

Public Document Pack

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A meeting of **Overview & Scrutiny Committee** will be held in Old Court Room, The Council House (Chichester City Council), North Street, Chichester on **Tuesday 14 June 2016 at 9.30 am**

MEMBERS: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mr M Cullen, Mrs P Dignum, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Caroline Neville, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson, Mrs J Tassell and Mr N Thomas

AGENDA

1 **Chairman's announcements**

Any apologies for absence that have been received will be noted at this point.

2 **Minutes** (Pages 1 - 9)

To approve as a correct record the minutes of the Overview & Scrutiny Committee meeting held on 10 May 2016.

To consider progress against recommendations.

3 **Urgent Items**

The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to Late Items.

4 **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.

5 **Public Question Time**

The procedure for submitting public questions in writing no later than 12:00 on Monday 13 June 2016 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).

6 **Planning and Housing Portfolio**

Following the attendance of the Leader of the Council at the last meeting of this committee to present the Cabinet strategy for 2016/17, the Planning and Housing Portfolio Holder is invited to present her priorities and areas of focus over the next year and to answer questions from the committee on progress towards achieving the aims and targets of the Council's Corporate Plan priorities.

7 **Local Strategic Partnership Plan 2016/17** (Pages 10 - 47)

The committee is asked to review the process achieved by Chichester in Partnership in 2015/16, to make any recommendations it considers appropriate to the partnership and to endorse the revised Community Strategy 2016-2021 and recommend that Cabinet that it is adopted by the Council.

8 **OSC Annual Report 2015/16** (Pages 48 - 55)

The committee is asked to consider and agree the 2015/16 Annual Report and to recommend it to Council for noting.

The committee is also asked to delegate powers to the committee's Chairman to sign off the final version of the report prior to its presentation to Council.

9 **Forward Plan** (Pages 56 - 79)

Members are asked to consider the latest Forward Plan (attached) and to consider whether it wishes to enquire into any of the forthcoming decisions.

10 **Late Items**

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 reported at the meeting.

11 **Exclusion of the Press and Public**

There are no restricted items for consideration.

NOTES

1. The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of "exempt information" as defined in section 100A of and Schedule 12A to the Local Government Act 1972
2. The press and public may view report appendices which are not included with their copy of the agenda on the Council's website unless these are exempt items.
3. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
 - a) Members of the Overview & Scrutiny Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices). Other members may request a copy of the supplementary information or a copy is available in the Members' Room, East Pallant House.
 - b) The press and public may view this information on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
4. The open proceedings of this meeting will be audio recorded and the recording will be held for one year by the town council. A copy of the recording will also be retained in accordance with the council's information and data policies. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. By entering the committee room they are also consenting to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please contact the contact for this meeting at the front of this agenda.
5. 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)



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Old Court Room, The Council House (Chichester City Council), North Street, Chichester on Tuesday 10 May 2016 at 10.00 am

Members Present: Mrs C Apel (Chairman), Mr P Budge, Mr M Cullen, Mrs P Dignum, Mr N Galloway, Mrs E Hamilton, Mr G Hicks, Mr S Lloyd-Williams, Caroline Neville, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson and Mrs J Tassell

Members not present: Mrs N Graves

Officers present: Ms P Bushby (Community Interventions Manager), Mr S Hansford (Head of Community Services), Miss L Higenbottam (Member Services Assistant) and Mrs B Jones (Principal Scrutiny Officer)

68 **Chairman's announcements**

Mrs Apel welcomed members, officers, Mr Finch, Mr Steene, Mr Martin and the press.

Apologies for absence had been received from Mrs N Graves.

The committee agreed to swap the order of items 9 and 10.

69 **Minutes**

In reference to minute 63, question one Mr Shaxson requested that it be noted that people generally are unable to explain what the term Novium means in relation to the function of the museum.

In reference to minute 64, paragraph four Mrs Dignum asked for the addition 'as problems were more complex' to the end of the first sentence.

In reference to minute 64, paragraph five, bullet point 1 Mrs Dignum asked for the addition of 'with' at the end of the bullet point.

Mrs Bushby updated the committee on the progress of the recommendations to the Community Safety Partnership (CSP):

- Recommendation one would not be taken forward as the CSP felt that all priorities are treated with equal importance and as such are not listed in any preferential order

- In reference to recommendation two the CSP regularly promote their work through the Members Bulletin, the CSP Newsletter and social media

Mrs Jones explained that in reference to minute 63 the questions raised by the committee regarding the Novium Museum would be addressed in both the June paper to Cabinet and the July paper to Overview and Scrutiny (OSC).

RESOLVED

That the minutes of the OSC held on Tuesday 15 March 2016 are approved as a correct record subject to the additions above.

Accordingly, Mrs Apel signed and dated the official version of the minutes.

70 Urgent Items

There were no urgent items.

71 Declarations of Interests

Mrs Apel declared a personal interest in item six as a friend of both Chichester Festival Theatre and Pallant House Gallery.

Mrs Dignum declared a personal interest in item six as a friend of both Chichester Festival Theatre and Pallant House Gallery.

Mr Ransley declared a prejudicial interest in item six as a Trustee of Pallant House Gallery. Mr Ransley withdrew to the public seating area during this item and did not take part in the discussion.

72 Public Question Time

There were no public questions.

73 Cultural Grants Task and Finish Group Report

Mrs Apel welcomed Mr Alan Finch, Director of Chichester Festival Theatre (CFT).

Mr Finch explained that the 2015/16 year was the first full operating year after RENEW and had been a huge success. Shows had successfully transferred to London, some receiving critical acclaim. The production Gypsy was filmed whilst in London, resulting in a special BBC programme.

Mr Finch explained that the plan to renovate CFT began in 2007 following a VAT rebate. Redevelopment created an additional 100 seats so at full capacity the main theatre can now accommodate 1300 people. Over two years there had been a 20,000 increase in the audience figures. Additional seats create greater revenue for popular productions. RENEW raised £22 million of which £2.6 million was used to refurbish the Minerva theatre. The restaurant can now cater for a greater number of

covers. Additional changing room space makes the theatre more appealing to actors and actresses and disabled access has been improved.

Mr Finch explained that the Youth Theatre produced *Running Wild* and were given a five star review by *The Times* newspaper. Subsequently Regents Park Theatre will be working with professionals and the Youth Theatre to show the production which will be codirected by a member of CFT staff.

Mr Finch acknowledged that CFT experienced some technical problems on the first day of ticket sales this season, however around 50,000 tickets were sold. Around 10%-15% of tickets are sold to new customers.

Mr Finch informed the committee that when productions leave CFT there is no financial risk attached. CFT receives a percentage of the ticket sales which can generate up to £200,000 in a good year.

During the 11 seasons Mr Finch and Mr Church have been Directors, 50 shows have continued after Chichester. Mr Finch suggested that the key to this success was creating theatre suitable to Chichester rather than creating theatre with the end goal of it showing in London.

Mr Finch explained that the apprenticeship programme is part funded by philanthropic sources. Apprenticeships available have included light, sound and stage work. Most apprentices have day release to a relevant training course at Chichester College. Past apprentices have been employed in theatre and education settings.

The Committee asked the following questions:

- Do apprentices receive a qualification? *More theatre qualifications are being developed particularly in the areas of lighting and video work. Some apprentices choose specific skill based qualifications.*
- What are the long term aspirations for the Minerva? *In 2012 the lighting and sound equipment were replaced. The recent refurbishment has made the Minerva modernised for the 21st century. Changes will increase audience enjoyment and therefore sustainability for the long term.*
- Will the refurbishment of the Minerva improve disability access both inside and out? *The lift has been replaced. There are disabled ramps to the terrace and restaurant. There has also been an addition of a ground floor disabled toilet.*
- What is CFT's aspiration towards self-sufficiency? *CFT is not a commercial theatre. The theatre is part of the local culture and appropriate funding is required. Currently CFT receives £1.9 million funding and would not be sustainable without some public funding. The theatre attracts visitors who benefit the local economy and provides community engagement activities.*
- In reference to the Service Level Agreement could it be clarified that Chichester District Council does not get involved in deciding what is artistic and of high quality? *CFT is a registered charity with a clear constitution. A board of governors hire and fire the Directors. The Directors suggest the artistic direction which is then approved by the Board.*

- Was the theatre in the park tent sold? *The theatre in the park tent was sold two weeks ago.*
- Does the theatre fund artists? *A range of artists have shown interest in either specific shows or the theatre building (including many visual arts students). Artists are allowed to attend rehearsals and shows and although they are not paid are given free access to help with their work.*
- Is CFT's success sustainability after the current Directors leave? *It is important that members and the public back the new Directors as they have the current Directors. The Board have appointed two very capable Directors with a vast array of experience.*

Mrs Apel read a note from Mrs Graves congratulating Mr Finch on his success at CFT. The Committee applauded Mr Finch and thanked him for all he had done for CFT.

Mr Ransley withdrew to the public seating area.

Mrs Apel welcomed Mr Steene and Mr Martin, Co-Directors of Pallant House Gallery (PHG).

Mr Steene explained that 2015/16 had been a successful year for PHG with a high level of press coverage including international recognition from the New York Times. Many artists that have exhibited first at PHG have gone on to tour.

Mr Steene explained that PHG saw 56,000 visitors in the last year. 18% of visitors were from within the district, 40% from Portsmouth and Guildford postcodes, 32% from elsewhere, 8% from London and 2% from overseas. One artist provided feedback stating that PHG is an essential day out with a breathtaking permanent exhibition and one of the most important spaces in Europe.

Mr Steene explained that the average spend per visitor is £6.80 with £3.3m achieved from additional spend. The refurbished café and restaurant has seen an increase in takings of 46%.

Mr Steene explained that an economic impact study has been carried out and the results were very positive. Results will be shared with Members shortly. One of the areas for consideration will be the best and most successful forms of communication.

Mr Steene explained that 191 people took part in community programmes of which 108 live within the Chichester District. In addition 19 separate schools with 600 school children took part in the schools programme. Due to the success and popularity of community art courses more dates including weekends are planned. The Outside In Project had proved highly successful for disabled artists. PHG took part in the Living with Dementia Festival and helped run a partnership competition with St Wilfrid's Hospice raising £2,800. PHG held successful free open weekends with the May bank holiday seeing 1300 visitors. PHG has also worked with West Dean and the Cass Sculpture Foundation and may coordinate a 40 artist exhibition at the Oxmarket Centre. Although the university placements were not all taken up they will be offered again this year.

Mr Steene shared the following news:

- PHG has successfully achieved Arts Council funding including specific funds for lighting facilities
- The Arts Council have awarded PHG an Edgar Degas piece for display
- The new wing of the building sees its 10th anniversary in 2016
- HRH Princess Alexandra will be visiting in July 2016

The Committee asked the following questions:

- Do the attendance figures account for people who visited more than once? *The headcount is per visit not per person.*
- Have visitors been asked what brings them to PHG? *The economic impact study provides some details. The front of house team will look at ways to capture this information going forward.*
- Which types of advertising are most successful? *It is hoped that further visitor enquiries will provide this information. It will be useful to compare regionally.*
- What is the secret to PHG's success? *Showcasing British artists and the community opportunities and feel of the building. People use PHG instead of day centres. The historic house with contemporary extension is unique in that it creates a home for art. PHG provides a good starting point for many artists to go on to exhibit elsewhere. The recent trees exhibition made of knitting and crochet by visitors embodies the galleries community working ethos.*
- What is the future sustainability of PHG exhibitions? *Costs of exhibitions are rising due to insurance and transport costs. Temporary exhibitions are being sponsored and fundraising takes place to support the costs.*
- What impact has the refurbished coffee bar had? *It caters for a wide range of needs and has maximised the opportunity for the franchise.*

The committee congratulated Mr Steene and Mr Martin for their hard work.

RESOLVED

1. That the Cultural Grants Task and Finish Group report be noted
2. That the 2015/16 annual reports and 2016/17 Service Level Agreements from Pallant House Gallery and Chichester Festival Theatre be endorsed

74 Committee Task and Finish Group

Further to the meeting of 15 March 2016, minute 67, Mrs Hamilton had indicated that she wished to step down from the Task and Finish Group on Leisure Contract Management and Mr Cullen has offered to take up this place.

RESOLVED

That Mr M Cullen be appointed to replace Mrs E Hamilton on the corporate Leisure Contract Management Task and Finish Group.

