

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 December 2015 to 31 March 2016**

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

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 DECEMBER 2015 TO 31 MARCH 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 December 2015 to 31 March 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, 1 December 2015, 5 January 2016, 9 February 2016 and 8 March 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 A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mr B A Finch, Mrs G Keegan, Mrs P A Hardwick and Mr S T 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](mailto: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](mailto:kjeram@chichester.gov.uk))

Tony Dignum  
Leader of the Council

**Topics due to be considered are as follows:**

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1. Date of Meeting	5 Jan 2016
2. Matter in respect of which the decision is to be made	<p><b>Adoption of the Community Infrastructure Levy Charging Schedule</b></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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<p><b>Appointment of Chichester District Council Representatives to Chichester District Car Parking Forum</b></p> <p>Further to the decision at minute 62 of 6 October 2015 to appoint the following CDC representatives on the Chichester District Car Parking Forum:</p> <p>Chichester: Cllr Tony Dignum  Selsey/Witterings: Cllr John Connor  Midhurst: Cllr Stephen Morley  Petworth: Cllr Eileen Lintill  Bosham: Cllr Penny Plant</p>
3. Report author	
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Jan 2016
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2. Matter in respect of which the decision is to be made	<b>Choose Work Project</b> 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  15 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Corporate Plan Annual Review</b> 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	<b>Determination of the Council Tax Base for 2016-2017</b> To set the Council Tax base for 2016/17 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.
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
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2. Matter in respect of which the decision is to be made	<b>Developer Contributions to the A27 Chichester Bypass Improvements - Draft for Consultation</b>
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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Disciplinary Action Against Statutory Officers: The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015</b>  That Cabinet consider an updated Disciplinary Procedure for the Chief Executive, Section 151 Officer and Monitoring Officer that was deferred by Cabinet on 7 July 2015 pending the outcome of national negotiations.
3. Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@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	<b>Disposal of Grange Site. Midhurst</b> 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	1 Dec 2015
2. Matter in respect of which the decision is to	<b>Electric Vehicle Charging Facilities in the Chichester District Council's Car Parks</b>

be made	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.
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	<b>Fishbourne Neighbourhood Plan Decision Statement</b> The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
3. Report author	Mrs Valerie Dobson, Neighbourhood Planning Officer vdobson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	24 Nov 2015  1 Dec 2015  15 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Financial Strategy and Plan 2016/17</b> (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	<b>Government and Local Staff Pay Scales</b> Living wage, recruitment and retention issues 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



	<p>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 1<sup>st</sup> 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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Market and Street Trading in Chichester City</b> Analysis of results of consultation and proposals for going forward.
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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Overarching Investment Opportunities Protocol</b> This report describes proposals for implementing an investment strategy to preserve and improve the financial and other resources available to the Council. The strategy aims to generate revenue income from capital investment, and adopts the principles incorporated in the Council's corporate Asset Management Plan in respect of land and property transactions. However, as well as land and property, the strategy is open to other forms of investment

	<p>opportunity to the extent that they support and promote other Council policies, plans and priorities.</p> <p>To fund investment opportunities as they arise, the investment strategy will draw upon the newly established Investment Opportunities Reserve, supplemented by other available sources of internal and external finance, to the extent that it is necessary to realise approved investments.</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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<p><b>Parking Strategy Review</b></p> <p>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-refresh 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.</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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<p><b>Payments</b></p> <p>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.</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	5 Jan 2016
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2. Matter in respect of which the decision is to be made	<p><b>Planning Obligation and Affordable Housing Supplementary Planning Document Adoption</b></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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<p><b>Recreational Disturbance at Pagham Harbour - Joint Approach to Mitigation with Arun DC</b></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</p>

	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.
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  15 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Revised Statement of Licensing Policy - Approval following Consultation</b> 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	<b>Site Allocations Development Plan Document (DPD): Consultation</b> 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	<b>Southbourne Neighbourhood Plan</b> To consider the result of the referendum and, if successful, to recommend to Council to 'make' the Plan
3. Report author	
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	28 Oct 2015  24 Nov 2015  1 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Strategic and Operational Risks review early 2015/16</b> 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	5 Jan 2016
2. Matter in respect of which the decision is to be made	<b>Waste Partnership Memorandum of Understanding</b> 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	<p><b>Whistle Blowing Policy</b></p> <p>The Public Interest Disclosures (Whistleblowing) Policy is reviewed annually by the Principal Auditor to ensure that it remains compliant with legislation and best practice and has been amended slightly. It is being submitted to the CG&amp;A Committee for consideration by Members. It is recommended that the Whistleblowing Policy is further publicised to staff and the public via the normal internal channels and on the council's website.</p>
3. Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Jan 2015
2. Matter in respect of which the decision is to be made	<p><b>Authority's Monitoring Report 2015-2016</b></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"> <li>• Updated information on all Council planning documents currently in preparation and the timetable for their adoption.</li> <li>• Details of neighbourhood plans in preparation and their timetables.</li> <li>• Analysis of planning policy performance, including information on development completed, housing and commercial land supply and performance against environmental indicators.</li> <li>• Summary information on planning applications, appeals and planning obligations secured during the year.</li> </ul> <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
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1. Date of Meeting	5 Jan 2016
2. Matter in respect of which the decision is to be made	<b>Beach Management Plan 2016</b> To seek approval for the next 5 years Beach Management Plan from 2016-2021.
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	5 Jan 2016
2. Matter in respect of which the decision is to be made	<b>Birdham Neighbourhood Plan Decision Statement</b> To consider the Examiner's recommendation made on the Birdham Neighbourhood Plan. The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
3. Report author	Mrs Valerie Dobson, Neighbourhood Planning Officer vdobson@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	<b>Leisure Management Procurement Process</b> The Council has tested the market and received tenders for managing the Council's Leisure Centres and Sports Development Service. Cabinet is to consider whether to let a management contract to the preferred tenderer or to continue to operate the services in-house.
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	8 Sep 2015 5 Jan 2016 26 Jan 2016
2. Matter in respect of	<b>Review of Members Allowances Scheme</b>

