

CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 October 2015 to 31 January 2016**

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

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 OCTOBER 2015 TO 31 JANUARY 2016

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 October 2015 to 31 January 2016. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

The meetings of the Cabinet due to be held during this period are, 6 October 2015, 3 November 2015, 1 December 2015 and 5 January 2016 to be held at the offices of Chichester District Council, East Pallant House, East Pallant, Chichester.

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

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

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

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

The Membership of the Cabinet is currently as follows:

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

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

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

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

Tony Dignum
Leader of the Council

Topics due to be considered are as follows:

Topic	Page
6 October 2015	
Annual Treasury Management Report	5
Authorised Testing Facility (ATF)	5
Adoption of Community Infrastructure Charging Schedule	6
Chichester Contract Services – Recruitment and Retention of Staff	6
Local Flood Risk Management Plan Work Plan	7
Maintenance of A27 Roundabouts	7
New Homes Bonus	8
Parking Charges 2016-2017	8
Planning Obligation and Affordable Housing Supplementary Planning Document Adoption	9
Planning Services - Recruitment and Retention of Staff	9
Replacement of Telephone System - Project Initiation Document	10
Review Locally Defined Council Tax Discounts	10
Rural Designations	10
South Downs National Park Preferred Options Local Plan	11
3 November 2015	
Avenue de Chartres Car Park - Tender Evaluation	11
Banking Services Contract	11
Community Warden Service	12
Electric Vehicle Charging Facilities in the Chichester District Council's Car Parks	12
Government and Local Staff Pay Scales	13
Implementation of Council Tax Reduction Scheme 2016-2017	13
Market and Street Trading in Chichester City	14
Parking Strategy Review	14
Payments	14
Recreational Disturbance at Pagham Harbour - Joint Approach to Mitigation with Arun DC	15
1 December 2015	
Authority's Monitoring Report 2015-2016	15
Beach Management Plan 2016	16
Choose Work Project	16
Corporate Plan Annual Review	17
Determination of the Council Tax Base for 2016-2017	17
Financial Strategy and Plan 2016/17	17
Gypsy, Traveller and Travelling Showpeople Site Allocation Development Plan Document (DPD)	17
Housing Strategy Review	18
Leisure Management Procurement Process	18
Private Sector Renewal Policy	18
Revised Statement of Licensing Policy - Approval following Consultation	19
Site Allocations Development Plan Document (DPD): Consultation	19
Small Business Loan Scheme	20
Strategic and Operational Risks review early 2015/16	20
Waste Partnership Memorandum of Understanding	20
Whistle Blowing Policy	20
5 January 2016	
Financial Management System Upgrade - Post Project Evaluation	21
Review of Members Allowances Scheme	21

Update on Low Carbon Chichester Fund	21
9 February 2016	
Budget Spending Plans 2016-2017	21
Chichester Harbour Policies Supplementary Planning Document (SPD): Consultation	22
Council Tax Report	22
Infrastructure Business Plan	22
Think Family Expansion Neighbourhoods - Tangmere Draft Action Plan	23
Treasury Management Strategy 2016/17	23
Water Resources and Water Management Supplementary Planning Document (SPD): Consultation	24
8 March 2016	
Review of Pay on Foot in Car Parks	24
Think Family Expansion Programme	24
5 April 2016	
Strategic and Operational Risks review late 2015/16	24
The Novium Review of Business Plan	25
Tourism Strategy	25

