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Minutes of the meeting of the **Council** held in Virtual on Tuesday 19 January 2021 at 2.00 pm

Members Present: Mrs E Hamilton (Chairman), Mrs C Apel (Vice-Chairman), Mrs T Bangert, Mr G Barrett, Miss H Barrie, Mr M Bell, Rev J H Bowden, Mr R Briscoe, Mr J Brown, Mr A Dignum, Mrs J Duncton, Mr G Evans, Mrs J Fowler, Mr F Hobbs, Mrs D Johnson, Mr T Johnson, Mrs E Lintill, Mrs S Lishman, Mr G McAra, Mr A Moss, Mr S Oakley, Dr K O'Kelly, Mr C Page, Mr D Palmer, Mrs P Plant, Mr R Plowman, Mr H Potter, Mrs C Purnell, Mr D Rodgers, Mrs S Sharp, Mr A Sutton, Mrs S Taylor and Mr P Wilding

Members not present: Mr J Elliott, Mrs N Graves and Mr K Hughes

Officers present all items: Mr N Bennett (Divisional Manager for Democratic Services), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

47 **Minutes**

RESOLVED

That the minutes of the Full Council meeting held on 24 November 2020 be approved.

48 **Urgent Items**

There were no urgent items.

49 **Declarations of Interests**

The following declarations of interest were made:

- Items 8 and 9 – Cllr Duncton declared a personal interest a member of West Sussex County Council.
- Items 8 and 9– Cllr Oakley declared personal interests as a member of West Sussex County Council and a member of Tangmere Parish Council.
- Items 8 and 9 – Cllr O'Kelly declared a personal interest as a member of West Sussex County Council.
- Items 8 and 9– Cllr Purnell declared a personal interest as a member of West Sussex County Council.

- Item 10 – Cllr Apel declared a personal interest as Chichester District Council appointed Trustee of Pallant House Gallery.
- Item 10 – Cllr Fowler declared a personal interest as a Chichester District Council appointee to the Chichester Festival Theatre.
- Item 11 – Cllr Apel declared a personal interest as a Trustee of Stonepillow.
- Item 11 – Cllr Bell declared a personal interest as a Trustee of Stonepillow.

50 Chair's Announcements

Apologies were received from Cllr Elliott, Cllr Graves and Cllr Hughes.

The Chair explained that having had time to consider the agenda the following items would be moved to the end of the agenda:

- Item 6 - 2019-2020 Annual Governance Statement and Corporate Governance Report
- Item 11 - Initial Project Proposals 2021-2022 and Corporate Plan
- Item 18 – Future Services Framework – Efficiency Savings and Policy Options
- Questions to the Executive

The Chair added that if the meeting length extended much beyond 5pm members had been informed that they would be reconvened on Friday 29 January at 9.00am.

51 Public Question Time

The Chair explained that a question had been received from Mr Dicker which was not been accepted on the grounds that it was similar to the question asked prior to the Full Council meeting on 24 November 2020 with a response provided on 10 December 2020. Another question was also not accepted on the basis that it was submitted after the public question deadline of midday last Friday.

Debbie Carter asked the following question:

According to your records only 222 people in West Sussex district Council area replied to your climate action plan, survey.

My question is:

To promote & inform local citizens, Chichester needs a sustainability centre to include a repair work area to mend all manner of items that normally would be discarded. These experts could link to train apprentices through the local colleges & apprenticeships schemes.

Some of the projects the centre would include:

- 1) *to repair all manner of things, to repair clothes, electrical goods, & mend broken China. The list is endless.*
- 2) *A swap rail for preloved clothes, including children's school uniforms. & toys.*
- 3) *tool library place to borrow tools that are seldom needed*

A climate Café / hub where our local citizens can be properly informed in how to reduce waste & make life style choices to decrease carbon dioxide emissions. Leading experts to give regular talks on renewable technologies on the market.

Local people can find an area that they would like to volunteer in, for example, tree planting, wildflower planting, beach cleaning, and many more projects.

As a lot of local housing is in poor conditions, the council can promote & train people on ways retrofit housing, that's really affordable & use this through apprenticeship schemes, to retrain people made redundant through the pandemic.

This vital resource centre should found easily on the High Street this is Centre for sustainability and climate education can help inspire, support people to understand the concerns often felt and to promote all good, positive work happening in the present day. Thank you.

