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A meeting of the **Overview and Scrutiny Committee** will be held in Committee Room 2 at East Pallant House East Pallant Chichester on **Tuesday 19 June 2018 at 09:30**

MEMBERS: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr M Dunn, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Dr K O'Kelly, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson and Mr N Thomas

AGENDA

1 **Chairman's Announcements**

The chairman will make any specific announcements.

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

2 **Approval of Minutes** (pages 1 to 9)

The Overview and Scrutiny Committee is requested to approve as a correct record the minutes of its meeting on Tuesday 15 May 2018, a copy of which is circulated with this agenda.

The Overview and Scrutiny Committee will receive an update on progress against its recommendations to the Cabinet and the Council.

3 **Late Items**

The chairman will advise of any late items which will be given consideration under agenda item 13 (a) or (b).

4 **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.

5 **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.

6 The Novium Museum (pages 10 to 13)

The Overview and Scrutiny Committee is requested to consider the agenda report and to make the following resolution and the recommendation to the Cabinet:

A - RESOLUTION

That the the progress made on the procurement project for the management of the Novium Museum and Tourist Information Services be noted.

B - RECOMMENDATION

That the Cabinet approves the proposal in paras 5.1 and 5.2 of the agenda report.

7 Sickness Levels within Chichester District Council (pages 14 to 38)

The Overview and Scrutiny Committee considers the agenda report and its four appendices and is requested to consider the following recommendation:

That the Overview and Scrutiny Committee reviews the current position regarding sickness absence within Chichester District Council and the proposed actions as set out in paras 5.1 to 5.5 of the agenda report.

8 Consultation Review Task and Finish Group - Terms of Reference and Scoping Outline Plan (pages 39 to 40)

The Overview and Scrutiny Committee is requested to note the attached terms of reference and scoping outline plan for the Consultation Review Task and Finish Group.

9 Overview and Scrutiny Committee's 2017-2018 Annual Report and 2018-2019 Work Programme (pages 41 to 50)

The Overview and Scrutiny Committee is requested to consider the agenda report and its two appendices and to make the following resolution and recommendation:

A – RESOLUTION

That the Overview and Scrutiny Committee's 2017-2018 Annual Report and the 2018-2019 Work Programme be agreed.

B - RECOMMENDATION

That the Overview and Scrutiny Committee's 2017-2018 Annual Report and the 2018-2019 Work Programme be noted.

10 Forward Plan (pages 51 to 65)

The Overview and Scrutiny Committee is requested to consider the attached latest

version of the Forward Plan and to consider whether it wishes to enquire into any of the forthcoming decisions.

11 **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

12 **Exclusion of the Press and Public**

The Overview and Scrutiny Committee is requested in respect of agenda item 13 (Award of a Services Concessions Contract) to make a resolution that the public including the press should be excluded from the meeting on the following grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraphs 1 (information relating to any individual) and 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.

13 **Award of a Services Concessions Contract** (pages 66 to 81)

The Overview and Scrutiny Committee is requested to consider the confidential Part II exempt* agenda report and its appendix (printed on salmon paper for members and relevant officers only) and

- (a) to note the outcome of the review and (b) to make any comments to the Cabinet on the proposal outlined in para 5 of the agenda report.

*[**Note** The grounds for excluding the public and press during this item are that it is likely that there would be a disclosure to them of 'exempt information' of the description specified in Paragraphs 1 (information relating to an individual) and 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]

NOTES

1. The press and public may be excluded from the meeting during any item of business where 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. 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 and Scrutiny Committee, the Cabinet and senior officers receive paper copies of the supplements (including appendices).
 - b) The press and public may view this information on Chichester District Council’s website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with Chichester District Council’s information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
4. 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 intention 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.

Public Document Pack Agenda Item 2



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2 - East Pallant House on Tuesday 15 May 2018 at 9.30 am

Members Present: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Mrs P Plant, Mr H Potter and Mr A Shaxson

Members not present: Mr M Dunn, Mr J Ransley and Mr N Thomas

In attendance by invitation:

Officers present: Mr N Bennett (Divisional Manager for Democratic Services), Ms P Bushby (Divisional Manager for Communities), Mrs B Jones (Principal Scrutiny Officer), Mr L Foord (Divisional Manager for Promotion and Events), Mr D Hyland (Community and Partnerships Support Manager), Miss A Loaring (Partnerships Officer), Mrs V McKay (Divisional Manager for Growth) and Mrs L Rudziak (Director of Housing and Communities)

204 **Chairman's announcements**

The Chairman welcomed all to the meeting.

Apologies had been received from Mr Dunn, Mr Ransley and Mr Thomas.

The Chairman wished to remind members that emails sent to the committee should not be shared more widely unless with the committee's consent.

205 **Minutes**

The committee considered the minutes of the last meeting held on 16 January 2018.

There were no issues of accuracy.

RESOLVED

That the minutes of the meeting held on 16 January 2018 be approved as a correct record.

Matters arising:

Minute 190 (of meeting held on 14 November 2017 relating to the Forward Plan) and Minute 196 – Housing Strategy Update:

The Chairman advised that an email had been circulated from a committee member who was unable to attend this meeting, setting out his comments on the low level of housing delivery, lack of Forward Plan activity, and the slippage of Local Plan timescales.

With the Chairman's approval Mrs Dignum provided brief answers to these questions which had been circulated to members.

Minute: 192 – sickness absence:

Members were concerned that the sickness absence report would not be available until the June meeting. It was requested that the council's policy and relevant procedures regarding absence management including recording, data calculation and line management responsibilities were detailed in the report to allow a wider understanding of this issue. [Post meeting note: This will be included in the report to the committee in June 2018]

Minute 196 – downsizing:

- Queried whether there was a policy which encouraged people to downsize.

Minute 196 – Affordable Housing Delivery figures

- Those councillors who were encouraging the South Downs National Park to increase affordable housing in this area were to be commended.
- Concern was expressed at the reasons why some housing association properties were left untenanted for over a year.

The Housing portfolio holder, Mrs J Kilby, was invited to the table to answer these questions. She advised that officers were currently working with a number of parishes to develop Community Land Trusts and to identify suitable land for development of housing. Voids were also being considered with Hyde and through review of the Housing Allocations Policy. A policy on encouraging people to downsize would be included in the new strategy. She undertook to take members' comments on board in the review of the Housing Strategy.

Mrs Jones provided an update to the progress of actions and recommendations arising from the last meeting.

206 **Urgent Items**

The Chairman announced that there were two urgent items for consideration at this meeting, namely:

- 1) The committee's representative on the Novium Procurement Task and Finish Group would provide an update on the group's progress.
- 2) The request by the committee at its November 2017 meeting to review the council's public consultation policy and procedure; an update would be

provided.

These items will be taken at Agenda Item 9 Late Items.

207 Declarations of Interests

Mr Galloway declared a personal interest in agenda item 8 in respect of Southern Gateway in relation to shares he holds in Royal Mail.

208 Public Question Time

A public question had been received from Mr A Hooper by the deadline of 12pm on the day before the meeting. Mr Hooper was present and stated his question to the committee as follows:

“The Council has decided to sell 2 The Gardens, College Lane, Chichester by auction. The auction is scheduled for the 22nd May 2018 as follows:

*Bernard Marcus Auction 22 May Lot 43
Guide Price £210,000*

As of today’s date, a week before the auction, no legal documents are available for potential buyers to review. There are statements that the buyer will have to make contributions to the seller and that these are in the legal pack.

No internal pictures are available of the property; No weekend viewing are available of the property; No ‘For Sale’ sign has been erected outside the property;

Without the legal pack, there is:

*No time to review the legals;
No time for survey;
No time to arrange mortgage.*

*The auction guide price is £210,000
The Zoopla valuation is £408,000*

How does the Council justify that this arrangement will generate best value for this property?

The property should be withdrawn from the May auction and re-entered with at least a month’s notice once legals are available. It is a complex site with regard to access and rights of way.

What is CDC’s policy for selling assets and why it has taken so long to advertise and arrange a legal pack for this property?

Auction is in London with no internet bidding.”

Mrs V McKay, Divisional Manager for Property & Growth and Mr N Bennett, Divisional Manager for Democratic Services, were in attendance to answer Mr Hooper’s questions.

Auctioneers had taken pictures of the property and weekend viewings had been facilitated on Saturday 12 May and again on the following Saturday 19 May. Possible further weekend viewings were being considered. A sales board was now to be erected as the query regarding the boundary had been resolved. Auctions were normally in major cities and there was a process to enable proxy votes. The Cabinet had approved the sale of this property via auction whereupon the background work had begun to enable officers to bring it to the market. Unlike other forms of property sales, an auction requires that all necessary legal work involved - confirming boundaries, rights of way, statutory searches and preparation of documentation – be carried out before the property is auctioned. The legal pack was now complete but had not yet been circulated. An RICS qualified valuer had valued the property and the guide price had been published by the auctioneer - a reserve price is not disclosed.

A property auction was acceptable as ‘best value’ as it opened the sale to a wider audience in order that many offers could be received at the same time. Auctioneers liaised with the council on the best way to achieve best value as it was in their interests to do so.

A decision had already been discussed by officers to postpone the auction from the May auction date to the June date.

The committee made the following comments:

- The processes were unsatisfactory and should be borne in mind for future auctions.
- Queried the policy on disposal of land.
- Queried the reason the property was declared surplus.

Mr Bennett advised that auction of property was not a common district council process. The council’s legal and estates processes were efficient. This sale had involved complex and exceptional issues which resulted in delays.

The question had not been circulated to the committee due to the short period between receipt of the question and the meeting itself.

Mr Hooper declared that he was satisfied with the officers’ responses and of the outcome of this issue.

209 **Community Safety Review 2018 - Final report from Task and Finish Group**

The committee considered the report included with the agenda. Caroline Neville, the Community Safety Review Task and Finish Group Chairman, presented the report.

Mrs Bushby was in attendance.

The committee made the following comments and received answers to questions, including the following:

- *Queried whether the group was convinced of the police’s new policy regarding not attending all crime scenes and the public concern regarding lack of police on*

the street. Sussex Police had reducing funds and the public needed to take increasing responsibility for safety with the introduction of CCTV, community watch groups etc. The police interview victims of crime and take statements. In one example this had led to a coordinated response and apprehension of criminals.

- *Queried whether the TFG had an indication of how many people were referred to Prevent.* The Prevent duty sat with West Sussex County Council (WSSCC) although the district council had a duty to consider terrorism. We support them by delivering training around radicalisation. There had been no reports in the last year.
- *Queried the concern regarding the car washing company operating out of car parks.* There had been concern that extra money was being demanded of workers to be allowed to work, however the police had investigated and no evidence of modern slavery had been found. The council had however decided not to extend the contract. A new car washing contract was being considered at present. **Mrs Bushby undertook to respond to the committee with an update on this matter.**
- *Queried the initiatives put in place to provide older driver assessments as part of the Killed and Seriously Injured project.* Funding had been achieved to provide these assessments and advertising would be issued soon.
- *Queried whether further advertising could be put in place to warn people about thefts from beauty spots.* Officers were working with the Forestry Commission, SDNP and National Trust to get the message as widespread as possible.
- *Queried cuckooing and what was being done to stop this.* Drug dealers were coming down to the coast from larger cities and setting themselves up in vulnerable people's properties to sell drugs. This was often associated with violence and was common across the coastal strip. Officers were working with the police to protect victims of cuckooing and to track down offenders.

