would be asked to complete a Standard Disclosure. It can be unclear which posts meet these criteria so decisions should be made on a case by case basis by the HR Officer / HR Manager in conjunction with the relevant service manager.

Staff or volunteers waiting for a Standard Disclosure would be required to be accompanied at all times by a colleague who has received DBS clearance as per Enhanced Disclosures.

### 3 Basic Disclosure

If the duties and/or role of the staff member or volunteer do not allow us to apply for an Enhanced or a Standard Disclosure, but if the staff member or volunteer will or is likely to come into contact with children or adults at risk, a Basic Disclosure may be applied for depending on the degree and extent of expected contact. This must be decided by the HR Manager on application by and in conjunction with the service manager. This process is administered not by the DBS but by "Disclosure Scotland".

A Basic Disclosure will record all current Cautions, Reprimands, Warning or convictions but will not record any "spent" Cautions, Reprimands, Warning or convictions or other information.

Unlike an Enhanced or Standard Disclosures, staff or volunteers waiting for their Basic Disclosure to be returned **DO NOT** have to be accompanied at all times by a colleague who has received DBS clearance.

Whenever staff or volunteers are issued with an Enhanced, Standard or Basic Disclosure they will be informed that they must declare to one of the Council's qualified Countersignatories if they are issued with a formal Caution, Reprimand or Warning by the Police or if they are convicted of ANY criminal offence. They will be told that the issue of a Caution, Reprimand, Warning or conviction could also result in their dismissal and failure to make an appropriate declaration could also lead to their dismissal.

## **Appendix 6 - Chichester District Safeguarding Group contacts**

Jane Dodsworth – Head of Business Support Services, Designated Senior Officer for Allegations Management (DSO), Designated Adults Safeguarding Manager (DASM)

01243 534729

[jdodsworth@chichester.gov.uk](mailto:jdodsworth@chichester.gov.uk)

### **Officer contacts**

Steve Hansford – Head of Community Services (liaison with West Sussex Safeguarding Childrens Board and West Sussex Safeguarding Adults Board)

01243 534789

[shansford@chichester.gov.uk](mailto:shansford@chichester.gov.uk)

Designated Officers/ Chichester District Safeguarding Group (CDSG) Membership

Elaine Thomas – Community Wellbeing Manager 01243 534588

[Ethomas@chichester.gov.uk](mailto:Ethomas@chichester.gov.uk)

David Hyland – Communities and Partnership Support Manager 01243 534864 [dhyland@chichester.gov.uk](mailto:dhyland@chichester.gov.uk)

Pam Bushby – Community Interventions Manager 01243 534801

[pbushby@chichester.gov.uk](mailto:pbushby@chichester.gov.uk)

Tim Radcliffe – Human Resources Manager 01243 534528

[tradcliffe@chichester.gov.uk](mailto:tradcliffe@chichester.gov.uk)

Ian Brightmore – Commercial Safety Team Manager 01243 4788

[ibrightmore@chichester.gov.uk](mailto:ibrightmore@chichester.gov.uk)

Richard Minton –Operations Manager, Westgate Chichester 01243 531102

[Rminton@chichester.gov.uk](mailto:Rminton@chichester.gov.uk)

Rob Dunmall – Housing Operations Manager 01243 532334

[rdunmall@chichester.gov.uk](mailto:rdunmall@chichester.gov.uk)

Marlene Wescott – Senior Benefits Officer 01243 533269

[mwescott@chichester.gov.uk](mailto:mwescott@chichester.gov.uk)

Chris Christie – Revenues and Performance Manager 01243 533349

[cchristie@chichester.gov.uk](mailto:cchristie@chichester.gov.uk)

## Chichester District Council

**FULL COUNCIL**

**22 September 2015**

### **Recording and broadcasting of Committee Meetings**

#### **1. Contacts**

**Report Author:**

Jane Dodsworth, Head of Business Improvement Services (01243 534729)  
e-mail [jdodsworth@chichester.gov.uk](mailto:jdodsworth@chichester.gov.uk)

**Cabinet Member:**

Councillor Bruce Finch, Cabinet Member for Support Services (07751 351903)  
e-mail [bfinch@chichester.gov.uk](mailto:bfinch@chichester.gov.uk)

#### **2. Executive Summary**

The report below is an updated version of one discussed by the Cabinet on 8 September. The Council is invited to consider the concept, practicalities and cost of web-casting certain key Council meetings and advise the Cabinet of its views on the options before the Cabinet makes a final decision at its meeting on 6 October 2015. The Cabinet expressed a preference for a one year trial of webcasting, but wishes to know the Council's views.

#### **3. Recommendation**

- 3.1. That Cabinet determine which of the options for audio recording or web-casting of key committee meetings should be implemented for a one year pilot and consult Council for their views on the matter.**
- 3.2. That £22,238 be funded from reserves should Cabinet resolve to undertake the web-casting option after receiving the views of Council.**

#### **4. Background**

- 4.1. The Overview and Scrutiny Committee (OSC) Task and Finish Group at their meeting on 29 January 2015 had considered the specification of requirements for the replacement system and recommended to Cabinet that audio recording of meetings be undertaken for a one year pilot to assess usage. Members are referred to the OSC papers of 17 March 2015 for the debate.
- 4.2. At their meeting on 7 April 2015, Cabinet resolved (Minute 748) to replace the committee microphone system as part of the asset replacement programme - such replacement system to be capable of both audio recording and web-casting of committee meetings. They also requested Officers to bring back this report to a future Cabinet with detailed costs and the practicalities of audio and web-casting of committee meetings.



