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A meeting of the **Cabinet** will be held in Committee Room 2 at East Pallant House East Pallant Chichester West Sussex on **Tuesday 3 October 2017 at 09:30**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs P Hardwick, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

AGENDA

1 **Chairman's Announcements**

The chairman will make any specific announcements for this meeting and advise of any late items which will be given consideration under agenda item 10 (a) or (b).

Apologies for absence will be taken at this point.

2 **Approval of Minutes** (pages 1 to 14)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 5 September 2017, a copy of which is circulated with this agenda.

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 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 COUNCIL

[NONE]

KEY DECISIONS

- 5 **100% Localisation of Business Rates 2018-2019 Pilot Scheme** (pages 15 to 17)

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

That authority be delegated to Chichester District Council's Chief Executive and Head of Finance and Governance Services following consultation with the Cabinet Member for Finance and Governance Services, to determine whether to submit a bid to the Department of Communities and Local Government (DCLG) for Chichester District Council to take part in the 2018-2019 pilot for 100% business rate retention.

OTHER DECISIONS

- 6 **Amendment to Public Space Protection Order - Dog Control** (pages 18 to 26)

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

That the amendment to the Public Spaces Protection Order - Dog Control relating to Schedule 3 the exclusion of dogs be approved.

- 7 **Appointments to Outside Organisations** (page 27)

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

That with effect from 1 January 2018 the appointment of Peter Wilding to replace Tony Dignum as Chichester District Council's representative on the various outside organisation appointments set out in the agenda report be approved.

- 8 **Discretionary Housing Payments Policy 2017-2018** (pages 28 to 34)

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

(1) That the Discretionary Housing Payments (DHP) Policy for 2017-2018 and 2018-2019 be approved.

(2) That any additional funding required for 2018-2019 to supplement the earmarked Welfare Reform Reserve to be considered during the forthcoming budget process.

- 9 **Housing Benefit and Council Tax Reduction Risk Based Verification Policy 2018-2019** (pages 35 to 50)

The Cabinet is requested to consider the agenda report and its appendix and to

make the following resolutions:

- (1) That the introduction of a Risk Based Verification (RBV) Policy for the purpose of assessing claims for Housing Benefit and Council Tax Reduction with effect from 1 December 2017 be approved.
- (2) That delegated authority be granted to the Head of Finance and Governance Services to make minor amendments to the RBV policy following consultation with the Cabinet Member for Finance and Governance Services.

10 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

11 Exclusion of the Press and Public

There are no restricted items for consideration at this meeting.

NOTES

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

Standing Order 22.3 Chichester District Council's *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 noon on the day before the meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where he would therefore retain his discretion to allow the contribution without notice.