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p>Adoption of the Community Infrastructure Levy Charging Schedule</p> <p>The adoption of the CIL Charging Schedule will bring in some additional funding from development to spend on the infrastructure to support the growth of the area in line with the new Local Plan.</p> <p>A proportion of the monies collected will be handed to the City, Town, and Parish Councils which have taken this growth to spend on infrastructure projects of their choice.</p> <p>There will still be a gap in funding, which will mean that other funding sources will need to be identified and projects will need to be prioritised. The projects to be funded will be identified in an Infrastructure Business Plan which will be updated each year as part of a five year rolling programme.</p> <p>(Recommendation from the Development Plan and Infrastructure Panel)</p>
3. Report author	Mrs Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p>Annual Treasury Management Report</p> <p>The Annual Treasury Management report 2014-2015 is an information report on the in-house treasury management operation for the period 1 April 2014 to 31 March 2015. It compares the actual treasury management activities and prudential indicators for 2014-15 with the planned activity and prudential indicators agreed with the Annual Treasury Management Strategy as this complies with the requirements of both the Treasury Management Code of Practice and the Prudential Code for Capital Finance in Local Authorities issued by The Chartered Institute of Public Finance and Accountability (CIPFA). The Council must comply with these codes through regulations included under the Local Government Act 2003.</p>
3. Report author	Mr Tony Jackson, Accountant
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p>Authorised Testing Facility (ATF) Additional funding and possible new site. Annual MOT testing of Heavy Goods Vehicles, Buses and Coaches. An income generating opportunity, £100K plus per annum, with a longevity of at least 25 years.</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.</p>
3. Report author	Mr Rod Darton, Head of Contract Services rdarton@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p>Chichester Contract Services - Recruitment and Retention of Staff</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 4 (Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority) of Part I of Schedule 12A to the Local Government Act 1972.</p>
3. Report author	Mr Bob Riley, Contracts Manager
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to	<p>Developer and Partner Charter Description: Approval and adoption of a new 'charter' to</p>

be made	guide and encourage developers, suppliers and partners to employ and train local workers, and to use local supply chains. Expected outcomes: Increase in number of businesses procuring locally.
3. Report author	Mrs Karen Neglia, Economic Development Planning Officer, Mr Steve Oates, Economic Development Manager kneglia@chichester.gov.uk, soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	Disposal of Grange Site. Midhurst An update to Cabinet on the disposal of the Grange development site at Midhurst. The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.
3. Report author	Mrs Vicki McKay, Deputy Estates and Valuation Manager vmckay@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	Local Flood Risk Management Plan Work Plan Approval is sought from Cabinet for the prioritisation of the West Sussex County Council work plan for flood alleviation and remediation works.
3. Report author	Mr David Lowsley, Senior Engineer dlowsley@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to	Maintenance of A27 Roundabouts To review the Council's A27 roundabouts maintenance

be made	<p>project and its current financial and operational status, and consider the negative impact of recent changes in safety regulations on meeting the objectives of the project and on its financial viability.</p> <p>To consider four options:</p> <ul style="list-style-type: none"> • Continue with the Existing Project • Investigate the Potential for Developing the Project and Report Further • Develop and Re-Organise the Project • Terminate the Project
3. Report author	Mr Steve Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p>New Homes Bonus</p> <p>To consider any New Homes Bonus requests in excess of £25,000 (recommendation from Grants and Concessions Panel)</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.</p>
3. Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p>Parking Charges 2016-2017</p> <p>This report reviews the parking charges in the Council's off-street car parks in accordance with parking policy and consideration of car park refunds for Westgate Leisure Centre customers. Members will be requested to consider and agree on parking charges as set out in the report. Income generated by car parking charges is regularly monitored. In accordance with the Review of Fees and Charges, all service managers are tasked with identifying new potential sources of income from fees and charges, and the proposals set out in the report will become effective from</p>

	1 st April 2016. The recommendations outlined in the report are considered by the Chichester District Parking Forum before being presented to Cabinet for approval.
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p>Planning Obligation and Affordable Housing Supplementary Planning Document Adoption</p> <p>Chichester District Council expects to introduce its Community Infrastructure Levy (CIL) in Autumn 2015. This has significant implications for how the Council plans for the delivery of infrastructure and secures contributions for infrastructure from development. This Supplementary Planning Document (SPD) sets out Chichester District Council's proposed policy for securing developer contributions from new development that requires planning permission, and once adopted will be an important material consideration in determining planning applications. This document will be adopted as SPD at the same time as the Community Infrastructure Levy (CIL) is adopted. It will replace 'The Provision of Service Infrastructure Related to new Development in Chichester District' adopted in December 2004. (Recommendation from Development Plan and Infrastructure Panel)</p>
3. Report author	Mrs Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p>Planning Services - Recruitment and Retention of Staff</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 2 (information that is likely to reveal the identity of an individual) of Part I of Schedule 12A to the Local Government Act 1972.</p>