RESOLVED

- 1) That the required level of scrutiny of the Community Safety Partnership (CSP) had been achieved.
- 2) That the performance of the CSP was good and that evidence of effective partnership working in the district had been demonstrated.
- 3) That the reason for the increase in crime rates was due to a number of factors including increased reporting of historic offences and changes to the reporting method of certain categories of offence.

210 Chichester in Partnership Annual Report 2017-18

The committee considered the report included with the agenda.

Miss Loaring was in attendance.

The committee made the following comments and received answers to questions as follows:

- *Queried the figures in the cost benefit ratio of the Choose Work scheme and what this meant.* Miss Loaring undertook to provide an explanation of these figures to members following the meeting. [Post meeting note: The cost benefit analysis (CBA) is a system which looks solely at financial benefits; in this case:
 - Benefit of people moved off benefits and into work
 - Increased earnings of people achieving new skills
 - Benefits of reduced mental health interventions
 - Costs benefits from reduced number of NEETS
 - Improved wellbeing of individuals
 - Improved family wellbeing

There will be further benefits of the project (e.g. housing) but the above are those which can currently be measured. This is offset against the costs - the cost of employing people and delivering the project - and will take into account optimism bias, the accuracy of the data and increasing costs.]

- *Queried the availability of jobs in the district and the amount of people applying for those jobs.* The Department for Works and Pensions (DWP) required people out of work to demonstrate that they had applied for work. As a result there were a large number of people applying for jobs for which they were not suited. Some jobs were seasonal or zero hour contracts so these were not a guarantee of permanent work. Skills mapping was required. Women wanted local jobs as they needed to be near their children and transport issues limited them. The profile of clients supported by Choose Work had changed over time from the very young with challenges in entering the workplace to people who were more able to access the job market but increasingly had low level mental health or confidence issues.
- *The social prescribing project and its width in the district.* All the GPs in the district were involved and invested in this project. Two community referrers would work from surgeries in the north and two in the south.
- *Queried action 1.6 on the Annual Report supporting young people to access the apprenticeship scheme and the low outcome of 25%.* The apprentice did not always get the job at the end of the apprenticeship. The Government was pushing businesses to take apprenticeships. Officers were supporting an apprenticeship graduation ceremony and this would raise the profile locally.
- *Queried action 1.3 in the report relating to the lack of funding available to train those on low wages to increase their skills.* Chichester College had started to offer some free courses and Aspire being in the area had added to the offer. The partnership was promoting these courses to people.
- *Challenge to provide business premises in areas which would otherwise be used for housing to enable local people to access opportunities for work. This was important in the South Downs National Park area (SDNP). Queried whether the SDNP was working with us to offer apprenticeships and on the social prescribing project.* The SDNP did not feel they could invest in the social prescribing project at this time. However they were supporting the partnership with Community Celebration events coming up in June.
- *Queried funding opportunities for NEETS to provide budget training for young people.* This issue would be raised at the Youth Forum and with the Earliest Help team. However getting young people interested in financial skills was difficult
- *Queried what help was being provided to local housing tenants as part of the tackling financial inclusion project.* Debt management, promoting the introduction of universal credit and working with the Citizens Advice Bureau to

ensure joint working. Mapping of banks and cashpoints would be carried out to identify closures and what could be done to support people in this regard. Officers were considering a project where digital banking training would be provided, working with WSCC and their 'digital cafes'.

RESOLVED

- 1) That the progress achieved by Chichester in Partnership in 2017-18 be noted.
- 2) That the Chichester in Partnership Business Plan for 2018-19 be noted.

211 **Forward Plan**

The committee considered the Cabinet's Forward Plan for the period from June to September 2018.

The Parking Strategy and the inconsistency of car parking charges across the district was raised. Members were advised that they should feed their comments and concerns to the member representing their area on the Chichester District Car Parking Forum. The Forum considers the annual charges before they come to Cabinet for approval.

The IT Strategy had been delayed due to the resignation of the IT Manager and the instalment of her successor.

The committee raised other items for possible scrutiny in the future, as follows:

- **Potholes on the districts roads:**
WSCC did not seem to have the capacity to deal with this constant problem and claims were not being paid in good time to those who had suffered damage to their vehicles. Mr Oakley, in his capacity as a WSCC member, was given permission by the Chairman to respond. He advised that roads were not designed for the volume of traffic they were now taking. The public needed to take responsibility for reporting pot holes. There were several rough spots on the A27 although these were not regarded as dangerous. Pressure needed to be put on Government to resolve highways issues such as potholes.
- **Education review:**
It was considered timely for the committee to carry out a further review of education in the district. Increasingly schools were becoming academies and the attainment level across the district was a concern. This issue would be added to the committee's work programme.
- **The Review of Council Tax locally defined discounts and premia in particular the empty homes premium:**
Officers would investigate the feasibility of adding this to the committee's work programme.

RESOLVED

That the committee write to the Cabinet Member with responsibility for highways at West Sussex County Council to express concern, on behalf of local residents, at the number of potholes on the district's roads and to ask how recent Government funding of £1m would increase resources to resolve this issue and to speed up the process of reviewing claims.

212 **Late Items**

The two urgent items raised at Agenda Item 3 were considered by the committee.

1) **The Novium Procurement Task and Finish Group update**

Mr Galloway and Mrs Dignum updated members on the issues which had been considered by this corporate task and finish group at its recent meeting on 26 April 2018.

The options considered were 1) to proceed with the procurement exercise, b) to set up our own trust and 3) the service to remain in house. The new museum manager had included some energising ideas in her proposed business plan for the museum. The task and finish group had resolved that further work should be undertaken in respect of options 2 and 3 before the decision was considered by Cabinet (5 June 2018 in the Forward Plan).

Members were concerned with the likely recommendations going to Cabinet and felt that the Overview and Scrutiny Committee was not being appropriately consulted as part of this decision; they were advised by Mrs Jones that this issue had been on the committee's work programme for some time. Officers undertook to review the timescales for this report to ensure that this committee was consulted.

2) **Review of Public Consultation**

Mr Foord was in attendance. He advised that the council's Communications Policy, which included public consultation, required to be reviewed this year. This would lead to consultation being carried out in a controlled and coordinated manner through a single point of contact. Terms of reference and a scoping of the review were being developed at present and would come back to this committee for approval at its next meeting when the membership and Chairman would be appointed.

Mr Galloway would be interested in serving on this task and finish group as he had held a relevant position at WSCC. [Post meeting note: Caroline Neville also declared an interest in serving on this group]

The meeting ended at 11.52 am

CHAIRMAN

Date:

Agenda Item 6

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

19 June 2018

The Novium Museum

1. Contacts

Report Author:

Sarah Peyman, Divisional Manager Culture & Sport,
Tel: 01243 534791 E-mail: speyman@chichester.gov.uk

2. Recommendation

- 2.1 That the Overview and Scrutiny Committee notes the progress made on the procurement project for the management of the Novium Museum and Tourist Information Services.
- 2.2 That the Overview and Scrutiny Committee recommends to the Cabinet that the proposal in paras 5.1 and 5.2 of the agenda report be approved.

3. Background

- 3.1 An Initial Project Proposal Document (IPPD) for the Novium Museum Option Appraisal was approved by the Cabinet in February 2016 and the sum of £30,000 was released for the appointment of consultants to undertake this piece of work.
- 3.2 The IPPD identified that the options appraisal would consider but not be limited to:
 - No change to continue to operate the services in-house
 - Establish an in house trust to manage the facilities
 - A management contract with an established trust
 - A management contract with a private contractor
- 3.3 Following a competitive tendering process Black Radley Consultants were appointed and the option appraisal they completed identified that the most economically advantageous option was to consider outsourcing the operational management of the Museum to an established trust.
- 3.4 It was clear however from the consultant's report that this option would provide limited savings to the Council and that the subsidy per visitor would therefore remain high.
- 3.5 At July 2016 Cabinet it was therefore agreed that further works were required to consider further possible alternative uses of the Novium Museum Building which might be more financially beneficial to the council. Henry Adams were appointed to advise on possible alternative options for the Novium Museum building.
- 3.6 The conclusions of the Henry Adams appraisal were considered by the Cabinet in February 2017 where it was agreed that at this stage none of the options in the report be discounted apart from the filling-in of the Roman remains.

- 3.7 The Cabinet also resolved to undertake a procurement exercise to test the market for the future operational management of Novium Museum and Tourist Information services. Funding of £25,600 was allocated to appoint consultants to support the procurement process.
- 3.8 The Cabinet also agreed that the Cabinet Member for Commercial Services established a Member Task and Finish Group with representation from Overview and Scrutiny Committee (OSC) to support the procurement process and report back to OSC and Cabinet.
- 3.9 Walker Morris was appointed to advise the Council on the procurement process and they suggested, due to the limited market for museum management, that the Council test the market initially through a Prior Information Notice (PIN) published on the OJEU tendering portal. Informal discussions were also held with a number of local providers.
- 3.10 Initial interest was shown by two providers however both subsequently advised the Council that they were unable to progress the proposal at this time.

4. Outcomes to be Achieved

- 4.1 The initial target was to identify revenue savings for the service of £200k per annum achieved over a 3-5 year programme of reduced subsidy.
- 4.2 The cost of running the museum and tourist information service for 2017/18 was £555,160 (excluding depreciation, pension adjustments, support costs etc.). The budget for 2018/19 is £587,700.

5 Proposal

- 5.1 There are now three options available to the Council. Considering all available information the preferred option is to retain the existing in house management, but undertake a review of the business plan to examine opportunities for generating additional income and/or reducing expenditure. Areas to be examined include an improved café/restaurant offer, reduced opening hours, increasing donations etc.
- 5.2 It is proposed that the review of the business plan should be completed by the end of October 2018.
- 5.3 The Task and Finish Group expressed a longer term objective of working more closely with other local cultural groups.
- 5.4 The alternative two options are identified in 6.1 and 6.2 below.

6 Alternatives Considered

- 6.1 One option is to proceed with a procurement exercise to see if there is any further interest. This would involve further cost and resource to develop fully the service specification and management agreements along with further external legal advice. The soft market testing to date has not come up with a suitable operator. Therefore

officers do not recommend taking this option forward because it is highly unlikely to attract a suitable provider.

- 6.2 A second option is to consider setting up an internal CDC trust. The Black Radley report indicated that the financial benefit of the Trust option derives a reduction in costs due to National Non Domestic Rate (NNDR) relief. There is also the possibility of increased income from retail activities and fundraising. The benefit of the NNDR relief is reducing as Government indicate that by 2020 more rates income will be localised. Therefore a greater proportion of rate relief would be for the CDC to fund.
- 6.3 Conversely, there is a risk that the Trust option will incur a cost of irrecoverable VAT. The anticipated cost of moving to a Trust option is believed to be of the order of £150k, subject to the precise Trust configuration chosen. Under a new trust there will also be additional ongoing governance costs such as the administration and organisation of a Board of Trustees, Companies House and Charity Commission compliance which is anticipated to be approximately £33k per year. It could take between 12-24 months to establish a new trust. Not all of the risks associated with the operation of the museum will transfer to a new trust. It is therefore felt that this is not a preferred option.

7 Resource and Legal Implications

- 7.1 The review of the business plan and the resultant agreed actions will need to be addressed as part of the project process and an IPPD produced to address service and resource implications. The Business Plan and subsequent actions will be reviewed by the Task and Finish Group before being submitted to Overview and Scrutiny and Cabinet for consideration.