75 Cabinet Strategy

Mr Dignum introduced the item explaining that he was requested to present the Cabinet's priorities and areas of focus. Mr Dignum explained that by nature Council's work has many plans and projects ongoing every year. The Business Routing Panel (of which Mr Dignum and Mrs Apel are members) had recently examined 30 A3 pages of projects based on the five corporate plan objectives:

- Improve the provision of and access to suitable housing
- Support our communities, especially the disadvantaged
- Manage and protect our built and natural environments
- Improve and support the local economy
- Ensure value for money for our council taxpayers

Mr Dignum explained the eight major challenges for the Council in 2016-17 including the top challenge facing each Cabinet Portfolio Holder as follows:

1. Recycling - Mr Barrow will be leading the Waste Panel to address the challenge of 50% recycling
2. Local Plan Review – Mrs Taylor will lead identifying potential areas towards the end of the year
3. Grants - Mrs Lintill will be leading on the determination of grants to PHG and CFT
4. Museum - Mrs Keegan will lead and a consultant will address the options shortly, with proposals being developed later in the year
5. Support Services - Mr Finch will be taking forward the shared services project with Arun and Horsham for areas such as IT, Customer service and Revenues and Benefits
6. Four Year Financial Plan - Mrs Hardwick will be agreeing the framework with DCLG to provide clarity of Government funding until 2019-20
7. Devolution - A seminar three weeks ago made little progress and all is on hold until after the referendum
8. Chichester Vision and Southern Gateway – Mr Dignum will lead on these two major projects for the City
 - a. The Vision focuses on the future of the City as a whole
 - b. The Southern Gateway project represents a redevelopment opportunity in one part of the City

In approaching the challenges Mr Dignum explained he has applied the following principles:

- Maintaining services – public conveniences, CCTV installations and council tax support are among the areas that would be protected
- Ensuring that services are provided efficiently - the two big targets for cost reduction while maintaining the services to the public were the leisure centres and the Novium museum
 - The leisure centres cost around £1 million per annum excluding support and capital replacement costs
 - The Novium museum costs over £600,000 per year
- Examining how costs could be cut by sharing services with neighbouring councils such as support services and building control

- Using assets more effectively:
 - £3 million has been invested in commercial property in the City
 - £6 million will be invested in the Enterprise Gateway
 - £5 million will be invested in the Local Authority Property Fund with a further £5 million to follow
 - Further investments are planned
 - Rents yield far more than having the capital on deposit
- Regularly reviewing charges to ensure they are set at competitive levels
 - The car parks yield £6 million of our £16 million from fees and charges

All these steps aim to minimise any increase in council tax while maintaining services. The current five year projection indicates there will be a gap to fill after 2018/19.

The Committee asked the following questions:

- Could the strategy outlined briefly and succinctly in the introduction be incorporated into the strategy document and made available on the website? *The introduction will be made available as part of the minutes. The strategy document in the agenda is by portfolio for the benefit of this committee.*
- What is the level of usage of the electrical vehicle charging points and is the Portfolio Holder considering the commercial satisfaction? *Cabinet agreed to purchase seven electric vans which are on order as part of the Government scheme where 75% of costs are paid for CDC.*
- Will the Portfolio Holder be addressing the issue that increased brake and tyre wear dust from the heavier electric cars and whether there is more pollution than fossil fuel vehicles? *Levels are being monitored.*
- Can CDC set its own planning performance standards as the national standards are not considered to be a useful measure? *This will be considered.*
- Can the Planning and Housing Services Portfolio Holder add an additional bullet point to the key priorities in the Housing Strategy to read 'Provide development which has a positive impact on the area in which it is built and in the wider district'? *This will be considered.*
- Can greater investment be made in property? *This will be considered.*
- Will the Southern Gateway Project involve the railway station? *The station concourse will be included.*
- What is the current position on the potential loss of the squash courts at the Westgate Leisure Centre? *It is important to account for the needs of the majority of residents who will make greater use of class studios. Similarly priced squash courts are available at Chichester Racquets Club.*
- What quality standards provision is being made for the market which will remain in the Cattle Market car park? *All stallholders will be required to use the same reasonably sized gazebo stalls. The market will run one day a week.*
- Could pay on foot be introduced to more car parks? *This will be considered.*
- What percentage of funds does the Council get from on street parking? *On street parking cannot make a profit; funds can only be used for the Civil Enforcement Officers.*

- Could CDC have been quicker at securing income generation from the Automated Testing Facility? *There were complications. The Waste Panel is now discussing the possibility of recycling food waste.*

RECOMMENDED TO THE LEADER:

1. Request the Planning & Housing Services portfolio holder to develop the Council's own local planning performance standards (as the national standards are not considered to be a useful measure on their own any longer)
2. Request the Planning & Housing Services portfolio holder to add an additional bullet point to the key priorities in the Housing Strategy to read 'Provide development which has a positive impact on the area in which it is built and in the wider district'
3. Dependent upon the workload of this committee to request the portfolio holders to each attend a future meeting of this committee to be questioned by the committee on their own areas of focus in the strategy (The Commercial Services portfolio holder is due to attend in January 2017 to talk about the Parking Strategy)

76 Forward Plan

Mrs Apel invited the committee to comment on the Forward Plan attached to the agenda and members made the following comments:

- The Southern Gateway project should be regularly reviewed by the committee
- Mr Cullen should provide regular feedback to this committee from the corporate Leisure Contract Management Task and Finish Group

RESOLVED

That the Forward Plan be noted.

77 Overview and Scrutiny Committee Work Programme 2016-17

Mrs Jones explained that the work programme had been drafted following the annual scrutiny committee workshop. The five standard meetings per year had been increased to six at the committee's request a couple of years ago and with the special meeting in July there will be an increase to seven meetings this year. Officers' capacity to uphold this level of support will need to be monitored. The only item raised at the workshop not on the work programme is Planning Enforcement which will be covered corporately.

Members made the following comments and suggestions:

- Request for a letter to be written to the Police asking for an update on the effects of restructure of Police Community Support Officers and reassurance that the district will still be effectively policed

- Include funding provision from CIL in the terms of reference for the Education Task and Finish Group
- Request British Telecoms (BT) Openreach to attend to discuss the provision of line services and how this is managed following natural disaster or incident

RESOLVED

That the committee agrees its work programme for 2016/17 and that the Chairman of the committee and the Lead Officer for Overview and Scrutiny be granted approval to make amendments to the work programme before presentation to Council in July.

RECOMMENDED TO COUNCIL

That Council notes the OSC Work Programme for 2016/17.

78 Late Items

The Committee discussed extending the length of future OSC meetings. Suggestions included allowing for all day meetings or starting at 9.30am.

The committee took a vote on starting at 9.30am.

RESOLVED

That future meetings of the committee should start at 9.30am.

79 Exclusion of the Press and Public

There were no restricted items for consideration.

The meeting ended at 12.32 pm

CHAIRMAN

Date:

Agenda Item 7

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

14 June 2016

Chichester in Partnership – Annual Report 2015/16

1. Contacts

Report Author:

Amy Loaring, Chichester in Partnership Coordinator,
Tel: 01243 534726 E-mail: aloaring@chichester.gov.uk

2. Recommendation

- 2.1 That the committee reviews the progress of Chichester in Partnership in 2015-16 and make any recommendations it considers appropriate to the partnership.
- 2.2 That the committee endorses the revised Chichester in Partnership Community Strategy 2016-2021 and recommends to Cabinet that it is adopted by the Council.

3. Background

- 3.1. Chichester in Partnership (CIP) was formed as a Local Strategic Partnership (LSP) in 2002. The Local Government Act 2000 placed a duty on local authorities to prepare a Sustainable Community Strategy (SCS) to promote and improve the economic, social and environmental well-being of their areas, and contribute to the achievement of sustainable development. It was expected that this would happen through LSPs. In 2006 the Local Government and Public Involvement in Health Bill considered Local Strategic Partnerships as the overarching partnership to bring together key themes and deliver the priorities in the Local Area Agreement and Sustainable Community Strategy. The Creating Strong, Safe and Prosperous Communities Guidance in 2008 also provided an impetus for working in Local Strategic Partnerships.
- 3.2. The statutory guidance (*Creating Strong, Safe and Prosperous Communities*) that governed LSP's was rescinded by Government in 2012. Government also revoked the Duty to Involve and the Duty to Prepare a Sustainable Community Strategy in 2014, therefore there is no legal obligation for the Council to have an LSP or a Sustainable Community Strategy. However Chichester in Partnership's current SCS is a 20 year document and still in place until 2026. This document was published in 2009 and developed via a full public consultation that involved focus groups, citizen's panels, questionnaires and special themed events. The delivery of this strategy is the main ethos of the partnership and has influence over partner's service delivery and priority setting.
- 3.3. Although current government thinking may appear to place less emphasis on formalised local partnership arrangements, they still see collaboration and joint working as a key part of the national agenda on health reform, policing, and economic development. Support for the Localism and Devolution agenda remains. It is therefore considered good practice to maintain ways to encourage partner conversation and collaboration.

- 3.4. Over the years Chichester in Partnership has changed and developed. Partners have completed a number of reviews to ensure it is fit for purpose. The most recent review was in 2015, partners raised interesting points such as:-
- That this is the only meeting where strategic level people meet locally and is a good place to discuss and debate the local issues
 - It adds to the knowledge base of organisations and strategic individuals
 - Only place that some partners get to meet as the Wider meetings are highly valued as information source and networking event
 - Partners are positive about the partnership and the projects it has been able to deliver in recent years.

However there were some improvements that need to be made in specific areas such as:-

- Setting a vision/ aim/ clarity for the partnership
 - Improving communication, especially between meetings and about the projects
 - Increasing strategic partner involvement in projects
 - Improving strategic links within organisations
- 3.5. Improvements have been implemented including a newly agreed strategy and vision for the partnership. In recent years the partnership has become more focussed, productive with action plans and strategies, priorities developed and set, outcomes planned and projects delivered. The partnership now enables work to happen on cross cutting issues that can be integrated into partner plans.(For example the Getting people into Work strategy) With the deep funding cuts that all partners face, there could be a tendency for partners to move away from the partnership to protect themselves. In other areas such as Horsham, Crawley, Havant and Gosport the LSPs have ceased or amalgamated with other partnerships. In Chichester the opposite is happening, partners are more engaged, and, we have engaged new partners including Chichester College, Festival Theatre, Department of Work And Pensions and Councillors from WSCC.

4. Outcomes to be achieved

- 4.1. The priorities for the partnership in 2015/16 were:
- Getting People into work
 - Dementia friendly Chichester
 - Helping residents with low level mental health needs
 - Think Family
 - Targeted Support for neighbourhoods
 - Delivery of the Community Safety Partnership action plan
- 4.2. The Community Safety Partnership plan and the Think Family priority are reported separately in the Community Safety Partnership Annual Plan. Chichester in Partnership has oversight of both of these.
- 4.3. Specific outcomes are set out in the Chichester in Partnership Annual Report. (appendix 1)

5. Progress so far

5.1 Some of the highlights from this year are:

- The Partnership has been reviewed with all partners involved in the process, due to this we are currently in the process of drafting a new Community Strategy to take us into the future. (draft included as appendix 2) The new community strategy will be taken to the July cabinet of Chichester District Council for adoption.
- ChooseWork provided 68 work experience placements and helped over 313 people, this far exceeded the targets set of 50 work placements and 120 people engaged. The project has funding until March 2017 but will focus more on the holistic approach to helping people, as they will be focussing on the more difficult to reach clients.
- A “Tackling financial exclusion” strategy has been published and this will be actioned over the coming years. This strategy looks at how we can help people with debt problems and was written in partnership with other partner organisations.
- SelseyWorks now has a full time worker funded by the town Council and working from their building. They have been recognised by Department of Communities and Local Government as an “Our Place” neighbourhood and in conjunction with them will be developing a delivery plan.
- A Community Assessment tool has been developed and approved by the Core Group of the partnership. It has been piloted in Selsey working with the Selsey Community Groups and we now plan to use it in Chichester South.
- Dementia Arts festival was sponsored by the partnership, the event was very successful with over 200 participants and positive feedback. A second festival is happening in 2016 and is again sponsored by the partnership.
- We held a Showcase event in January 2015 in the Novium museum. This event was designed to show the work of partners and get them talking to each other. It was attended by over 100 people and lots of networking took place between partners. Feedback from the event was positive.

6. Future of the Partnership - plans for 2016/17

- 6.1 In light of the funding cuts to some of the projects under Getting People into Work Strategy we will need to review this with partners to assess what current need there is and what is deliverable with the available resources. Specifically we will look at the future funding for the ChooseWork project and its development. This will take the form of an evaluation of ChooseWork which will be considered by the committee in September.
- 6.2 The delivery of the Tackling Financial Exclusion Strategy.
- 6.3 We want to research and develop work on low level mental needs. This has been a difficult area because of the amount of organisations involved and their level of engagement. However, focussing the work down to specific areas should help in engaging partner organisations and we wish to find ways to support projects that are already happening. Issues we have been looking at are: loneliness, hoarding, Dementia friendly, Community hubs.

7. Partners

7.1 Partners are part of the discussion when developing the forward plan for the partnership and issues they want to look at are Public transport and the voluntary sector. We will continue to review plans to consider emerging issues.
Resource and legal implications

7.1 Chichester District Council is the lead partner on the partnership and is responsible for taking the lead and initiating projects this is done by the Partnerships officer.

7.2 Chichester District Council is the lead accountable body for the partnership, therefore is responsible for any funding that comes through the delivery of this action plan. For example, Chichester District Council is ultimately responsible for the delivery of the Work Experience Coordinator post.