3. Report author	Mr Andrew Frost, Head of Planning Services afrost@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	Replacement of Telephone System - Project Initiation Document There is provision within the asset replacement programme to replace the existing telephone system. The system is in excess of 15 years old and in need of upgrading to provide resilience and access to up to date functionality. Agreement is with Arun DC to procure together and ideally to share a replacement system. Officers are currently analysing options and compiling a specification of requirements with Arun. These will give indicative costs which will be provided in the PID for Cabinet to consider.
3. Report author	Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	Review Locally Defined Council Tax Discounts To review the locally defined Council Tax discounts for 2016/17. No changes proposed in existing rules.
3. Report author	Mrs Christine Christie, Revenues and Performance Manager cchristie@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	Rural Designations It is recommended that the Council submits an application to the Department for Communities and Local Government for all rural parishes within the District to be designated as rural, under Section 157 of the Housing Act 1985. This will help the Council to both restrict the consequences of the Right to Buy and to seek affordable housing contributions.
3. Report author	Mrs Linda Grange, Housing Delivery Manager lgrange@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

submitted to the Cabinet	
--------------------------	--

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p>South Downs National Park Preferred Options Local Plan</p> <p>South Downs National Park Authority has published its draft Local Plan for public consultation during the period 2 September to 28 October 2015. This report will set out comments on the Local Plan, as recommended by the Development Plan and Infrastructure Panel, to be submitted as the Council's formal response to the Local Plan consultation.</p> <p>Recommendation: That Cabinet endorses the attached comments to be submitted as the Council's formal response to the South Downs National Park Preferred options Local Plan.</p>
3. Report author	Mr R Davidson, Principal Planning Officer rdavidson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	<p>Avenue de Chartres Car Park - Tender Evaluation</p> <p>Details of the works tenders to be reported for final decision on the content of the works confirmation of the contract sum and award of contract for refurbishment works to a preferred contractor.</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.</p>
3. Report author	Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of	Banking Services Contract

which the decision is to be made	Award of new banking and merchant provider contracts following procurement exercise. The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.
3. Report author	Mrs Helen Belenger, Accountancy Services Manager sbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	Community Warden Service Proposal for Chichester District Council to continue 50% funding of the Community Warden Service for a further three years.
3. Report author	Ms Pam Bushby, Community Interventions Manager pbushby@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	<p>Electric Vehicle Charging Facilities in the Chichester District Council's Car Parks</p> <p>Report summary: The DfT's Office for Low Emission Vehicles (OLEV) indicate that a grant for the implementation of electric vehicle charging posts is likely to be available for bidding in late 2015. The grant is likely to require a funding match for which this report seeks Cabinet approval. Should CDC not receive a grant award for the implementation of electric vehicle charging then given the growth in zero and low emission vehicles Cabinet approval is sought for a budget to implement electric vehicle charging posts in CDC car-parks.</p> <p>Recommendations: That Cabinet approves a bid for OLEV grant for the implementation of electric vehicle charging posts (xx No. posts) in CDC public car parks.</p> <ul style="list-style-type: none"> That the Cabinet approve a budget of £xx to 25% match fund any grant award made by OLEV for the implementation of electric vehicle charging facilities in CDC car parks.

	<ul style="list-style-type: none"> That, in the event of CDC not being awarded grant monies the Cabinet approve a budget of £xx for the installation electric vehicle charging points in CDC car-parks.
3. Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	<p>Government and Local Staff Pay Scales Living wage, recruitment and retention and options to address implications. This report relates to the work on staff pay undertaken by officers following the South East Employers (SEE) report on benchmarking and other pay issues. The SEE report shows that for some posts the Council is paying below the average paid by comparable authorities. Some services and posts are particularly affected by this and this can impact on staff recruitment and retention, especially at professional officer level. The committee report will also address the impact of the new mandatory National Living Wage (£7.20 per hour for staff aged over 25 from 1st April 2016, increasing to a minimum of £9 per hour by 2020) as it is applied over the next 5 years both in cost terms and how it will affect the Council's grading structure.</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 4 (Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority) of Part I of Schedule 12A to the Local Government Act 1972.</p>
3. Report author	Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of	Implementation of Council Tax Reduction Scheme 2016-

which the decision is to be made	2017 To approve the payment of Council Tax reduction in accordance with the scheme. There are no changes proposed in the existing scheme.
3. Report author	Mrs Chris Dring, Benefits Manager cdring@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	Market and Street Trading in Chichester City Analysis of results of consultation.
3. Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	Parking Strategy Review The Chichester District Car Park Strategy 2010 – 2020 sets out the principles and vision for the provision of parking by the authority. It is considered that now is a good time to review and re-fresh this document, to enable changes which have been seen over recent years to be considered and to allow consideration of emerging policies and strategies to be included. Links to other projects – such as the Road Space Audit and Smarter Choices – will also be considered. The document will be considered first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement.
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	Payments This report is providing an analysis of the payment methods the Council offers to customers currently and proposes streamlining these options to encourage and facilitate self-serve provision.
3. Report author	Mrs Jane Dodsworth, Head of Business Improvement