which the decision is to be made	
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	<b>Tangmere Neighbourhood Plan Decision Statement</b> To consider the Examiner's recommendations made on the Tangmere Neighbourhood Plan. The report will recommend that Cabinet agrees the Decision Statement and the Plan move forward for referendum.
3. Report author	Mrs Valerie Dobson, Neighbourhood Planning Officer vdobson@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	<b>Avenue de Chartres Car Park - Tender Evaluation</b> 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.  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 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	9 Feb 2016
2. Matter in respect of which the decision is to be made	<b>Budget Spending Plans 2016-2017</b>



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><b>Chichester Harbour Policies Supplementary Planning Document (SPD): Consultation</b></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><b>Recommendation:</b> 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><b>Council Tax Report</b></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><b>Developer and Partner Charter</b></p> <p><b>Description:</b> Approval and adoption of a new 'charter' to guide and encourage developers, suppliers and partners to employ and train local workers, and to use local supply chains.</p> <p><b>Expected outcomes:</b> Increase in number of businesses procuring locally.</p>
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	12 Jan 2016 9 Feb 2016
2. Matter in respect of which the decision is to be made	<b>Housing Strategy Review</b> This report will include a review of the current Housing Strategy 2013-2018 taking into account 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	9 Feb 2016
2. Matter in respect of which the decision is to be made	<b>Infrastructure Business Plan</b> The Infrastructure Business Plan (IBP) has been prepared collaboratively with the three tiers of local government (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.  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.
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
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1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	<b>Senior Staff Pay Policy Statement</b> Since 1 April 2012 the Council has been required by Section 38(1) of the Localism Act 2011 (the Act) to publish an annual pay policy statement concerning its statutory and non-statutory Chief Officers and their deputies. This statement must be approved by Full Council in accordance with guidance published by the Department for Communities and Local Government under s.40 of the Act.
3. Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@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	<b>Telephone Replacement System - Tender Evaluations</b> To approve issue of contract for CDC replacement telephone system following tender process.
3. Report author	
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Jan 2016 9 Feb 2016
2. Matter in respect of which the decision is to be made	<b>Think Family Expansion Neighbourhoods - Tangmere Draft Action Plan</b> 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	<b>Treasury Management Strategy 2016/17</b> (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	<b>Update on Low Carbon Chichester Fund</b> To decide the future allocations of the fund.
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	9 Feb 2016
2. Matter in respect of which the decision is to be made	<b>Water Resources and Water Management Supplementary Planning Document (SPD): Consultation</b> 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.  <b>Recommendation:</b> to approve the Water Resources and Water Management Supplementary Planning 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	8 Mar 2016
2. Matter in respect of which the decision is to be made	<b>Chichester Wellbeing</b> Cabinet are recommended to accept the new agreement with West Sussex County Council to deliver a Wellbeing

	service and agree the business plan.
3. Report author	Mrs Elaine Thomas, Wellbeing Manager ethomas@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	17 Nov 2015  8 Mar 2016
2. Matter in respect of which the decision is to be made	<b>Private Sector Renewal Policy</b> 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	8 Mar 2016
2. Matter in respect of which the decision is to be made	<b>Review of Pay on Foot in Car Parks</b> Following implementation of pay on foot in the Avenue de Chartres car park.
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	<b>Small Business Loan Scheme</b> 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
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1. Date of Meeting	12 Jan 2016 8 Mar 2016
2. Matter in respect of which the decision is to be made	<b>Think Family Expansion Programme</b> Evaluate and report think family's outcomes in Chichester District Council 2014-16 and consider future key worker post funding options.
3. Report author	Mr Steve Hansford, Head of Community Services  Ms Pam Bushby, Community Interventions Manager shansford@chichester.gov.uk  pbushby@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	15 Mar 2016 12 Apr 2016
2. Matter in respect of which the decision is to be made	<b>The Novium Review of Business Plan</b> To consider a review of the business plan. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mrs Jane Hotchkiss, Head of Commercial Services  Ms Cathy Hakes, Museum & Tourist Information Point Manager jhotchkiss@chichester.gov.uk  chakes@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	22 Mar 2016 12 Apr 2016
2. Matter in respect of which the decision is to be made	<b>Strategic and Operational Risks review late 2015/16</b> 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	15 Mar 2016  12 Apr 2016
2. Matter in respect of which the decision is to be made	<b>Tourism Strategy</b>
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	February 2017
2. Matter in respect of which the decision is to be made	<b>Financial Management System Upgrade - Post Project Evaluation</b> 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