8. Consultation

8.1 Partner organisations consulted upon in the development of the strategy and Annual report:

- Department for Work and Pensions
- Sussex Police
- West Sussex Fire and Rescue service
- Voluntary Action Arun and Chichester
- Chichester Chamber of Commerce and Industry
- Chichester College
- University of Chichester
- West Sussex County Council
- South Downs National Park

8.2 Consulted with the wider partnership which has membership of over 80 different organisations

9. Community impact and corporate risks

9.1. The work of the partnership encourages local organisations to work together to deliver on issues relevant to the local community. By working together they can share resources, avoid duplication and offer better value for money

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder: Supports the work of Chichester Community Safety Partnership	✓	
Climate Change:		✓
Human Rights and Equality Impact: Partnership projects such as ChooseWork and SelseyWorks are fully inclusive and have been highly successful at reaching minority and hard to reach groups.	✓	

Safeguarding: Partnership projects are developed to help the most vulnerable in society. The partnership supports the work of the CSP including its Child Sexual exploitation work.	✓	
Other (Please specify): eg Biodiversity		

11. Appendices

1. Chichester in Partnership Annual Report 2015-16
2. Revised Chichester in Partnership Community Strategy 2016-2021

Chichester In Partnership Annual report 2015-16

Amy Loaring Partnerships Officer

Introduction

Welcome to Chichester in Partnership's annual report for 2015-2016. This year some of our projects have really been moving forward, however with budget cuts have also impacted on some of projects and we have had to act accordingly.

The priorities for the partnership going forward into 2016/17 are:

1. Getting People into work
2. Dementia friendly Chichester
3. Helping residents with low level mental health needs
4. Tackling Financial Exclusion in Chichester


CIP works closely with Chichester Community Safety Partnership (CSP) as some of our priorities overlap. Their priorities are listed below but are not included in this annual report as they will be reported on in the CSP annual report.

- Think Family
- Targeted Support for neighbourhoods
- Delivery of the Community Safety Partnership action plan




We are currently drafting a new community strategy for the partnership which will set a way forward for the next 5 years. The overall themes are not changing and the priorities generally reflect the issues we have been dealing with over the last couple of years. However things may unexpectedly change over the next 5 years and CIP will be flexible enough to adapt to any changes that may arise, issues will be brought to the Core group for a decision as to whether it should be actioned.



The following report gives an update on last year's priorities and sets out what we plan to do in the future

Progress report for 2015/16




	Action	Output	Outcome	Lead	Target Date	2016 progress
1. Getting People into Work						
Page 16	<p>1.1 Continue to provide good quality work experience all residents within Chichester with a focus to help those that are “difficult to reach”</p> <p>Work with key employers to identify and adopt best practice models of providing good quality work experience for young people</p>	<p>Expand the ChooseWorks project to cover a larger geographical area (to exclude the manhood peninsula) Identify key employers A good practice guide for employers</p>	<p>In the first year of project</p> <ul style="list-style-type: none"> To engage 120 customers from all working age benefits referred to the programme Chichester District Council offering at least 50 work experience placements to customers across all benefits who are not on Work Programme Recruiting 5 local businesses/organisations to offer a minimum of 2 work placements each 	Chichester District Council	February 2016	<p style="text-align: center;"></p> <p>2015-2016 (up until December 2015) Number of people who have been Chooseworkers: 68</p> <p>Number of people engaged and helped: 313</p> <p>DWP recently changed their priorities and our initial bid for funding failed. We submitted a new bid with the project being more holistic than before and this has been successful, the project will continue until 2017. The whole project will be evaluated this year with a report to CIP in December 2016.</p>

	Action	Output	Outcome	Lead	Target Date	2016 progress
1.2	Through workshops and peer support help those most in need to feel better and be better able to engage with services.	Delivery of "ChooseWork Workshops" which offer a form of life coaching	Number of people who find the workshops have helped them Number of people on ESA engaged with project	Chichester District Council	March 2016	<p style="text-align: center;">●</p> <p>They have held workshops in Chichester, Midhurst, Tangmere, Petworth, Selsey and Fernhurst.</p> <p>Number of people engaged with the project: 313</p> <p>Majority of participants still come from chichester 38% are from the rural areas</p> <p>No of work experience placements: 66</p> <p>27 were ESA claimants</p> <p>DWP recently changed their priorities and our initial bid for funding failed. We submitted a new bid with project being more holistic and has been successful. This project will now continue until March 2017</p>
1.3	Stonepillow Restore Trainees • Trainees come	We are expecting in excess of 120	Trainees develop new transferrable skills and build	StonePillow	March 2016	<p style="text-align: center;">●</p> <p>130 Trainees</p>

	Action	Output	Outcome	Lead	Target Date	2016 progress
	from many sources including our own client base, Job Centre Plus, Mandatory Work Activity and The Aldingbourne Trust.	Trainees.	self-confidence making them more "job ready"			
1.4 Page 18	Springboard Helping people who have been long term unemployed and returning from the Work Programme	For 30% of people who go on the course come off the JSA register with a percentage returning to work	Help the long term unemployed with life skills and build self confidence in order for them to be in a better position for job searching or setting up their own business.	Chichester College	March 2016	 <p>Due to cuts in funding this project has ended. If opportunities arise to take it forward by another means we will investigate this</p>
1.5	To ensure that local residents can access the services they need to improve their employment chances or skills.	Working with local Registered social Landlords to provide mini community hubs or outreach services in the identified areas.	Reduction in JSA figures Number of residents engaged Number of people referred to other support services.	Chichester District Council	March 2016	 <p>There have been delays in the Community hub at St James but we are still working with the housing association to take this forward.</p>
1.6	For SelseyWorks as our pilot project to continue offering support services to the whole of the district and develop	To get the project classified as a charitable status Get counselling training for staff members	Get 25 people into work experience Help 20 people into employment	Selsey Town Council	March 2016	 <p>SelseyWorks has moved out of the High street building. This meant they have not been</p>




	Action	Output	Outcome	Lead	Target Date	2016 progress
Page 19	its local offer	Increase signposting to other services Develop local recruitment business	Help the development of 5 new businesses Engage with and support or signpost 500 local people To help 10 young people with the young persons project			working towards the outcomes originally set. The Town council decided to fund a full time post and create an office space in the town hall. Selseyworks was successful in becoming a Dept. of Communities and local government "Our place" neighbourhood and they are currently in partnership with DCLG developing their operational delivery plan which will have new outcomes for the project.
	To create accessible training for those on low wages to increase their skills	Investigate if there is any funding available for projects that aim to improve skills for those not on benefit. Investigate the feasibility of such a project.	Increase the number of people in the district with qualifications Increase in the average wage salary	Chichester District Council	March 2018	 Jointly with the other district councils we put in a bid for funding to the Local Enterprise partnership which would have helped address this issue. The bid was unsuccessful.
1.8	Support young people to access the Apprenticeship/ Traineeship scheme and work with employers to ensure there are enough places available	To create local apprenticeships events that encourages local businesses to take on apprentices. To encourage local organisations to develop charters that supports the	At least 25% of those young people secure a permanent job at the end of their apprenticeship Create at least 15 traineeship opportunities	Chichester College/ Chichester District Council	March 2016	 WSCC are leading on a project to deliver an Apprenticeship graduation ceremony in March 2016. Feedback from this was extremely positive and they plan on delivering another one next year.



	Action	Output	Outcome	Lead	Target Date	2016 progress
		development of apprenticeship roles.				
1.9	Encourage people to gain qualifications through work experience in the community	To deliver a community work experience project	Deliver 10 community projects a year for two years Upskill 150+ individuals through the project	Chichester College	July 2016	● The project met these targets but due to a lack of funding for adult education the project has come to an end.
1.10	To develop a project that support carers back into employment, through the use of new technology and the other project such as SelseyWorks and ChooseWork	Research, development and pilot of a project that helps carers back into work	Number of carers in work increases Number of carers engaged.	Chichester District Council/ SelseyWorks	March 2018	◆ Jointly with the other district councils we put in a bid for funding to the Local Enterprise partnership which would have helped address this issue. The bid was unsuccessful. We have talked to DWP about this but they do not see carers as a priority.
1.11	With Coastal West Sussex investigate ways to embed work place skills into the schools of Chichester	Research of successful projects. Discussions with schools as to willingness to be involved	Number of children with increased work place skills	Chichester District Council/ Coastal West Sussex	March 2018	● Talking to Outset Youth Action about developing a joint project to help potential NEETS. Piloted a Jobfest event in Selsey as an idea to engage local people. This idea did not work and will not be taken forward.
2. Dementia Friendly Chichester						
2.1	Develop best practice and evidence based projects.	Act on the learning from Crawley and other dementia friendly towns	Less duplication of activity or services developing new projects in isolation and	CDC	March 2016	◆ We have been working through the Dementia Alliance to

	Action	Output	Outcome	Lead	Target Date	2016 progress
		/ cities	better quality activity delivered.			develop this work
2.2	Dementia familiarisation/ awareness raising	A training programme for delivering dementia friends training.	A wide range of people working in front facing roles and coming into contact with members of the public who could potentially have dementia or be a Carer are skilled and have confidence to support them	CDC / WSCC	March 2016	 Dementia friends training has been delivered a second tranche of training is taking place
Page 21	Secure sponsorship to support the work in this action plan.	Ensure sponsors pledge appropriate staff in organisations to be trained in Dementia awareness and provide 'in kind' support e.g. venues.	A sustained programme of sponsorship and support 'in kind' is in place from local businesses and organisations.	Dementia care Forum steering group	March 2016	
2.4	Meaningful activity for people with Dementia and their Carers.	Continue to deliver the activity days out and social activity programme for people with Dementia and their Carers.	People with Dementia and their Carers are engaged in evolving a sustained programme of activities.	MIND	March 2016	 Dementia Alliance has helped set different activity groups have set up as direct result of the feedback of people with dementia and their careers, providing a number of activities for people with dementia and their careers with over 70 people attending some events, including;

	Action	Output	Outcome	Lead	Target Date	2016 progress
Page 22						<p>Pub quizzes, Lunch groups and lunches out, Pallant House Art Gallery have run a number of workshops, Canal trip, Theatre and cinema visits.</p> <p>Local coordination of dementia friend's sessions to ensure sessions are widely delivered across Bognor and Chichester.</p>
	Arts for Dementia work	Action plan developed by working group	Regular arts related activity in place for people with Dementia and their Carers.	Chichester University	March 2016	<p>●</p> <p>Dementia Arts festival was sponsored by the partnership, the event was very successful with positive feedback from participants. A second festival is being organised for 2016 and is again sponsored by the partnership.</p>
	2.6 Dementia Strategy	Ensure actions of the DCF relate to the WSX strategy and contribute to outcomes.	See dementia strategy	DCF core group partners	March 2016	<p>●</p> <p>Dementia Alliance have developed a list of aims in line with the National Dementia Strategy.</p>
	2.7 Dementia services mapping activity	Review service mapping and ensure it is kept up to date and	Resource for partners to understand local services No duplication of services	DCF core group partners	March 2016	<p>●</p> <p>Dementia alliance is coordinating work of partners.</p>

	Action	Output	Outcome	Lead	Target Date	2016 progress
		is shared to avoid duplication.				CIP webpages are being used as a local website to give a directory of services.
3. Helping residents with low level mental health needs						
3.1 Page 23	Ensuring coordination of services to support 13-25 year olds	Task and finish group to discuss and coordinate services	Better coordination of services for young people Information on number of young people seeking services Development of Find it out service in Chichester	Mind/ WSCC	September 2016 March 2016	● Mind and WSCC are working together to coordinate services It was agreed that more research has to be done on these issues and to develop a local mental health strategy that partners can engage with this will be developed in 2016.
	The need to get better at providing joined up services. A regular structured drop in session for people with mental health problems where they can get information about local services and get peer support / social support.	Public service Drop in centres developed across the district based on the idea set up by Hyde Martlet	No of people helped Rise of referrals to services Information on local needs	CDC	September 2016	● Support Workers Network is still meeting to look at how partners work together. The Drop in centres at St Pancras are ongoing and now run by the Richmond fellowship. It was agreed that more research has to be done on these issues and to develop a local mental health strategy that partners can engage with this will be developed in 2016. Mind have set up a similar drop in in Midhurst.