- 4.3. Comparing usage figures with other authorities varies depending upon whether the authority is a unitary, county or district. However, average viewing figures for a District with a similar committee structure shows viewings per committee over the preceding 12 month period are: Cabinet – 844; Council – 887; Planning – 506; Overview and Scrutiny - 814
- 4.4. Officers have subsequently awarded a contract for a replacement committee microphone system that is capable of audio and web-casting recording of meetings.

## **5. Outcomes to be achieved**

- 5.1. To enable local residents to see or hear council decision-making meetings at a time and place convenient to themselves.
- 5.2. Pursuant to the Government's regulations on openness of local government, to undertake a one-year pilot of recording of Council, Cabinet, Planning, Overview and Scrutiny and Corporate Governance and Audit committee meetings.
- 5.3. To assess usage of such recordings at the conclusion of the pilot prior to considering longer-term provision.
- 5.4. To provide an official recording of key committee meetings.

## **6. Proposal**

- 6.1. To provide Cabinet with costs and functionality of both audio and web-casting of meetings. Both options to be capable of being published on-line and compatible with the Council's web-hosted committee management system.
- 6.2. Option 1 - Audio Recording only
  - a) The Council has the functionality to record meetings at present.
  - b) To convert these recordings to a user-friendly format online requires the licensing of software that will attach a full recording of the meeting to the online Committee minutes and enable users to select an item of interest within the meeting and to listen to the discussion and debate for that particular item only.
  - c) Since this option is audio, it will be necessary for Members and Officers to clearly announce themselves prior to discussion to identify the speaker clearly to the user.
- 6.3. Option 2 – Audio Recording including Web-Casting
  - a) This option provides a panoramic view of the meeting.

- b) Cameras would be placed within the ceiling of the committee rooms to capture this view. The cameras would be automated as much as possible to zoom in and out.

Although manual intervention is possible using the software console, Officers are not recommending this at this time, due to the support required of the Committee staff present at the meeting. Costs associated with this are included within the total package cost of web-casting as set out in paragraph 8.1.

- c) The new microphone system has the ability for Members to insert an identity badge into the microphone system. This registers that device to the Member and provides a name tag online when their microphone is activated to 'speak', providing a clear view of who is speaking.
- d) A 2mb broadband line will be required to upload video content to the committee system.
- e) As with audio recording, users have the option to view the entire meeting or to select an agenda item of interest from the meeting.

6.4. Web-casting may be streamed 'live' or the recording is posted on the website retrospectively. To record a meeting for live streaming requires more support from the Committee staff supporting the meeting. Viewing figures from other authorities using web-casting suggest that live viewing tends to increase as users awareness grows that web-casting is available. Officers would recommend that any pilot should commence with retrospective posting of the recording initially, with the intention to publish live recordings later in the pilot so that both options may be analysed at the end of the pilot.

6.5. Both options are compatible with the new microphone system and committee system.

## **7. Alternatives that have been considered**

7.1. Do nothing - consideration has been given not to provide recording of committee meetings, other than official minutes as at present. However, the Task and Finish Group did recommend that in light of the Government's transparency agenda, it would be appropriate to provide a full, official recording of discussion and debate.

7.2. The remaining two options are set out in paragraph 6 above for the Cabinet to consider.

## **8. Resource and legal implications**

8.1. Costs for both options are provided below:

One Year Pilot	Audio Recording only		Audio + Web-Casting	
	Capital	Revenue	Capital	Revenue
Software licences	0	£3,900	0	£21,317*
Broadband Line	0	0	£160	£921
<b>Total</b>	<b>£0</b>	<b>£3,900</b>	<b>£160</b>	<b>£22,238</b>

\* Note: This figure is based on 140 hours of recording and may be discounted following the pilot if the service was retained and the Council entered into a longer term contract. Such discount depends upon length of contract and whether the payment is made annually or in advance of the term. Discounts range from 9-20% if paid annually and 10-30% if paid in advance of the term.

7.2 Costs associated with audio recording can be met from within existing service budgets. There are no costs associated with exiting from the pilot. However, web-casting will require additional revenue funding to be met from reserves.

7.3 Resource from Member Services and the Facilities team would be required as follows and will be met from within existing resources:

- a. Set the on-line committee system so that it integrates the meeting with the web-casting service.
- b. Immediately prior to the meeting (using the software console) contact the web-casting service to test run the connection.
- c. Start the meeting on the console.
- d. During the meeting update the console with the time each agenda item starts.
- e. Update the console to end the meeting.
- f. Update the console to stop and start the meeting for coffee breaks and Part 2 items.
- g. Synchronise both systems once a week.

Actions (a) and (b) would be undertaken by Member Services and/or the Facilities Team as part of meeting preparation. Actions (c) and (e) – (g) would be undertaken by Member Services. Action (d) is only required during the meeting if it is a live web-cast.

7.4 On conclusion of the pilot officers will prepare a full evaluation detailing the costs, performance, usage and other resources required to implement on a permanent basis.