8 Consultation

- 8.1 The Novium Procurement Task and Finish Group met in May to receive an update on the project development, and to consider the three options set out in this report. They have recommended that option 3 (reviewing the business plan) was considered to be the most appropriate option to pursue.
- 8.2 They also felt the Chichester Vision project to develop a Cultural Strategy was an opportunity to develop a Cultural Partnership which may in the future provide opportunities to consider a wider cultural trust for Chichester.

9 Community Impact and Corporate Risks

- 9.1 Although the review of the business plan may result in savings to the Council these savings may not achieve the targets originally set in the Council's deficit reduction programme.

10 Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity		X
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X

11 Appendices

11.1 None

12 Background Papers

12.1 The Cabinet - 7 February 2017 The Novium Museum Options Appraisal

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

19 June 2018

Sickness Levels within Chichester District Council

1. Contacts

Report Author:

Joe Mildred - Business Support Manager

Tel: 01243 534728 E-mail: jmildred@chichester.gov.uk

Cabinet Member:

Peter Wilding - Cabinet Member for Corporate Services

Tel: 01428 707324 E-mail: pwilding@chichester.gov.uk

2. Recommendation

- 2.1 That the Overview and Scrutiny Committee reviews the current position regarding sickness absence within Chichester District Council and the proposed actions as set out in paras 5.1 to 5.5 of the agenda report.**

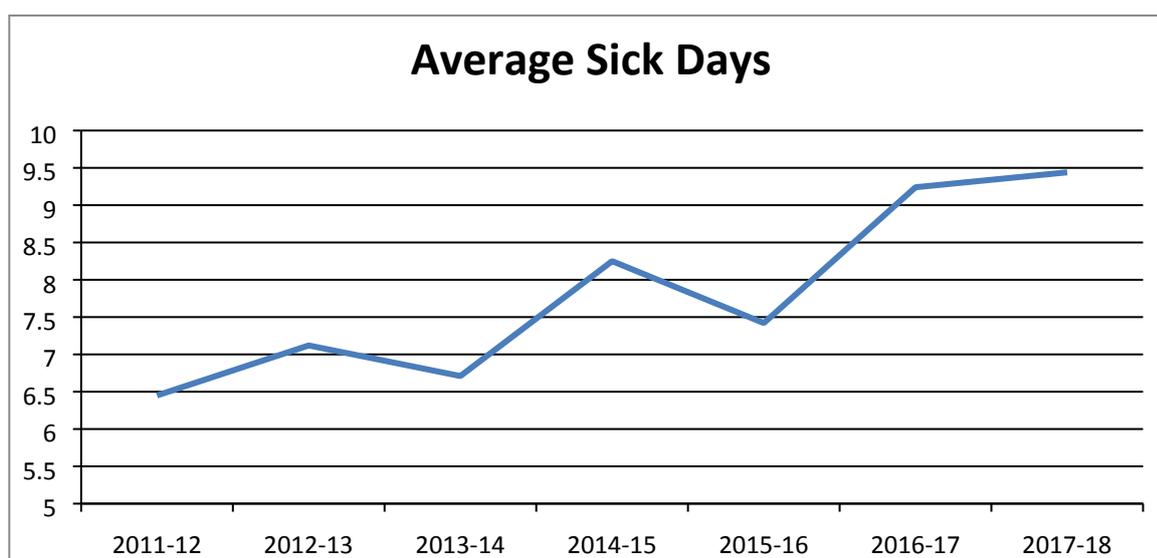
3. Background

3.1 Method of calculation and existing reporting arrangements

The Council calculates sickness absence in line with the Local Government Association method which is “by dividing the total number of days of absence by the total number of FTE employees” during the period concerned. These figures include staff members who have left, which can be slightly misleading as a staff member with high sickness levels that has left will still appear in the comparative stats for the following year. However, the methodology does provide some consistency in benchmarking. The latest figures are recorded on the Pentana performance management system and reported to SLT each month with a breakdown by team. The reports also break down the figures further to show short-term and long-term sickness absence (long-term is defined as 20 days or more).

Over the last couple of years, sickness levels have become an issue for CDC. The table below shows the total average number of days recorded as sick for each year since 2011/12. It should be noted that the figure has been as high as and even slightly higher than the current levels within the last 10 years, however the recent trend is a concern and requires some further action.

Year	Total average days sick	Short term sickness average	Long term sickness average
11-12	6.45	Not recorded	Not recorded
12-13	7.12	Not recorded	Not recorded
13-14	6.71	3.15	3.56
14-15	8.25	3.89	4.36
15-16	7.42	2.92	4.5
16-17	9.24	2.67	6.57
17-18	9.44	3.26	6.18



3.2 How do we compare?

3.2.1 Benchmarking

The national benchmarking for local government, which is compiled as part of the Local Government Workforce Survey, conducted by the LGA, has not yet been released for 2016-17. Therefore, the latest national figures are from 2015-16 and not relevant. Officers have done some local benchmarking with other West Sussex Districts and Boroughs and note that, over the last couple of years, we have gone from being one of the better performing councils to one of the worst.

Latest figures:

Authority	Average sick days per FTE	Year ending
Horsham	6.39 (2.48 short term and 3.91 long term)	December 17
Adur-Worthing	6.59	March 17
Arun	9.59	March 17
Chichester	9.44	March 18
Mid Sussex	8.36	March 17
Crawley	4.22	March 18

It should be noted that other councils are not always keen to share their information in this area and that there is no validation that a consistent method of calculation is used.

3.2.2 Office for National Statistics (ONS) 2016 report

It was reported that an estimated 137.3 million working days were lost due to sickness or injury in the UK in 2016. This is equivalent to 4.3 days per worker.

These figures include both private and public sector workers, and unlike the majority of private sector employers (but in line with other local authorities and the wider public sector), CDC has a supportive sick pay scheme. The ONS report states: There are a number of factors to consider when examining the differences between the public and private sectors, including:

- there are differences in the types of jobs between the 2 sectors and some jobs have higher likelihoods of sickness than others
- workers in the private sector are more likely to not be paid for a spell of sickness than those in the public sector
- the analysis only counts someone as sick if they work fewer hours than they are contracted for, it would exclude someone who makes up lost hours at a later point in the week; it may be possible that individuals in smaller workforces are under more pressure to make up any lost hours and these workforces are more prominent in the private sector, however, no data is collected on hours made up following sick absence

Employees have a higher rate of sickness absence than self-employed workers, although the rates have generally fallen for both groups and the gap has narrowed over the 1993 to 2016 period. In 2016, sickness absence rates for employees and the self-employed stood at 2.1% and 1.4% respectively.

3.3 Existing policies and sickness management

3.3.1 We already have a comprehensive Absence Management Policy, expectations around notification and certification of sickness and a template for absence management interviews (set out in appendices 1-3).

3.3.2 We have reviewed our policies against those of other councils and the content of our policies are along the same lines with the trigger points for actions at similar levels.

3.3.3 It should be noted that we are already actively managing sickness and several staff are dismissed or leave before dismissal each year due to being managed through these policies (7 in 2017/18 and 8 in 2016/17).

3.3.4 Over the last few years the Management Team have been closely following the sickness figures and ensuring that the existing policy is followed appropriately and that individual cases are proactively managed.

3.3.5 Being part of the National Joint Council (NJC) pay system means that there is not much flexibility concerning sick pay for staff based in East Pallant House. Being part of NJC means if you have 5 years' service then you may receive up to 6 months full pay then 6 months half pay. The depot (which is outside of the NJC scheme) does have more localised control and already has a less generous scheme (half pay for the first week). The Council is contractually able to terminate employment due to sickness absence before the expiration of these maximum sick pay periods and this

is also supported by section 3.11 of the Absence Management Policy.

3.4 Causes and potential contributing factors

3.4.1 Long term sickness

Recently published Chartered Institute of Personnel and Development survey findings stated that mental health related absence had increased nationally and the reported increase in the public sector was higher than in the private sector.

In CDC, long term sickness has risen in the last two years and one of the key factors causing this is an increase in the amount of sickness that is categorised as ‘STRESS, DEPRESSION, ANXIETY, MENTAL HEALTH AND FATIGUE’. No further detail than this is recorded on Trent (the HR System).

The table below shows the total number of sick days taken categorised as stress, depression, anxiety, mental health and fatigue, alongside the percentage of total sick days represented by sickness in this category.

Year	Number of sick days taken as “stress”	% sick days taken due to “stress”
11-12	507.5	14.34%
12-13	570.6	14.57%
13-14	439.5	11.48%
14-15	723.5	16.41%
15-16	973.4	23.98%
16-17	1196.0	24.94%
17-18	1452.7	30.73%

Analysis has shown that some services are more likely to have staff suffering from mental health related illnesses than others (including the Depot, Housing, Parking Services and Planning) but we are a small enough organisation for a small number of individual cases of long term sickness to have a significant effect on the figures regardless of department. Several cases have recently been dealt with and so the figures may well reduce but the overall increase in number of days and proportion of stress-related sick days as a percentage of total sick days is of concern.

Understanding the root cause of these mental health related absence levels is not straight forward as there is no central recording of underlying cause. Whilst there may be a natural assumption that work would be a major factor, especially as we have an ongoing expectation to produce more for less as our revenue budgets have shrunk, we have looked at a number of indicators to see if this is actually the case.

One indicator we have is the annual appraisal question; *“Do you have any work related stress issues that you would like to raise that are affecting your work or wellbeing?”* The number of staff answering yes has actually declined:

2009	58	2014	42
2010	94	2015	41
2011	45	2016	19
2012	37	2017	18
2013	26		

The Management Team have also recently looked into each of the individual cases of stress. Work is very rarely the root cause and there are usually external factors as the main trigger.

This is also supported by an analysis of the user statistics from our Employee Assistance Programme. This service is procured by the council and provides a 24 hour confidential helpline for employees to access qualified experienced counsellors to talk through any pressures resulting from either work or home life. In the last year, of the 34 calls made to the service by CDC employees, only one of those calls was categorised as talking about work; the rest were all external factors.

In 2017 we undertook a comprehensive staff survey, including a section on stress and work/life balance. For each of the five comparable questions asked in this section, the results had improved in every case when compared to the 2014 staff survey.

Whilst work may not be the primary cause of stress absence, it can often be a contributing factor. A stressful work environment may affect a staff member's ability to cope with external factors, therefore creating stress. As an employer we have a duty to support our staff and appropriate action to help can not only improve the wellbeing of our staff but reduce the number of days being lost through absence each year.

3.4.2 Westgate

In May 2016 Westgate Leisure transferred to Everyone Active and their staff stopped being part of our figures for sickness reporting. Since Westgate Leisure had always had low sickness levels (an average usually between 2 and 4 days per year), their removal had the effect of increasing our average sickness figures. These lower sickness rates at Westgate Leisure could be attributable to the staff tending to be younger and healthier due to the nature of their work. It is also worth noting that Westgate Leisure operated a separate, less generous, sickness scheme that did not pay staff in full for time that they were off sick.

On the day that the 55 Westgate Leisure FTEs were no longer employed by CDC, our average sickness levels would have increased significantly (by over half a day) even if all other levels of sickness had remained the same.

3.4.3 Chichester Contract Services

Unlike many local authorities who outsource the function, CDC has continued to provide a depot service in house. The depot has always had higher than average levels of sickness (often around twice the CDC average), and this remains the case despite them having a less generous sickness scheme. The higher level is typical for a depot and a cause is likely to be the nature of the work.