	Action	Output	Outcome	Lead	Target Date	2016 progress
3.3	Introduce the 10 point mental health challenge in organisations.	A consistent process for engaging local businesses and statutory partners in promoting positive mental and emotional wellbeing.	No of businesses engaged	WSCC/CD C	September 2016	 <p>Has been introduced in to CDC</p> <p>It was agreed that more research has to be done on these issues and to develop a local mental health strategy that partners can engage with this will be developed in 2016.</p>
3.4	Community engagement, ensuring we are addressing the needs of the community.	Questions to be developed that can be asked by any organisation during contact with the public to understand the needs and wishes of people with mental health problems.	An ongoing process to be developed further.	WSCC PH / CDC	March 2016	 <p>It was agreed that more research has to be done on these issues and to develop a local mental health strategy that partners can engage with this will be developed in 2016.</p>
3.5	Develop a spreadsheet support directory for organisations to understand where to refer clients with mental health issues.	<p>Hold a network event “speed dating” partner organisations</p> <p>Excel spreadsheet to be circulated to partners on a regular basis with services and contact numbers (spreadsheet to include Organisation, services</p>	<p>Increase in coordination between organisations</p> <p>Increase of referrals from agencies</p> <p>Clear referral pathway for service users</p>	CDC/ Hyde Martlet	March 2016	 <p>Event held in January 2015 in the novium museum. Event was attended by over 100 people and lots of networking took place between partners. Feedback from the event was positive. Spreadsheet has not been developed as contact details change too often.</p>

	Action	Output	Outcome	Lead	Target Date	2016 progress
		offered, contact name and telephone number)				It was agreed that more research has to be done on these issues and to develop a local mental health strategy that partners can engage with this will be developed in 2016.
3.6	Helping to improve mental wellbeing diet and physical health through gardening	Development of community garden project in the "Think Family neighbourhoods"	No of people engaged No of areas improved	CDC/ RSLs	March 2016	 <p>Research was completed and it was felt that the communities themselves have to initiate these projects.</p> <p>It was agreed that more research has to be done on these issues and to develop a local mental health strategy that partners can engage with this will be developed in 2016.</p>
3.7	Selsey Neighbourhood Project	Continuation engagement with local community to help them deliver projects that support local areas.	Increased community engagement	CDC		 <p>Engagement has continued to support local groups in the area.</p> <p>It was agreed that more research has to be done on these issues and to develop a local mental health strategy that partners can engage with this will be developed in 2016.</p>

Chichester in Partnership Action Plan 2016/17

1. Getting People into work
2. Dementia friendly Chichester
3. Helping residents with low level mental health needs
4. Think Family / Targeted Support for neighbourhoods
5. Delivery of the Community Safety Partnership action plan
6. Tackling Financial Exclusion

	Action	Output	Outcome	Lead	Target Date
1. Getting People into work					
1.1	To launch a new Choosework model which will focus on ESA clients, pre-assessment ESA clients and IS clients as well as JSA clients which have additional health issues. The focus of delivery is providing a personalised service unique to the needs of each client and their journey.	<p>5 engagement days in identified areas of need.</p> <p>100 clients moved forward</p> <p>30 clients that are furthest distance from the labour market supported to be more resilient and economically rejuvenated</p> <p>150 clients participated in Engagement days</p>	<p>Residents supported in their personal development to move forward in their lives so they are less reliant on public services support.</p> <p>Reduction in ESA figures</p>	Chichester District Council	March 2017
1.2	<p>Stonepillow Restore Trainees</p> <ul style="list-style-type: none"> • Trainees come from many sources including our own client base, Job Centre Plus, Mandatory Work Activity and The Aldingbourne Trust. 	Expecting in excess of 120 Trainees.	Trainees develop new transferrable skills and build self-confidence making them more "job ready"	StonePillow	Ongoing

	Action	Output	Outcome	Lead	Target Date
1.3	To ensure that local residents can access the services they need to improve their employment chances or skills.	Working with local Registered social Landlords to provide mini community hubs or outreach services in the identified areas. Number of residents engaged Number of people referred to other support services.	Reduction in JSA figures Number of residents engaged Number of people referred to other support services.	Chichester District Council	March 2018
1.4	To create accessible training for those on low wages to increase their skills	Investigate if there is any funding available for projects that aim to improve skills for those not on benefit. Investigate the feasibility of such a project.	Increase the number of people in the district with qualifications Increase in the average wage salary	Chichester District Council	March 2018
1.5	To develop a project that support carers back into employment, through the use of new technology and the other project such as SelseyWorks and ChooseWork	Research, development and pilot of a project that helps carers back into work Number of carers engaged.	Number of carers in work increases	Chichester District Council/ SelseyWorks	March 2018
1.6	With Coastal West Sussex investigate	Research of	Number of	Chichester District	March 2018

	Action	Output	Outcome	Lead	Target Date
	ways to embed work place skills into the schools of Chichester	successful projects. Discussions with schools as to willingness to be involved	children with increased work place skills Future reduction in the number of NEETS	Council/ Coastal West Sussex	
1.7	Support young people to access the Apprenticeship/ Traineeship scheme and work with employers to ensure there are enough places available	To create local apprenticeships events that encourages local businesses to take on apprentices. To encourage local organisations to develop charters that supports the development of apprenticeship roles. Create at least 15 traineeship opportunities	At least 25% of those young people secure a permanent job at the end of their apprenticeship Create at least 15 traineeship opportunities	Chichester College/ Chichester District Council	March 2018
2.Dementia Friendly Chichester					
2.1	Develop best practice and evidence based projects.	Receive regular updates from Crawley Wellbeing	Less duplication of activity or services developing new projects in isolation and	DAA	Ongoing aligned with Crawley

	Action	Output	Outcome	Lead	Target Date
		Act on the learning from Crawley and other dementia friendly towns / cities	better quality activity delivered.		
2.2	Dementia familiarisation / awareness raising	A training programme for delivering dementia friends training.	A wide range of people working in front facing roles and coming into contact with members of the public who could potentially have dementia or be a Carer are skilled and have confidence to support them	CDC	March 2017
2.3	Secure sponsorship to support the work in this action plan.	Ensure sponsors pledge appropriate staff in organisations to be trained in Dementia awareness and provide 'in kind' support eg venues.	A sustained programme of sponsorship and support 'in kind' is in place from local businesses and organisations.	DAA	March 2017
2.4	Meaningful activity for people with Dementia and their Carers.	Continue to deliver the activity days out and social activity	People with Dementia and their Carers are engaged in	MIND	March 2017

	Action	Output	Outcome	Lead	Target Date
		programme for people with Dementia and their Carers.	evolving a sustained programme of activities.		
2.5	Arts for Dementia work	Action plan developed by working group	A Dementia Festival planned for May 2015 during Dementia awareness week Regular arts related activity in place for people with Dementia and their Carers.	Chichester Festival theatre	Ongoing
2.6	Dementia Strategy	Ensure actions of the DAA relate to the WSX strategy and contribute to outcomes.	See WSX dementia strategy	DAA core group partners	Ongoing
2.7	Dementia services mapping activity	Review service mapping and ensure it is kept up to date and is shared to avoid duplication.	Resource for partners to understand local services No duplication of services	DAA core group partners	Ongoing
2.8	Support for partners to develop, deliver and evaluate projects in the community to support people with Dementia and their Carers	A small sparks grant funding process is in place	Small projects are supported in communities to support the overall work of the DAA	CDC / CiP partners	March 2017

	Action	Output	Outcome	Lead	Target Date
3.Helping residents with low level mental health needs					
3.1	Develop a local Mental health Strategy that supports local mental health services and identifies ways of supporting those with low level mental health needs	Development of three year strategy and action plan	Coordination of services and improvement in support for those with low level mental health needs. Outcomes to be developed	Chichester District Council	June 2016
4.Tackling Financial Exclusion - Base data for this is still being developed therefore no figures have been included in the outcomes yet.					
4.1	Provide training to frontline staff specifically aimed at increasing their knowledge and of available support or specific skills when supporting customers who may be financially excluded	Training sessions for frontline staff	Increased referrals to support services. Reduced income deprivation	CAB/CDC	March 2018
4.2	Support and promote opportunities for sustainability and awareness of schemes that are currently running within the district, especially schemes in the rural areas and help improve digital skills.	Increased joint ventures.	Increased referrals to support services. Reduced income deprivation Reduced number of people in rent arrears Reduced number of bankruptcies	CAB/CDC	March 2018
4.3	Look at opportunities to deliver financial management information to young people.	Deliver finance lessons to NEETS or schools	Less young people with debt problems. More young people with bank accounts.	Outset youth Action	March 2018

	Action	Output	Outcome	Lead	Target Date
			Reduced number of people in rent arrears		
4.4	Working with the West Sussex Credit Union at how they can market their products more widely in the district	Increased promotion of WSCU	Increased number of people from Chichester are Credit union members	WSCU	March 2018
4.5	Create a financial inclusion page on CDC website.	Publically accessible webpage on local financial advice	Feeds into other outcomes	CDC	September 2016
4.6	Jointly develop a local data set to monitor poverty issues in the district.	Local data set that can inform partners of debt	Partnership will be able to focus work on specific areas/ types of debt.	CDC/CAB	September 2016
4.7	Collate and produce an information booklet and aim to distribute to households in identified areas of need with information on local services	A directory of local support services that frontline staff can access	Frontline staff have greater knowledge of where to refer clients who need financial help	CDC	September 2016



2016-2021

CHICHESTER IN PARTNERSHIP COMMUNITY STRATEGY

Working together to help and inspire the people and communities
within Chichester District to reach their potential



Foreword

Welcome to Chichester in Partnership's new Community Strategy. This document shows how organisations touching the lives of everyone in our district are working together to make Chichester a great place to live and call home. We want to create a place where residents take responsibility for their own lives, their community and their environment.

I'm proud to be part of a district which harnesses the collective energy of so many people from across the public, private, voluntary and community sectors. They all come together as Chichester in Partnership.

This Community Strategy shows just some of the things that Chichester in Partnership has achieved since the previous plan was published in 2009, as well as our vision and priorities for the district going forward.



I am grateful to the people and organisations that contributed to shaping this plan on behalf of the Chichester in Partnership

Finally, I think it's important to point out that this plan not only sets out the key achievements and priorities of Chichester in Partnership, it also tells you how we will be moving forward I hope you will find it an inspirational read.

Cllr Eileen Lintill

Chairman, Chichester in Partnership

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Introduction

Chichester in Partnership (CIP) is the strategic partnership for the district we bring together the voluntary, community, private and statutory organisations that work for the residents in the district. Chichester in Partnership has 6 distinct roles to play:



1. **Identifying, problem solving and leading on strategic issues** – The partnership can make a difference on key issues for the district which affect a range of partners and or residents. The Core Group needs reach agreement on what and how to take forward those issues as projects, or how it can influence or champion as projects.
2. **Coordination, support and championing of local partnerships and projects** – Using a dedicated Partnerships officer the partnership liaises with partners and projects linking them up and ensuring good practice. Core group to monitor the progress of task and finish groups.
3. **Information Dissemination** – Ensuring information about the state of the district, about local services and projects gets out to partner organisations. This is done through our AGM, partnership events, website and newsletter.
4. **Network for local organisations** – To provide events where different organisations can find out about each other, communicate and find opportunities to work together.
5. **Coordination of local community engagement** – To ensure that local events/ consultations with the communities of Chichester are coordinated.
6. **Bringing together various different statutory partners, voluntary and community sector, private sector and elected members in partnership working** – Ensuring that elected members from tiers of local government are aware of partnership projects that are going on locally. Communication takes place through newsletters, community forums, website, partnership events.

This document sets out the vision and priorities of the partnership for the next 5 years. The Community Strategy for Chichester District has been developed to provide the framework for members of Chichester in Partnership, organisations, groups of people and individuals to work together to improve the quality of life in Chichester by 2021.

It sets out Chichester in Partnership's shared vision for the districts and its residents and how it will work together to achieve the vision. The Community Strategy is the overarching strategy for improving Chichester. It is the result of detailed analysis of the district's current position, and the challenges and opportunities that lie ahead the Strategy is simply a strategic overview, as there are a range of more specific and detailed plans and strategies that sit beneath it and identify what needs to be done (for example, in terms of health or community safety) to ensure that the overall vision for Chichester can be realised.

So, in summary, why have we developed a new Community Strategy?

- **We can't make the changes on our own** – there is a close relationship between our services and those provided by other organisations so we (public sector, voluntary sector and communities) have to work, plan and commission services together wherever possible.

- **We need communities to help us to identify who needs help and support** – and the problems that these people face, so that we can get to them before they need lots of services.
- **We need to support (build the capacity of) individuals, communities and voluntary organisations** to provide help to people who live in their local area or are part of their community of interest. This will mean we can get support to people earlier and stop them getting worse.
- **We need to make sure that our services reach the areas and people that need them most** - whilst doing all that we can to support everyone in Chichester to ‘help themselves’.
- **We want to deliver the ‘best possible services within the budgets available’** - This includes making sure that funding and other types of support (e.g. volunteer time) are available within communities.