Cllr Plant then responded as follows:

Thank you for your question. The proposal has some merit to it. A town centre presence could help to engage people in environmental action, particularly those that do not use the internet much. It would also be a visible reminder of the district's commitment to playing its part in reducing carbon emissions and the loss of biodiversity.

We need to be mindful of similar services though, for example, Transition Chichester has run a repair café, and we need to ensure links are made with other people with similar ideas so that efforts can be combined rather than duplicated. The Council's role here is primarily one of facilitation, and many worthwhile ideas and projects have been suggested through the recent consultation. We cannot commit to progressing all of them. The Working Groups identified in the Climate Emergency Action Plan, have a key role to play here and together such ideas and projects will evolve and we will ensure that the Action Plan is reviewed and kept up to date.

One of our councillors has suggested a similar idea drawing inspiration from Edventure in Frome. District Council officers have already put the councillor in contact with a training provider in the district.

CDC does not have the ability to train apprentices on how to retrofit homes as we do not do this work ourselves. We contract in specialists to carry out decarbonisation work on our buildings. However, we could help a project team through providing information on grants that are available and further useful contacts. The Council also has a grants scheme to support community activities and WSCC have a comprehensive volunteering hub on their website to support people who would like to volunteer to be matched with local groups and projects.

52 2019-2020 Annual Governance Statement and Corporate Governance Report

This item was deferred.

53 Corporate Contract Procedure Rules

Cllr Hobbs as Chair of Corporate Governance and Audit Committee was invited to introduce the report. Cllr Hobbs then moved the recommendation which were seconded by Cllr Wilding. Mr Bennett then outlined the agenda supplement which had been updated following Brexit.

Cllr O’Kelly requested an explanatory footnote be included at paragraph 11.2 to clarify ‘economically advantageous’. Mr Bennett confirmed that an explanatory note would be circulated to members and this would be included.

Cllr Brown requested an amendment to the wording ‘best scoring...’ to read ‘best overall score as defined in 11.1’. Mr Ward referred members to pages 2 and 3 of the supplement for the interpretation.

Cllr Bowden proposed a delay to the approval to allow members time to consider more thoroughly having received the supplement the day before. He also explained there were a number of minor grammatical errors to be corrected. The proposal was seconded by Cllr Bowden. Mrs Shepherd explained that grammatical errors were not a justifiable reason to delay the approval as they could be amended under delegated powers. Cllr Brown agreed to withdraw from seconding the proposal on the basis that the clarification requests and grammatical errors were agreed. Mr Bennett confirmed that they would be.

Members voted virtually on the recommendation which was carried.

RESOLVED

That the amended Contract Procedure Rules be agreed.

54 Financial Strategy and Plan 2021-22

Cllr Wilding was invited to introduce the report. Cllr Wilding then moved the recommendations which were seconded by Cllr Lintill.

Cllr Plowman requested a revision in light of the national situation since 8 December 2020. Mr Ward explained that although things have changed they do not affect the financial principles.

Cllr Moss requested confirmation of when proposals for the Budget could be put forward. Mr Ward explained that there is a Special Cabinet on 16 February 2021 to consider the Budget. Cabinet will then make recommendations to Full Council on 2 March 2021. Full Council ultimately set the Budget.

In relation to Council Tax Cllr Oakley asked how much revenue income comes from property. Mr Ward explained that there are £1.2 million of treasury investments with £730,000 to revenue reserves.

Members voted virtually on the recommendations which were carried.

RESOLVED

1. The key financial principles and actions set out in appendix 1 of the 5 year Financial Strategy report are approved.
2. That having considered the recommendations of the Corporate Governance and Audit Committee, the Minimum Level of Reserves remains set at £4m.
3. That the current 5 year Financial Model detailed in appendix 2 and the Resources Statement in appendix 3 to the Financial Strategy report be noted.

55 **Climate Emergency Detailed Action Plan**

Cllr Plant was invited to introduce the report. Cllr Plant then moved the recommendations which were seconded by Cllr Lintill.

A number of members spoke in support of the Plan.

Cllr Oakley explained that the council is limited on what can be achieved in line with Government guidance and legislation and cost. He requested clarification on the role of the Citizens Assembly.

