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A meeting of **Cabinet** will be held in the Committee Rooms East Pallant House Chichester on **Tuesday 7 March 2017 at 09:30**

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

AGENDA

1 **Chairman's Announcements**

The chairman will make any specific announcements for this meeting and advise of any late items for consideration under agenda item 15 a) or b).

Any apologies for absence will be received at this point.

2 **Approval of Minutes** (pages 1 to 23)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 7 February 2017.

3 **Declarations of Interests**

Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests which they might have in respect of matters on the agenda for this meeting.

4 **Public Question Time**

In accordance with Chichester District Council's scheme for public question time and with reference with to standing order 6 in Part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, the Cabinet will receive any questions which have been submitted by members of the public in writing by 12:00 on the previous working day. The total time allocated for public question time is 15 minutes subject to the chairman's discretion to extend that period.

RECOMMENDATIONS TO THE COUNCIL

5 **Chichester Site Allocations Development Plan Document - Proposed Submission Update Report** (pages 24 to 42)

The Cabinet is requested to consider the agenda report and its appendices and to make the following recommendations to the Council:

- (1) That the Site Allocation Development Plan Document: Proposed Submission, including the retention of the allocation to the rear of Sturt Avenue Lynchmere, and associated documents be approved for submission to the Secretary of State for examination;
- (2) That the Proposed Modifications to the Site Allocation Development Plan Document: Proposed Submission as set out in the schedule in appendix 1 be approved for submission to the Secretary of State; and
- (3) That during the examination into the Site Allocation Development Plan Document: Proposed Submission the Head of Planning Services, following consultation with the Cabinet Member for Planning, be given delegated authority to agree minor amendments to the Site Allocation Development Plan Document.

6 **Consideration of Consultation Responses and Modifications to Chichester District Council's Infrastructure Business Plan 2017-2022** (pages 43 to 65)

The Cabinet is requested to consider the agenda report and its two appendices* and to recommend to the Council that it:

- (1) Approves the proposed responses to the representations received and subsequent modifications to the Infrastructure Business Plan as set out in appendix 1 to this report;
- (2) Approves the amended Infrastructure Business Plan including the Community Infrastructure Levy Spending Plan in appendix 2.

*[Note In view of its length, appendix 2 is not being circulated with this agenda report in hard copy format (although a copy will be placed in the Members Room) but it may be viewed electronically on the committee papers page for this meeting via Chichester District Council's web-site or (in the case of members and officers) in the relevant final reports folder for this meeting]

7 **Revenues, Benefits and Customer Services Project** (pages 66 to 83)

The Cabinet is requested to consider the agenda report and its appendix and to make the following resolutions and also the recommendation to the Council:

RESOLVED BY THE CABINET

- (1) That the Revenues, Benefits and Customer Services Project Initiation Document in the appendix to the report be approved.

(2) That it be noted that from 2018-2019 the annual revenue budget will include savings estimated at £177,000 as a result of this project, rising to an estimated £224,000 by the 2020-2021 budget.

RECOMMENDED TO THE COUNCIL

That the Council approves a total budget of £327,000 to be allocated from reserves to fund the one-off delivery costs.

8 Senior Staff Pay Policy Statement (pages 84 to 102)

The Cabinet is requested to consider the agenda report and its ten appendices* and to recommend to the Council meeting that the Senior Staff Pay Policy Statement should be published.

*[**Note** The appendices take the form of a main appendix (the Senior Staff Pay Policy Statement) with nine sub-appendices thereto. Only some of the sub-appendices are being published in hard copy in the appendix to this agenda namely 1.1, 1.2, 1.5 and 1.8. The other sub-appendices (1.3, 1.4, 1.6, 1.7 and 1.9) may be viewed on Chichester District Council's web-site. The reason for this is explained in para 5.1 of the report, which contains a link to those sub-appendices.]

KEY DECISIONS

9 Chichester Contract Services - Review of Staff Grading Structure (pages 103 to 110)

The Cabinet is requested to consider the agenda report and its two appendices and to make the following resolution:

That the introduction of the new grading structure for CCS grounds, streets and waste staff be approved at a total cost of £90,000 pa to be funded from efficiency savings.

OTHER DECISIONS

10 Allocation of Commuted Sum to Fund Affordable Housing (pages 111 to 113)

The Cabinet is requested to consider the agenda report and to make the following resolution:

That an additional £51,000 commuted sum monies be allocated to The Hyde Group to fund partly three affordable rented housing units at Parsonage Estate Rogate.

11 Grant Application - St Wilfrid's Hospice (South Coast) "Dreambuilding" (pages 114 to 118)

The Cabinet is requested to consider the agenda report and its confidential Part II exempt* appendix and the two recommendations in section 2 of the report namely:

- (1) To consider the recommendation of the Grants and Concession Panel in respect of this application as at paragraph 5.1 of this report.
- (2) Should a further grant award be made, to determine that this should be funded from the New Homes Bonus reserve.

[Note *Paragraph 3 as stated in agenda item 16]

12 **Post Project Evaluation of the Financial Management System Project** (pages 119 to 156)

The Cabinet is requested to consider the agenda report and its two appendices with the recommendation that it notes the findings of the Post Project Evaluation and considers any comments and recommendations it might wish to make.

13 **West Sussex Joint Minerals Local Plan: Proposed Submission - Consultation Response** (pages 157 to 161)

The Cabinet is requested to consider the agenda report and to resolve to endorse the comments set out in paras 5.2 to 5.4 of the report to the West Sussex Joint Minerals Local Plan: Proposed Submission Draft (Joint Minerals Local Plan).

14 **Sussex Energy Tariff** (pages 162 to 165)

The Cabinet is requested to consider the agenda report and its appendix and to make the following resolution:

That the Head of Housing and Environment Services, following consultation with the Cabinet Member for Housing and Environment Services, be authorised to sign a letter of commitment for West Sussex County Council regarding Chichester District Council's participation in the Sussex Energy Tariff.

15 **Late Items**

- a) Items added to the agenda papers and made available for public inspection
- b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting

16 **Exclusion of the Press and Public**

The Cabinet is requested to consider in respect of (a) the appendix to agenda item 12 (Grant Application – St Wilfrid's Hospice (South Coast) "Dreambuilding") and (b) the report and its appendix for agenda item 17 whether the public and the press should be excluded from the meeting on in each case the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

[**Note** The aforementioned Part II papers are attached for members of the Council and relevant officers only (printed on salmon paper)]

17 **Acquisition of Additional Temporary Accommodation** (pages 166 to 172)

The Cabinet is requested to consider the confidential Part II exempt* report and its two appendices and to make the following recommendations to the Council:

- (1) That the Council approves the purchase of the property shown hatched black in appendix 1 on the terms set out in paragraph 4.7 of the report and that the Head of Commercial Services be authorised to conclude the purchase following completion of due diligence investigations.
- (2) That the Council approves the allocation of the sums in paragraphs 6.1 and 6.2 of this report from the Housing Investment Reserve to cover the costs of purchase, ancillary costs and the appointment of consultants to carry out a full options appraisal.

[**Note** *Paragraph 3 as stated in agenda item 16]

NOTES

1. The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the *Local Government Act 1972*.
2. The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#). unless they contain exempt information.
3. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 of Chichester District Council's *Constitution*]
4. A key decision means an executive decision which is likely to:
 - result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates or
 - be significant in terms of its effect on communities living or working in an area comprising one or more wards in the Council's area or
 - incur expenditure, generate income, or produce savings greater than £100,000.

NON-CABINET MEMBER COUNCILLORS SPEAKING AT CABINET

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

The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should *normally* seek his consent in writing by email in advance of the meeting. They should do this by 12:00 on the day before the meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where he would therefore retain his discretion to allow the contribution without notice.