Our vision is as follows

**Working together to help and inspire the people and communities
within Chichester to reach their potential**

Setting the scene

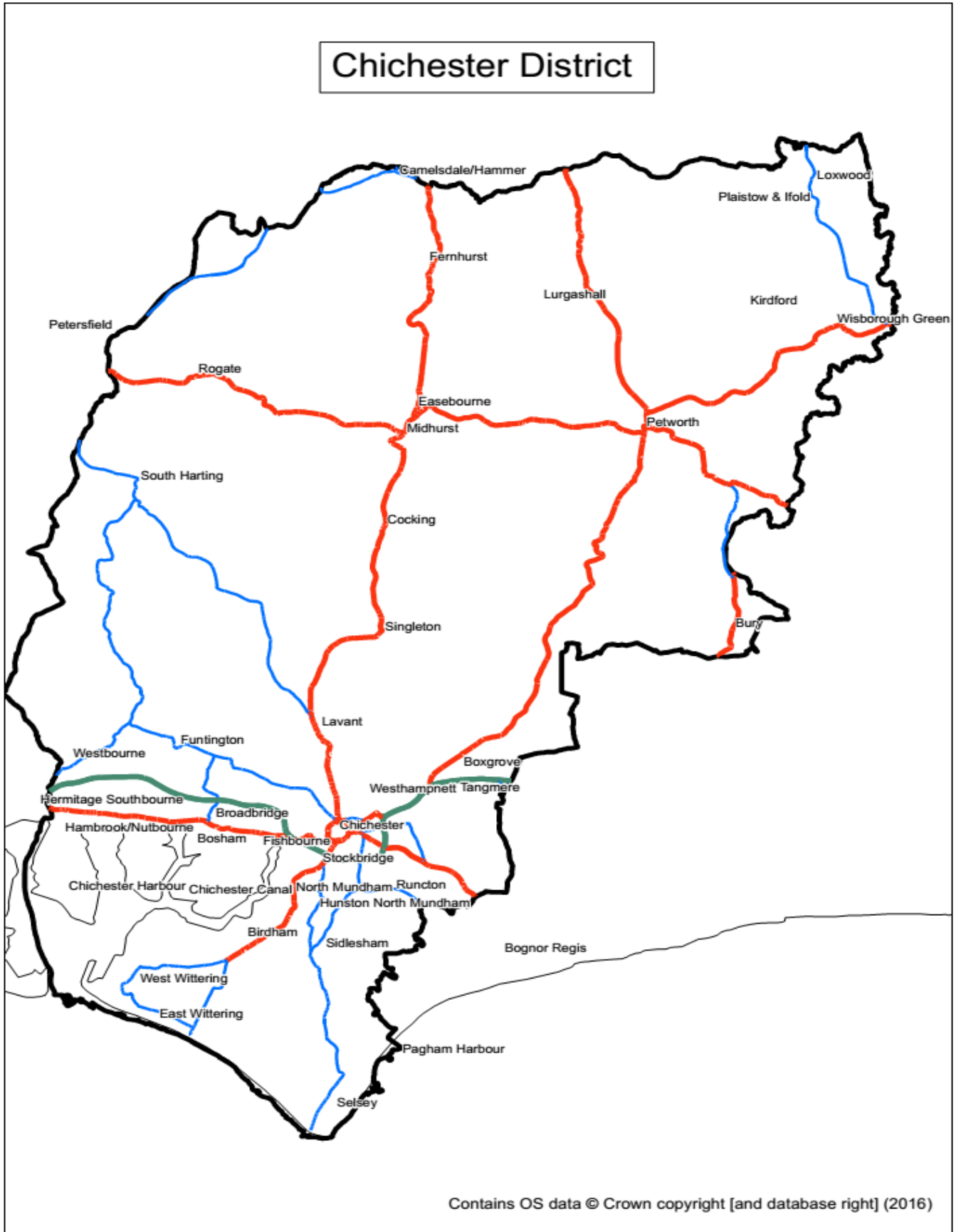
Chichester District has a unique blend of city, coast and countryside with many different communities that are full of character. Chichester has a rich history and varied amount of natural assets that all add to the character that is quintessentially Chichester. People visit the area for its historical buildings, our beautiful countryside which is part of the South Downs National Park, our beaches on the coast and for the major events such as the Goodwood Festival. It is because of this variety and the high quality of life that people can have here that people decide that they want to stay.

Even with the natural and rich character of our district, our communities and our services still face challenges, the rural nature of our district that attracts people here can be isolating when there is no transport, we have an increasingly ageing population who in turn create a demand on public services at a time when public services are continually looking for cost savings and even though we have high levels of employment we still have areas of deprivation hidden within our communities. However, our communities are very active we have a city council, 3 town councils and 61 parish council/ meetings who are all active in their local areas and trying to ensure that the needs of their communities are met.



What Chichester looks like now in 2016

- The population of Chichester District has grown from 106,450 in 2001 to 113,794 in 2011 which is an increase of 7,344. This makes Chichester District the fourth largest local authority in West Sussex (out of 7 local authorities) for size and growth.
- Children aged 0-15 years have fallen by -1.41% which is in line with county, regional and national averages. In West Sussex, only Crawley, Worthing and Mid Sussex have seen increases.
- Almost 1 in 4 people are over 65 (24.5%) This puts the district in the top 5% in the Country
- Chichester has the highest student population in West Sussex with 6266. The student population has grown by 27.5% .
- The population of Chichester is estimated to be 116,654 in 2015 and is predicted to increase to 133,743 by 2021 which is an increase of 17,089 or 14.6%.



The Themes

To realise the vision for Chichester requires all agencies and stakeholders from all sectors of the community to come together. No one agency or service can alone achieve the vision. Chichester in Partnership has chosen to structure this strategy and the partnership around the shared national and local government priorities and cover the major challenges that face Chichester today. These priorities provide a framework for how Chichester in Partnership will respond to the major challenges and deliver the overall vision for Chichester District.

The vision and themes describe what Chichester will be like in 2021, and the strategic priorities set out the framework for how Chichester in Partnership will achieve the goals that it has set.

This chapter of the Community Strategy is divided into five sections, one for each theme:

- The Economy
- Health & Wellbeing
- Housing & Neighbourhoods
- Environment
- Transport & Access

Each section follows a similar structure and sets out the following information:

Aim - Taking the wider vision for Chichester as a starting point, this section articulates what the vision for Chichester District means in terms of the particular theme and describes the aspirations for the future in respect of the relevant theme.

What Chichester looks like now in 2016 - This section describes in summary the key facts and figures relating to the theme, sets out the challenges facing Chichester and provides the context to the strategic priorities.

Achievements – This is just a highlight of some of the successes the partnership has had over the last six years. Details of other projects we have delivered can be found in our annual reports

Priorities - Through continuously assessing its performance and identifying where it is doing well and making progress where it is not, Chichester Partnership is able to identify a clear and evidenced set of strategic priorities for action – around which thematic partnership structures ensure that Chichester continues to focus on its vision for 2020. The strategic priorities identify the main challenges facing the district.

How Chichester Partnership will achieve its vision - The Community Strategy is the key over-arching strategy for the town, and sets the overall strategic direction to promote and improve the well-being of Chichester. The Community Strategy takes into account other local and (sub) regional plans; therefore, it is not intended to repeat the detail in these supporting plans. This section therefore describes generally the approach the partnership will take to achieve the vision and strategic priorities.

The Economy

Aim

To improve and support the local economy to grow, while encouraging businesses to become part of the local community.

What Chichester looks like now in 2016

- Highest percentage of self-employed in West Sussex (14.5%) this is 3rd highest in West Sussex and is in the top 10% in the country.
- Chichester average salary by place of work is £22,865, which is below the county average of £26,067 and the national average of £27,891. Chichester is also third lowest in West Sussex.
- 85.7% of businesses in Chichester District are micro units of 0-9 people. This is in line with the regional average and is joint 3rd highest in West Sussex.
- As at November 2015 there were 520 JSA claimants in Chichester District, this is 4th highest in West Sussex and is 0.8% of the population; this is below the regional and national average.

Achievements



Chosework is our employment project that we set up in 2013. The ethos behind the project is to support Chichester residents back into work through good quality work experience, mentorship and guidance. Over three years Chosework has helped 519 unemployed people in the district with mentoring and career guidance, 160 people have been helped into work experience and approximately 63 people have been helped into work or training and 41 local businesses have been involved in the project.

Priorities

- Maintain low levels of unemployment in the district
- Prepare people of all ages and abilities for the work place and support the development of life skills
- Develop a local workforce that meets the needs of local employers
- Support local businesses to grow and become engaged with local communities

How Chichester in Partnership will achieve its vision

- Through the task and finish group we will ensure that related services are signposted
- Chichester in Partnership has a three year strategy called Getting People into Work 2015-18 this will be delivered by a task and finish group over the next few years. This strategy can be found on our website at www.chichesterinpartnership.org.uk

Health & Wellbeing

Aim

To help all our residents to be happy, healthy and active and to be able to access support services when they are in need.

What Chichester looks like now in 2016

- Over 4 out of 5 people have very good or good health in the district. This is generally in line with county, regional and national averages.
- Highest percentage in West Sussex for unpaid care (1-19 hours a week) this is in the top 10% in the Country.
- As at 2015 Chichester is estimated to have 2,329 people aged over 65 suffering with dementia, which is second highest in West Sussex. This is also predicted to rise to 3,685 by 2030, which is also the second highest behind Arun District.
- As at 2015 Chichester is estimated to have 10,440 people aged 18-64 predicted to have a common mental health disorder, this is third lowest in West Sussex. By 2030 this is predicted to rise to 10,626 which are second lowest in the county.

Achievements

Dementia Arts Festival - The Chichester Cultural Learning Partnership is formed of seven organisations and was established in 2014 to offer a range of local arts events. The group identified the need to tailor existing activities and offer new events for those living with dementia, to give



them the chance to enjoy the arts with friends and family. In 2015 in conjunction with Chichester in Partnership the Dementia Arts Festival was delivered. Feedback from participants was very positive: *'We loved it. I was surprised my Mum stayed for the whole thing. I thought she would get tired but she enjoyed the surroundings and the stimulation. The multi-sensory aspect was*

great.'

Priorities

- Promoting and developing a dementia friendly district
- Encourage and support people who live and work in the district and adopt healthy and active lifestyles
- Coordinate and promote services that help those living with low level mental health conditions
- Protect and support the most vulnerable in society including the elderly, young, carers, families in crisis and the socially isolated.

How Chichester in Partnership will achieve its vision

- Chichester in Partnership is working with the Chichester Dementia Alliance in the delivery of identified actions while working with the Cultural Learning Partnership to develop the Arts Festival for future years.
- The partnership will continue to support and promote the work of the Chichester Wellbeing hub and ensure it is linked to all our other projects.
- We are currently in the process of developing local strategy to help people with low level mental health need and ensure that local services are signposting to each other

Housing & Neighbourhoods

Aim

To support our local communities to ensure they are active and safe places to live now and in the future.

What Chichester looks like now in 2016

- 14.0% of all dwellings in the Chichester District are 2nd addresses – This puts Chichester 8th in the Country (authorities outside City of London) – Highest number and percentage in WSX
- As at Census 2011 there were 1300 people without central heating, this equates to 2.61% of the total population, which is third highest in West Sussex.
- Since the warden scheme was introduced in January 2005, they have dealt with just fewer than 40,000 incidents

Achievements

Selseyworks was a community hub idea born out partnership working, the aim of the hub was to get people into work by offering them the advice that they needed, a facility that offers the training that they need and the opportunity to grow their own businesses while also supporting the current



local businesses. While in 53 High street (1 year), they helped 431 clients. It gave business support (35) housing advice (41) and benefits advice (67). Selseyworks is now funded and run by

Selsey Town Council with support from CIP.

Priorities

- Increase the number of volunteers and trustees in the community / voluntary sector
- Maintain the low levels of crime in the district in the light of reducing resources
- Support and empower communities and people to help themselves and develop resilience.
- Support communities to meet their own housing needs

How Chichester in Partnership will achieve its vision

- The Tackling Financial Exclusion Strategy will be delivered in partnership over the next three years.
- The Chichester Community Safety Partnership will work jointly with Arun Community safety Partnership on issues that affect both districts such as Street communities, organised crime.
- The Chichester Community Safety Partnership will continue to work to keep crime figures low in the district.
- Chichester in Partnership has developed a neighbourhood assessment tool as way to engage areas in conversation and to monitor progress made; this will be used in other areas of Chichester.

Priorities we can influence.

The following two themes are areas where the partnership is not in a position to deliver outcomes but is in a position to influence what happens in these areas. Therefore our priorities reflect the influencing role we as a partnership can play.

Transport & Access

Aim

To ensure that residents can access work, leisure and support services in the district.

What Chichester looks like now in 2016

- 86.4% of all parishes in the district have a village hall, community centre or church hall / room in their parish (Communities Facilities Audit 2011).
- Each parish in the district has access to a Church (Communities Facilities Audit 2011). Despite post office closures, over 20 of the district's village shops and villages have post offices or offer postal services (Chichester District Council 2012).
- There are 265 more households (3.53%) without access to a car or a van since 2001. This is the 4th highest increase in West Sussex and is in line with regional and national averages.
- There are 21 community transport providers in Chichester District, this is the joint highest in West Sussex which has vast coverage of the district.
- More than 90% of properties in West Sussex will have access to fibre-based broadband infrastructure

Priorities

- Encourage partner organisation to work together to deliver rural projects and ensure that our communities are not isolated
- Support and promote initiatives that encourage alternative forms of transport and encourage the use of online services.

How Chichester in Partnership will achieve its vision

- To continue to support and promote local car clubs and community transport and alternative forms of transport initiatives especially those that are inclusive to the whole community.
- Partners to work together in how they can make their services more accessible, by working together and delivering online or outreach services.
- To work with WSCC and local transport providers to improve transport links throughout the district, and influence any future plans.

The Environment

Aim

To manage and protect our built and natural environment

What Chichester looks like now in 2016

- The South Downs National Park (SDNP) covers at least part of 14 Wards in Chichester District out of a total of 29. This represents 48.3%. The SDNP covers at least part of 47 parishes in Chichester District out of a total of 67. This represents 70.1%.
- There are nearly 290 Sites of Nature Conservation Importance in West Sussex, of these 123 are in Chichester District (West Sussex County Council).
- Kingley Vale is one of the most ancient yew forests in Western Europe
- The district is a high carbon emissions area, in part due to the rural nature of the district increasing travel need and distances, but also due to an old and inefficient housing stock and the presence of some energy intensive businesses in the horticultural sector. Our CO2 emissions have reduced by 17% between 2005 and 2013 (Department for energy and climate change), but the District remains in the top 25% for per capita emissions.

Priorities

- Promote and increase sustainable, environmentally friendly initiatives in the district
- Influence local policies in order to conserve and enhance the qualities and distinctiveness of our area

How Chichester in Partnership will achieve its vision

- To continue to support local environment initiatives such as Transition Chichester and Manhood Peninsula Partnership
- To support local communities to protect their local environment.
- To encourage more recycling and the use of green technology in the district.