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

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	<p>Recreational Disturbance at Pagham Harbour - Joint Approach to Mitigation with Arun DC</p> <p>Recreational disturbance of protected bird populations has been an issue for planning applications affecting Chichester Harbour for some time and is now mitigated through a Solent-wide approach. The same issue is now affecting planning applications within 3.5km of Pagham Harbour.</p> <p>Pagham is not yet included in the Solent-wide scheme, and is unlikely to be so before 2017 at the earliest. A joint approach has been drawn up with Arun District Council, the RSPB (site managers) and Natural England. This will enable the granting of planning permissions without Natural England objections.</p> <p>Policy 51 of the Chichester Local Plan allows for the collection of contributions from developers to fund mitigation measures in-perpetuity, but does not specify the details of a scheme. This report recommends adopting a joint scheme with Arun including a common level of developer contributions. It recommends approval for the holding of funds by Chichester DC on behalf of both authorities. The report also seeks approval for expenditure of the s106 funds so collected, initially by a four year agreement with the RSPB for the provision of additional wardening at the nature reserve.</p>
3. Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	<p>Authority's Monitoring Report 2015-2016</p> <p>National planning regulations require the Council to publish an AMR every year to monitor progress on plan preparation and assess the implementation and effectiveness of local plan policies over the year to 31 March 2014. The AMR will include:</p> <ul style="list-style-type: none"> Updated information on all Council planning documents currently in preparation and the timetable

	<p>for their adoption.</p> <ul style="list-style-type: none"> • Details of neighbourhood plans in preparation and their timetables. • Analysis of planning policy performance, including information on development completed, housing and commercial land supply and performance against environmental indicators. • Summary information on planning applications, appeals and planning obligations secured during the year. <p>The report will recommend that Cabinet approves the publication of the Authority's Monitoring Report 2014-2015 on the Council's website.</p>
3. Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Beach Management Plan 2016 Approval of Cabinet to this year's proposed work programme within the 5 year Beach Management Plan.
3. Report author	Mrs Alison Stevens, Environment Manager astevens@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Choose Work Project Request to Cabinet to support the continuation (and probable expansion) of the Choose Work project for three years from January 2016 and, in the event that further external funding cannot be sourced, to provide additional funding of c. £70,000 from the New Homes Bonus. (Cabinet previously approved funding of £30,000 for three years from January 2015. By January 2016, £10,000 will have been spent, leaving £20,000. With additional funding of £70,000, this will cover the project costs of c. £30,000pa for three years).
3. Report author	Mr Steve Oates, Economic Development Manager soates@chichester.gov.uk

4. List of documents to be submitted to the Cabinet	Report to Cabinet
---	-------------------

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Corporate Plan Annual Review Corporate Plan Annual Review – To agree the council's Corporate Plan for 2016/17 and the initial project proposal documents for the high level projects to be started next year.
3. Report author	Mr Joe Mildred, Corporate Policy Advice Manager jmildred@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Determination of the Council Tax Base for 2016-2017 To set the Council Tax base for 2016/17 The taxbase is effectively an estimate of the number of council tax dwellings in the district. This is adjusted for the effect of the discounts and exemptions, properties being in different valuation bands expressed as the number of band D equivalent dwellings in the district. This figure is then adjusted for the assumed collection rate.
3. Report author	Mrs Christine Christie, Revenues and Performance Manager cchristie@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Financial Strategy and Plan 2016/17 (Recommendation from Corporate Governance and Audit Committee and recommendation to Council)
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Gypsy, Traveller and Travelling Showpeople Site Allocation Development Plan Document (DPD) Following an assessment of potential sites the document will

	include a range of options for public consultation on the provision of sites for Gypsy, Traveller and Travelling Showpeople Site Allocation Development Plan Document (DPD) for public consultation.
3. Report author	Ms Tracey Flitcroft, Principal Planning Officer, Mrs Hazel Long, Gypsy and Traveller Policy Officer tflitcroft@chichester.gov.uk, hlong@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Housing Strategy Review This report will include a review of the current Housing Strategy 2013-2018 taking into account arising local and national issues. It will make recommendations in terms of any changes to the direction of the Strategy, actions and target dates in the Housing Delivery Plan and the Housing Strategy Capital Investment Plan.
3. Report author	Mrs Linda Grange, Housing Delivery Manager lgrange@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Leisure Management Procurement Process Update on the development of the specification and preparation for going out to tender
3. Report author	Mrs Sarah Peyman, Sport and Leisure Development Manager speyman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Private Sector Renewal Policy To consider and approve the Policy for private tenancies following the outcomes from the stock modelling exercise. The Policy will detail the assistance that will be made available by the council for housing renewal in the private sector. This includes assistance for homeowners and

	tenants living in the private rented sector including Registered Social Landlords but does not apply to tenants living in council owned housing stock. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Revised Statement of Licensing Policy - Approval following Consultation Approval of revised Statement of Licensing Policy following public consultation and consideration of any comments by Alcohol and Entertainment Licensing Committee following their meeting of 21 October 2015 and recommendation to Council. (Only if significant changes needed).
3. Report author	Mr Laurence Foord, Licensing Manager lfoord@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Site Allocations Development Plan Document (DPD): Consultation The Council is preparing a Site Allocations DPD to allocate employment sites in the Local Plan area. Where a Parish is not producing a neighbourhood plan or they are not progressing the neighbourhood plan for various reasons then sites for residential development will also be allocated in the DPD. In addition there is an option for Settlement Boundaries to be reviewed if this has not been undertaken in a neighbourhood plan. The consultation process is the first stage in preparation of the DPD. Recommendation: to approve the Site Allocations Development Plan Document for consultation
3. Report author	Ms Tracey Flitcroft, Principal Planning Officer tflitcroft@chichester.gov.uk

4. List of documents to be submitted to the Cabinet	Report to Cabinet
---	-------------------

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Small Business Loan Scheme To establish a new loan scheme to assist entrepreneurs who have had difficulty accessing finance through traditional methods and who, through the provision of loan assistance, will consolidate and create permanent employment within the District.
3. Report author	Mr Steve Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Strategic and Operational Risks review early 2015/16 An update to Cabinet of the Council's strategic risk register and the high scoring operational risks following an update reported to the Corporate Governance & Audit Committee. Appendices set out the controls and mitigation actions in place or in progress to manage the risks identified. No decision is required as the purpose of this report is to update all members on the risk registers twice a year.
3. Report author	Mrs Helen Belenger, Accountancy Services Manager sbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Waste Partnership Memorandum of Understanding The Memorandum of Understanding between the district, boroughs and county council has been revised. This includes the financial arrangements of the recycling support payment system. The new proposals will be presented for approval
3. Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Whistle Blowing Policy To consider the amended Whistle Blowing Policy
3. Report author	Mr Tim Radcliffe, Senior Personnel Manager tradcliffe@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Jan 2016
2. Matter in respect of which the decision is to be made	Financial Management System Upgrade - Post Project Evaluation To receive a review of how the project has performed following implementation of the upgrade.
3. Report author	Mrs Helen Belenger, Accountancy Services Manager sbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Jan 2016
2. Matter in respect of which the decision is to be made	Review of Members Allowances Scheme
3. Report author	Mr Philip Coleman, Member Services Manager pcoleman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Jan 2016
2. Matter in respect of which the decision is to be made	Update on Low Carbon Chichester Fund To decide the future allocations of the fund (recommendation from the Grants and Concessions Panel)
3. Report author	Mrs Stephanie Evans, Environmental Coordinator sevens@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	Budget Spending Plans 2016-2017
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	<p>Chichester Harbour Policies Supplementary Planning Document (SPD): Consultation</p> <p>The Council in conjunction with the Chichester Harbour Conservancy is preparing a Chichester Harbour Policies Supplementary Planning Document (SPD). The SPD will be based on the policies contained within the Chichester Harbour Area of Outstanding Natural Beauty Management Plan 2014-2029. By including them in a planning document it will give them more weight. The consultation process is part of the preparation of the SPD.</p> <p>Recommendation: to approve the Chichester Harbour Area of Outstanding Natural Beauty Management Plan 2014-2029 for consultation</p>
3. Report author	Ms Tracey Flitcroft, Principal Planning Officer tflitcroft@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	<p>Council Tax Report</p> <p>To determine the level of Council Tax for 2016-2017</p>
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	<p>Infrastructure Business Plan</p> <p>The Infrastructure Business Plan (IBP) has been prepared collaboratively with the three tiers of local government</p>

	<p>(District, County and Parish/Town Councils) and in close cooperation with infrastructure delivery commissioners including strategic site developers, to ensure that development within the Chichester plan area is supported by the timely provision of infrastructure. The IBP will be rolled forward and updated each year and will be subject to annual review remaining continually revised to reflect development delivery rates and adjusted infrastructure requirements across the plan area.</p> <p>This IBP provides a clear approach and process for prioritising infrastructure. A transparent process for prioritising infrastructure is needed because CIL receipts will not be sufficient to fund all infrastructure required within the Plan area. Prioritisation facilitates a considered approach towards infrastructure delivery and will support the effective management of resources. The IBP is based upon the Local Plan development trajectories, prioritisation of Infrastructure projects, and phasing of Infrastructure. It identifies other potential sources which could help fund the shortfalls.</p>
3. Report author	Mrs Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	Think Family Expansion Neighbourhoods - Tangmere Draft Action Plan To consider the draft action plan.
3. Report author	Mr Steve Hansford, Head of Community Services Ms Pam Bushby, Community Interventions Manager, Mr David Hyland, Community and Partnerships Support Manager shansford@chichester.gov.uk pbushby@chichester.gov.uk, dhyland@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	Treasury Management Strategy 2016/17 (Recommendation from Corporate Governance and Audit Committee and recommendation to Council).
3. Report author	Mrs Helen Belenger, Accountancy Services Manager sbelenger@chichester.gov.uk

4. List of documents to be submitted to the Cabinet	Report to Cabinet
---	-------------------

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	<p>Water Resources and Water Management Supplementary Planning Document (SPD): Consultation</p> <p>The Council is a Water Resources and Water Management Supplementary Planning Document (SPD). The SPD expands on the vision, objectives and policies of the Chichester Local Plan. The SPD will look at water resources and assess whether existing infrastructure can cope with an increased demand or whether it will require improvement. The consultation process is part of the preparation of the SPD.</p> <p>Recommendation: to approve the Water Resources and Water Management Supplementary Planning Document for consultation</p>
3. Report author	Ms Tracey Flitcroft, Principal Planning Officer tflitcroft@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	8 Mar 2016
2. Matter in respect of which the decision is to be made	<p>Review of Pay on Foot in Car Parks</p> <p>Following implementation of pay on foot in the Avenue de Chartres car park.</p>
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	8 Mar 2016
2. Matter in respect of which the decision is to be made	<p>Think Family Expansion Programme</p> <p>Evaluate and report think family's outcomes in Chichester District Council 2014-16 and consider future key worker post funding options.</p>
3. Report author	Mr Steve Hansford, Head of Community Services shansford@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Apr 2016
2. Matter in respect of which the decision is to be made	<p>Strategic and Operational Risks review late 2015/16 An update to Cabinet of the Council's strategic risk register and the high scoring operational risks following an update reported to the Corporate Governance & Audit Committee.</p> <p>Appendices set out the controls and mitigation actions in place or in progress to manage the risks identified.</p> <p>No decision is required as the purpose of this report is to update all members on the risk registers twice a year.</p>
3. Report author	Mrs Helen Belenger, Accountancy Services Manager sbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Apr 2016
2. Matter in respect of which the decision is to be made	<p>The Novium Review of Business Plan To consider a review of the business plan. (Recommendation from Overview and Scrutiny Committee)</p>
3. Report author	<p>Mrs Jane Hotchkiss, Head of Commercial Services</p> <p>Ms Cathy Hakes, Museum & Tourist Information Point Manager jhotchkiss@chichester.gov.uk chakes@chichester.gov.uk</p>
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Apr 2016
2. Matter in respect of which the decision is to be made	Tourism Strategy
3. Report author	Mr Steve Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