## 9. Consultation

9.1. Members of the Task and Finish Group were present at demonstrations of the new microphone system and are assured of its capabilities in supporting recording functionality. During this process the implications of audio recording were considered by the Group and Officers.

- 9.2. Following Cabinet on 7 April 2015, Member Services, ICT and Facilities have been consulted on the support required for web-casting of meetings. They believe that no additional resources are required, provided the trial is operated as set out in paragraph 7.3. One of the purposes of the trial will be to evaluate resource requirements.
- 9.3. As the proposals affect the whole of Council it is proposed that views be sought at their meeting on the 22 September prior to a final decision being taken by Cabinet at their meeting on 6 October.

## 10. Community impact and corporate risks

- 9.1 In a rural and geographically large district the availability of audio and/or web broadcasts of certain Council meetings should enable greater participation and interest in Council business.

## 11. Other Implications

<b>Crime &amp; Disorder:</b>		None
<b>Climate Change:</b>		None
<b>Human Rights and Equality Impact:</b> Equality of access to the Council decision-making process would be supported through the provision of on-line recording of meetings.	Yes	
<b>Safeguarding:</b>		None

## 12. Appendices

None

## 13. Background Papers

None

**Chichester District Council****Arrangements for Dealing with Standards Allegations under the Localism Act 2011****1 Context**

These **Arrangements** set out how you may make a complaint that an elected or co-opted member of this authority or of a Parish Council within the District has failed to comply with the authority's code of conduct, and set out how the authority will deal with allegations of a failure to comply with the authority's code of conduct.

Under section 28 (6) and (7) of the Localism Act 2011, the Council must have in place 'arrangements' under which allegations that a member or co-opted member of the authority or Parish Council or of a committee or sub-committee of the authority has failed to comply with that authority's code of conduct can be investigated and decisions made on such allegations.

Such arrangements must provide for the authority to appoint at least one 'independent person', whose views must be sought by the authority before it takes a decision on an allegation which it has decided shall be investigated and whose views can be sought by the authority at any other stage, or by a member against whom an allegation as been made.

**2 The Code of Conduct**

The Council has adopted a Code of Conduct for members, which is attached as **appendix one** to these **Arrangements** and available for inspection on the authority's website and on request from the reception desk at Chichester District Council East Pallant House 1 East Pallant Chichester.

**3 Making a complaint**

If you wish to make a complaint, please write or e-mail to:

Ms Nicola Golding  
Monitoring Officer  
Chichester District Council  
East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY

[ngolding@chichester.gov.uk](mailto:ngolding@chichester.gov.uk)

The Monitoring Officer is a senior officer of the authority who has statutory responsibility for maintaining the register of members' interests and who is responsible for administering the system in respect of complaints of member misconduct.

In order to ensure that we have all the information which we need to be able to process your complaint, please complete and send us the complaint form, which can be downloaded from the authority's website, next to the Code of Conduct, and is available on request from the reception at Chichester District Council East Pallant House 1 East Pallant Chichester.

Please do provide us with your name and a contact address or e-mail address, so that we can acknowledge receipt of your complaint and keep you informed of its progress. A full copy of your complaint form and supporting documents will be sent to the member against whom your complaint is about (the subject member). The authority does not normally investigate anonymous complaints, unless there is a clear public interest in doing so. If you want to keep your name and address confidential, please indicate this in the space provided on the complaint form. We will consider your request and if we decide to agree to it we will not disclose your name and address to the member against whom you make the complaint without your prior consent. If we refuse your request you will be notified and given the opportunity to decide whether or not you wish to proceed with your complaint.

The subject member may provide his/her written comments about your complaint to the Monitoring Officer. You will be sent a copy of such comments and may send a response if you feel that you have new points to make.

The subject member will have the opportunity to consult, at this stage, with an Independent Person.

#### **4 Validation**

Your complaint will be considered by the Monitoring Officer. If she is of view that it does not fundamentally relate to a code of conduct matter she will decline to process it further under this procedure. You will be informed of this and, if possible, other options open to you will be suggested. For example it is generally considered that complaints about statements made in respect of the merits of a planning applications will not be dealt with under this procedure. The planning system itself is considered to give all parties a fair opportunity to express their views and comment upon the views of others. The code of conduct complaints procedure will not produce an outcome that will assist in the planning process.

If the Monitoring Officer has declined to process your complaint further under this procedure, you will be informed of this and, if possible other options open to you will be suggested.

Once validated by the Monitoring Officer, your complaint will proceed to the Initial Assessment.

#### **54 Will your complaint be investigated?**

##### Monitoring Officer's Initial Assessment

The Monitoring Officer will carry out an initial assessment of every complaint received and, after consultation with the Independent Person, may take a decision as to whether it should proceed to the Assessment Sub-Committee stage. The details given in your complaint form together with any supporting documents that

you have submitted, together with any comments that the subject member has made and any further response from you, will be taken into consideration.

The Monitoring Officer may decide a complaint does not proceed if:

- It is about someone who is no longer a member of the Council
- There has been a long delay before the complaint was made
- The complaint appears to be minor, politically motivated, malicious or not sufficiently serious to warrant further action
- ~~Whilst framed as a code of conduct matter, is fundamentally about the assessment of a planning application~~  
~~Whilst framed as a code of conduct matter, is fundamentally a challenge to an expression of fact or opinion made during a debate at a Council meeting or is fundamentally a challenge to the underlying merits of a council determination (eg a planning application)~~
- In order to resolve the matter, you are prepared to accept and the subject member has given a written apology
- Both you and the subject member are prepared to resolve the matter by having a mediation / conciliation meeting

This list is not intended to be exhaustive and the Monitoring Officer in consultation with the Independent Person may decide that a complaint does not merit further consideration for any other reason which appears to them to be relevant.

If you are a parish councillor and the subject member (or one of them) is a member of the same parish council, the Monitoring Officer may, in consultation with the Independent Person, refer the matterentire complaint to the Sussex Associations of Local Councils (SALC). SALC will appoint a Panel to hear your complaint and decide whether it is sufficiently serious to be put through the procedure set out below or whether it should be settled in some other way within the parish council.

Where the Monitoring Officer has taken the decision that the complaint does not merit further consideration or is to be referred to SALC for mediation / conciliation, the Monitoring Officer will inform you of his/her decision and the reasons for that decision.

#### Assessment Sub Committee

The Assessment Sub-Committee will consist of three members of the Council's Standards Committee. If the subject member is a parish councillor, a parish councillor who is a co-opted member of the Standards Committee will also attend in an advisory capacity. The Monitoring Officer will refer the complaint to the Assessment Sub-Committee provided she considers it is appropriate to do so (see above: Monitoring Officer's Initial Assessment).

The complaint form and any supporting documents that have been submitted will be copied to all members of the Sub Committee.

Having received a copy of the complaint form the subject member may have submitted written comments to the Monitoring Officer. Such comments will also be copied to all members of the Assessment Sub-Committee, together with any further response from you.

The Assessment Sub-Committee is likely to be held in private and therefore neither you nor the subject member may attend. The Monitoring Officer and the Independent Person will attend and, if required, give advice.

The Assessment Sub-Committee may decide:

- (i) To take no further action on the complaint
- (ii) To ask for further information
- (iii) To refer the complaint to the Monitoring Officer to arrange for an investigation to be carried out
- (iv) To refer the matter to the Monitoring Officer for other steps eg for a written apology from the subject member to be sent to the complainant or to request mediation / conciliation or training for the member
- (v) To refer the complaint to the police or other regulatory agency if the complainant identifies potential criminal conduct or breach of other regulation.

Where the Monitoring Officer or the Assessment Sub-Committee requires additional information in order to come to a decision, you may be asked to provide such information or the Assessment Sub-Committee may request information from the subject member against whom your complaint is directed.

As stated above, the Assessment Sub-Committee may request that the Monitoring Officer attempts to resolve the matter informally, without the need for a formal investigation. Such informal resolution may involve the member accepting that his/her conduct was unacceptable and offering an apology or other remedial actions by the authority.

If your complaint identifies criminal conduct or breach of other regulation by any person, the Monitoring Officer has the power to call in the police and/or other regulatory agencies.

The complainant and the subject member will be notified of the Assessment Sub-Committee's decision with reasons.

## **65** How is the investigation conducted?

The Council has adopted a procedure for the investigation of misconduct complaints, which is attached as **appendix two** to these **Arrangements**.

If the Assessment Sub-Committee decides that a complaint merits formal investigation, the Monitoring Officer will appoint an investigating officer, who may be



another senior officer of the authority, an officer of another authority or an external investigator. The Investigating Officer will decide whether they need to meet or speak to you to understand the nature of your complaint and so that you can explain your understanding of events and suggest what documents the Investigating Officer needs to see and who the Investigating Officer needs to interview.

The Investigating Officer would normally write to the subject member and ask that member to provide his/her explanation of events, and to identify what documents they need to see and who they need to interview. In exceptional cases, where it is appropriate to keep your identity confidential or where disclosure of details of the complaint to the member might prejudice the investigation, the Monitoring Officer can delete your name and address from the papers given to the member or delay notifying the member until the investigation has progressed sufficiently.

At the end of his/her investigation, the Investigating Officer will produce a draft report and will send copies of that draft report, in confidence, to you and to the subject member, to give you both an opportunity to identify any matter in that draft report which you disagree with or which you consider requires more consideration.

Having received and taken account of any comments which you may make on the draft report, the Investigating Officer will send their final report to the Monitoring Officer.

**7** What happens if the Investigating Officer concludes that there is no evidence of a failure to comply with the Code of Conduct?

The Monitoring Officer will review the Investigating Officer's report and, if satisfied, in consultation with the Independent Person, that the Investigating Officer's report is sufficient, the Monitoring Officer will write to you and to the subject member, notifying you that they are satisfied that no further action is required, and give you both a copy of the Investigating Officer's final report. If the Monitoring Officer is not satisfied that the investigation has been conducted properly, the Investigating Officer may be asked to reconsider the report.

**8** What happens if the Investigating Officer concludes that there is evidence of a failure to comply with the Code of Conduct?

The Monitoring Officer will review the Investigating Officer's report and will then refer the matter for local hearing before the Hearing Sub-Committee.

The Hearing Sub-Committee will conduct a local hearing before deciding whether the member has failed to comply with the Code of Conduct and, if so, whether to take any action in respect of the member.

The Council has agreed a procedure for local hearings, which is attached as **Appendix Three** to these **Arrangements**.

