

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 February 2022 to 31 May 2022**

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

Published 5 January 2022

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2022 TO 31 MAY 2022

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 February 2022 to 31 May 2022. 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 Mrs E Lintill (Chairman), Mrs S T Taylor (Vice Chairman), Mr R Briscoe, Mr A Dignum, Mrs P Plant, Mr A Sutton 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)

Eileen Lintill
Leader of the Council

Topics due to be considered are as follows:

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Date of Meeting	1 Feb 2022
Matter in respect of which the decision is to be made	Award of Contract for Cleaning of Council Buildings The Cabinet will be asked to approve the award of a new cleaning contract for East Pallant House, Westhampnett Depot, the Novium, Westward House and council-owned Public Conveniences
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	Yes
Exempt?	Part exempt
Date of Meeting	1 Feb 2022
Matter in respect of which the decision is to be made	2022-23 Treasury Management & Investment Strategy and Capital Strategy update To consider and approve the Council's Treasury and Investment Strategy for 2022-23 and the Council's Capital Strategy for the 5 year period to 31 March 2027
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	1 Feb 2022
Matter in respect of which the decision is to be made	Budget Spending Plans 2022-23 To set a net budget requirement and the Council Tax for the Council for the financial year 2022-23. Key Decision - yes Recommendation to Council
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	1 Feb 2022
Matter in respect of which the decision is to be made	Consideration of responses and changes following consultation and approval of the Infrastructure Business Plan 2022 for approval and publication Approval of the Infrastructure Business Plan 2022 for publication

	following consultation with the City, town and parish councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure providers
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	No
Exempt?	Open
Date of Meeting	1 Feb 2022
Matter in respect of which the decision is to be made	Economic Development Strategy/Inward Investment Delivery Plan
Report author	Ms Melanie Burgoyne, Economic Development Manager mburgoyne@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	1 Feb 2022
Matter in respect of which the decision is to be made	Enabling Grants 2022/2023 To approve spend of the allocation from the West Sussex Business Rates Pool of £71,428 for the provision of grants to small businesses
Report author	Ms Melanie Burgoyne, Economic Development Manager mburgoyne@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	1 Feb 2022
Matter in respect of which the decision is to be made	Freeland Close & Westward House Progress Update
Report author	Mrs Liz Reed, Environmental Housing Manager, Cally Antill, West Sussex County Adaptions Manager lreed@chichester.gov.uk, cantill@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	1 Feb 2022
Matter in respect of which the decision is to be made	Young Peoples Social Prescriber Approval to develop a new Young People's Social Prescriber service
Report author	Mrs Elaine Thomas, Wellbeing Manager ethomas@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	1 Mar 2022
Matter in respect of which the decision is to be made	Authorities Monitoring Report Monitoring Report for financial year 2020/2021
Report author	Ms Anna-Marie Ferrier, Planning Policy Officer amferrier@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	1 Mar 2022
Matter in respect of which the decision is to be made	Award of Contract for Cash Collection Services
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	
Date of Meeting	1 Mar 2022
Matter in respect of which the decision is to be made	Award of Contract for Electrical Services to Council Buildings including minor repairs, installation testing, capital works and planned maintenance services 2022 – 2026 The Cabinet will be asked to approve the award of a new four year contract to provide electrical services for revenue and capital projects.
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?	Open

Date of Meeting	1 Mar 2022
Matter in respect of which the decision is to be made	Changes to Priorities and Principles of Grant funding Following review by the Grants and Concessions Panel, the existing Priorities and Principles for the Council's Discretionary Grants programme are to be updated with effect from April 2022, including reference to the Council's commitment to the Climate Emergency.
Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	1 Mar 2022
Matter in respect of which the decision is to be made	Chichester Wellbeing Contract Chichester Wellbeing contract with WSCC and associated funding is due for renewal from April 2022.
Report author	Mrs Elaine Thomas, Wellbeing Manager ethomas@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	1 Mar 2022
Matter in respect of which the decision is to be made	Economic Recovery Funding To receive £63,000 from West Sussex County Council to support residents into retraining or employment, over the period 2022/23 to 2024/25.
Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	1 Mar 2022
Matter in respect of which the decision is to be made	Leisure Management Contract 2022-23 Approve the leisure management agreement for the period 2022-2023
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	1 Mar 2022
Matter in respect of which the decision is to be made	The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 – Civil Penalty Policy Policy for the issuing of civil penalties for non-compliance with the Minimum Energy Efficiency Standards Regulations 2018. The policy will be added to the Housing Standards Financial Assistance and Enforcement Policy 2021-26 as a further appendix.
Report author	Mrs Liz Reed, Environmental Housing Manager lreed@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	3 May 2022
Matter in respect of which the decision is to be made	WSCC Concession Contract for the Design, Installation, Service and Maintenance and Operation of Electric Vehicle Charge Points To indicate whether the Council wishes to join the WSCC Concession Contract
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open