3.4.4 Reporting of sickness absence

Three years ago CDC changed how sickness is reported. Previously, if a staff member had been off sick, on their return to work, they were required to fill in a paper form, giving the reason for sickness and hand it to their manager. The Manager then signed the form and passed it to HR to process. This process made the staff member specify information about the nature of their illness and initiated a face to face interaction. The form also prompted the manager to review the employee's sickness record and conduct and document a "10 day interview" if the employee had

accumulated either 10 days absence, or 5 occurrences in the preceding year. Under the online recording process, the manager now sets up the absence on Trent giving a broad category of illness and no face to face interaction is facilitated. However, it should be noted that Managers are expected to carry out a back to work interview with the staff member after each occurrence of sickness.

4 Outcomes to be achieved

- 4.1** It is recognised that sickness is at a level that is unacceptable and that our existing approach needs to be reviewed to ensure that we take a supported but robust approach to reducing the number of absences.
- 4.2** Each day lost to sickness risks affecting the level of service provided to the public and increases the burden on those staff who are working (potentially making the problem even worse). It is in the interests of both the council and its residents that productivity lost due to sickness is minimised.
- 4.3** The issue of managing sickness and the employer helping to improve the wellbeing of its workforce is not straight forward. It is recognised that improvements may come from a wide range of approaches and that improvements in results are likely to be gradual.

5 Proposal

- 5.1** To re-write the Absence Management Policy, ensuring that it pulls together all of the relevant information on the expected processes and responsibilities for each party (specifically the employee, the manager and HR) in a clear and explicit format. The review of the policy should also include revisiting how the trigger points for the phases of absence management work, including the level that triggers an informal interview as well as a specific trigger that leads to the next formal stage. The policy should include a requirement for every manager to document a face to face interaction following every sickness absence. The expectations set out in the Notification and Certification extract should also be part of this single main policy.
- 5.2** The newly written policy should ensure that all parties are clear of the steps in place and the processes that should always be followed. The outcome of each stage of the process allows for flexibility but the following of the process in most cases should not. The HR team will then be able to take a stronger role in ensuring that there are no exceptions to the process unless express agreement by the Strategic Leadership Team is given.
- 5.3** The Stress Impact Assessment is to be re-written. When it was first developed, the document was based on the Health and Safety Executive best practice, which included a scoring system for documenting levels of stress. Best practice has changed over time and new guidance from the charity MIND has been produced that includes wellbeing action plans. Officers are also considering a new self-assessment form. It is recommended that an anonymous high level stress at work e-survey is conducted to gauge the extent of and understand a bit more about the problem. Once this survey has been completed and the results analysed, the self-assessment forms and action plan guidance should be implemented as soon as possible and will form part of a package of support for staff.

5.4 There are already a range of work place wellbeing activities provided for staff (Mindfulness, Choir and running club to name a few) but these are generally of an opt-in nature. Sometimes those who may be in need of some training are not the ones that might opt in. There is corporate encouragement of staff to take part in these programmes and an additional 30 minutes of working time a week is credited to staff who take part in any of the activities. The Council has also provided stress awareness training and specific courses aimed at staff dealing with front line services. In addition, compulsory training for managers on recognising behaviours relating to stress, (in terms of management behaviour and the behaviours of the individuals within the teams) is recommended. This should create a consistent response from management that is delivered in a way that seeks to improve the situation wherever possible.

5.5 There is an ongoing role for SLT to ensure that policies are being consistently followed, to look at trends within teams across the council and to consider whether proactive intervention is required where levels are high. There needs to be an understanding of whether workloads within teams and for individual roles are unmanageable or whether there are issues of capability or resilience. In some roles more should be done to test resilience within the recruitment process. The number of sick days per team is at Appendix 4, the reasons behind these figures and associated actions required will be monitored by SLT on an ongoing basis.

6 Alternatives Considered

6.1 A full review of the council's approach to managing sickness, the statistics behind the headline figures, the causes and the various recommended actions has been undertaken. This has included learning from others and best practice research. Consideration has been given to a wide range of options when pulling together the list of proposals.

7 Resource and Legal Implications

7.1 A budget for the training of Managers is to be included in the 18/19 corporate training budget.

7.2 No further budget implications however it should be noted that reducing sickness levels will ease the resource requirements and potential overburdening on those working across the council.

8 Consultation

8.1 JECP is to receive this report at their June meeting. They will also be consulted on any proposed changes in policies and procedures at future meetings.

9 Community Impact and Corporate Risks

9.1 Not addressing the current levels of sickness or seeing them deteriorate further may impact negatively on service levels. It also has the potential to create unrealistic pressure on those staff members who are at work covering for lost time.

10 Other Implications

Are there any implications for the following?		
If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime and Disorder		No
Climate Change and Biodiversity		No
Human Rights and Equality Impact: All new policies and procedures will ensure that we are compliant with the Equality Act. This includes ensuring that we are taking disabilities and pregnancy and maternity into account appropriately when managing sickness.	Yes	
Safeguarding and Early Help		No
General Data Protection Regulations (GDPR) We have reviewed our reporting mechanisms on individual cases of sickness to ensure that the sensitive data is used appropriately as set out in the new regulations.	Yes	

11 Appendices

- Appendix 1 – Existing Absence Management Policy
- Appendix 2 – Intranet extract on absence notification and sickness certification
- Appendix 3 – Absence management interview form
- Appendix 4 – Average number of days sickness per team 2017/18

12 Background Papers

None

ABSENCE MANAGEMENT POLICY

Policy Statement

The Council is committed to the care and well being of its employees, but high levels of attendance at work are required if services are to be provided effectively.

The Council has established procedures for reporting, monitoring and managing sickness absence that are based upon principles of fairness and support while maximising operational efficiency.

All non-sickness related absences, including leave for emergency or compassionate reasons, are covered in the Staff Handbook.

1. Scope

This policy applies in full to all staff following their probationary period with the following exception. The Cabinet have approved a separate procedure for members of the Corporate Management Team (CMT), the District Treasurer or Monitoring Officer that would be used should the Formal stages of absence management be required for any member of this group.

If sickness absence issues arise during the staff member's probationary period the provisions of the Probationary Disciplinary & Contract Termination Procedure will apply, rather than this procedure.

2. Legislation and Codes of Practice

- Health and Safety at Work etc Act (1974) as amended
- Data Protection Act (1998)
- Access to Medical Records Act (1990)
- Disability Discrimination Act (2005).
- ACAS Code of Practice Disciplinary & Grievance Procedures (2009)

Whilst employees at Chichester Contract Services and Westgate Leisure have different sickness absence payment schemes and sickness reporting requirements, in accordance with locally determined terms and conditions, this policy applies to the management of sickness absence for all employees.

3. Policy Standards

3.1 The Council will deal with absences in a compassionate and fair manner. Where a work problem or a domestic problem is contributing to a poor health record or attendance the Council will be supportive and, where operationally viable, implement either short term or permanent changes to current working practices.

3.2 The Council publicises in the Staff Handbook information about the circumstances in which annual leave (including possibly an advance of part of the following year's allowance), flexitime credits, unpaid leave and

compassionate leave might be available to cover an urgent need for a member of staff to be absent from work. The Council will aim to be flexible in reviewing requests under these headings to meet urgent needs for absence, subject to operational demands. There are also certain statutory rights (under Time-Off for Dependants legislation) to short-term unpaid leave to assist dependants (principally family members within the same household). Your line manager or the Personnel Section can provide advice on this.

- 3.3** The responsibility for attending work on a regular basis and for reporting sickness lies with the employee. Staff will need to be aware that a failure to follow procedures may lead to a decision to withhold sickness payments or to action under the Disciplinary & Contract Termination Procedure.
- 3.4** If the employee's sickness/health or attendance means that they cannot attend work regularly then the provisions of this policy will be applied. If their health means that they are able to attend work but are unable to do their job the provisions of the Capability Policy may be applied as well as or instead of the Absence Management Policy.
- 3.5** The current procedure for absence reporting is set out in Appendix 1 "Absence Notification and Sickness Certification" shown after this policy in the Staff Handbook.
- 3.6** Responsibility for monitoring and managing absence levels lies with supervisors, service managers and Directors. Managers, with support and guidance from Personnel, will deal with issues compassionately and fairly while having responsibility for maintaining consistent levels of service and to challenge abuse.
- 3.7** It is important to maintain corporate consistency in how absence management is handled. Therefore Personnel review sickness records at regular intervals and pass this information to Directors and Assistant Directors. A quarterly report is also sent to CMT and an annual report to the Corporate Governance and Audit Committee.
- 3.8** All information relating to individual sickness absence will be treated as confidential and will only be available to line management within the employee's Directorate, the employee and Personnel.
- 3.9** It is important to state that if staff are on long-term sick leave for a very long period of time or if they have excessive bouts of short-term less serious sickness absence their employment is liable to be terminated.
- 3.10** Whilst every case will be treated on its own merits it is unlikely that an employee's job will be held open for them if they are off work for a period exceeding 12 months, unless at the end of 12 months their return to work is expected within a short period of time.
- 3.11** The provisions above do not mean that staff on long term sick will generally have their job held open for them for 12 months. An employee may have his

or her employment terminated before 12 months depending upon the circumstances of the case.

- 3.12** The impact of sickness absence on service delivery is likely to mean that arrangements are required to deal with this in the short term as well as the long term, for example by employing temporary staff.

4. Stages of the Absence Management Policy

Table 1

Absence Management Policy	
Informal Stage * No right to be represented * No right of appeal	Return to Work meeting
	Absence Management Interview
Stage 1 * Right to be represented * Normal period valid for: 6 – 18 months * Appeal	Formal Written Caution
Stage 2 * Right to be represented * Normal period valid for: 18 – 24 months * Appeal	Final Written Caution
Stage 3 * Right to be represented * Appeal	Dismissal with notice

4.1 Return to Work meeting

Following the employee's return to work, it is important for both welfare and operational reasons that the line manager contacts the employee to enquire about their health and well-being.

After any absence the line manager should carry out a **Return to Work meeting** with the staff member. Often this may only need to be short. This is to enquire about the staff member's health and wellbeing, to consider whether a risk assessment may be necessary and to ensure that any other appropriate measures / adjustments are discussed. It is good practice to complete a file note of this meeting, although this would not be necessary in every instance. If this is done it must be copied to the staff member. At minimum the manager should record the fact that they have discussed the absence with the staff member on a given date. If a risk assessment is necessary then the manager must ensure that this is completed. At this stage, the manager may choose to explore the reasons for the absence in greater detail in consultation with Personnel where appropriate.

4.2 Absence Management Interview

Where an employee's sickness absence has been either:

- (i) 10 days or more in the preceding twelve months. Where the employee is part-time, this will apply on a pro rata basis.
- (ii) 5 or more periods in the preceding twelve months
- (iii) or where the pattern of absence gives cause for concern or where management has genuine other cause for concern

the line manager must conduct an **Absence Management Interview and complete the interview form shown below (see Appendix 2).**

Please note that throughout the Absence Management Policy where points (i), (ii) and (iii) above apply the staff member's previous sickness absence record *prior* to the assessment period of 12 months may also be taken into account. This includes both where the staff member's previous sickness record has been good as well as where it has been poor. The previous record should be considered when deciding on the appropriate steps to be taken.

The Absence Management Interview will normally be attended by just the employee and their line manager. This meeting is intended to be supportive, offering the services of both section management and the Personnel Section in helping to resolve any recurring health problems and improve their attendance record.

An Absence Management Interview Form must be completed by the line manager and a copy must be sent to the employee and the Personnel Section for inclusion on the employee's personal file. This form can be found in Appendix 2. The employee may wish to submit a separate note of their views about the reasons for absence etc.