Cllr Hobbs asked what could be done to help the public decipher the climate related grants available.

Mr Frost explained that the Citizens Assembly would be asked to consider and make recommendations to the Council. With regard to advice on grants funding he explained that the council's Climate Emergency Officer would be tasked with identifying and signposting grant funding of this type.

Members voted virtually on the recommendations which were carried.

RESOLVED

1. That the Climate Emergency Detailed Action Plan as set out in Appendix 1 be approved.
2. That the recommended Council responses to the consultation comments received as set out in Appendix 2 be approved for publication.
3. That authority be delegated to the Director for Planning and Environment following consultation with the Cabinet Member for Environment to make any minor or editorial amendments to the final version of the Climate Emergency Action Plan.

Members took a 10 minute break.

56 **Cultural Grants Funding Agreement Extension Request**

Cllr Briscoe was invited to introduce the report. Cllr Briscoe then moved the recommendations which were seconded by Cllr Lintill.

Cllr Oakley requested that objective consideration be given to the level of community support offered by Chichester Festival Theatre and Pallant House Gallery.

A number of members spoke in favour of supporting the Chichester Festival Theatre and Pallant House Gallery.

Members voted virtually on the recommendation which was carried.

RESOLVED

That a one year extension of grant funding to the 31 March 2023 be awarded to both Chichester Festival Theatre and Pallant House Gallery in line with Arts Council England funding.

57 Initial Project Proposals 2021-2022 and Corporate Plan

This item was deferred.

58 Motion submitted by Cllr Sutton

Cllr Sutton was invited to read his motion as follows:

A hidden disability is a disability that may not be immediately obvious. Hidden disabilities don't have physical signs and include learning difficulties, mental health as well as mobility, speech, visual or hearing impairments. They can also include asthma, COPD, and other lung conditions as well as chronic illnesses such as renal failure, diabetes, and sleep disorders when those diseases significantly impact day-to-day life.

Living with these conditions can make daily life more demanding for many people. They affect each person in different ways and can be painful, exhausting, and isolating. Without visible evidence of the hidden disability, it is frequently difficult for others to acknowledge the challenges faced and as a consequence, sympathy and understanding can often be in short supply.

I bring this Motion to the Council as someone who has been aware of the Sunflower Lanyard scheme for a number of years since its inception. It may not be known to all members but I have had a hidden disability myself from the age of 7.

This Council believes in disability equality and will accordingly commit to:

- *Officially recognise the Hidden Disabilities Sunflower and will promote what it stands for and its importance in breaking stigma.*
- *Help promote the Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it*
- *Ensure that the Council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly*
- *Provide appropriate training to all staff and councillors to understand the scheme and the impact of hidden disabilities*
- *Actively promote and encourage local City, Town and Parish Councils to recognise the scheme*

Acknowledgement is made to members of Arun District Council & the Hidden Disabilities Sunflower Scheme for content.

The motion was seconded by Cllr Lintill.

Members spoke in favour of the motion.

A roll call vote took place and the motion was carried as follows:

This Council believes in disability equality and will accordingly commit to:

- Officially recognise the Hidden Disabilities Sunflower and will promote what it stands for and its importance in breaking stigma.
- Help promote the Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it
- Ensure that the Council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly
- Provide appropriate training to all staff and councillors to understand the scheme and the impact of hidden disabilities
- Actively promote and encourage local City, Town and Parish Councils to recognise the scheme

59 **Motion submitted by Cllr Moss**

Cllr Moss was invited to read his motion. He explained that following discussion with the Leader t he would now be submitting the motion with the following slight amendment:

This Council resolves to establish an Officers and Members Working Group to review the operational model of the Council. The Working Group shall review the Centre for Governance and Scrutiny's 'Rethinking Council Governance for the 20s' paper and consider how to:

- *maximise councillor involvement in decision making*
- *build upon the experience of the Recovery Groups to promote consensual working*
- *offer continued financial acumen*
- *provide a strong role for scrutiny and governance*
- *ensure speed of decision making*
- *provide open and accountable democracy*
- *make the most of opportunities to work effectively with residents and local partners*

The politically balanced working group, led by Corporate Governance, will commence once the current effects of Covid have finished with the aim to report to Council in the 2021/22 Council year with agreed recommendations to be introduced at the Council's 2022 Annual Meeting.

Recognising that a change from a 'Leader and Cabinet' model of governance to a formal Committee System is complex, resource-intensive and undesirable given our circumstances, the Working Group will make recommendations that could be introduced to deliver a 'best of both worlds' 'Hybrid' model.

The motion was seconded by Cllr Tim Johnson.

Cllr McAra explained that he preferred the idea of a Committee System and would only support the motion if that could be considered.

Cllr Lintill explained that following discussion with Cllr Moss the motion had been amended and agreed and as such she did not wish to pre-empt the outcome of the Working Group. She emphasised that Mrs Shepherd would be best place to advise when it was appropriate to start the Group.

Cllr Donna Johnson explained that importance of everyone having confidence in local government for it to be effective.

Cllr Plowman gave his support to the proposal.

Cllr Purnell explained that she could not vote for or against as consideration had to be given to how more committee seats could be filled with the current size of membership.

Cllr Bangert gave her support to the proposal having experienced positive joint party working through the Recovery Groups.

Cllr Brown agreed that he wanted to build on the working of the Recovery Groups and address the balance of power of decision making. He also agreed with Cllr Purnell that adding more committees would need careful thought given the number of members the council has.

Cllr Oakley explained that the current Constitution could meet the aims of the motion if it was fully utilised. He promoted better general understanding of the Constitution.

Cllr Plant explained that the council is one of the best performing councils in the country and as such questioned why members would want to change something that works well.

Cllr Wilding agreed with the point raised by Cllr Purnell and Cllr Brown about the number of members available for committees. He explained that a Boundary Review would be required. Mr Bennett confirmed that a Boundary Review can only happen every 15 years so would not be possible during this administration or the next.

Cllr's Sharp and Palmer both commented on wanting the council to work together as a whole.

Cllr Hobbs commented on whether the reward from the motion would outweigh the energy and time required to carry out the review.

Cllr O'Kelly suggested that a Hybrid system could work which is something the Group could explore.

Cllr Plowman gave his support to the motion.

A roll call vote took place and the motion was carried as follows:

This Council resolves to establish an Officers and Members Working Group to review the operational model of the Council. The Working Group shall review the Centre for Governance and Scrutiny's 'Rethinking Council Governance for the 20s' paper and consider how to:

- maximise councillor involvement in decision making
- build upon the experience of the Recovery Groups to promote consensual working
- offer continued financial acumen
- provide a strong role for scrutiny and governance
- ensure speed of decision making
- provide open and accountable democracy

- make the most of opportunities to work effectively with residents and local partners

The politically balanced working group, led by Corporate Governance, will commence once the current effects of Covid have finished with the aim to report to Council in the 2021/22 Council year with agreed recommendations to be introduced at the Council's 2022 Annual Meeting.

Recognising that a change from a 'Leader and Cabinet' model of governance to a formal Committee System is complex, resource-intensive and undesirable given our circumstances, the Working Group will make recommendations that could be introduced to deliver a 'best of both worlds' 'Hybrid' model.

60 Litter Enforcement Contract Renewal

Cllr Plant was invited to introduce the report. Cllr Plant then moved the recommendations which were seconded by Cllr Lintill.

Cllr Oakley asked how A27 littering would be addressed. Mr Ballard explained that intelligence on littering of the A27 is shared between the District Council and West Sussex County Council.

Cllr Purnell requested consideration be given to outlying parishes. Mr Ballard explained that officers are dispatched to areas where littering is more prevalent so by association more fines will be issued. Mr Bennett wished to clarify that there is no target for officers to achieve and if there is no littering then no fines will be issued.

Members voted virtually on the recommendation which was carried.

RESOLVED

That the Inter Authority Agency Agreement relating to the provision of Environmental Enforcement Services with East Hampshire District Council be replaced on its expiry by a Deed of Delegation and as such the Chief Executive to use her constitutional delegation to enter into a Deed of Delegation of three years duration.

61 Questions to the Executive

This item was deferred.

62 Late Items

There were no late items.

63 Exclusion of the press and public

There was no requirement to exclude the press and the public as the following item was deferred.

64 Future Service Framework - Efficiency Savings and Policy Options

This item was deferred.

The meeting ended at 5.19 pm

CHAIRMAN

Date: