

JOHN WARD
Head of Finance and Governance Services

Contact: Philip Coleman, Member Services Manager
Tel: 01243 534655 Email: pcoleman@chichester.gov.uk

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



A meeting of **Cabinet** will be held in Committee Room 1 - East Pallant House on **Tuesday 3 November 2015 at 9.30 am**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr B Finch, Mrs P Hardwick, Mrs G Keegan and Mrs S Taylor

AGENDA Part 1

- 1 **Minutes** (Pages 1 - 19)
To approve as a correct record the minutes of the Cabinet meeting held on Tuesday, 6 October 2015.
- 2 **Urgent Items**
Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 15(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 **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).

RECOMMENDATIONS TO COUNCIL

- 5 **Determination of the Council Tax Reduction Scheme for 2016/17** (Pages 20 - 68)
Further to minute 32 of 7 July 2015, and following consultation, to recommend the Council to approve a Council Tax Reduction Scheme for 2016/17.

KEY DECISIONS

- 6 **Future Funding for the Community Warden Service** (Pages 69 - 82)
Further to minute 372 of 11 March 2013, to consider funding of the Community Warden Service for the next three years.
- 7 **West Sussex Families Strategic Plan 2020** (Pages 83 - 114)
To consider and approve adoption of the West Sussex Families Strategic Plan.
- 8 **Banking Services Contract** (Pages 115 - 117)
To approve the delegation of the award of the corporate banking services contract and merchant acquiring services contract upon completion of the tender evaluation

process to the Head of Finance and Governance following consultation with the Cabinet Member for Finance and Governance.

- 9 **Electric vehicles in the Council's fleet** (Pages 118 - 120)
To approve in principle the purchase of electric vans and cars for the Council's vehicle fleet in preference to other fuels unless there are significant business reasons why this is not appropriate.

OTHER DECISIONS

- 10 **Electric vehicle charging in the Council's car parks** (Pages 121 - 124)
To approve a bid to The Office for Low Emission Vehicles (OLEV) to enable the installation of electric vehicle charging points (EVCPs) in selected District Council owned car parks, and to make budget provision for match funding.
- 11 **New Ways of Working (Phase 2) - relocation of CAB and Relate from Theatre Lane, Chichester** (Pages 125 - 130)
Further to minute 640 of 9 September 2014, to approve the next phase of the New Ways of Working Project, including the relocation of the Citizens Advice Bureau and Relate, and make financial provision for building works to enable this.
- 12 **Regulation of Investigatory Powers Act (RIPA) Policy** (Pages 131 - 160)
To consider the recommendations of the Corporate Governance and Audit Committee to adopt an updated Regulation of Investigatory Powers Act (RIPA) Policy.
- 13 **Gypsy, Traveller and Travelling Showpeople Site Allocation Development Plan Document (DPD): Review of Evidence** (Pages 161 - 171)
To consider the recommendations from the Development Plan and Infrastructure Panel to agree that further work on the Gypsy, Traveller and Travelling Showpeople Site Allocation Development Plan Document is delayed until a review of the background evidence has been completed and to amend the Local Development Scheme which sets out the timetable for the preparation of development plan documents.
- 14 **Exclusion of the Press and Public**
There are no restricted items for consideration. However, the document listed below includes information which is considered to be exempt under Paragraph 3 of Schedule 12A of the Local Government Act 1972 and **is attached for members of the Cabinet and senior officers only (salmon paper)**.
11. **New Ways of Working (Phase 2) – Relocation of CAB and Relate from Theatre Lane, Chichester**
Appendix 1 – Financial information
- 15 **Consideration of any late items as follows:**
- Items added to the agenda papers and made available for public inspection
 - Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting

NOTES

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

2. The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#). unless they contain exempt information.
3. Subject to 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)
4. A key decision means an executive decision which is likely to:
 - result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates or
 - be significant in terms of its effect on communities living or working in an area comprising one or more wards in the Council's area or
 - incur expenditure, generate income, or produce savings greater than £100,000.

Non-Cabinet member Councillors speaking at Cabinet

Standing Order 22.3 provides that members of the Council may, with the chairman's consent, speak at a Committee meeting of which they are not a member, or temporarily sit and speak at the Committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this Standing Order at Cabinet meetings by requesting that members should normally seek his consent in writing by email in advance of the meeting. They should do this by noon on the day before the meeting, outlining the substance of the matter that they wish to raise. The word "normally" is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where he would therefore retain his discretion to allow the contribution without notice.