Essentially, the Monitoring Officer will conduct a pre-hearing process, requiring the member to give his/her response to the Investigating Officer's report, in order to identify what is likely to be agreed and what is likely to be in contention at the hearing. At the hearing, the Investigating Officer will present his/her report, call such

witnesses as considered necessary and make representations to substantiate his/her conclusion that the member has failed to comply with the Code of Conduct. For this purpose, the Investigating Officer may ask you as the complainant to attend and give evidence to the Hearing Sub-Committee. The subject member will then have an opportunity to give his/her evidence, to call witnesses and to make representations to the Hearing Sub Committee as to why they consider that they did not fail to comply with the Code of Conduct.

The Hearing Sub-Committee, with the benefit of any advice from the Independent Person, may conclude that the member did not fail to comply with the Code of Conduct, and so dismiss the complaint. If the Hearing Sub-Committee concludes that the member did fail to comply with the Code of Conduct, it will then consider what action, if any, the Hearing Sub-Committee should take as a result of that failure to comply. In doing this, the Hearing Sub-Committee will give the subject member an opportunity to make representations and will consult the Independent Person, and will then decide what action, if any, to take in respect of the matter.

9 What action can the Hearing Sub-Committee take where a member has failed to comply with the Code of Conduct?

The Standards Committee has delegated to the Hearing Sub-Committee such of its powers to take action in respect of individual members as may be necessary to promote and maintain high standards of conduct. Accordingly the Hearing Sub-Committee may:

- 3.1 9.1 Publish its findings in respect of the member's conduct.
- 3.2 9.2 Write a formal letter of censure to the councillor found to have breached the Code of Conduct.
- 3.3 9.3 Report its findings to the Council meeting for information.
- 3.4 9.4 Recommend to the member's group leader or the parish council (or in the case of un-grouped members recommend to the Council meeting) that they be removed from any or all committees or sub-committees of the Council.
- 3.5 9.5 Recommend to the Leader of the Council or the parish council that the member be removed from the Cabinet or be removed from particular portfolio responsibilities, or if the subject member is the Leader of the Council, recommend to the Council that the Leader be removed from office in accordance with Article 6 of Part 2 of the Constitution.
- 3.6 9.6 Recommend to the relevant Council to arrange training or mediation / conciliation or other appropriate remedy for the member.
- 8.7 9.7 Accept the written apology of the subject member to you.

The Hearing Sub-Committee has no power to suspend or disqualify the member or to withdraw members' basic or special responsibility allowances.

What happens at the end of the hearing?

At the end of the Hearing Sub-Committee, the chairman will state the decision of the Hearing Sub-Committee as to whether the member failed to comply with the Code of Conduct and as to any actions which the Hearing Sub-Committee resolves to take.

As soon as reasonably practicable thereafter, a formal decision notice will be issued and a copy will be sent to you, to the subject member and the clerk to any relevant parish council. The decision notice will be available for public inspection at the Council's offices and the decision may be reported to the next meeting of the Council.

#### Who sits on the Hearing Sub-Committee?

The Hearing Sub-Committee is a sub-committee of three (3) members of the Council's Standards Committee. The Hearing Sub-Committee will elect one of its members to act as chairman.

The Independent Person is invited to attend all meetings of the Hearing Sub-Committee and their views are sought and taken into consideration before the Hearing Sub-Committee takes any decision on whether the member's conduct constitutes a failure to comply with the Code of Conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

#### 12 Who is the Independent Person?

The Independent Person is a person who has applied for the post following advertisement of a vacancy for the post, and is then appointed by the Council. The definition of an Independent Person can be found in section 28 of the Localism Act 2011.

#### 13 Revision of these arrangements

The Council may by resolution agree to amend these **Arrangements**, and has delegated to the Monitoring Officer the right to depart from these **Arrangements** where she considers that it is expedient to do so in order to secure the effective and fair consideration of any matter.

#### Appeals

There is no right of appeal for you as complainant or for the subject member against a decision of the Monitoring Officer or of the Assessment Sub-Committee or Hearing Sub Committee.

If you feel that the authority has failed to deal with your complaint properly, you may make a complaint to the Local Government Ombudsman.

**Code of Conduct**

## Appendix Two

### Investigations Procedure

#### Introduction

This document sets out the procedure which will be followed once a decision has been taken that an allegation of misconduct by a member should be investigated.

It should be read in conjunction with the document **Arrangements for Dealing with Standards Allegations under the Localism Act 2011** [link].

#### The appointment of the Investigating Officer

Upon deciding to refer an allegation for investigation, the Monitoring Officer will appoint an Investigating Officer and instruct him/her to conduct an investigation of the allegation and report on it. The Monitoring Officer may appoint a replacement if the Investigating Officer is unable to complete the investigation. The Investigating Officer may be an officer of the authority or another authority or an external investigating officer. They should not be connected with the Standards Committee.

#### The role of the Investigating Officer

The role of the Investigating Officer is to ensure, as far as possible, that all the information which is relevant to the allegation is identified and presented in their report.

Subject to the agreement of the Monitoring Officer, the Investigating Officer may appoint a person(s) to assist him/her in the conduct of his/her functions and may obtain such professional advice as may be necessary for the conduct of the investigation.

#### Notification requirements

Once an Investigating Officer has been appointed, the Monitoring Officer will notify the subject member against whom the allegation has been made that the matter is being referred for investigation and inform him/her who is conducting the investigation.

The Monitoring Officer will notify the complainant that an investigation will take place and that they may be contacted in relation to that investigation.

#### Conduct of the investigation

The Investigating Officer shall have a broad discretion as to how to conduct the investigation.

They may require the subject member and the complainant to provide them with information and/or documents which are relevant to the investigation. They may require them to provide details of other people who may be able to assist with the investigation.

The Investigating Officer may request any person to attend an interview with him/her and/or provide him/her with documents and/or information.

Any person who is interviewed may arrange to have a friend or solicitor with him/her (provided that person is not connected to any matter under investigation).

The Investigating Officer will produce a written statement for signature in respect of any interviews that they conduct.

#### Referral to the Monitoring Officer

The Investigating Officer may refer the matter back to the Monitoring Officer if it appears to them appropriate to do so. For example, if the member is seriously ill or the decision to investigate should be reconsidered in the light of new evidence.

#### Deferral of investigation

The Monitoring Officer has discretion to defer the investigation if it appears appropriate to do so. For example, if there is a criminal investigation taking place.

#### Confidentiality

The Investigating Officer shall request that anyone contacted in relation to the investigation shall maintain confidentiality in order to maintain the integrity of the process.

#### Draft report

When the Investigating Officer is satisfied that they have sufficient information, or have obtained as much information as is reasonably practicable to obtain, they shall prepare a confidential draft report setting out the details of the allegation, the relevant sections of the code, a summary of the allegation, the response of the subject member, the information, documents and evidence taken during the course of the investigation, a statement of his/her draft findings, and the Investigating Officer's conclusion as to whether the member has breached the Code of Conduct.

The draft report should be sent to the Monitoring Officer, the complainant, the subject member and the Independent Person for their comments. The Investigating Officer may wish to conduct further investigations once they have received those comments, before producing the final report.

#### Final report

The final report should include the same sections as the draft report and a final conclusion as to whether there has been a breach of the Code of Conduct.

It may be helpful to include a chronology, summary of disputed facts and/or to append witness statements or other documents.

#### Action on receipt of report

If the Investigating Officer concludes that there is no evidence of a failure to comply with the Code of Conduct, the Monitoring Officer will review the report and, if satisfied that the report is sufficient, in consultation with the Independent Person, will write to the complainant and the subject member notifying them that no further action is required and enclosing a copy of the report.

If the Monitoring Officer is not satisfied that the investigation has been conducted properly, she may ask the Investigating Officer to reconsider his/her report.

If the report concludes that there is evidence of a failure to comply with the Code of Conduct the matter will be referred to the Hearing Sub-Committee.

The hearings process is the subject of a separate procedure [\[link\]](#).

## Hearings Procedure

The following process will be followed where the Investigating Officer has considered that there is evidence that the subject member has breached the Code of Conduct.

### Pre-hearing process

The Monitoring Officer will, where possible, arrange for the Hearing Sub-Committee to meet to hear the complaint within three months of receiving the Investigating Officer's report. She should aim to find a date which the witnesses, the Investigating Officer, the complainant and the subject member can attend. The Monitoring Officer should give all those involved sufficient notice of the date for the Hearing Sub-Committee meeting.

The Monitoring Officer will require the subject member to give his/her response to the Investigating Officer's report in order to identify what is likely to be agreed and what is likely to be in contention at the Hearing Sub-Committee.

If the subject member wishes to rely on evidence at the committee, they should provide it in writing to the Monitoring Officer as soon as possible. The Investigating Officer may have taken a witness statement from him/her or set out his/her comments in the report but if the subject member wishes to add to what the Investigating Officer has written they should provide a witness statement to the Monitoring Officer as soon as possible.

The Hearing Sub-Committee will not allow new arguments or evidence to be presented at the hearing.

The Monitoring Officer will consider whether it is appropriate to hear two complaints together eg if they relate to the same member or to the same incident or occasion.

The subject member should be provided with the Investigating Officer's report and any evidence which will be heard at the hearing.

The Monitoring Officer should provide the members of the Hearing Sub-Committee with all the evidence in advance of the hearing so that they can read it to identify any potential conflicts of interest.

The Monitoring Officer will provide the Hearing Sub-Committee with a report which summarises the allegation. This should include a list of agreed facts and disputed issues and outline the proposed procedure for the hearing (this will be based upon the **Procedure for the Hearing Sub-Committee** at the end of this appendix).

A Member Services officer will act as a point of contact for the subject member, the complainant, the Independent Person and any witnesses who will give evidence.

### The Hearing Sub-Committee

The Hearing Sub-Committee will generally take place in public. If the subject member is a parish councillor, a parish councillor who is a co-opted member of the Standards Committee will attend in an advisory capacity, in addition to the three voting members of the Sub-Committee.



An Independent Person will be invited to attend the hearing and will be asked to comment on whether there has been a breach of the Code of Conduct and on appropriate sanctions. ~~This will be an Independent Person who has not previously been consulted by the subject member.~~

If the subject member does not attend the hearing, the Hearing Sub-Committee may adjourn the hearing or may continue to reach a decision on the basis of the Investigating Officer's report and, if it decides to do so, any evidence that it hears.

Whilst the Hearing Sub Committee is a meeting of the authority, it is not a court of law. It does not hear evidence under oath. The rules of natural justice should nevertheless be carefully followed and the Hearing Sub-Committee will have due regard to the seriousness of the proceedings for those involved, the Council and the public.

The Hearing Sub-Committee will decide disputed issues and whether the subject member has breached the code on the balance of probabilities.

### Representation

The subject member may choose to be represented if they wish. They will have to bear the cost of being represented. The Hearing Sub-Committee may refuse to allow any person to remain at the hearing if they are disruptive. The Hearing Sub-Committee will have the discretion to hear opening or closing arguments from the subject member and the Investigating Officer if it feels it would assist them in reaching a decision.

### Evidence

The Hearing Sub-Committee will control the procedure and evidence presented at a hearing, including the number of witnesses and the way they are questioned. All matters relating to the evidence and procedure are within its discretion.

Generally the subject member is entitled to present his/her case as they see fit.

Witnesses of facts that are disputed would normally be expected to attend to be questioned. Character witnesses will normally provide written evidence, which can be read at the hearing.

Witnesses may be questioned by the Hearing Sub-Committee, the Independent Person, the Investigating Officer and the subject member.

The onus is on the subject member to ensure the attendance of the witnesses whom they would like to give evidence to assist them. The Hearing Sub-Committee can limit the number of witnesses or the issues which can be covered by them.

Neither the Hearing Sub-Committee nor the subject member will have any power to compel witnesses to give evidence.

### At the Hearing Sub Committee

At the hearing, the Investigating Officer will present his/her report, call such witnesses as they consider necessary and make representations to substantiate his/her conclusion that

the member has failed to comply with the Code of Conduct. The Investigating Officer may ask the complainant to attend and give evidence to the Hearing Sub-Committee. The Investigating Officer may be asked about his/her report or any matters relating to his/her involvement.

### Role of the Monitoring Officer

References to the Monitoring Officer should be read to include any representative of the Monitoring Officer.

The Monitoring Officer has a key role in ensuring the smooth running of the pre-hearing and hearing process. He or she will remain neutral throughout and will provide independent advice to the Hearing Sub-Committee.

### Role of the complainant

The role of the complainant will usually be limited to being a witness for the Investigating Officer and they are not a party to the proceedings. However, the Hearing Sub-Committee might wish to consult him/her at any stage in the hearing if it feels that his/her comments would assist it.

### Decision

The Hearing Sub-Committee must consult the Independent Person before reaching its decision.

The Hearing Sub-Committee may wish to retire to consider its decision. The Monitoring Officer may assist it in setting out the reasons for their decision.

The Hearing Sub-Committee will reach a decision as to whether the subject member has breached the code of conduct. If it decides that the subject member has not breached the Code of Conduct, it will take no further action. If it decides that the subject member has breached the Code of Conduct, it should go on to decide what sanction, if any, is appropriate.

### Sanctions

The Hearing Sub-Committee will consult the Independent Person before imposing any sanction and give the subject member the opportunity to make representations.

The Hearing Sub-Committee should consider all the mitigating and aggravating circumstances that appear to it to be relevant. For example, it may wish to consider:

- What were the actual and potential consequences of the breach?
- How serious was the breach?
- What is the attitude of the subject member now? Have they apologised?
- Has the subject member previously been dealt with for a breach of the Code of Conduct?

The following are examples of mitigating and aggravating factors, but these lists should not be regarded as exhaustive.

### Mitigating Factors

- An honest but mistaken belief that the action was not a breach of the Code of Conduct
- A previous record of good service
- Evidence that they were suffering from ill health at the time of the breach

### Aggravating Factors

- Dishonesty
- Continuing to deny the facts or blaming other people
- Evidence of a failure to follow advice or warnings

The priority of the Hearing Sub-Committee should be to ensure that there are no further breaches of the Code of Conduct and that public confidence is maintained.

### Sanctions

The sanctions available to the Hearing Sub-Committee are:

- Publish its findings in respect of the member's conduct.
- Write a formal letter of censure to the member found to have breached the Code of Conduct.
- Report its findings to Council for information.
- Recommend to the member's group leader or the Parish Council (or, in the case of un-grouped members, recommend to the Council meeting) that they be removed from any or all committees or sub-committees of the Council.
- Recommend to the Leader of the Council or the Parish Council that the member be removed from the Cabinet or removed from particular portfolio responsibilities.
- Recommend to the relevant Council training, mediation / conciliation (or other appropriate remedy) for the member.
- Accept the written apology of subject member.

### Notice of the decision

As soon as is reasonably practicable after the hearing, the Monitoring Officer shall issue a formal decision notice in consultation with the chairman of the Hearing Sub-Committee, and send a copy to the complainant, the subject member and any relevant parish council. The decision notice will be available for public inspection and may be reported to the next meeting of the Council.

## **Procedure of the Hearing Sub-Committee**

- 1 Election of a chairman.
2. Chairman to introduce members and all parties present.
- 3 Chairman to outline complaint and explain procedure.
- 4 Investigating officer to outline the case as to why they believe the subject member has breached the Code of Conduct and call any witnesses (including the complainant if necessary).
- 5 Subject member and the Hearing Sub-Committee may ask questions of the Investigating Officer and any witnesses.
- 6 The subject member outlines their case as to why they believe that they have not breached the Code of Conduct and may call witnesses.
- 7 The Investigating Officer (and possibly the complainant) and the Hearing Sub-Committee may ask questions of the subject member or any of his/her witnesses.
- 8 The subject member and the Investigating Officer may be asked to give brief closing remarks.
- 9 The Independent Person will be invited to give comments.
- 10 The Hearing Sub-Committee will retire to consider whether the subject member has breached the Code of Conduct.
- 11 The chairman will announce the Hearing Sub-Committee's decision as to whether the Code of Conduct has been breached by the subject member.
- 12 If no breach, is found the meeting will be closed.
- 13 If a breach is found, the subject member will be invited to give further comment on any mitigating circumstances;
- 14 The Investigating Officer may comment upon appropriate sanction.
- 15 The Independent Person will be invited to give further comments.
- 16 The Hearing Sub-Committee will retire to consider sanction.
- 17 The Hearing Sub-Committee will announce sanctions which it is imposing on the subject member and then close the meeting.
- 18 A written decision notice will be issued and sent to all parties as soon as reasonably practicable after the Hearing Sub-Committee.

**Chichester District Council**

**FULL COUNCIL**

**22 September 2015**

**Review of Members Allowances Scheme**

**1. Contacts**

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**2. Cabinet Decision**

- 2.1. That as a matter of urgency, the following persons are appointed to form the Council's Independent Remuneration Panel and Parish Remuneration Panel:**

**Mr Michael Bevis  
Mr John Pressdee  
Mr John Thompson**

**3. Background**

- 3.1. The Council's Scheme of Members Allowances is due for review. The Council normally reviews the scheme every four years during the year of the election, with a view to introducing the revised scheme from 1 April the following year – in this case 1 April 2016. The review is carried out so that its impact can be taken into account in setting the budget. The review, therefore, needs to start now with a view to consideration and decision-making at the Cabinet and Council meetings in January 2016.
- 3.2. The process is governed by the Local Authorities (Members' Allowances) (England) Regulations 2003. The Regulations provide that it is for each local authority to decide its scheme and the amounts to be paid under that scheme. Because it is difficult for Councils to consider these matters objectively, they are required to establish and maintain an independent remuneration panel (IRP) to provide them with advice on their scheme. The Council must have regard to this advice, but is not required to follow it.
- 3.3. The Council has had an IRP consisting of three persons at all previous reviews. Two of the members of the existing panel are willing to continue and undertake the review that is now due, but the other member has resigned. The Cabinet report proposed appointment of a panel comprising the two existing members and a new third member.

#### **4. Outcomes to be achieved**

- 4.1. Appointment of a local panel of independent persons to review the Council's Scheme of Members Allowances and recommend any changes in time for the revised scheme to be approved by the Council at its meeting in January 2016.

#### **5. Proposal**

- 5.1. The two members of the existing IRP who have agreed to continue are Mr Michael Bevis and Mr John Pressdee. The member who has resigned is Mr Peter Headey.
- 5.2. An experienced member of Arun's IRP, Mr John Thompson, has been approached and has expressed a willingness to join the Chichester IRP. There are likely to be benefits to both authorities from a cross-fertilisation of ideas between IRPs.
- 5.3. On previous occasions the IRP has met initially to determine the issues it needs to consider and to approve a questionnaire to enable all members to make an input to the review. A period needs to elapse to enable this survey to take place and the results to be analysed. The Panel then holds further meetings to interview a selection of members in more depth and to formulate its recommendations.
- 5.4. If the Panel's recommendations are to be ready for consideration at the January Cabinet meeting, the initial meeting of the IRP needs to take place in early September, with the survey being undertaken in September. The Panel would then meet to interview members and formulate its recommendations during October and November, and approve its report in December.
- 5.5. Although appointment of the IRP is normally a full Council decision, with the agreement of the Chairman of the Overview and Scrutiny Committee, the Cabinet appointed Messrs Bevis, Pressdee and Thompson to the Panel as an urgent decision. In accordance with the Constitution, a full report of that decision is made to the next Council meeting.

#### **6. Alternatives that have been considered**

- 6.1. On the occasion of the last vacancy a member was recruited through public advertisement and interview by the other members of the Panel. However, to do that this time would have resulted in a delay to the review so that its results would not be produced in time to be taken into account in setting the budget.

#### **7. Resource and legal implications**

- 7.1. No remuneration is paid to members of the IRP, only expenses. The resource implications arising from the decision to appoint a Panel are, therefore, minimal.

## 8. Consultation

- 8.1. The existing members of the Panel have been consulted and have no objections to the appointment of Mr Thompson.
- 8.2. The Chairman of the Overview and Scrutiny Committee has agreed to the use of the urgency procedure. All members were informed of the intention to use that procedure and there were no expressions of concern and several indications of assent.

## 9. Community impact and corporate risks

- 9.1. It is always difficult for councillors to make decisions on their own allowances, hence the requirement for a panel of independent persons to advise them. It is important that the panel is seen to be competent but independent of councillors, who are therefore not invited to take part in the recruitment process.

## 10. Other Implications

<b>Crime &amp; Disorder:</b>	None
<b>Climate Change:</b>	None
<b>Human Rights and Equality Impact:</b>	None
<b>Safeguarding:</b>	None

## 11. Background Papers

- 11.1. None