How will we deliver?

The Core group of the partnership will decide which priorities will be actioned every year and task and finish groups will be set up to deliver upon these. These task and finish groups will include relevant partner organisations that can take the work forward. These task and finish groups will develop strategies and action plans that will be approved and monitored by the Chichester in Partnership Core group. Other partnerships such as the Chichester Community Safety Partnership and the Chichester Learning Arts Partnership will also deliver on certain priorities and expected to report to the Chichester in Partnership core group on progress made. Current task and finish groups include:

- Getting People into work
- Tackling financial exclusion
- Supporting people with low level mental health needs

The partnership publishes an Annual report on its work every year and this will include an action plan for the future year. This strategy alongside the annual report will be reviewed by the Chichester In Partnership core group every year.

Previous Annual reports can be found on our website at www.chichesterinpartnership.org.uk



Play your part.

Seeing our vision turn from words on the page to actions on the ground is all about working together and contributing to the Community Strategy. So how can we make Community Strategy as inclusive and representative as possible? That's easy, join us and give us your ideas, support and enthusiasm so we can make Chichester a great place, to live, work and enjoy.

Join Us. If you are an organisation or voluntary group working towards improving your local community join Chichester in Partnership and work with us, we have the core group that makes strategic decisions and a wider partnership for task and finish groups and network meetings. To join contact our Partnerships officer, Amy Loaring at aloaring@chichester.gov.uk

Chichester In Partnership Core group includes the following organisations:



Sussex Police
Serving Sussex
www.sussex.police.uk

**CHICHESTER
FESTIVAL
THEATRE**

Chichester
college



NHS
Coastal West Sussex
Clinical Commissioning Group



Department for
Work and Pensions

Agenda Item 8

Chichester District Council

OVERVIEW & SCRUTINY COMMITTEE

14 June 2016

Overview & Scrutiny Committee 2015-16 Annual Report

1. Contacts

Clare Apel, Chairman of the Overview & Scrutiny Committee
Tel: 01243 783738 E-mail: capel@chichester.gov.uk

Bambi Jones, Principal Scrutiny Officer
Tel: 01243 534685 E-mail: bjones@chichester.gov.uk

2. Recommendation

The Committee is requested to consider and agree its 2015-16 Annual Report and to recommend it to Council for noting.

3. Background

- 3.1 The Council's Constitution states that the Overview and Scrutiny Committee (OSC) must report annually to full Council on its workings and make recommendations on its future work programmes and amended working methods if appropriate.
- 3.2 The committee agreed its work programme at the last meeting held on 10 May 2016.
- 3.3 Full Council on 19 July 2016 will be requested to consider and note the OSC's Annual Report 2015-16 and its Work Programme 2016-17.

4. Outcomes to be achieved

- The council has a record of the work carried out by the Overview & Scrutiny Committee for 2015-16 and the outcomes achieved.

5. Community impact and corporate risks

- 5.1 One of the committee's roles is to act as a community champion in reflecting the views and interests of the community and to consider matters affecting the area or its inhabitants.

6. Other Implications

Are there any implications for the following?		
Crime & Disorder		No
Climate Change		No
Human Rights and Equality Impact		No
Safeguarding:		No

Other (Please specify): eg Biodiversity		No
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7. Appendices

Appendix 1 – Overview & Scrutiny Committee Annual Report 2015-16

Chichester District Council

Overview and Scrutiny Committee - Annual Report 2015/16

Introduction by the Chairman

This year has been an interesting one from the Overview and Scrutiny point of view.

We started with a new committee some of whom may not have had much to do with local government scrutiny. I hope they have found it useful and interesting.

We also had a call in. It has been a long time since we had dealt with a call in so from the committee's point of view it was an interesting exercise. We also had a further report from Hyde. As members can see from what follows we have covered a great deal of ground over the past year.

As chair I am always aware of time constraints. I hope that by starting a little earlier, it will give us more time for in depth questioning where the issues need real scrutiny. I hope the committee have found the pre meetings useful insofar as it should make the meetings run more smoothly.

I think members feel we need more time for cabinet members to attend meetings where the issues being looked at refer to their portfolios. Once again I want to thank Steve, Bambi and Lisa for all the help they give us.

Clare Apel
Chairman of the Overview & Scrutiny Committee

Scrutiny at Chichester District Council

Scrutiny is the way in which non-executive members of the council hold the Cabinet to account. They do this by reviewing existing council policy or decisions and by inputting into the development of new policies before the Cabinet approves these. In some cases they may ask for a decision (made by the Cabinet) to be re-considered before it is implemented to make sure all possible outcomes are thought through. These are called call-ins.

The Overview and Scrutiny Committee (OSC) or its task and finish groups may require any member of the Cabinet, any chief officer, and/or any head of service to attend before it to explain in relation to matters within their remit. Other public sector or public service officials, external partners and/or residents and stakeholders may also be invited to address the committee, discuss issues of local concern and/or answer questions. Recommendations may be made to the Cabinet or directly to Council. In scrutinising an external partner or partnership, the recommendations may be made directly to that body. The views of the Overview and Scrutiny Committee may be reported to the Cabinet or the Council, and the chairman of the committee shall be entitled to address the meeting on the committee's views.

Setting the Overview and Scrutiny work programme for 2015/16

The 2015/16 OSC work programme was developed taking into account:

- the Corporate Plan projects agreed by Cabinet
- the Forward Plan of Cabinet key decisions over the next few months
- projects identified from individual Service Plans
- items proposed or raised by Members
- topics included in last year's work programme which were delayed
- topics requiring members' involvement suggested by the Business Routeing Panel

A number of Task and Finish Groups were set up to carry out reviews in more depth and to report back to the main committee. These task and finish group reviews are detailed later in the report. Space was left in the work programme for topical issues that often arise during the year.

All Members were consulted in the development of this work programme through a member workshop held on 17 March 2015.

The impact and influence of scrutiny

OSC met six times in 2015/16 including a special meeting on Tuesday 19 January 2016 to discuss the Leisure Services Review process. The Chairman meets with the committee half an hour before each meeting to enable discussion about the agenda items and to agree the key issues to be explored on each topic.

Task and Finish Groups are used to take the issue offline in order to maximise the volume and depth of the review.

A total of 13 recommendations were made by the committee to the Cabinet or Leader during the year. Nine recommendations were agreed, with four yet to be considered.

There was one call-in this year regarding the sale of land at Church Road, Chichester. The decision was called in by seven members of the Council for the following reasons:

- Further debate of all valuations was needed
- Considering a delay would not cause harm to the Council
- A request for debate of relevant exempt information had been denied

The call-in was heard by the OSC on 2 July 2015. The OSC made a recommendation to Cabinet to reconsider the decision following which the decision was rescinded by Cabinet on 8 September 2015.

Of the 48 members on the council, 15 are on the OSC. With Cabinet Members and other interested members attending meetings or involved in task and finish groups this equates to 47.92% of all members being involved in scrutiny in some form or other during the year.

Mr M Cullen was nominated to sit on the corporate Leisure Contract Management Task and Finish Group.

Members' training and development

- Mrs N Graves attended a Charing Scrutiny Seminar at the University of Birmingham on 26 June 2015.

- Mrs C Apel attended a Scrutiny of Commissioning and Contracts Seminar at the University of Birmingham on 30 June 2015.
- Following the May 2015 elections all Chichester District Council members were invited to attend an OSC induction on 2 July 2015. 10 OSC members and six additional members attended.
- Mrs N Graves attended the Regional Networking Seminar on Overview and Scrutiny on 26 November 2015.
- Mrs N Graves attended a Leading and Chairing Overview and Scrutiny Workshop on 7 April 2016.

Main areas of work for OSC this year and outcomes/achievements

Areas of focus	Outcomes/achievements
Review of the Internal Lettings Agency (Homefinder)	The committee considered a review of the Internal Lettings Agency (Homefinder). The committee resolved that this Internal Lettings Agency provided good value for money and recommended to Cabinet that the service be continued. On 7 July 2015 Cabinet resolved to continue the service.
Homelessness Strategy	The committee considered and commented on the draft strategy and recommended to Cabinet that it be approved. On 7 July 2015 Cabinet approved the draft strategy.
The Grange Post Project Evaluation	The committee considered the Grange Post Project Evaluation following the centre's first year of operation, acknowledging the achievement of the project and how well it had been managed by the team. Actions and outcomes were being achieved and were on target.
Chichester in Partnership - Getting People into Work Strategy	The committee considered the progress made against the Getting People into Work Strategy 2012-2015 and its related action plan and the revised strategy for the following three years from 2015-2018. The positive impact of this project on local people and the savings this had made were noted. The revised strategy was noted for its future priorities.
Leisure Services Review	In November 2015 the committee received an update on the progress of the Leisure Services Review and decided to hold a special meeting on 19 January 2016 to consider the issue before a final option appraisal was taken by Cabinet. The committee considered a written report from the Leisure Task and Finish Group and resolved that due process had been followed in undertaking the procurement exercise to test the market for future management of leisure services.
Review of Private Sector Housing Renewal Strategy 2016-2021	The committee considered the Review of the Private Sector Housing Renewal Strategy 2016-2021 and provided comments and amendments to the draft strategy, approving it for consultation.
Voluntary Action Arun and Chichester update from the Grants and Concessions Panel	A performance update was considered on the Voluntary Action Arun and Chichester contract provided by the Grants and Concessions Panel. The committee agreed the panel should carry out a review of funding agreements. The committee recommended that the Leader of the Council write to the Leader

	of West Sussex County Council regarding unconfirmed funding. Mr A Dignum sent a letter to Mrs L Goldsmith on 23 November 2015 and a response was subsequently received from Mrs Goldsmith and provided to members.
Housing Strategy Review	The committee noted the Housing Strategy review and the progress achieved in delivering its milestones and targets and endorsed the new target dates. The committee recommended to Cabinet that options for future housing delivery, together with capital investment, be supported.
Review of Business Improvement District (BID)	The committee received a thorough review of performance and progress of the Chichester Business Improvement District (BID). The committee was pleased with progress to date against the BID's five year business plan.
Think Family Expansion Programme	The committee considered an update on the Think Family Expansion Programme and noted the work of the project and the changes to the project going into Phase 2.
Improving the Health of our Communities and Workforce	The committee considered a progress report on this work stream, acknowledging that priorities and outcomes were being achieved.
Novium - Business Plan & Commercial Services	The committee considered The Novium and TIC Business Strategy Progress Review. The committee noted the progress since the introduction of free admission in November 2014 and requested that the points of clarification raised be addressed in the Cabinet report. The committee recommended to Cabinet that if an Options Appraisal Task and Finish Group was established an OSC representative should be appointed.
Careline Business Plan	The committee considered the Chichester Careline Service Progress Review. The committee noted progress against the business plan for 2015/17 and the current financial and business planning position in 2016/17.

Task & Finish Groups

The work of the Task and Finish Groups is described below along with the outcomes achieved.

<p>Budget Task and Finish Group Overview and Scrutiny Members: Mrs C Apel and Mr J Ransley and Corporate Governance and Audit Committee Members: Mrs P Tull (Chairman) and Mr P Jarvis</p> <p>Areas of focus – This group has representatives from both OSC (performance and policy remit) and Corporate Governance and Audit Committee (governance and risk remit). The group considered the 5 Year Financial Model and Statement of Resources 2015-16 to 2020-21 and the projected revenue budget variations for 2015-16 and 2016-17.</p> <p>Outcomes – Members involvement with budget scrutiny prior to presentation of the Budget to Cabinet in February 2016. The group was satisfied with the explanation of projected variances on the 2015/16 budget and the further projected variances on the 2016-17 budget.</p>
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Community Safety Review Task and Finish Group

Mrs P Dignum, Mrs N Graves, Caroline Neville, Mrs P Plant and Mrs J Tassell

Areas of focus – OSC has a statutory duty in accordance with Sections 19 and 20 of the Police and Justice Act 2006 to review the district's Community Safety Partnership (CSP) by holding the CSP to account for its decision making, scrutinising the performance of the CSP and undertaking policy reviews of specific community safety issues. The group held one meeting in February 2016. The Communities Interventions Manager gave members an update on the various projects and performance over the last year and the priorities of the partnership for next year.

Outcomes – The committee endorsed the key points concluded from the review and recommended to the CSP that their 2016/17 priorities be adjusted slightly and that the partnership consider methods for keeping members updated on their work on a regular basis. Response from the partnership was that all priorities are equally weighted and that methods of communicating progress and achievements were continually monitored.

Corporate Plan Task and Finish Group

Mrs P Dignum (Chairman), Mr N Galloway, Mrs D Knightley and Mrs P Plant

Areas of focus – To consider mid-year progress on actions and targets in the Corporate Plan and to identify any further action that needs to be taken to challenge poor performance and to reduce any risk to an acceptable level.

Outcomes – The council's key projects were monitored for successful delivery. The group's concerns regarding the Council's underachievement of the recycling target were forwarded to the Cabinet Member for the Environment along with the request to reintroduce the Council's Waste Minimisation Strategy Panel. As a result Cllr Barrow gave a presentation to members and agreed that a waste panel be established to consider how the Council could further develop waste and recycling initiatives. The Waste and Recycling Panel was established in February 2016.

Cultural Grants Task and Finish Group

Mr G Hicks (Chairman), Mrs C Apel, Mr N Galloway, Mrs N Graves and Mrs J Tassell

Areas of focus – The Council have a funding agreement in place with both Chichester Festival Theatre and Pallant House Gallery until 2018. The Council negotiates a Service Level Agreement (SLA) with both organisations annually to ensure that appropriate outcomes are achieved for the local community, schools, etc. The group carried out two reviews, one in early 2015 and one in early 2016. They considered progress against both organisations' service level agreements as well as their proposed SLAs for the following year. In 2015 the two organisations met with the task and finish group who scrutinised their performance and future objectives and reported to the OSC. In early 2016 the two organisations were invited in to the OSC to present directly to the committee. Questions raised by the group were posed to both organisations to answer at a meeting of the OSC on 10 May 2016.

Outcomes – Representatives from the two organisations were held to account regarding their past performance and commitments and their future priorities. In both years the committee was satisfied that the SLAs for both organisations were complementary to the strategic aims of the Council and that the Council was achieving value for money from its grants, particularly the community work being carried out in both organisations which meets the authority's corporate priorities of 'supporting vulnerable people and communities' and 'contributing to the economic impact of the area'.

Hyde Task and Finish Group

Mrs C Apel, Mr N Galloway, Mr H Potter, Mrs P Plant, Caroline Neville, Mr A Shaxson (Chairman) and Portfolio Holder Mrs S Taylor

Areas of focus – To review the service charge assessment, its implementation and the processes available to mitigate the impact on individual tenants and receive clarification from Hyde as to the communication and consultation policy with tenants and future options to address issues raised by tenants. The group held two meetings, hearing evidence from Hyde tenants and from Ms C Brown (Director of Residents Services (Regions)) and Mr D Morrissey (Director of Core Operations) of the Hyde Group.

Outcomes – The group reported its outcomes to the OSC in September 2015. The committee made recommendations to the Cabinet to instruct the Head of Housing and Environment Services to write a letter to the Hyde Group Chichester setting out the Council's concerns and requesting a full report to the January 2016 OSC meeting. As a result Hyde returned to the January 2016 meeting with a full report detailing progress since September 2015 which was noted. The Hyde Group was subsequently kept members updated on their initiatives and performance results during the year.

WSSC Select Committee liaison

Mrs P Dignum is the council's representative on the Health and Adults Social Care Select Committee (HASC). She reported back to the committee on issues affecting the Chichester district and local residents. The Council can submit concerns regarding any health issue to the HASC for consideration via its Business Planning Group (BPG) which meets quarterly.

West Sussex Joint Scrutiny

Mrs C Apel is the Vice-Chairman on the West Sussex Joint Scrutiny Steering Group, a group of scrutiny members from the seven districts and boroughs of West Sussex who get together to suggest joint scrutiny reviews on issues of common interest to all authorities. Mrs C Apel has regularly provided an update to the committee on future proposals for joint scrutiny reviews.

Mr H Potter was the scrutiny representative on the Flooding review and provided feedback on the Flooding follow up review.

Mrs Norma Graves volunteered to be the scrutiny representative on a review of housing for care leavers. This review took place in March/April 2016 and the final report and recommendations are awaited.

Agenda Item 9

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 June 2016 to 30 September 2016**

An outline of the decisions expected to be made by the Council's Cabinet

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JUNE 2016 TO 30 SEPTEMBER 2016

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 June 2016 to 30 September 2016. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

The meetings of the Cabinet due to be held during this period are, 7 June 2016, 12 July 2016 and 6 September 2016 to be held at the offices of Chichester District Council, East Pallant House, East Pallant, Chichester.

Parts of these meetings may be held in private if the Cabinet considers it likely that there will be disclosure of confidential information or exempt information of a description specified in Part 1 of Schedule 12A to the Local Government Act 1972.

The Forward Plan includes key decisions, which are those which if taken by the Cabinet will have significant financial implications or significant impact in the District, and other decisions which may be of interest to the public.

The Forward Plan includes information on the person to contact to inspect relevant documents.

The Cabinet may also consider other documents or items which are not included in the Forward Plan due to changing circumstances.

The Membership of the Cabinet is currently as follows:

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

The Forward Plan will be revised each month and rolled forward to the next four monthly period.

Any person who wishes to make representations about any matter in the Forward Plan should contact the report author or Member Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail memberservices@chichester.gov.uk) at least a week before the meeting at which the decision is to be made. Any person who wishes to receive a copy of any document relevant to the matters listed in the Forward Plan should contact the same people.

If you have any general queries on the contents of the Forward Plan please contact Katherine Jeram, Member Services Officer on 01243 534674 (e-mail kjeram@chichester.gov.uk)

Tony Dignum
Leader of the Council

Topics due to be considered are as follows:

Topic	Page
7 June 2016	
Appointments to Outside Bodies	5
Appointments to Panels and Forums	5
Birdham, Tangmere and Wisborough Green Neighbourhood Plans	5
Chichester Conservation Area Character Appraisal and Management Proposals	5
Chichester Wellbeing	6
Compulsory Purchase Order (CPO) Tangmere Strategic Development Location	6
Chidham and Hambrook Village Hall - Allocation of £70,000 Section 106 Agreement Community Facilities Monies	6
Plot 21, Terminus Road, Chichester	7
Selsey Conservation Area Character Appraisal and Management Proposals	7
Selsey Haven: Report of Technical Feasibility Study	7
Site Allocations Development Plan Document (DPD): Approval of Statutory Public Consultation - Further Sites	8
Southern Gateway: PID and Masterplan Specification	8
The Novium Annual Report	9
Tourism Strategy - Update Report and Project Initiation Document	9
West Sussex Joint Minerals Local Plan Draft	9
12 July 2016	
Adoption of Public Spaces Protection Order ('PSPO') for Chichester District - Consultation Results	10
Annual Report 2015-2016	10
Avenue de Chartres Car Park - Tender Evaluation	10
Chichester BID	11
Chichester in Partnership's Community Strategy	11
Chichester Vision	12
Constitution Update	12
Development Contributions Towards A27 Chichester Bypass - Next Steps	13
Devolution Report	13
Overarching Investment Opportunities Protocol	14
Pallant House Gallery - Major Repairs and External Decoration Works	15
Shared Services - Business Case	15
Road Space Audit	16
Rugby Club Car Park, Oaklands Park, Chichester	16
The Novium Museum Options Appraisal	16
6 September 2016	
Compulsory Purchase Order (CPO) Tangmere Horticultural Development Area	16
Deficit Reduction Strategy	17
Disposal of The Grange Development Site, Midhurst	17
Government and Local Staff Pay Scales	17
Highways England A27 Chichester Improvement Consultation	18
Historic Environment Action Plan/Protocol	19
Surface Water and Drainage Supplementary Planning Document for Adoption	19
4 October 2016	
Chichester Harbour AONB Supplementary Planning Document (SPD): Consultation	19
Chichester in Partnership - Choose Work Project	20
Post Project Evaluation report on the Completion of the Proposed Multi-agency Agreement for the Management of Encampments across West Sussex and the Provision of a Transit Site.	20
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6 December 2016	
Determination of the Council Tax Base for 2017-2018	22
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Review of CCTV Assets, Functions and Costs	23
Site Allocation Development Plan Document: Preferred Approach	23
7 February 2016	
Draft Tourism Strategy	23
Financial Management System Upgrade - Post Project Evaluation	24
Parking Strategy Review	24
9 March 2016	
Chichester Harbour Supplementary Planning Document Adoption	24

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Appointments to Outside Bodies Approval of the appointments to external organisations.
3. Report author	Mrs Katherine Jeram, Member Services Officer kjeram@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Appointments to Panels and Forums Approval of the memberships for panels and forums for 2016-2017.
3. Report author	Mrs Bambi Jones, Principal Scrutiny Officer pcoleman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Birdham, Tangmere and Wisborough Green Neighbourhood Plans To consider the results of the referendums to be held on 5 May 2016 and, if appropriate, to recommend to Council to 'make' the Birdham, Tangmere and Wisborough Green Neighbourhood Plans.
3. Report author	Mrs Valerie Dobson, Neighbourhood Planning Officer vdobson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Chichester Conservation Area Character Appraisal and Management Proposals (a) To approve the revised conservation area character appraisal and management proposals document as a material consideration in planning decisions; (b) To approve the revisions to the boundary of the conservation area; and

	(c) Approve the Implementation of immediate and non-immediate Article 4 Directions covering the whole conservation area including additional areas designated.
3. Report author	Miss Lone Le Vay, Design and Implementation Manager llvay@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Chichester Wellbeing Cabinet are recommended to accept the new agreement with West Sussex County Council to deliver a Wellbeing service and agree the business plan.
3. Report author	Mrs Elaine Thomas, Wellbeing Manager ethomas@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Compulsory Purchase Order (CPO) Tangmere Strategic Development Location The report will lay out the options for the CPO of the land at Tangmere for the development of the Strategic Development Location in line with the requirements of the Local Plan.
3. Report author	Ms Tracey Flitcroft, Principal Planning Policy Officer (Local Planning) tflitcroft@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Chidham and Hambrook Village Hall - Allocation of £70,000 Section 106 Agreement Community Facilities Monies To seek allocation of £70,000 S106 Community Facilities monies to the Chidham and Hambrook Village Hall for disabled access to the first floor of their building. A report on 6 October 2015 agreed the allocation of NHB to the project, but the allocation of the S106 was awaiting the completion of the tendering exercise (completed April 2016).

3. Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Plot 21, Terminus Road, Chichester To authorise a revised scheme for the project.
3. Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Selsey Conservation Area Character Appraisal and Management Proposals (a) Approve the revised conservation area character appraisal and management proposals document as a material consideration in planning decisions; (b) To approve the revisions to the boundary of the Selsey conservation area; (c) To agree the designation of a new conservation area at East Selsey; (d) To approve the conservation area character appraisal and management consideration in planning decisions; and (e) Approve the implementation of immediate and non-immediate Article 4 Directions covering both the Selsey, including additional areas designated, and new East Selsey conservation areas.
3. Report author	Miss Lone Le Vay, Design and Implementation Manager llvay@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
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2. Matter in respect of which the decision is to be made	Selsey Haven: Report of Technical Feasibility Study Description: Subject to the outcome of the feasibility study, the project aims to build a small harbour near East Beach, Selsey including associated business units, to provide fisheries protection, economic opportunities, flood protection and a visitor focus on the Manhood Peninsula. Expected outcome: A secure and expanding inshore fishing industry. A place where Selsey businesses can grow; and where residents and visitors can find good cultural, leisure and sporting activities.
3. Report author	Mr George Smith, Business Support Officer Gsmith@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Site Allocations Development Plan Document (DPD): Approval of Statutory Public Consultation - Further Sites The Council is preparing a Site Allocations DPD to allocate employment sites in the Local Plan area. Where a Parish is not producing a neighbourhood plan or they are not progressing the neighbourhood plan for various reasons then sites for residential development will also be allocated in the DPD. Following public consultation in January/February 2016 there are a number of potential new sites which should be consulted on. This is prior to the DPD being amended for Proposed Submission later in the year. <i>Recommendation: to approve new sites for consultation prior to their potential inclusion in the Site Allocations Development Plan Document.</i>
3. Report author	Ms Tracey Flitcroft, Principal Planning Policy Officer (Local Planning) tflitcroft@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Southern Gateway: PID and Masterplan Specification

3. Report author	Mr Paul E Over, Executive Director pover@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	The Novium Annual Report
3. Report author	Mrs Jane Hotchkiss, Head of Commercial Services, Ms Cathy Hakes, Novium Museum & Tourist Information Centre Manager jhotchkiss@chichester.gov.uk, chakes@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	Tourism Strategy - Update Report and Project Initiation Document That the Council sets out a brief but clear three to five year plan which sets the aspiration, establishes the baseline information and leads the initiative required to bring partners together to develop the visitor economy under one robust and coherent strategy. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	West Sussex Joint Minerals Local Plan Draft West Sussex County Council and the South Downs National Park Authority are working in partnership to prepare a new Joint Minerals Local Plan for West Sussex. This will replace the existing Minerals Local Plan (2003). The Draft Plan is out for consultation until the 17 June 2016. The report will set out any suggested comments.
3. Report author	Ms Tracey Flitcroft, Principal Planning Policy Officer (Local Planning) tflitcroft@chichester.gov.uk

4. List of documents to be submitted to the Cabinet	Report to Cabinet
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1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Adoption of Public Spaces Protection Order ('PSPO') for Chichester District - Consultation Results</p> <p>To report back on the responses to public consultation undertaken during April/May 2016 on the Council's proposed adoption of a Public Spaces Protection Order ('PSPO') and to approve, or otherwise, the adoption of a PSPO based on that evidence.</p> <p>Approve the Head of Housing and Environment to undertake the necessary statutory publicity and notification requirements associated with the making of the PSPO.</p>
3. Report author	Mr Nicholas Bennett, Litigation Lawyer, Mr Laurence Foord, Licensing Manager nbennett@chichester.gov.uk, lfoord@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Annual Report 2015-2016</p> <p>Reporting of significant achievements and future work areas.</p>
3. Report author	Mr Joe Mildred, Corporate Policy Advice Manager jmildred@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Avenue de Chartres Car Park - Tender Evaluation</p> <p>Details of the works tenders to be reported for final decision on the content of the works confirmation of the contract sum and award of contract for refurbishment works to a preferred contractor.</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person</p>