A basic counselling service is offered by Personnel and if considered appropriate external counselling may be offered. At the same time the manager will where appropriate draw to the employee's attention the impact that high levels of sickness can have on the Council's operational effectiveness.

4.3 Monitoring

The manager will monitor the employee's absence during the period following the first meeting and would normally implement a programme of monthly support meetings to review attendance levels and the options for assisting the employee. Notes of all such meetings should be made and a copy sent to the employee. All records must be kept confidentially and securely.

4.4 Disability

- If the employee has a recognised disability and a formal Caution is being considered then their disability related sickness absence should be distinguished from their non-disability related sickness absence.
- The formal stages of this policy would still apply but with higher levels of disability related sickness absence usually being accepted.
- The extent to which a greater degree of disability related sickness absence would be accepted would depend on various factors. These would include the nature of the disability, the type of duties that the employee's post involves and the impact operationally and financially that their absences have.
- Each situation involving an employee with a disability needs to be treated individually depending on the circumstances i.e. it may be justifiable to accept more sickness absence in one case than it would be in another.
- Whilst disability related sickness absence should be treated differently it is not reasonable for it to be completely disregarded.
- Where judged appropriate, assistance to the employee may include changes to the workplace environment or equipment used, either on a temporary or permanent basis, and where necessary further training and support. Full consideration of the need to make reasonable adjustments for any employee with a disability will take place.

4.5 Role of Occupational Health

The Personnel Section may refer the staff member to the Council's occupational health service who may request a report from the staff member's GP, with the written consent of the employee. The employee has the right to see any report from their GP before it is sent to the occupational health service. Provided that there are reasonable grounds to believe that a serious health issue exists or that the staff member has had a significant amount of sickness absence, the Council is entitled at any time to require him or her to undergo a medical examination by a medical practitioner appointed by the Council.

If the staff member declines to participate in the Occupational Health process, the Council would then have to proceed with managing the situation on the basis of the more limited information available to it.

In cases where the employee has a known disability, or informs us of this, which may be relevant to their employment and / or the amount of sickness absence that they are incurring, an Occupational Health report should normally be obtained before the first formal Caution stage is reached.

Prior to issuing a Final Written Caution under this policy the Council would obtain an Occupational Health report if this has not been done already. This would apply whether or not the employee had a recognised disability in order to ensure that we were aware of any underlying medical condition or disability.

The Council is entitled to require any employee to obtain a medical certificate from his/her doctor at any time, irrespective of the duration of absence. However, if the duration of absence is less than seven days, the Council will in these circumstances refund any reasonable costs involved in obtaining a certificate.

- 4.6** Home Visits - In appropriate circumstances, staff from the Personnel Section and / or the employee's manager may visit an employee at home to discuss progress towards recovery and to assist in any other way. Such welfare visits will normally be for absences of two weeks or more but may also be carried out at any time for employees who have experienced high levels of short-term illness.
- 4.7** If any employee has more than one month's sickness absence in one bout then the initial stage described in section 4.2 above can be missed out and the line manager, in conjunction with a Personnel Officer or Personnel Manager, should instead meet with them for a Formal Absence Management Meeting (see 4.9 below). Full consideration of the welfare and health needs of the employee, with a referral to occupational health if appropriate, would form a part of this. Where a staff member is returning to work after a longer term period of absence, a return to work programme should be discussed and implemented as necessary.
- 4.8** Phased return to work - Where the employee's GP or the occupational health service have decided that the staff member should return to work on a phased return basis then the hours not worked will be recorded as sick leave and paid accordingly.

4.9 Formal Absence Management Meeting

Action under the formal elements of this procedure will not be taken without a formal meeting, organised by Personnel, and all meetings will be conducted by a nominated manager, usually the employee's line manager or more senior manager within their service. All formal Absence Management meetings must be referred to a senior member of Personnel staff before the meeting takes place to ensure compliance with this Policy.

A member of the Personnel staff at Personnel Officer level or above will normally be present and play an active role at the meeting.

An Absence Management meeting that may result, if proven, in a Written Caution (Stage 1) or a Final Written Caution (Stage 2) will normally be carried out by the employee's line manager but may in exceptional circumstances be conducted by another manager.

An Absence Management meeting that may result, if proven, in dismissal will normally be carried out by a Director or Assistant Director. Exceptionally this may be delegated to a manager one level below this.

Unless a shorter period is mutually agreed, the member of staff shall be given not less than two working days' notice in writing of the meeting arrangements. The letter, which will be sent by the Personnel section, will outline the level of absence and shall be accompanied by a copy of this policy along with any other relevant documentation that may be discussed e.g. the employee's absence record, copies of file notes; Absence Management Interviews and medical reports. The letter will contain the meeting arrangements and an instruction to attend.

The letter shall remind the employee of his/her right to be accompanied by a work colleague or a Trade Union representative and must clearly state the issues to be considered at the meeting including the employee's absence record.

In line with the provisions of the Employment Relations Act 2004 the employee's work colleague or a Trade Union representative may address the meeting in order to put the employee's case; sum up the employee's case; respond on the employee's behalf to any view expressed at the meeting and confer with the employee during the meeting. The representative does not however have the right to answer questions on the employee's behalf. Before the formal meeting takes place the employee should inform Personnel who they have chosen to accompany them.

The nominated manager must act reasonably in considering any request for a postponement of the meeting if the staff member considers that more time is needed for the preparation of his/her response.

If the staff member is ill and unable to attend the meeting or if the staff member's representative is not able to attend the meeting it will be re-arranged. In these circumstances the staff member will be notified that further requests for a deferment may be refused and that, in the absence of the employee at future re-arranged meetings, the nominated manager may need to proceed to chair the meeting and to make a judgement on the information available to him/her at that time.

It may be appropriate to conduct the meeting at the employee's home as whilst the employee may not be well enough to attend work, they may be sufficiently well for a meeting to proceed at their home.

The Council may require the employee to produce a medical certificate or doctor's letter confirming that he/she is unfit to attend a formal Absence Management meeting (for which the fitness criteria may be different from that required for attendance at work).

At the meeting, the nominated manager must ensure that the available information about the situation is properly discussed. He/she must also

ensure that the member of staff and his/her representative have every opportunity to question the management representative/s and to present their own views to the meeting together with any other relevant information, if appropriate. The nominated manager must allow reasonable opportunities for comfort breaks and for the staff member to consult his/her accompanying union representative.

The nominated manager must ensure that all the factors which might be taken into account in his/her decision are disclosed during the meeting. The nominated manager may call whomever he/she chooses to contribute to the meeting, irrespective of whether or not they have previously been involved in the process, in order to ensure that all relevant factors are considered before reaching a decision.

At the conclusion of the meeting, the nominated manager will adjourn the meeting to consider matters. He/she will then reconvene the meeting to announce his/her decision. Every effort will be made to reach a decision on the day of the meeting but if this is not possible the meeting will be adjourned in order to allow sufficient time for a decision to be reached. The adjournment will be as brief as possible and the meeting re-convened at the earliest opportunity.

The various stages in the process do not represent a sequence that has to be followed at all times. The decision to issue a Stage 1 or 2 Caution will be based on the nature of the absence; the need to act reasonably; the staff member's overall attendance record and the need to manage absence issues consistently and fairly. This means that the nominated manager may, quite legitimately, issue the member of staff with a Stage 2 Final Written Caution or rather than commence the process with a Stage 1 Written Caution.

If an employee has frequent bouts of short term non serious absence a Stage 1 Written Caution may be issued shortly after an Absence Management Interview has taken place but in the cases of longer term sickness the decision may be taken to monitor the situation but take no formal action until the reason for the absence and/or the likely date of return is known. In cases like this when a Caution is issued it would normally be at Stage 1 but might on occasions be at Stage 2.

4.10 Stage 1 - Formal Written Caution

The Caution will be confirmed in the form of a letter sent to the employee within seven working days of the conclusion of the formal meeting and will state:

- The reason for the issue of the Caution and its duration (normally valid for a period of 6 - 12 months but not to exceed 18 months)
- Details of any remedial action or improvement required.

- Confirmation of the consequences of a re-occurrence or failure to improve.
- Monitoring may be month by month or for agreed longer periods.
- The Caution will remain valid until its expiry date, at which time, provided the employee's attendance has improved to a satisfactory level it will be removed from the employee's personal file.
- The letter will contain details of the staff member's right of appeal.

4.11 Stage 2 - Final Written Caution

The Caution will be confirmed in the form of a letter sent to the employee within seven working days of the conclusion of the formal meeting and will state:

- The reason for the issue of the Caution and its duration (normally valid for a period of 18 months but not to exceed 24 months).
- Details of any remedial action or improvement required.
- Confirmation of the consequences of a re-occurrence or failure to improve. The letter should make clear that dismissal is a likely consequence if the employee's attendance does not improve and reach a satisfactory level and the improvement is sustained.
- Monitoring may be month by month or for agreed longer periods.
- The Caution will remain valid until its expiry date, at which time, provided the employee's attendance has improved to a satisfactory level it will be removed from the employee's personal file.
- The letter will contain details of the staff member's right of appeal.

4.12 Stage 3 - Dismissal

If the nominated manager concludes that dismissal is appropriate, notice will always be given, but the employee may not be required to work during their notice period. The letter to confirm dismissal will normally be dispatched within five working days of the conclusion of the disciplinary hearing and will confirm whether or not the notice period is to be worked. The staff member's appeal rights must be described.

Before the decision is taken to dismiss, a thorough review of the employee's sickness absence record, including the number of days sickness and the reasons for absence, must have taken place during the formal Absence Management meeting. If deemed necessary and appropriate a medical opinion will also be taken into account.

Dismissal letters will be prepared in consultation with Personnel and will normally be issued by a member of the Corporate Management Team. All other outcomes (Cautions) will be confirmed in letters issued by Personnel.

4.13 Appeals

Should an employee wish to appeal against a Caution or dismissal, he/she must write to the Executive Director of Support Services and the Economy within ten working days of the date of receipt of written notification of Caution or Dismissal. The letter requesting an appeal must state the grounds of appeal under one or more of the following headings:

- severity of the action;
- the findings of the hearing on a point of fact which is pertinent to the decision of the hearing;
- a failure to adhere to the procedure or
- some other stated reason

The Executive Director of Support Services and the Economy or other nominated officer will convene an Appeal Panel, normally within 28 working days after receipt of the letter of appeal, at which the member of staff will present his/her grounds of appeal and may be accompanied by a work colleague or Trade Union representative (Shop Steward or Full-time official)

For action up to and including a Final Written Caution, the Appeal Panel will normally consist of a Director or Assistant Director and senior member of the Personnel team. Members of the original panel that issued the Caution being appealed against cannot be members of the Appeal Panel.

For action resulting in Dismissal, the Appeal Panel shall consist of one member of the Corporate Management Team and a senior member of the Personnel team. Members of the original panel that dismissed the employee cannot be members of the Appeal Panel.

Any Director or Assistant Director or other officer nominated by the Executive Director of Support Services and the Economy may be selected to sit on an Appeals Panel. A representative from the legal department may provide legal advice to members of an Appeal Panel.

The employee and / or their representative should present their grounds for making the Appeal to the Appeal Panel. The Appeal Panel must ensure that both parties are provided with the opportunity to present their views to the panel about all the issues raised. Either side may raise any issue relevant to the case. It is the Panel's responsibility to ensure that it sufficiently tests the evidence presented to it prior to making its decision. New evidence can be

presented and will be considered. New documentation or evidence to be introduced at the Appeal must normally be made available by both sides to all parties at least two working days before the Appeal hearing.

The Appeal Panel may confirm or reverse the action taken by management, impose a lower level Caution or reduce the period for which the Caution is valid.

The Appeal Panel's decision will normally be notified to the staff member within ten working days (five working days if an Appeal against Dismissal) of the conclusion of the appeal hearing. The Panel's decision will be final subject to a member of staff's statutory rights.

If following an appeal against dismissal the member of staff is re-instated he/she will be re-instated without a break in service.

5.0 Safeguards for Union Representatives

In the event of a formal absence management meeting being considered for an accredited union representative, the full time union official must be notified of the intention to hold this meeting if the employee gives their agreement to this. The union official should be offered the opportunity to discuss the matter with a management representative.

6.0 Procedural Standards

Nothing in this policy shall prevent the Council from (a) suspending sickness scheme payments and/or (b) initiating disciplinary proceedings at any time in the event of abuse of the sickness scheme, including evidence of staff working for another employer or on their own account during a period of sickness absence.

The sickness payment scheme exists to provide support to staff during illness in order to facilitate their return to work and is not an entitlement in itself. Having regard to the care and well-being of staff, nothing in this policy or in the references in national conditions of service or employment contracts to paid periods of sickness absence shall prevent the Council from (where appropriate) terminating the staff member's employment (or treating a contract as having terminated) before the expiration of those periods on the grounds of ill-health, whether permanent or not.

Any employee who feels that he/she has been unfairly treated in the sickness monitoring/management process has the right to raise the issue under the Council's Grievance Procedure.

7.0 Equality Impact Assessment

7.1 This policy applies equally to all staff whether they are full-time or part-time and the provisions of the policy will be implemented to ensure that staff will not be subject to discrimination, directly or indirectly, on grounds of gender,

ethnicity, religious belief; sexuality or unjustifiably on grounds of age or disability.

- 7.2** Disability - the Council will ensure that the Disability Discrimination Acts 1995 and 2005, prohibiting unjustified direct or indirect discrimination on the grounds of disability, are fully adhered in the carrying out of this policy. Where an employee has a disability that affects their ability to attend fully for work, higher levels of related sickness absence will be accepted, with this varying depending on the circumstances.

July 2010

Absence notification and sickness certification

If you are unable to attend work through sickness or any other reason, you must telephone **your manager** by no later than the time when you would normally commence work or by 9.30 a.m. whichever is the earlier. Exceptionally, if you are unable to phone in person you must arrange for someone else to telephone on your behalf. You must then make direct contact with your manager as soon as possible after this. If your manager is not available when you call you should report the fact of your absence to the colleague you speak to and leave your contact telephone number. Your manager may then wish to phone you back.

You must update your manager again on the second day of absence, unless otherwise agreed, and afterwards continue to keep your manager informed as requested by him or her of your progress towards recovery.

If you are away for more than seven calendar days, you must submit a medical certificate on the eighth day or as soon as possible afterwards and must continue to provide certificates to cover the entire period of continuing absence. A delay in submitting a certificate may result in loss of pay. When you come back to work, your manager will carry out a return to work meeting with you and they will complete an on-line record of your sickness via People Manager for the period of your absence. Your manager will certify that s/he is satisfied with the reasons for absence and may wish to refer to the HR Section for further discussion.

The council is a large employer and high levels of absenteeism can impact substantially on the authority's payroll costs and performance. Sickness absence is therefore closely monitored and, if you have experienced a high incidence of sickness, your manager will need to discuss this with you under the absence management policy to consider whether there are ways in which the level of absence can be reduced.

Where long term or serious sickness occurs, one of the personnel staff and / or your line manager will normally undertake a welfare visit to discuss your progress and to answer any questions you might have about sick-pay, certificates etc. Such visits may also be undertaken where regular non-serious sickness occurs.

ABSENCE MANAGEMENT INTERVIEW FORM

(To be completed by the Line Manager)

Name:	Job Title:	Date of Interview:
Line manager conducting interview:		
Job Title:		
Section:		
NO. OF DAYS SICK DURING LAST 12 MONTHS <i>(Information to be obtained from your copies of the Sickness Self Certification Forms)</i>	Reason for Interview:	
DATE(S)	REASONS FOR SICKNESS:	
QUESTIONS		
How is your current health and well being?		
.....		
.....		
.....		

Is there anything I can do to assist you? (e.g. temporary adjustments to your duties or workplace environment)

.....

.....

.....

.....

Emphasise effects absence(s) having on the service, operationally and financially

.....

.....

.....

.....

Action Taken (*✓ more than one box if applicable*):

Situation to be monitored (*Frequency of monitoring should be stated - factors such as the nature of any medical condition(s) and the previous pattern of absences should be considered*)

.....

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.....

Recommended referral to Occupational Health
(Please contact Personnel)

.....

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.....

.....

Recommended referral to Counselling Service
(Please contact Personnel)

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.....

If a 10+ Day Sickness Interview Form has been completed for this staff member within the previous twelve months, you must refer the situation to Personnel for consideration of a formal Absence Management meeting at which a Formal Caution may be given.

.....
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.....

Other Comments

(Please include whether from discussion any work related issues relevant – please give full details if applicable)

.....
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.....
.....

Signature of manager

Name of manager Post title

Date

Please return this form once completed to Personnel and give a copy to the employee

Appendix 4

Average sickness days per team (including leavers) 2017-18

* Note that teams are reported in the old structure and any individuals outside of teams have been removed

	FTE In Period	Total sick Days	Average sick days
Chichester Contract Services	122.91	1825.81	14.85
Commercial Safety Team	7.04	48.49	6.89
Environmental Management	14.71	32	2.18
Housing Delivery Team	5.56	10	1.80
Housing Operations	18.45	260.47	14.12
Licensing Team	10.01	243.1	24.29
Building Control	8.01	54	6.74
Conservation & Design	3	75.68	25.23
Development Management	39.95	189.54	4.74
Development Management Enforcement	6.6	13.5	2.05
Planning Policy	8.76	114	13.01
Accountancy Services	14.26	46.5	3.26
Audit Services	4.19	9.04	2.16
Electoral Services	3.52	19	5.40
Health & Safety	2.04	5	2.45
Legal	5.8	7.5	1.29
Member Services	4.5	37.68	8.37
Revenues & Benefits Teams	48.67	337.44	6.93
Building and Facility Services	8.55	121.36	14.19
ICT	11.92	7	1.12
Corporate Policy Advice	2.05	0	0.00
Customer Services	14.58	74.83	5.13
HR	6.93	5	0.72
Public Relations	5.32	8.68	1.63
Economic Development	8.55	12	1.40
Estates	8.23	67	8.14
Museum	8.92	14.5	1.63
Parking Services and CCTV	16.31	245.5	15.05
Community Alarm	21.77	239.41	11.00
Community Engagement	4.77	30.03	6.30
Community Safety	9.5	152	16.00
Community Wellbeing	6.98	73.93	10.59
Sport & Leisure Development	3.46	15	4.34
Grand Total	491.25	4635.97	9.44

TITLE OF REVIEW – TERMS OF REFERENCE AND SCOPING OUTLINE PLAN

Review topic	Communications Strategy Review
Terms of Reference	<ul style="list-style-type: none"> • To contribute to the review of the council's Communication Strategy reporting back to Overview and Scrutiny on 18 September 2018. • To review and approve associated policies – such as social media, consultation, advertising and sponsorship. • To consider the options around how the council consults with its residents, businesses and visitors.
TFG Members	<p>Nigel Galloway Caroline Neville</p> <p>Additional members to be sought at Overview and Scrutiny Committee meeting of 19 June 2018.</p>
Officer Support	<p>Sarah Parker PR Manager Laurence Foord Divisional Manager, Communications, Licensing and Events</p>
Background	<p>The council is due to update its communication strategy, which looks at how the council communicates with its residents, businesses, workers and visitors. This will include reviewing its communication activities, advertising and sponsorship opportunities and consultations.</p> <p>The Overview and Scrutiny Committee has the opportunity to consider future approaches / options and help shape the council's future direction on communication and consultation activities.</p>
Outcomes to be Achieved	<p>The following outcomes should be achieved by the committee from undertaking this review:</p> <ul style="list-style-type: none"> • Review and approve the draft Communication Strategy. • Identification of any areas of concern for further in-depth review. • Consider consultation improvements.
Methodology/Approach	<p>Benchmarking Desktop research Internal/External partnership meetings</p>

In Scope	Interviews with PR and Consultation team
Excluded from Scope	Specific details on sponsors and advertisers
Consultation	Residents Businesses Councillors Council service areas
Evidence sources	Initiatives feedback Social media figures and campaign results Advertising and Sponsorship income Consultation results Evaluation of specific campaigns – eg 'Against Litter' Media coverage
Site visits	Site visits to other Local Authorities to review consultation activities and report back to task and finish group/Overview and Scrutiny Committee.
Review Completion Date	March 2019
How does the review link to strategic aims and priorities?	Corporate Priorities and Service Action Plans
Private Meeting or Public?	Private

PROJECT PLAN

The following Project Plan interprets the above action plan into a programme of work.

	Action	Timescale
1	Appoint members of task and finish group and set first meeting date	June 2018
2	Overview of current position and agree outline of communication strategy.	July 2018
3	Consider new consultation approaches/options as part of the wider strategy review	September 2018
4	Review of relevant policies that link to the Communications Strategy	December 2018
5	Review draft Communications Strategy	February 2019
6	Final report to go to OSC	March 2019

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

19 June 2018

**Overview and Scrutiny Committee 2017-2018 Annual Report
and 2018-2019 Work Programme**

1. Contacts

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

2. Recommendation

The Overview and Scrutiny Committee is requested to consider and agree its 2017-2018 Annual Report and the 2018-2019 Work Programme and to recommend them to the Council for noting.

3. Background

- 3.1 The Council's *Constitution* states that the Overview and Scrutiny Committee (OSC) presents an annual report of the committee's work to the Council for noting along with an outline annual work programme report.
- 3.2 The OSC's 2017-18 Annual Report is attached at appendix 1.
- 3.3 The OSC's 2018-19 work programme has been developed taking into account the following:
- the newly developed Corporate Plan projects agreed by the Cabinet on 9 January 2018
 - projects identified from individual departmental service plans
 - the Forward Plan of Cabinet key decisions over the next few months
 - issues suggested by the Business Routeing Panel as requiring member involvement
 - items proposed by members or raised by the committee over the last year
 - topics included in last year's programme which had been delayed
- 3.4 A workshop was held for committee members on 15 March 2018 when the Council's full work programme for the following year was discussed. Items were identified for further review through the OSC, in some cases taking issues offline for a more in depth review by way of a task and finish group. This final work programme is now attached at Appendix 2.
- 3.5 The OSC is requested to recommend to the Council that its annual report be noted as a correct record of the work of the committee in 2017-2018 and that the OSC's 2018-2019 work programme be agreed.

4. Outcomes to be Achieved

- The Council has a record of the work of the Overview and Scrutiny Committee for 2017-2018.
- OSC members are involved in deciding the direction and content of their work programme for the next year.

5. Community impact and corporate risks

- 5.1 One of the OSC'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 and Disorder		No
Climate Change		No
Human Rights and Equality Impact		No
Safeguarding:		No
Other (please specify) eg biodiversity		No
GDPR		

7. Appendices

- Appendix 1 – Overview and Scrutiny Committee Annual Report 2017-2018
Appendix 2 – Overview and Scrutiny Committee Work Programme 2018-2019

Chichester District Council

Overview and Scrutiny Committee - Annual Report 2017-18

Introduction by the Chairman

Time rushes by and here we are again with the annual report of Overview and Scrutiny.

The list that the committee covers seems to get longer each year. Yet again I hope all the members feel enough time was given to all the subjects we covered. Time is always the enemy as I have to move things on which means I may seem to cut people short at times. I hope this is not an event the committee feels I have to do too often.

Yet again this year we have had members of the Cabinet presenting their portfolios which have been varied and useful to see how their areas work in the Council. I thank the Cabinet members for their informative and helpful presentations. I hope this will continue in the future.

Again I would like to thank the members for attending the pre meetings. I know with traffic problems this is not always easy. I sincerely believe these pre meetings help to make the committees run more smoothly.

I went to a Scrutiny seminar at Birmingham University in November. They presented a paper which had been drawn up as a result of the Parliamentary Select Committee looking at Overview and Scrutiny. The conclusion was that Scrutiny is vitally important to a Council and where it is supported and well run it makes a great difference to the efficiency of Councils.

I want to thank Bambi for all her 10 years of service to O and S. She has been an enormous help to the committee and we shall miss her tremendously. The other person who was such a force to this committee was Steve Hansford. It was really sad to see him retire. We all wished him well in his retirement. The shock of his death has been such a tragedy. I will remember his wisdom and help with great pleasure.

Thanks to all the other officers for their help. A big thank you must go to all the members of the committee.

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 2017-18

The 2017-18 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 had been 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 on the development of this work programme at a member workshop held on 23 March 2017.

The impact and influence of scrutiny

OSC held five ordinary meetings in 2017-18. The Chairman meets with the committee 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 issues offline in order to maximise the volume and depth of a review.

A total of 11 recommendations were made by the committee to the Cabinet or Leader during the year. 9 recommendations were agreed. 1 recommendation has yet to be progressed due to a resourcing issue and 1 recommendation was not progressed by Cabinet.

Mrs P Plant was nominated by the committee to be its representative on the corporate Leisure Contract Management Task and Finish Group. Mr N Galloway was nominated by the committee to be its representative on the corporate Novium Options Task and Finish Group as well as an observer on the Growth Board.

Members' training and development

- Mrs C Apel, C Neville and Mrs P Plant attended a Regional Scrutiny Networking Seminar (led by Mr S Quigley) at CDC on 12 October 2017.
- Mrs C Apel attended an INLOGOV seminar 'Scrutiny in Challenging Times' at the University of Birmingham on 12 October 2017.
- C Neville attended a Centre for Public Scrutiny course 'Scrutinising Complex

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

Areas of focus	Outcomes-achievements
Preparing a Vision for Chichester City Centre	The committee was consulted on and contributed to the development of the Chichester City Centre Vision which was agreed by Cabinet on 11 July 2017.
Supporting Chichester BID	<p>The committee considered the support provided to the Chichester BID to deliver joint projects and requested that regular briefings and updates on issues which the BID wished to promote were provided to members in the monthly Members' Bulletin and that early consultation was carried out with the BID in relation to proposals which affected the city such as transport issues, Local Plan development and Southern Gateway.</p> <p>Outcomes: Mr Dignum gave a full briefing to the BID Board at its meeting on 18 July 2017 about the Vision, the Chichester Local Plan Review insofar as they affected the city centre however transport issues was a matter which fell within the remit of West Sussex County Council.</p> <p>The Leader of the Council and the Divisional Manager for Place attend the BID Board meetings and regular meeting are held with the Chairman of the BID and the Chief Executive, the Director for Growth and Place and the Divisional Manager for Place.</p> <p>The BID are leading on a number of projects relating to the Chichester Vision and the Chairman of the BID is part of the Chichester Vision Delivery Steering Group.</p>
SDNPA Development Management Agency Agreement	<p>This issue was requested to be scrutinised by Mr A Shaxson.</p> <p>The committee considered the S101 Agreement and Service Level Agreement and noted the position with potential new delegated arrangements from 1 September 2017. It was concerned at the lack of consultation with district and parish councillors and recommended to the SDNPA that that Authority considered the preparation of a Communications Protocol (with district and parish councillors) with the local authorities to whom it contracts development management matters, for inclusion within the agency arrangements. The committee also recommended to the Cabinet that if the response on this recommendation to the SDNPA was not favourable, that a Communications Protocol (with district and parish councillors) be developed by CDC with the SDNPA and that it be brought back to the OSC for consideration in 6 months' time.</p> <p>Following a meeting arranged by the SDNP with district council members (whose wards fall within the park area) in early October 2017 to discuss communication issues the committee considered</p>

	<p>the issue further and requested that a report come back to the committee in 12 months' time with an update on progress.</p>
Chichester In Partnership (CIP)	<p>The committee reviews the achievements and business plan of this partnership annually to ensure that it is achieving the outcomes it sets. In June 2017 and in May 2018 the committee noted the progress achieved by the partnership in delivering its outcomes and noted the following year's Business Plan.</p> <p>The return on investment achieved by the Choose Work project was particularly commended.</p>
Cultural Grants TFG - final report	<p>The review of Cultural Grants was noted, along with the 2016-17 annual reports from both organisations and the following year's Service Level Agreements.</p> <p>At a further meeting the proposed Funding Agreements for Chichester Festival Theatre and Pallant House Gallery were considered. The monitoring arrangements for both organisations were endorsed by the committee and Cabinet.</p>
Review of Housing Allocations Scheme	<p>The committee recommended to the Cabinet Member for Housing Services that a corporate task and finish group be established to review the Quality Standards of existing affordable housing stock in the district and the overall demand for the type and volume of new affordable housing in rural and urban areas.</p> <p>The task and finish group has met on six occasions and has been taken on a tour of Hyde properties (both new and relets). A report is currently being drafted. This will feed into a more comprehensive review of the allocations scheme and the development of a new housing strategy.</p>
Leisure Services Performance Review	<p>The committee was satisfied that the contractor was achieving satisfactory levels of performance against the outcomes set out to be delivered in the period May 2016 to March 2017.</p>
Southern Gateway, Chichester - Implementation	<p>The committee considered amendments to the draft Southern Gateway Implementation Plan and agreed that Mr N Galloway be appointed to the Chichester Growth Board as an observer.</p> <p>The first Growth Board meeting is scheduled for 4 August. The committee will receive a copy of the draft development brief for consideration before it is recommended to Cabinet in the autumn of 2018.</p>
Consultation Review	<p>The committee resolved that a task and finish group be established to develop a council protocol on public consultation and to consider the resources and budget and the monitoring process.</p> <p>Draft Terms of Reference have been developed for consideration by the O&SC on 19 June 2018. The Task & Finish Group will work in conjunction with officers to review the council's wider Communications Strategy including options around how the council consults with its residents, businesses and visitors.</p>

Housing Strategy Update	The committee was updated on progress made in delivering the council's Housing Strategy for the period 2013-2018 and made a number of comments and suggestions which it was agreed by the lead officer would be taken into account in developing a new Housing Strategy.
East Pallant House Options (EPH) Appraisal	<p>The committee considered the options for the Council's future office accommodation and recommended to Cabinet that East Pallant House should continue to be used as its primary office accommodation and that capital costs associated with the refurbishment of office space for commercial let be funded from the identified spend in the asset replacement programme.</p> <p>Cabinet agreed with this recommendation and requested that officers continue to identify opportunities to provide office accommodation for partners, voluntary sector or commercial organisations as those opportunities arise to ensure office space is fully utilised and operating costs are kept to a minimum, while being mindful of staff welfare in any re-planning.</p> <p>The council has let part of East Pallant House to a local charity, providing them with 10 desks to house their administrative function. This allows them to transform their existing premises to become a 24 hour service provision for their clients, whilst providing an income to the Council.</p>

Task & Finish Groups

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

Budget Task and Finish Group

Overview and Scrutiny Members: Mr J Ransley, Mr S Lloyd-Williams (Chair) and Mrs P Plant

Corporate Governance and Audit Committee Members: Mrs P Tull, Mr G Barrett and Mr G Hicks

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 projected revenue budget variations for 2017-18 and 2018-19.

Outcomes – Members involvement with budget scrutiny prior to presentation of the Budget to Cabinet in February 2018. The group was satisfied with the explanation of the projected variances on the 2018-19 budget.

Community Safety Review Task and Finish Group

C Neville (Chair), Mrs C Apel and Mr J Brown

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 two meetings in February 2018. Ms P Bushby, Community Intervention Manager, outlined

the CSP annual report 2017/18, CSP performance plan 2017/18 and CSP spending plan 2017/18.

The following witnesses gave evidence:

- Mrs Eileen Lintill, Cabinet Member for Community Services and the Council's representative on the Police and Crime Panel (PCP), described the role of that panel in holding the Police and Crime Commissioner (PCC) to account.
- Acting Chief Inspector Kris Ottery of Sussex Police described the structure of the local Police force, working in a combined Chichester and Arun area and the new role of Police Community Support Officers (PCSO).
- Questions were sent to Ms Emily King, the Principal Manager Community Safety and Wellbeing at WSCC to be answered.

Outcomes – The TFG felt able to reassure the Overview and Scrutiny Committee that the required level of scrutiny of the CSP had been achieved, that the performance of the CSP was good and that evidence of effective partnership working in the district had been demonstrated. The TFG felt the reasons for the increase rise in crime rates had been suitably explained due to a number of factors including increased reporting of historic offences and changes to the reporting method of certain categories of offence.

Corporate Plan Task and Finish Group

Mrs P Dignum (Chair), Mr N Galloway, Mr S Morley and Mr L Hixson

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 group considered that there were good explanations for areas of the Corporate Plan where targets had not been met. Some were outside our control, others showed great council input making a difference and some needed a little more time. While requests were made for further scrutiny or information, there was a feeling that the limited number of concerns raised from a huge range of projects showed the Council's high standards and care in carrying out its Corporate Plan priorities.

WSCC Select Committee liaison

C Neville is the council's representative on the West Sussex County Council Health and Adults Social Care Select Committee (HASC). She has reported back to the committee on health issues affecting the 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 issues which are of common interest to two or more authorities for joint scrutiny review. No joint issues have been considered this year.

OSC WORK PROGRAMME 2018-2019

Issue	OSC's role in this review	Lead Officer
19 June 2018		
OSC 2017-18 Annual Report and 2018-19 Work programme	Monitoring & review	N Bennett
Award of a Concessions Contract (Part 2)	Monitoring & review	J Dodsworth
Sickness report	Monitoring & review	J Mildred
The Novium – management procurement options	Monitoring & Review	J Ward
Consultation Review Task and Finish Group Terms of Reference	Monitoring & review	L Foord/ S J Parker
18 September 2018		
Enterprise Gateway Development Plot 12 Terminus Road – Post Project Evaluation	Corporate priority Monitoring & review	P Legood
Consultation Review TFG final report	Monitoring & review	L Foord/ S J Parker
The Review of Council Tax locally defined discounts and premia in particular the empty homes premium (raised at OSC 15 May 2018)	Monitoring & review	P Jobson
Single Use Plastics report	Monitoring & review	A Stevens
Southern Gateway	Monitoring & review	P Over
13 November 2018		
Corporate Plan Review (no TFG)	Corporate priority Monitoring & review	J Mildred
Communications between CDC and SDNPA (OSC 14 Nov 17 resolved that a report be brought back to the committee in 12 months' time with an update on progress)	Monitoring & review	T Whitty
Visit Chichester – progress against KPIs and development of KPIs for the following year	Monitoring & review	S Peyman
Budget Review TFG Terms of Reference	Monitoring & review	H Belenger
Review of Cultural Grants	Monitoring & review	S Peyman

15 January 2019		
Budget Review TFG – feed back	Corporate priority Monitoring & review	H Belenger
Economic Development Strategy – focusing on the process and development of the strategy	Corporate priority	S Oates
Community Safety Review TFG – Terms of Reference	Corporate Priority	P Bushby
12 March 2019		
Community Safety Review TFG – final report	Corporate priority	P Bushby
Social Prescribing Project – outcomes one year on from implementation March 2018	Corporate priority Monitoring & review	E Thomas
Housing Strategy	Corporate priority	L Grange

Other issues identified for scrutiny in 2018-19:

Review of LEP - WSCC are considering how best to handle this.

Cultural Strategy – timescales to be identified for OSC involvement and Cabinet decision.

Southern Gateway Implementation – timescales to be established for further OSC involvement

Education review – TFG timescales to be established

2019-2020 Work Programme:

CFT Cultural Grant Review (no TFG) – June 2019

Leader's and portfolio holders' addresses – to resume 2019

Impact of the introduction of Universal Credit in the district in July 2018 - OSC would like to review the impact of this on residents/landlords one year on (July 2019)

Development of Barnfield Drive Post Project Evaluation (PPE) – to OSC March 2021

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 July 2018 to 31 October 2018**

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

Published 29 May 2018

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JULY 2018 TO 31 OCTOBER 2018

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 July 2018 to 31 October 2018. 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.

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

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 Democratic Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail democraticservices@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 Davis, Democratic Services Officer on 01243 534674 (e-mail kdavis@chichester.gov.uk)

Tony Dignum
Leader of the Council

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Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Award of a Services Concessions contract This will be a Key decision due to potential cost/saving over term of contract. Background - On 7 November 2017 Cabinet authorised officers to enter into negotiations for a services concession contract and subsequently on 6 February 2018 agreed to expand the scope of those discussions. Through negotiation a business and legal case has been prepared together with the terms of the concessions contract for which approval to proceed is now sought.
Report author	Mrs Jane Dodsworth, Director of Residents' Services jdodsworth@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Award of Contract for Business Waste and Recycling Disposal The Cabinet will be asked to approve the exception to the need to tender for the disposal of business waste and recycling collected by Chichester District Council as part of the Business Waste and Recycling Service.
Report author	Mrs Amie Huggett, Business Development Manager ahuggett@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt To report the exception to the need to tender for the disposal of business waste and recycling collected by Chichester District Council as part of the Business Waste and Recycling Service. IF PART 2 - add reason if going to MARCH no need if APRIL)

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Council Tax Reduction Scheme Seeking authorisation to prepare and consult upon the draft 2019-20 CTR scheme. To be brought back to Cabinet in November for recommendation to the Council.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes

Exempt?	Open
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Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Council's Annual Report 2017-2018 To approve the Council's Annual Report for 2017/18 that reports on significant achievements for the previous year and outlines key future work areas. (recommendation to Council)
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Housing Grant and Resources The agenda report will outline how the Housing Service intends to spend the government grant received to support the implementation of the new statutory duties required by the Homelessness Reduction Act 2017.
Report author	Mrs Linda Grange, Divisional Manager for Housing lgrange@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Novium Management Procurement Option Cabinet are asked to review the procurement options available to the Council for the management of the Museum and Tourist Information Services and determine which option to pursue.
Report author	Mrs Sarah Peyman, Divisional Manager for Culture speyman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	3 Jul 2018
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Matter in respect of which the decision is to be made	Petworth Neighbourhood Development Plan - Making the Plan To make the Petworth Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park). The report will recommend, subject to a successful referendum to be held on 19 April 2018, that Cabinet recommends that Council makes the Petworth Neighbourhood Development Plan.
Report author	Mrs Lucy Hill, Senior Neighbourhood Planning Officer lharding@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Section 106 Allocation - Selsey Sports Dream
Report author	Mrs Sarah Peyman, Divisional Manager for Culture speyman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Southern Gateway - revision of project timetable The Southern Gateway project implementation was approved by Cabinet at their meeting in November 2017. A Project Implementation Document, including tasks, resources and responsibilities was also approved at the same time. Cabinet will be asked to consider progress to date and approve a revised timetable for the delivery of the project.
Report author	Mr Paul E Over, Executive Director POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the	St James Industrial Estate, Chichester – Partial

decision is to be made	<p>Refurbishment and Partial Rebuild Following submission of an IPPD Cabinet approval was given for consultants to be appointed to produce draft proposals and costings for the refurbishment or redevelopment of the St James Industrial Estate. The options for the Industrial Estate have now been appraised and Cabinet authority is required for the preferred option to be progressed and budget approved for the associated consultants' fees and the refurbishment/redevelopment works' subject to further Cabinet consideration when detailed costings are available.</p> <p>(Recommendation to Council)</p>
Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	<p>Award of Contract for East Beach Outfall Replacement Approval is sought because the value exceeds £50k, to award a contract for the replacement of the seaward end of the existing surface water sea outfall, which has reached the end of its serviceable life.</p>
Report author	Mr Dominic Henly, Senior Engineer (Coast and Water Management) dhenly@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Part exempt

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	<p>Community Warden Funding Agreement is sought for a further 3 years funding from April 2019 before partners are approached for their commitment. An evaluation will be carried out in the months before.</p>
Report author	Ms Pam Bushby, Divisional Manager for Communities pbushby@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	Disposal of The Grange development site, Midhurst Proposed disposal of The Grange development site to the preferred bidder.
Report author	Mrs Vicki McKay, Divisional Manager for Growth vmckay@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	Site Allocation Development Plan Document Following the examination of the Site Allocation Development Plan Document (DPD) and receipt of the Inspectors Report, it is proposed to formally adopt the DPD. (Recommendation to Council)
Report author	Mrs Tracey Flitcroft, Principal Planning Officer (Local Planning) tflitcroft@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	Tangmere Strategic Development Location (SDL) - Selection of a Development Partner In order to progress the development of the Tangmere SDL the Council is selecting a development partner. This will result in the Council entering into a development agreement with a master developer to deliver the homes planned for Tangmere. The report will update Members of the process, and seek approval or a delegation process in order to enter into a developer agreement. (Recommendation to Council)
Report author	Mrs Tracey Flitcroft, Principal Planning Officer (Local Planning) tflitcroft@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	Westbourne Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan. The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
Report author	Mrs Valerie Dobson, Principal Planning Officer vdobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	Zero Carbon Chichester As part of the redevelopment of Graylingwell, the Home and Communities Agency (HCA) have an agreement with the developer to offset residual carbon emissions from the development through funding for local energy efficiency or other carbon saving schemes. This report will seek a decision to receive the funds from the HCA and to delegate powers to determine the form and governance of projects for expenditure of the funds.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	Infrastructure Business Plan 2018-2019 - Consider changes from Growth Board prior to consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board) (recommendation to Council)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes

Exempt?	Open
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Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	Review of council tax locally defined discounts and premia in particular the empty homes premium Local discounts: The Local Government Finance Act 2003 provided devolved powers for billing authorities to make decisions on council tax discounts for certain dwellings based on local circumstances such as second homes and long term empty dwellings. Additional freedoms have been added by the Local Government Finance Act 2012 : extending the range of discounts that can be awarded to second homes, allowing for an 'empty home premium', and allowing charging up to 100% Council Tax for some properties that were previously exempt. This report will review the current discounts with particular emphasis on the empty homes premium.
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	Risk Based Verification Policy Risk Based Verification (RBV) is a method of applying different levels of checks to a Housing Benefit or Council Tax Reduction claim based on the level of risk associated with a particular claim. The adoption of a RBV Policy allows an authority to allocate its resources to those claims that are considered to be higher risk. This enables the Authority to improve its claim processing times, to improve efficiency in administration and to reduce fraud and error. The purpose of this report is to seek authorisation for any proposed revisions to the policy in preparation for the 2019/10 financial year.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	2 Oct 2018
Matter in respect of which the	Southern Gateway, Chichester

decision is to be made	Following a market tendering exercise to select a preferred developer(s) to undertake the regeneration of the Southern Gateway area in accordance with the adopted masterplan. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr Paul E Over, Executive Director POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	Determination of Council Tax Reduction (CTR) scheme for 2019/20 The report is seeking a recommendation from Cabinet that the proposed 2019-20 CTR scheme be approved by the Council. The Welfare Reform Act and Local Government Finance Acts of 2012 abolished the national council tax benefit scheme and put in place a framework for local authorities to create their own local CTR schemes from 1 April 2013. The scheme must be reviewed and approved by the Council before 11 March each year.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	Local Plan Review Preferred Approach Consultation The Preferred Approach Consultation is the second stage of the Local Plan Review, which will replace the existing Chichester Local Plan and provide an updated planning framework for the period to 2034. There will be consultation on a draft Local Plan which will include the amount of development and the locations where that will be delivered, alongside other detailed planning policies. It is intended to undertake public consultation over a 6 week period from February to March 2018. Recommendation: To approve the Local Plan Review Preferred Approach for public consultation. (Recommendation to Council)
Report author	Mr Mike Allgrove, Divisional Manager for Planning Policy mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Open
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Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	Determination of the Council Tax Base 2019-2020 To set the Council Tax base for 2019/20. 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.
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	Financial Strategy and Plan 2019-2020 The purpose of the report is to update the Council's medium term financial strategy and action plan to help guide the management of the Council's finances having signed up to the government's four year settlement in the previous year, and to build upon the work already achieved in the deficit reduction plan in previous years. The key recommendations from this report will help formulate the 2019-20 budget, and level of Council Tax. Cabinet is asked to recommend to Council the following; (1) The key financial principles and actions of the five year financial strategy (2) That the current five year Financial Model is noted (3) That a minimum level of general fund reserves be set, having considered the recommendations from the Corporate Governance and Audit Committee (4) That the current resources position is noted.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	8 Jan 2019
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Matter in respect of which the decision is to be made	Westbourne Conservation Area Character Appraisal Approval of the revised conservation area character appraisal and management proposals for the existing Westbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the existing character.
Report author	Mrs Anna-Marie Pagano, Principal Conservation and Design Officer ampagano@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Budget Spending Plans 2019-2020 To set a net budget requirement and the council tax for the Council for the financial year 2019-20. (Recommendation from Budget Task and Finish Group)
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Discretionary Housing Payments (DHP) Policy 2019-20 The DHP scheme provides limited funding to support customers facing financial hardship situations where the normal Housing Benefit or Universal Credit awarded does not cover in full their liability to pay rent or other housing related costs. Welfare Reform has significantly impacted communities, the DHP scheme aims to alleviate poverty and to ensure that those that are vulnerable in the community are supported by this additional funding. This report to will be seeking authorisation for any minor revision to the policy in preparation for the 2019/20 financial year.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval Following Consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board) (Recommendation to Council)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Mar 2019
Matter in respect of which the decision is to be made	Chichester Harbour AONB Management Plan 2019-2024 The harbour Area of Outstanding Natural Beauty Management Plan has to be reviewed every five years in accordance with the CRoW Act (2000). Following public consultation and approval by the Harbour Conservancy, it is then put forward for adoption by the four constituent local authorities of which Chichester DC is one.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Agenda Item 13

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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