	(including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.
3. Report author	Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Chichester BID This project will broadly run across two phases. Phase 1 will initially focus on determining whether or not CDC wishes to support renewing Chichester BID for a further term of five years. The subsequent work to be undertaken in Phase 2 of the project will depend on the outcome of Phase 1.</p> <p>Expected outcome:</p> <ul style="list-style-type: none"> - A decision regarding the future of the BID; - The completion of the BID ballot process; and - Alternative delivery mechanism if the BID is not successful. <p>(Recommendation from Special Overview and Scrutiny Committee)</p>
3. Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Chichester in Partnership's Community Strategy The current sustainable community strategy has been in place since 2009 and has never been revised. Chichester in Partnership in December 2015 agreed to do a "light touch" review of the document which has been completed and they are asking for the Council to adopt this revised strategy. (Recommendation to Council)</p>
3. Report author	Miss Amy Loaring, Partnerships Officer

	aloaring@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Chichester Vision To develop a strategic vision for how the City Centre might develop over the next 20 years. The City and Town Centre Research project and the Visitor Economy strategy project to inform the Vision work The vision will:</p> <ul style="list-style-type: none"> - Be a clear articulation of ‘what we want Chichester to be; - Ensure that all past, current and future proposals, ideas and opportunities take account of each other to produce a cohesive approach; - Consider a wide range of ideas and proposals, including a number of previous items worthy of reconsideration; - Identify and articulate the opportunities for significant economic growth and job creation, and the risks of missing opportunities and stifling growth; and - Provide the guiding principles for a new planning policy framework for the City, and form the basis of a strategy to attract inward investment into the City. <p>Expected outcomes: Key project outcomes and potential outcome measures are as detailed in sections 4.2 And 4.3 of the PID.</p> <p>(Recommendation from Overview and Scrutiny Committee)</p>
3. Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to	Constitution Update

be made	To approve various amendments to the Council's Constitution. (Recommendation to Council)
3. Report author	Mr Philip Coleman, Member Services Manager pcoleman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Development Contributions Towards A27 Chichester Bypass - Next Steps</p> <p>(a) To report back on the responses to public consultation undertaken in February/March 2016 on the Council's proposed approach for securing <i>development</i> contributions to mitigate additional traffic impacts on the A27 Chichester Bypass.</p> <p>(b) To seek Cabinet endorsement for further steps following the consultation. Depending on the outcome of the consultation, this may involve a recommendation to Council to formally amend the Planning Obligations & Affordable Housing Supplementary Planning Document (SPD) to enable the Council to implement a proposed approach to ensure that development contributions are provided towards the A27 Bypass.</p>
3. Report author	Mr Robert Davidson, Principal Planning Policy Officer (Strategic Planning) rdavidson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Devolution Report</p> <p>This report seeks authority to proceed with the devolution proposals for the Three Southern Counties – East and West Sussex and Surrey County Councils and all of the District and Borough Councils that fall within their boundaries. The report sets out the legal framework for a governance review, the principles that will apply and the considerations that each authority will be asked to examine as governance options are</p>

	<p>examined.</p> <p>Cabinet is asked to recommend to Council the following:</p> <p>(1) That the Council endorses formal submission to the Government as a devolution proposition which this council wishes to be party to;</p> <p>(2) That the Council delegates to Leader of the Council the authority to negotiate with the other authorities and with the Government a devolution deal based on those proposals;</p> <p>(3) That the Council endorses a plan to undertake a review of governance arrangements that would be required to enable the authorities to discharge the powers they seeks to be devolved;</p> <p>(4) That the Council endorses the proposals for the establishment of arrangements for collective decision making as interim arrangements pending the conclusion of the review of governance; and</p> <p>(5) That the Council receive a report on the outcome of the governance review in the Autumn with a view to deciding whether to adopt new governance arrangements</p> <p>(Recommendation to Council)</p>
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Overarching Investment Opportunities Protocol</p> <p>This report describes proposals for implementing an investment strategy to preserve and improve the financial and other resources available to the Council. The strategy aims to generate revenue income from capital investment, and adopts the principles incorporated in the Council's corporate Asset Management Plan in respect of land and property transactions. However, as well as land and property, the strategy is open to other forms of investment</p>

	<p>opportunity to the extent that they support and promote other Council policies, plans and priorities.</p> <p>To fund investment opportunities as they arise, the investment strategy will draw upon the newly established Investment Opportunities Reserve, supplemented by other available sources of internal and external finance, to the extent that it is necessary to realise approved investments.</p>
3. Report author	Mr Tony Jackson, Acting Group Accountant (Technical & Exchequer) tjackson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	Pallant House Gallery - Major Repairs and External Decoration Works
3. Report author	Mr John Bacon, Building & Facility Services Manager jbacon@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	<p>Shared Services - Business Case</p> <p>To consider the business case for the sharing of the following support services with Arun District Council and Horsham District Council</p> <p>ICT HR Customer Services Legal Audit Revenues and Benefits Transactional Finance</p> <p>(Recommendation from Overview and Scrutiny Committee)</p>
3. Report author	Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@chichester.gov.uk

4. List of documents to be submitted to the Cabinet	Report to Cabinet
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1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	Road Space Audit
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	Rugby Club Car Park, Oaklands Park, Chichester Amendment to the Council's Off-Street Parking Order to include the Rugby car park.
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jul 2016
2. Matter in respect of which the decision is to be made	The Novium Museum Options Appraisal Cabinet to consider the findings of the options appraisal of the current museum service management. To identify options for delivery of the museum and recommend preferred model for future delivery of The Novium. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mrs Sarah Peyman, Sport and Leisure Development Manager speyman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Sep 2016
2. Matter in respect of which the decision is to	Compulsory Purchase Order (CPO) Tangmere Horticultural Development Area

be made	The report will lay out the potential options for the CPO of land at Tangmere for the development of the Horticultural Development Location.
3. Report author	Ms Tracey Flitcroft, Principal Planning Policy Officer (Local Planning) tflitcroft@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Sep 2016
2. Matter in respect of which the decision is to be made	Deficit Reduction Strategy This will lay out the options for further cost savings.
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Sep 2016
2. Matter in respect of which the decision is to be made	Disposal of The Grange Development Site, Midhurst A report to Cabinet to recommend a preferred bidder for the Grange development site at Midhurst, following updated marketing of the site. The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.
3. Report author	Mrs Vicki McKay, Deputy Estates and Valuation Manager vmckay@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Sep 2016
2. Matter in respect of which the decision is to	Government and Local Staff Pay Scales Living wage, recruitment and retention issues and

<p>be made</p>	<p>options to address implications. This report relates to the work on staff pay undertaken by officers following the South East Employers (SEE) report on benchmarking and other pay issues. The SEE report shows that for some posts the Council is paying below the average paid by comparable authorities. Some services and posts are particularly affected by this and this can impact on staff recruitment and retention, especially at professional officer level. The committee report will also address the impact of the new mandatory National Living Wage (£7.20 per hour for staff aged over 25 from 1st April 2016, increasing to a minimum of £9 per hour by 2020) as it is applied over the next 5 years both in cost terms and how it will affect the Council's grading structure.</p> <p>Cabinet is asked to recommend to Council a comprehensive review of pay scales.</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 4 (Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority) of Part I of Schedule 12A to the Local Government Act 1972.</p>
<p>3. Report author</p>	<p>Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@chichester.gov.uk</p>
<p>4. List of documents to be submitted to the Cabinet</p>	<p>Report to Cabinet</p>

<p>1. Date of Meeting</p>	<p>6 Sep 2016</p>
<p>2. Matter in respect of which the decision is to be made</p>	<p>Highways England A27 Chichester Improvement Consultation The A27 Chichester Improvement is a committed scheme in the Government's Roads Programme for the period 2015-2020. Highways England have been undertaking work to review a range of potential options (both online and offline). A 6-week public consultation on the options will be undertaken in March/April 2016, during which the local public and wider communities will be able to give their views. Announcement of the</p>

	<p>preferred route is currently scheduled for summer 2016.</p> <p>The Cabinet report will seek an agreed Council response to the Highways England consultation.</p> <p>(Recommendation to Council)</p>
3. Report author	Mr Robert Davidson, Principal Planning Policy Officer (Strategic Planning) rdavidson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Sep 2016
2. Matter in respect of which the decision is to be made	Historic Environment Action Plan/Protocol
3. Report author	Miss Lone Le Vay, Design and Implementation Manager llvay@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Sep 2016
2. Matter in respect of which the decision is to be made	Surface Water and Drainage Supplementary Planning Document for Adoption
3. Report author	Mr John Bacon, Building & Facility Services Manager jbacon@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	4 Oct 2016
2. Matter in respect of which the decision is to be made	<p>Chichester Harbour AONB Supplementary Planning Document (SPD): Consultation</p> <p>The Council in conjunction with the Chichester Harbour Conservancy is preparing a Chichester Harbour Policies Supplementary Planning Document (SPD). The SPD will be based on the policies contained within the Chichester Harbour Area of Outstanding Natural Beauty Management Plan 2014-2029. By including them in a planning document it will give them more weight. The consultation process is part of the</p>

	preparation of the SPD. Recommendation: to approve the Chichester Harbour Area of Outstanding Natural Beauty Management Plan 2014-2029 for consultation (Recommendation to Council)
3. Report author	Ms Sue Payne, Planning Policy Officer spayne@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	4 Oct 2016
2. Matter in respect of which the decision is to be made	Chichester in Partnership - Choose Work Project Request to Cabinet to support the continuation (and probable expansion) of the Choose Work project for three years from January 2016 and, in the event that further external funding cannot be sourced, to provide additional funding of c. £70,000 from the New Homes Bonus. (Cabinet previously approved funding of £30,000 for three years from January 2015. By January 2016, £10,000 will have been spent, leaving £20,000. With additional funding of £70,000, this will cover the project costs of c. £30,000pa for three years). (Recommendation from Overview and Scrutiny Committee)
3. Report author	
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	4 Oct 2016
2. Matter in respect of which the decision is to be made	Post Project Evaluation report on the Completion of the Proposed Multi-agency Agreement for the Management of Encampments across West Sussex and the Provision of a Transit Site. Brief summary: The report will provide a summary of the challenges faced in delivering the building project and financial costs with reference to the Partners included in the project and government grant funding provided. However, the primary focus will be on the outcomes contained in the original PID relating to the control of Unauthorised Encampments in West Sussex since the opening of the site at Westhampnett.

	<p>Recommendation: To receive the recommendations provided by OSC and approve the report.</p> <p>(Recommendation from Overview and Scrutiny Committee) (Recommendation to Council)</p>
3. Report author	Mr John Bacon, Building & Facility Services Manager, Mr Steve Hansford, Head of Community Services jbacon@chichester.gov.uk, shansford@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	4 Oct 2016
2. Matter in respect of which the decision is to be made	Infrastructure Business Plan - Consultation
3. Report author	Mrs Karen Dower, Principal Planning Policy Officer (Infrastructure Planning) kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	4 Oct 2016
2. Matter in respect of which the decision is to be made	Review of Locally Defined Council Tax Discounts
3. Report author	Mrs Christine Christie, Revenues and Performance Manager cchristie@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	Car Park Charges 2017/18
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	Implementation of Council Tax Reduction Scheme 2017/18
3. Report author	Mrs Chris Dring, Benefits Manager cdring@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	Determination of the Council Tax Base for 2017-2018 To set the Council Tax base for 2017/18 The tax base is effectively an estimate of the number of council tax dwellings in the district. This is adjusted for the effect of the discounts and exemptions, properties being in different valuation bands expressed as the number of band D equivalent dwellings in the district. This figure is then adjusted for the assumed collection rate.
3. Report author	Mrs Christine Christie, Revenues and Performance Manager christie@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	Financial Strategy and Plan 2017/18 The purpose of this report is to update the Council's financial strategy and action plan to help guide the management of the Council's finances during a period of diminishing resources, and to build upon the work already achieved in this area in previous years. The key recommendations from this report will help to formulate the 2017-18 budget, and level of Council Tax.
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to	Recycling Action Plan Review the proposed options.

be made	
3. Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	Review of CCTV Assets, Functions and Costs To consider how to provide the service more efficiently. Consider data on the use of CCTV in prosecutions and reducing crime. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	Site Allocation Development Plan Document: Preferred Approach
3. Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	Draft Tourism Strategy Town and City Centre research to be undertaken as a result of Initial Project Proposal Document agreed by Cabinet January 2015. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
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2. Matter in respect of which the decision is to be made	Financial Management System Upgrade - Post Project Evaluation To receive a review of how the project has performed following implementation of the upgrade.
3. Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	Parking Strategy Review The Chichester District Car Park Strategy 2010 – 2020 sets out the principles and vision for the provision of parking by the authority. It is considered that now is a good time to review and re-fresh this document, to enable changes which have been seen over recent years to be considered and to allow consideration of emerging policies and strategies to be included. Links to other projects – such as the Road Space Audit and Smarter Choices – will also be considered. The document will be considered first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Mar 2017
2. Matter in respect of which the decision is to be made	Chichester Harbour Supplementary Planning Document Adoption
3. Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet