



Chichester City Council

MEETING OF THE CITY COUNCIL

TO THE MEMBERS OF THE CITY COUNCIL

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE COUNCIL OF THE CITY OF CHICHESTER TO BE HELD AT 18:00 ON Wednesday 17 December 2025 IN Chichester City Council Chamber


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Town Clerk
12 December 2025

Agenda - 17 December 2025

COUNCIL2025/19APOLOGIES FOR ABSENCE

COUNCIL2025/20DISPENSATION REQUESTS

COUNCIL2025/21DECLARATIONS OF INTEREST

COUNCIL2025/22PUBLIC QUESTIONS

COUNCIL2025/23MAYOR'S ANNOUNCEMENTS

COUNCIL2025/24MINUTES OF THE PREVIOUS MEETING

COUNCIL2025/25UPDATE ON ACTIONS FROM PREVIOUS MEETING

COUNCIL2025/26MINUTES FROM COMMITTEES

COUNCIL2025/27LOCAL GOVERNMENT REORGANISATION

COUNCIL2025/28STATUTORY POLICY REVIEWS

COUNCIL2025/29CASUAL VACANCY ON THE CITY COUNCIL - EAST WARD

COUNCIL2025/3020MPH COMMUNITY HIGHWAYS SCHEME

COUNCIL2025/31CALENDAR OF MEETINGS - 2026-2027

COUNCIL2025/32JUNIOR CITIZENSHIP DAY 2026

COUNCIL2025/33REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

COUNCIL2025/34WARD REPORTS FROM CHICHESTER CITY COUNCILLORS

COUNCIL2025/35REPORTS FROM CHICHESTER DISTRICT AND WEST SUSSEX COUNTY COUNCILLORS REPRESENTING CHICHESTER WARDS AND DIVISIONS

COUNCIL2025/36QUESTIONS

COUNCIL2025/37DATE OF NEXT MEETING

COUNCIL2025/38ITEMS FOR NEXT AGENDA

COUNCIL2025/39PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

COUNCIL2025/40COMMUNITY ASSET TRANSFERS

COUNCIL2025/41CONSIDERATION OF ANNUAL AWARD AND FREEDOM OF THE CITY NOMINATIONS

COUNCIL2025/41.1ANNUAL AWARDS NOMINATIONS

COUNCIL2025/41.2FREEDOM OF THE CITY NOMINATION

COUNCIL2025/41.3DATE OF THE AWARDS CEREMONY

COUNCIL2025/42COMMON SEAL**COUNCIL2025/19.APOLOGIES FOR ABSENCE**

To note apologies, receive from members of the Committee prior to the meeting.

COUNCIL2025/20.DISPENSATION REQUESTS

To approve dispensation requests received since the last meeting of Council.

COUNCIL2025/21.DECLARATIONS OF INTEREST

Declarations of interest by Members of the Council in matters on the agenda of this meeting.

COUNCIL2025/22.PUBLIC QUESTIONS

To answer questions (if any) from members of the public being pursuant to Standing Order 3(e) of Chichester City Council's Standing Orders (April 2025).

COUNCIL2025/23.MAYOR'S ANNOUNCEMENTS**COUNCIL2025/24.MINUTES OF THE PREVIOUS MEETING**

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 24 September 2025.

COUNCIL2025/25.UPDATE ON ACTIONS FROM PREVIOUS MEETING

COUNCIL2025/26. MINUTES FROM COMMITTEES

To note minutes and consider recommendations (if any) from Committee meetings held since last Council meeting.

Community Affairs Committee

To receive the minutes of the meeting held on 4 December 2025.

- [Minutes - Community Affairs Committee - 4 December 2025](#)

To note the minutes of the Community Liaison Sub-Committee meeting held on 21 November 2025.

- [Community Liaison Sub-Committee - 21 November 2025](#)

Finance Committee

To receive the minutes of the meetings held on 19 November 2025 and 10 December 2025.

- [Minutes - Finance Committee - 19 November 2025](#)
- [Minutes - Finance Committee - 10 December 2025](#)

To consider the following recommendations from the Finance Committee:

- Minute FIN2025/22 refers - RECOMMEND to Full Council on 17 December 2025 that the IT Equipment and Systems Acceptable Use Policy and the Social Media Policy be adopted by the City Council.
- Minute FIN2025/25 refers - RECOMMEND to Full Council that the appropriate change be made to the City Council's Financial Regulations. (namely that financial regulations would need to be updated to reflect the change of the petty cash float which had increased from £30 to £65).

To note the minutes of the Business Plan Sub-Committee meeting held on 24 November 2025.

- [Minutes - Business Plan Sub-Committee - 24 November 2025](#)

To note the minutes of the Property Sub-Committee meeting held on 25 November 2025.

- [Minutes - Property Sub-Committee - 25 November 2025](#)

Planning and Conservation Committee

To receive the minutes of the meetings held on 9 October 2025, 6 November 2025 and 4 December 2025.

- [Minutes - Planning and Conservation Committee - 9 October 2025](#)
- [Minutes - Planning and Conservation Committee - 6 November 2025](#)
- [Minutes - Planning and Conservation Committee - 4 December 2025](#)

COUNCIL2025/27.LOCAL GOVERNMENT REORGANISATION

1. To consider the Council's response to the government [consultation](#) on LGR in West Sussex.
2. To consider running public meetings in the City wards to advise communities of potential impacts of Community Asset Transfers.

COUNCIL2025/28.STATUTORY POLICY REVIEWS

Further to the City Council's Standing Orders (April 2025), to review the following:

1. Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.
2. Following a review of the Planning and Conservation Committee delegated authority to the Planning Adviser, to ratify the changes to the Committee Terms of Reference and Scheme of Delegation to reflect current working practices.
3. To consider adopting the revised City Council co-option policy.

COUNCIL2025/29.CASUAL VACANCY ON THE CITY COUNCIL - EAST WARD

Town Clerk to report.

COUNCIL2025/30.20MPH COMMUNITY HIGHWAYS SCHEME

Further to minute 18 of the Business Plan Sub-Committee meeting held on 19 August 2025, to consider the Community Officer's report regarding the proposed 20mph Community Highways Scheme application and decide how to proceed.

[Minutes - Business Plan Sub-Committee - 19 August 2025](#)

COUNCIL2025/31.CALENDAR OF MEETINGS - 2026-2027

To review and approve the calendar of Council and Committee meetings for 2026-2027

COUNCIL2025/32.JUNIOR CITIZENSHIP DAY 2026

To consider a request from West Sussex County Council Fire and Rescue Service for City Council assistance with the Junior Citizenship Day 2026 event.

The Mayor to report.

COUNCIL2025/33.REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

To note reports received (if any) from City Council representatives on outside bodies (**reports attached if available, reports received after publication of the agenda will be circulated with the minutes of the meeting**).

COUNCIL2025/34.WARD REPORTS FROM CHICHESTER CITY COUNCILLORS

To note reports received (if any) from City Councillors about matters affecting their wards (**reports attached if available, reports received after publication of the agenda will be circulated with the minutes of the meeting**).

Cllr C. Gershater to update Council on proposed changes to NHS local plans and organisation.

COUNCIL2025/35.REPORTS FROM CHICHESTER DISTRICT AND WEST SUSSEX COUNTY COUNCILLORS REPRESENTING CHICHESTER WARDS AND DIVISIONS

To note reports received (if any) from Chichester District and West Sussex County Councillors (**reports attached if available, reports received after publication of the agenda will be circulated with the minutes of the meeting**).

COUNCIL2025/36.QUESTIONS

To answer questions received (if any) from members of the City Council pursuant to Standing Order 11 of the City Council's Standing Orders (April 2025)

COUNCIL2025/37.DATE OF NEXT MEETING

Date of next ordinary meeting: Wednesday 25 February 2026 - 6.00pm

COUNCIL2025/38.ITEMS FOR NEXT AGENDA**COUNCIL2025/39.PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be excluded from this meeting for agenda items COUNCIL2025/40-41 due to the confidential nature of the business to be transacted, namely confidential business matters with third parties and Annual Award nominations.

COUNCIL2025/40.COMMUNITY ASSET TRANSFERS

Update on Community Asset Transfer applications submitted to Chichester District Council

Town Clerk to provide update.

COUNCIL2025/41.CONSIDERATION OF ANNUAL AWARD AND FREEDOM OF THE CITY NOMINATIONS

2. To agree a date for the Annual Awards 2025 ceremony.

Confidential nomination forms supplied separately.

COUNCIL2025/41.1.ANUAL AWARDS NOMINATIONS

1. To consider the nominations received as follows:

- Civic Awards x 3
- Community Award x 1
- Art and Science Award x 1
- Small Business Award x 1
- Blue Plaque Awards x 4

COUNCIL2025/41.2.FREEDOM OF THE CITY NOMINATION

To consider a nomination for the award of Freedom of the City of Chichester.

Confidential nomination form distributed separately.

Please note that, to be approved, the meeting must be quorate and the vote on the nomination must be supported by no fewer than two thirds of the City Councillors present at the meeting.

COUNCIL2025/41.3.DATE OF THE AWARDS CEREMONY

1. To discuss holding a combined event for the Annual Awards and Freedom ceremony (if required).
2. To agree a date or dates as required for the agreed ceremonies.

COUNCIL2025/42.COMMON SEAL

Chichester City Council - IT and acceptable use policy - agreed at Finance ~.pdf
Chichester City Council - Social Media Policy - agreed at Finance - 2025-11~.pdf
Chichester City Council Financial Regulations - modified November 2025.pdf

[Report on Government Consultation on LGR Options for East Sussex.pdf](#)

[Chichester City Council - scheme of delegation - March 2024 - modified Decem~.pdf](#)

[Chichester City Council - Terms of Reference - Planning and Conservation Co~.pdf](#)

[Draft CCC Cooption Policy.pdf](#)

[Business Plan Sub-Committee - Supporting paper - 20MPH - KC - 2025-08-19.pdf](#)

[Calendar of meetings - 2026 - 2027 - DRAFT - 2025-11-27.pdf](#)

[North Ward Cllr C Gershater.pdf](#)



Chichester City Council

IT Equipment and Systems Acceptable Use Policy

1. Introduction and general principles

- 1.1. IT and communications systems are of key importance to the City Council. These systems must be used appropriately. There is a significant risk of damage to the Council and its reputation if you misuse them.
- 1.2. In this Policy, we set out the standards we require you to follow when using these systems and equipment. We also explain when we will monitor your usage, and for what purpose, and set out the sanctions for breaches of this Policy.
- 1.3. For Officers, please note that this Policy does not form part of your contract with the City Council.
- 1.4. The City Council reserves the right to amend or remove this Policy at any point.
- 1.5. This Policy applies to all Members and Officers of the City Council and anyone who has access to its IT and communications systems. This may include, but is not limited to, contractors, agency workers, casual workers, interns, volunteers and members of the public who have been co-opted on to any of the City Council's Committees, Sub-Committees or Working Groups.
- 1.6. The Council will ensure that training is provided for Members and Officers in connection with this policy.
- 1.7. Agendas and committee papers will be sent electronically. It is not expected that these will be provided in a paper format, unless due to exceptional circumstances, e.g. failure of laptop.
- 1.8. Use of City Council issued devices must be in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR) and you are expected to familiarise yourself with these principles as set out in the Council's GDPR policy (details in section 10).
- 1.9. All data and emails stored on City Council issued devices and transacted as part of Council business are the property of Chichester City Council and may be accessed at any time further to the City Council's Data Protection and GDPR policies and General Privacy Statement.

2. City Council issued devices

- 2.1. The City Council undertakes to supply appropriate devices to Councillors and Officers during their time in office.
- 2.2. For the avoidance of doubt, City Council issued devices can include, but are not limited to, mobile phones, tablets, laptops, desktop computers, monitors and printers and other peripherals. Further, devices are issued to assist in the specific and limited purpose of carrying out City Council business.
- 2.3. Any additional peripherals such as printers, additional keyboards or supports that may be desirable are at the expense of the Councillor/Officer. Certain exceptions apply if the provision of such devices is deemed critical to the individual being able to perform their duties.
- 2.4. The cost of ink and paper used for business specific printing on personal printers may be claimed back through the Council Services and Support Manager. Requirements must be discussed prior to incurring the costs.
- 2.5. You are responsible for the security of any device issued to you by the City Council. You must not let any of your devices be used by anyone else, whether at work or at home, unless it is as part of authorised support being provided to resolve issues with the device or installed systems.

- 2.6. When working, either in the office or remotely, you are responsible for the security of the device. The screen should always be locked if it is left unattended, even for short periods of time.
- 2.7. You must not remove or tamper with any software systems installed on City Council devices. If you have an issue in relation to the device or any software installed on the device, you should contact City Council Officers for advice.
- 2.8. It is not permitted for you to install any software or systems that are unrelated to City Council business on a Council device. Any such requirement should be discussed with the Town Clerk.
- 2.9. Device passwords will not normally be distributed as they will be preconfigured. You should use a unique PIN for each electronic device issued to you. This will be set up at the point the device is issued. You should keep all PINs and passwords confidential and should not share them with anyone else (save as outlined below). You should change your passwords/PINs if prompted by the system or asked to do so as part of authorised City Council support. If you forget your PIN you should contact Officers for advice.
- 2.10. You must provide us with details of all passwords/PINs on request but only in relation to official City Council support.
- 2.11. No attempt to hack or change the device and/or Microsoft account passwords is permitted. If you are experiencing problems accessing the device or Microsoft account you should contact the City Council offices for advice.
- 2.12. All City Council system accounts will be deactivated at the end of your Council term for Members and at the end of your employment contract for Officers.
- 2.13. Every effort to protect both hardware and software from misuse and/or damage must be made. You may be liable for any repair and/or replacement costs if it is deemed that the device or software system has been mistreated or you have been negligent in its care. You must report any loss of, or damage to, City Council issued devices to the Town Clerk immediately.
- 2.14. If you are issued with portable devices by the City Council, then you must make sure that they are stored safely and securely when being transported. If you are using City Council devices whilst in a public place, you must ensure that others are not able to view your screen. You must make sure that you do not display any confidential information when using City Council devices in public.
- 2.15. If you are issued with any City Council devices (such as computers, monitors, keyboards or printers) for use then you agree to return it to us on demand and, in any event, at the end of your tenure as a City Councillor or the termination of your employment. You are responsible for maintaining any device issued to you in a good condition. You are responsible for loss of, or damage to, any devices issued to you, other than that caused by reasonable wear and tear.
- 2.16. The device is covered by the City Council's insurance policy. If the device is lost, stolen or damaged it must be reported to the City Council offices immediately. Insurance cover is limited to the UK and does not cover accidental damage or damage through negligence.
- 2.17. You are not permitted to take the City Council issued device abroad.
- 2.18. You are not permitted to contact the City Council's IT provider directly under any circumstances as this incurs a charge to the Council.

3. Systems and data security

- 3.1. You are always responsible for the protection of City Council data and information sent to the device.
- 3.2. You must not download or install any software from external sources without the prior approval of the Town Clerk.
- 3.3. You must not use any Council issued device on public unsecured Wi-Fi unless Officers have installed suitable security measures to protect the security of City Council data.

- 3.4. City Council laptops and tablets are issued with regularly updated anti-virus software. It is not permitted to tamper with this software or impede its functionality.
- 3.5. It is not permitted to knowingly introduce viruses or other malicious software on to City Council devices.
- 3.6. You should review all emails you receive from unknown sources. If you suspect that an email is not genuine, then you should contact the Town Clerk or Council Services and Support Manager as soon as possible. You must not open the email or any attachments to it.
- 3.7. You must not reveal confidential data to any third party. This includes, but is not limited to, sensitive data (as defined under the Data Protection Act 2018 and GDPR), computer software course codes, login details and passwords. This may only be done if explicit permission has been given by the Town Clerk in writing and only in accordance with Data Protection Guidelines.
- 3.8. You must NEVER respond to offers of technical support unless you have previously reported a problem to Officers and have been advised that a support agent will be in touch. If in ANY doubt, you must decline the call and contact the City Council Officers for further advice.

4. Email

- 4.1. The following rules should be followed when using email:
 - a You should avoid the use of slang, emojis and 'text speak' when sending business related emails.
 - b Always consider the relevant recipients when sending an email – do not copy messages unnecessarily widely or use the Reply All function if it is not needed.
 - c You should not forward chain emails or send jokes.
 - d It is NOT permitted to forward on Council business emails or Council documentation that is not in the public domain to personal email accounts or other electronic storage media. Further, it is not permitted to transact City Council business electronically outside of the email accounts and devices issued by the Council.
 - e Do not send emails which are or might be considered abusive, obscene, discriminatory, harassing or otherwise inappropriate in nature. If you receive such an email, then you should inform the Town Clerk immediately. The City Council has a zero-tolerance policy in relation to bullying and harassment. Please the City Council's Code of Conduct (Councillors) or the City Council's Staff Handbook (Officers) for more details.
 - f Email correspondence is disclosable in legal proceedings. All messages should be treated as being potentially disclosable in a court of law.
 - g It is possible to enter into a legally binding contract via email. If your job role involves the negotiation of terms which could form a contract, then you should ensure that all correspondence is headed "Subject to contract". It is NOT permitted for Councillors to enter into contracts on behalf of the City Council or suggest the intention to do so. Advice on this should be sought from the Town Clerk.
 - h You must not use your personal email address for work purposes.

5. Internet

- 5.1. Internet access in City Council properties is provided primarily for work.
- 5.2. Personal use of the internet is only permitted on the basis set out in section 6 and on devices connected to the City Council's Guest network.
- 5.3. The use of the internet to access and / or distribute any kind of offensive material is not permitted. It is forbidden to send, solicit or download inappropriate materials of any type using the City Council issued device. This includes, but is not limited to, pornographic images and materials inciting

and/or promoting violence, drug abuse or illegal activities; through the internet or via email technology.

- 5.4. The City Council issued device must not be used for online gambling, accessing or transmitting pornography, transmitting copyright information and / or software material, posting confidential information about Councillors, employees or the public or suppliers to the Council, or to make malicious statements to any person.
- 5.5. You must not use our systems to post on chat rooms or social media sites unless you are doing so as part of your job. For more guidance in this area, please refer to the City Council's Social Media policy.
- 5.6. Use of social media on any City Council issued device must be in accordance with the Council's Social Media Policy if social media is to be accessed using the device. Further, users are reminded that use of social media on ANY device where comments made or materials uploaded can be deemed to be on behalf of the City Council or connected with your role as a Councillor or Officer; are also governed by the Social Media Policy.
- 5.7. In some cases, remote monitoring of websites, emails sent and/or other activity may take place, but only in cases where suspicion of illegal or inappropriate behaviour regarding the activity or the use of the City Council device exists. This may only be carried out under the supervision of the Town Clerk. Under most circumstances no information that is discovered will be disclosed to a third party and all investigations will strictly adhere to the Data Protection Act 2018 and GDPR. In more serious cases, investigations may be undertaken in conjunction with the Monitoring Officer and in line with the Regulation of Investigatory Powers (RIPA) Act 2000.
- 5.8. Any purchases made through websites on the City Council issued device are the liability of the individual Councillor or Officer and shall not be reimbursed by Chichester City Council. Councillors are not permitted to make purchases on behalf of the City Council. Officers may only make purchases in line with their duties and with the explicit consent of the Town Clerk.

6. Personal use of email and the internet

- 6.1. Limited personal use of the City Council device is permitted. However, any such use MUST comply with these guidelines and MUST NOT compromise the City Council data and/or systems on the device. If in doubt, you should NOT use the device for personal activities.
- 6.2. Councillors should not use City Council issued devices for non-casual internet browsing or setting up of personal email accounts.
- 6.3. The Council provides email and internet access for work-related purposes. Limited personal use is permitted. However, excessive personal use of these resources during working hours may result in disciplinary action under the City Council's Disciplinary Policy as outlined in the current version of the City Council Staff Handbook.
- 6.4. The following guidance should be followed:
 - a Personal use of City Council devices should be kept to a minimum.
 - b Personal use should not interfere with your work commitments
 - c Personal use must not commit the business to any costs.
 - d Personal use must always comply with the relevant policies as outlined in the Staff Handbook as well as the relevant Data Protection and GDPR policies.
 - e Use of personal devices for internet and email use is permitted in Officers' own time subject to the above limitations and only when personal devices are connected to the City Council Guest network.
 - f It is NOT permitted to connect personal devices to the City Council Private network.

7. **Monitoring**

- 7.1. Use of City Council provided IT and communications systems (including computer, internet, email and telephone) may be monitored. Any such monitoring will only be carried out to the extent permitted by law and in accordance with the City Council's Data Protection and GDPR policies.
- 7.2. The City Council may monitor and check emails and internet usage for reasons including, but not limited to, the following:
 - a To assess compliance with City Council rules and policies
 - b To investigate alleged wrongdoing by you or others
 - c To monitor performance, particularly as part of a performance management process. You will be advised if this is the case.
 - d To retrieve lost messages
 - e To access messages and information if you are unable to do so directly (for example due to illness or other absence)
 - f To comply with the City Council's legal obligations

8. **Use of personal devices for work purposes – NOT CURRENTLY IN PLACE EXCEPT FOR DECISIONS SYSTEM – SUBJECT TO CHANGE OF GENERAL POLICY**

- 8.1. It is not permitted to use personal devices for business purposes, other than with specific systems designed not to download Council data to those devices. Any use must be in accordance with the following rules:
 - a Use of any personal device for business purposes must be approved by the Town Clerk, subject to a policy agreed by the City Council, before it can be connected to any City Council systems and be used for work purposes. Any connection of a personal device to City Council systems may require the installation of additional security measures prior to using the device for work. Any costs incurred would subject to City Council policy, be borne by the Council.
 - b Any software systems installed by us to allow your device to be used for work must not be tampered with or removed by you.
 - c The City Council reserves the right to monitor, intercept and remove any content on your device which has been created by us or on our behalf to the extent permitted by law or for our legitimate business purposes. Such activity would be subject to the City Council's Data Protection Policy and Privacy Statement. Due to the personal ownership of the device, the City Council is aware that inadvertent monitoring, interception, review and removal of personal data may occur. You should have no expectation of privacy in relation to any data on the device if you are using it for work purposes.
 - d You must delete any data relating to the Council which is stored locally on your Device as soon as it is no longer required.
 - e You must pay all costs associated with your Device and its use, including technical support, other than those incurred in installing the additional security measures under 8.1(a).
 - f If a situation arises where there is cause for concern regarding data integrity or City Council system use through your personal device, you must cooperate with the City Council and allow your device to be inspected at any time on request. You would be expected to provide any necessary passwords or login details to enable us to have full access.
 - g You must report any loss of the device immediately to the Town Clerk to allow for access to City Council systems to be disabled as required to protect system and data integrity.
 - h In the event of your Councillor tenure ending, your term of employment with the City Council ending or you decide to sell or transfer your personal device, agree to present your device to

City Council Officers prior to transfer/termination to allow for the removal of all Council software and data from it.

8.2. Any breach of these rules may result in permission to use your device for work purposes It may also result in disciplinary action up to and including dismissal or, in the case of a contractor or agency worker, the termination of your engagement. In the event of this happening you would be required to present your device to City Council Officers to allow for the removal of all Council software and data from it.

9. Breaches of this Policy

- 9.1. Any breaches of this Policy will be handled under the City Council's Code of Conduct (Councillors) or Staff Handbook (Officers). In the case of agency workers, contractors, casual workers and interns, we reserve the right to terminate your engagement in the event of a breach or an alleged breach of this Policy.
- 9.2. Certain behaviours in breach of this Policy may give rise to a criminal offence or other public concern. We may pass any evidence collated to the police or other relevant authority.
- 9.3. If you become aware of conduct of others which may be in breach of this Policy, you should report your concern immediately to your line manager or, in the event that the concern is regarding your line manager, to the Town Clerk (Officers) or to the Town Clerk if it concerns Councillors. For Officers, the Whistleblowing Policy in the Staff Handbook provides further guidance.

10. Useful links and contacts

- 10.1. The following internal policies are referred to in this Policy and contain additional information and guidance [*amend as appropriate*]:
 - a Staff Handbook - <https://chichestercity.gov.uk/wp-content/uploads/2024/11/Staff-Handbook-V1-November-2024-website-links-added-compressed.pdf>
 - b Social Media Policy
 - c Data Protection Policy and Privacy Statement - <https://chichestercity.gov.uk/terms-conditions>
- 10.2. The Town Clerk can be contacted at any time in relation to the matters detailed in this policy via clerk@chichestercity.gov.uk
- 10.3. Any suspicious emails or IT related contacts should be reported immediatelyIf you receive a suspicious email, please forward it directly to administration@chichestercity.gov.uk for the attention of the Council Services and Support Manager.

11. Administration of the Computers, Email and Internet Policy

- 11.1. The Town Clerk and Council Services and Support Manager ares responsible for the administration of the City Council's devices, Email and Internet Policies. Should you have any feedback, please contact them direct.

Date policy adopted:

Minute reference:

AGREEMENT TO THE PRINCIPLES OF THE CITY COUNCIL IT EQUIPMENT AND SYSTEMS ACCEPTABLE USE POLICY

I, , a Member/Officer of Chichester City Council, agree to the principles laid out in the City Council's IT and Acceptable Use Policy.

I understand that I may be financially responsible for any damage to or loss of the device due to accidental damage or negligence.

I understand that the device I have been provided with is the property of the City Council.

I agree to the principles of use of the device as set out above and agree to receive all Committee papers and associated Council correspondence electronically via my City Council account on the device.

I agree to return the device immediately upon the completion of my tenure as a City Councillor or the end of my employment with the City Council.

Device serial and asset numbers:

Signed:

Print name:

Date:



Chichester City Council

1. Introduction

- 1.1. Social Media is an important tool for all Councils, but it is not without its difficulties. Boundaries which exist in the 'real world' are easy to 'blur' in an online forum.
- 1.2. This Policy:
 - a Explains what we mean by the term 'social media'
 - b Sets out a framework of expected standards and behaviour both in terms of personal social media use and business use
 - c Sets out the implications if those standards are not met
- 1.3. For Officers, please note that this Policy does not form part of your contract with us.
- 1.4. The City Council reserves the right to amend or remove this Policy at any time.
- 1.5. This Policy applies to all Members and Officers of the City Council and anyone who could be identified as being associated with the Council. This may include, but is not limited to, contractors, agency workers, casual workers, interns, volunteers and members of the public who have been co-opted on to any of the City Council's Committees, Sub-Committees or Working Groups.

2. What is 'Social Media'?

- 2.1. 'Social media' includes online communications and applications through which communications, media and messages can be shared. The 'social' aspect refers to the fact that you are interacting and sharing with other people.
- 2.2. There are different types of social media. Examples include:
 - a Social networks: the most well-known form of social media, such as Facebook, LinkedIn and X (formerly Twitter).
 - b Media sharing networks: These are used for sharing photographs, videos and other forms of media, such as Instagram and Snapchat.
 - c Discussion forums: These are forums where particular topics of interest can be discussed, such as Reddit and Mumsnet.
 - d Consumer review networks: These are sites which allow you to leave reviews in relation to products, services and brands, such as TripAdvisor.
 - e Blogs: These are used for publishing and commenting on articles on different topics. Many businesses have their own blogs on their corporate web platforms, and many individuals have blogs chronicling things which they wish to share.

3. Personal use of Social Media

- 3.1. For Officers:
 - a You should keep personal use of social media to a minimum during working time. Further details in this regard can be found in the City Council's IT Equipment and Systems Acceptable Use Policy.
 - b Personal social media use should not negatively impact your productivity or your ability to meet deadlines and personal notifications must be switched off during the working day to avoid distraction of yourself and/or your colleagues.

- 3.2. There may be occasions when your actions on social media in a personal capacity impact your membership of or employment with the City Council. Even if you do not name the Council, people who know you and where you work may still make an association with the Council, or people might use 'jigsaw' identification (putting together information from more than one source) to discover your connection to the City Council. The City Council has the right to protect its legitimate business interests.
- 3.3. Accordingly, Members, Officers and others as defined in 1.5 above; are expected to follow these rules:
 - a You must not act inappropriately in your interactions on social media. This includes acting in a discriminatory manner, harassing others or being rude online.
 - b You must not make any derogatory statements about any other person or the Council.
 - c If, in a social media profile, you disclose your association with the City Council, then you should make sure that all postings maintain an appropriate professional style and content.
 - d You must make clear that any opinions given are your personal ones.
 - e You must not publish anything which may bring the City Council, or others associated with us, into disrepute.
 - f You must not publish anything which would be in breach of copyright or the rights of others.
 - g You must not add the details of business contacts you make through your City Council work to any of your personal social media accounts.
 - h The contact details of any business contacts you make while working for the City Council belong to the Council and must remain confidential. When your term of office ends or you leave your employment with the City Council, you must surrender this data and delete any copies you have, including any you have added to your social media accounts.
 - i You must not post to social media other than in your own name, and you must not pretend to be another person, real or non-existent.
- 3.4. Where your actions on social media have a direct or indirect impact on the City Council, the Council may take disciplinary action against you.

4. Business use of social media

- 4.1. It is important that if you are posting or commenting on social media as a representative of the City Council, you behave appropriately and in a way which upholds the Council's policies and values.
- 4.2. If your duties require you to post on the City Council's behalf on social media, you must seek approval for that communication from the Town Clerk. If you are contacted for comments about the City Council for publication, you should contact the Town Clerk for support. You should not respond without approval from the Town Clerk or an appropriate Manager in the Town Clerk's absence.
- 4.3. Any circumstance where you are posting as a proxy for the City Council (so that the post reads as if it came directly from the Council) or as the Council's representative, and any post or comment on a platform where your association with the Council is visible, is regarded by us as 'business use' of social media and the following rules apply:
 - a You should avoid slang.
 - b You should avoid inappropriate or rude language.

- c You should only comment on matters which fall within your expertise or knowledge.
- d You should not make any false or misleading statements.
- e You should check spelling and grammar before posting any content online.
- f You should only post on topics which are relevant to the Council.
- g You should never provide references for other individuals on social or professional networking sites. These references, positive and negative, can create legal liability for both you and the Council.
- h You should not post any confidential or otherwise sensitive information.
- i If your post is a posting as our representative, you should make sure that any post is approved in advance as per clause 4.2 of this policy.
- j You must not post any materials that could be deemed to be a breach of someone else's copyright.

5. Ownership of passwords and contacts¹

- 5.1. For Officers, if you have used social media (such as LinkedIn) to store or accrue business contacts in the course of your employment with the City Council, then those contacts belong to the Council. If the Council has asked you to do any of these things, whether during or after your employment, you must:
 - a Give the Council your access details to those social media accounts (i.e. your username, password, and any authentication details needed)
 - b Send the Council a list of all contacts accrued in the course of your employment with the Council, with all the details the Council reasonably ask for or irrevocably delete those contacts, without retaining any copies.
- 5.2. The City Council owns all passwords to its social media accounts. If you set up a social media account on the Council's behalf, or if you change a password to one of the Council's social media accounts, you must inform the Town Clerk and/or Council Services Support Manager in writing of the (new) access details. If you are set as the contact for two-factor authentication (for example, if a text is sent to your personal phone number to corroborate that you are authorised to sign into a social media account), you must cooperate with the Council to change those details if you are asked to do so.

6. Monitoring

- 6.1. The City Council may monitor, intercept and review any social media activity carried out using the Council's IT and communications systems as permitted under the Council's Data Protection Policy and IT Equipment and Systems Acceptable Use Policy to monitor compliance with this policy.
- 6.2. The City Council may monitor, intercept and review social media accounts and posts if they are public. The Council may also review any content or post in a private or 'member only' forum or any deleted post in either a public or private forum which is brought to the Council's attention (for example, by the provision of screenshots).

7. Breaches of this Policy

- 7.1. Breach of this Policy may result in disciplinary action being taken against you, up to and including dismissal.

¹ Both of these requirements need to be reflected in employment contracts in order to be legally binding.

7.2. The Council may require you to remove social media postings which the Council believe to be inappropriate or otherwise in breach of this Policy. Failure to comply with any request made may result in disciplinary action being taken against you.

8. Useful links and contacts

8.1. The following internal policies are referred to in this Policy and contain additional information and guidance [*amend as appropriate*]:

- a Staff Handbook - <https://chichestercity.gov.uk/wp-content/uploads/2024/11/Staff-Handbook-V1-November-2024-website-links-added-compressed.pdf>
- b IT Equipment and Systems Acceptable Use Policy
- c Data Protection Policy and Privacy Statement - <https://chichestercity.gov.uk/terms-conditions>

8.2. The Town Clerk can be contacted at any time in relation to the matters detailed in this policy via clerk@chichestercity.gov.uk

8.3. Any suspicious emails or IT related contacts should be reported immediately. If you receive a suspicious email, please forward it directly to administration@chichestercity.gov.uk for the attention of the Council Services and Support Manager.

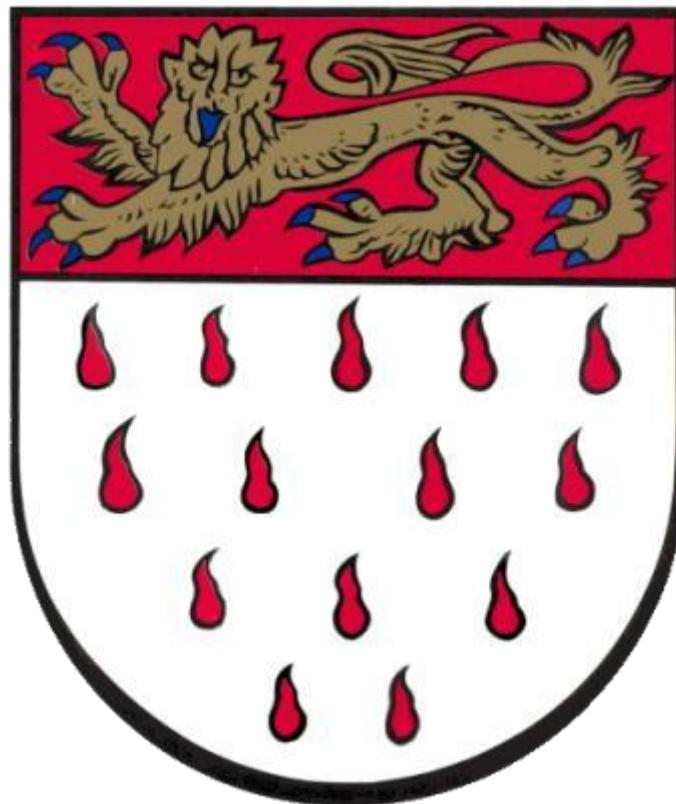
9. Administration of the Computers, Email and Internet Policy

9.1. The Town Clerk and Council Services and Support Manager are responsible for the administration of the City Council's devices, Email and Internet Policies. Should you have any feedback, please contact them direct.

Date policy adopted:

Minute reference:

CHICHESTER CITY COUNCIL



FINANCIAL REGULATIONS

Revised: June 2024

Reviewed by Finance Committee: 19 November 2025
Minute reference: FIN2025/25

Ratified by Council:
Minute reference:

Modified at Council:
Minute reference:

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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO:
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and

- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any new grant or new single commitment in excess of £15,000; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the Finance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence

of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Personnel Sub-Committee at least annually in September for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Personnel Sub-Committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance Committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £75,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
 - the Clerk, under delegated authority, for any items below £5,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £25,000 excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all new items over £15,000 and not within agreed budgets
 - Finance Committee for existing budgets over £25,000;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £1,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed bi-annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless [the council] resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £5,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £25,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £200,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
- 6.10. At each Finance Committee meeting, the RFO shall present a schedule of all payments made since the previous meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 5 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or their nominated deputy shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator their deputy shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online
- 7.8. A full list of all payments made in a month shall be provided to the next Finance Committee meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the Finance Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Credit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and the Property Maintenance Officer and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO for example for postage or minor stationery items shall be refunded on a regular basis, at least quarterly. **OR** The RFO shall maintain a petty cash float of £65 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the responsible committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of the mayor's charity account shall be paid into the dedicated charity bank account. Instructions for the payment of funds due from the charity bank account to the council (to meet expenditure already incurred by the authority) will be given by the signatories of the bank account.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the Project Manager or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £25,000. In each case a written report shall be provided to the relevant committee with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Government Consultation on Local Government Reorganisation Options for East Sussex, West Sussex and Brighton and Hove

Background

Local Authorities in East Sussex, West Sussex and Brighton and Hove were invited by the government to submit proposals for reorganising the existing County, District and unitary council models into single tier unitary authorities covering populations of a minimum size of 500,000 residents.

Affected areas submitted their proposals to the Ministry for Housing, Communities and Local Government by 26 September 2025.

Four proposals, covering various differing geographical areas were submitted, as follows:

Option 1

East Sussex County Council, Eastbourne Borough Council, Hastings Borough Council, Lewes District Council and Rother District Council proposed 2 unitary councils across the whole of the area of East Sussex and Brighton and Hove, comprising the current areas of:

- a single unitary council covering Eastbourne, Hastings, Lewes, Rother and Wealden
- Brighton and Hove to remain unchanged

Option 2

Brighton and Hove City Council proposed 5 unitary councils across the whole of the area of East Sussex, West Sussex and Brighton and Hove. This proposal includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:

- Unitary A: Brighton and Hove plus 4 wards and 1 parish from Lewes
- Unitary B: Eastbourne, Hastings, Rother plus 5 wards from Lewes and 9 wards from Wealden
- Unitary C: Mid-Sussex plus 34 wards from Wealden and 10 wards from Lewes
- Unitary D: Chichester, Crawley, Horsham
- Unitary E: Adur, Arun, and Worthing

Option 3

West Sussex County Council have proposed one unitary council across the whole of the area of West Sussex. This would comprise the current district areas of:

- Adur, Arun, Chichester, Crawley, Horsham, Mid-Sussex and Worthing.

Option 4

Adur District Council, Arun District Council, Chichester District Council, Crawley Borough Council, Horsham District Council, Mid-Sussex District Council and Worthing Borough Councils have proposed 2 unitary councils across the whole of the area of West Sussex. These would comprise the current district areas of:

- Unitary A –Adur, Arun, Chichester and Worthing
- Unitary B –Crawley, Horsham, and Mid Sussex.

Wealden District Council did not submit a proposal.

Consultation Questions

The government have created a single consultation portal covering the whole area given the difficulty there has been in identifying a single preferred model. Respondents can choose which of the four proposed options they wish to respond to, electing to answer questions for one, two, three or all four of the outlined proposals.

For each option the consultation seeks a response to the following questions:

Question 1

To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

Question 2

To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

Question 3

To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

Question 4

To what extent do you agree or disagree that this proposal will put local government in the area as a whole on a firmer footing, particularly given that some councils in the area are in receipt of Exceptional Financial Support?

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

As of 19 November 2025, within the East Sussex and Brighton and Hove and West Sussex areas, Eastbourne Borough Council (East Sussex) and Worthing Borough Council (West Sussex) had received in-principle Exceptional Financial Support to support their 2025/26 budget. These councils will not necessarily be in receipt of Exceptional Financial Support in future financial years.

Question 5

To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

Question 6

To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

Question 7

To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

Question 8

To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

Question 9

If you would like to, please use the free text box to explain the answers you have provided to questions 1 to 8 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on this proposal

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

Where a proposal includes a request that the Secretary of State modifies a proposal to achieve boundary change, you will be asked an additional question:

Question 10

This proposal is accompanied by a request that the Secretary of State considers boundary changes. To what extent do you agree or disagree that the proposal sets out a strong public services and financial sustainability justification for boundary change?

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

Question 11

If you would like to, please use this free text box to explain your answer to question 10.

Recommendation

That Council decides if it wishes to submit a response to the consultation and confirms which options it wishes to comment on – recommended that comments are submitted for options 2, 3 and 4.



Chichester City Council

SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Standing Committees and Sub-Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer - Duties and Powers

- 1.1 The Deputy Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer - Duties and Powers

- 2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - a. Receive declarations of acceptance of office;
 - b. Receive and record notices from Councillors disclosing interests;
 - c. Receive and retain plans and documents;
 - d. Sign Notices or other documents on behalf of the Council;
 - e. Receive copies of By-laws made by the Unitary Council;
 - f. Certify copies of By-laws made by the Council;
 - g. Sign and issue summonses to attend meetings of the Council.
 - h. Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
 - i. Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office
- 2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a. The day-to-day administration of services, together with routine inspection and control.
 - b. Day to day supervision and control of all staff employed by the Council.
 - c. Authorisation of routine expenditure within the agreed budget.
 - d. Emergency expenditure up to £25,000 outside of the agreed budget in consultation with the RFO the chair of council or vice chair of council. All expenditure to be reported to the next appropriate meeting.
- 2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.
- 2.4 Extend the delegation of Council and Committee decisions to the Town Clerk in consultation with the Chair and Vice Chair of the Council and relevant Committees during any period of restricted activity declared by the Government in respect of a civil or health emergency. Such delegation to enable the Council to fulfil its responsibilities to its residents.

3. Council

3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- a. Setting the Precept;
- b. Borrowing money;
- c. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation;
- d. Making, amending or revoking By-laws;
- e. Making of Orders under any Statutory powers;
- f. Matters of principle or policy.
- g. Nomination and appointment of representatives of the Council to any other authority, organisation or body (excluding approved Conferences or meetings);
- h. Any proposed new undertakings;
- i. Prosecution or defence in a court of law;
- j. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
- k. Approving the annual return;
- l. Confirming eligibility to exercise the General Power of Competence;
- m. Recipients of the City Council Annual Awards.

4. Standing Committees

4.1 The **Finance Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- a. All financial matters including approval of all expenditure items within the existing annual budget except where the authority has been specifically delegated to a Standing Committee or Sub-Committee.
- b. Monitoring of annual budgeted expenditure
- c. Oversight and monitoring of the performance of Council financial investments and reserves.
- d. Oversight and monitoring of Council governance procedures.
- e. All matters relating to buildings, structures and land in the ownership or control of the City Council, including agreement of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
- f. All matters relating to the other property of the City Council. Final authority for the disposal or loan of such property to remain with full Council.
- g. All matters relating to staff, including remuneration packages, terms and conditions of employment and the observance of statutory requirements and NJC agreements.
- h. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements. The following Sub-Committees report to this Committee:
 - i. Personnel Sub-Committee
 - ii. Property Sub-Committee
 - iii. Business Plan Sub-Committee

- i. Monitoring of new projects and initiatives put forward by this committee.

4.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.

4.1.2 The following matters are reserved to the Council for decision but the Committee may make recommendations:

- a. Recommendation of the Council's budget for each financial year.
- b. Any funding required outside of the set budget in any given financial year
- c. Adoption of new projects not already included in the adopted Business Plan that have a financial or resource implication for the City Council.
- d. Any other matter which may be delegated to it by the Council from time to time.

4.1.3 The Finance Committee has appointed the following Sub-Committees with delegated powers to fulfil its' requirements:

4.1.3.1 The **Personnel Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:

- a. The Sub-Committee is responsible for the employment and welfare of all employees.
- b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Town Clerk's performance.
- c. To appoint members to act as a disciplinary panel, or and as an appeals panel in the case of any appeal against disciplinary action; as set out in the Green Book and in line with the ACAS best practice guidelines.
- d. To appoint members to hear any formal grievance in line with the ACAS best practice guidelines.
- e. To review health and safety at work for all Council employees.
- f. To review all Council polices that relate to staff employment on an annual basis.
- g. To ensure the Council complies with all legislative requirements relating to the employment of staff.
- h. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council.
- i. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.

4.1.3.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.

4.1.3.1.2 The Personnel Sub Committee shall be delegated to make recommendations to the Finance Committee in the following matters:

- a. To review staffing structures and levels and make recommendations to the Finance Committee.
- b. To review staff salaries and terms and conditions and make recommendations to the Finance Committee.

4.1.3.1.3 It is vital that the Personnel Sub-Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests

of fairness, be heard again by elected members with no prior knowledge of the case.

4.1.3.1.4 In order to ensure, as far as possible, that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Staffing committee must undertake training in these matters.

4.1.3 .2 The **Property Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:

- a. All matters relating to the ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
- b. Approval of expenditure items up to £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
- c. To review annually all health and safety matters, risk assessments and inspections for buildings, structures and land in the ownership or control of the City Council.
- d. To ensure the Council complies with all legislative requirements relating to public access to and use of buildings, structures and land in the ownership or control of the City Council.
- e. Project monitoring of any works undertaken on the buildings, structures and land in the ownership or control of the City Council.
- f. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.

4.1.3.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.

4.1.3.2.2 The Property Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:

- a. Approval of expenditure items over £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
- b. New projects and proposals to alter, improve or develop buildings, structures and land in the ownership of the City Council.
- c. Annual review of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
- d. Matters relating to the other physical assets and property of the City Council. Final authority for the disposal or loan of such property to remain vested with full Council.

4.1.3 .3 The **Business Plan Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:

- a. Preparation of reports to Council on Business Plan progress
- b. Regular review of the current Business Plan
- c. Update and development of future Business Plans

- d. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
 - e. Monitoring of new projects and initiatives put forward by this committee.
- 4.1.3.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
- 4.1.3.3.2 The Business Plan Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Adoption of new projects not already included in the adopted Business Plan that have a financial or other resource implication for the City Council.
- 4.2 The **Planning and Conservation Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licensing Matters
 - d. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Issues related to the provision of public amenities in the city centre including, but not limited to, planting schemes, hanging baskets and street furniture.
 - i. Meeting net zero targets and mitigating climate change impacts.
 - j. Approval of expenditure items within the Committee's existing annual budget relating to activities delegated to the Committee by Council.
 - k. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
 - l. Monitoring of new projects and initiatives put forward by this committee.
- 4.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- 4.2.2 The following matters are reserved to the Council for decision, but the Committee may make recommendations:
 - a. Recommendation of the Committee's budget to the Finance Committee each financial year.
- 4.3 The **Community Affairs Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. Emergency planning.
 - b. Local rights and traditions and civic and ceremonial matters.
 - c. Community events.
 - d. Approval of expenditure items within the Committee's existing annual budget relating to activities delegated to the Committee by Council.

- e. Issues related to facilities provided for the City by other authorities and organisations, excluding items delegated to the Planning and Conservation Committee.
- f. All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
- g. Allocation and monitoring of grants from the annual Grant Budget.
- h. Annual review of effectiveness of all services delivered by the Council to the local community.
- i. Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
- j. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
- k. Monitoring of new projects and initiatives put forward by this committee.

4.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.

4.3.2 The Community Affairs Committee shall be delegated to make recommendations to the Council in the following matters:

- a. Representation on outside bodies
- b. Development of new services for the local community
- c. Development of new facilities for the local community
- d. Grant funding award criteria
- e. Recommendation of the Committee's budget to the Finance Committee each financial year

4.4 There are no other Standing committees, but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee is formed by means of a Minute detailing the Terms of Reference.

5. **Working Groups and Parties**

5.1 Working Groups/Parties may be formed by resolution of the Council, Committee or Sub-Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council, Committee or Sub-Committee that formed it.

6. **Delegation to the City Council Planning Adviser**

6.1 In certain circumstances The City Council Planning Adviser is delegated to make the decisions on behalf of the Planning and Conservation Committee:

- a) As the City Council does not have the resource to comment on every application, the applications which have the least potential for impact upon matters of public interest are assessed and screened by the planning adviser upon receipt of the weekly list. Those screened out include applications relating to condition discharge, trees, advertisements, non-major or householder applications with limited public realm impact, prior notifications, and legal determinations as to whether planning permission is required or whether a development is lawful.
- b) Major applications and non-major applications with greater potential for impact on the public realm, and any applications requested by a Committee Member, which

have an open consultation period at the time of the committee, may be taken to the Planning and Conservation Committee.

- c) In addition to applications, this Committee also covers any policy consultations or related issues from the Local Planning Authority or other relevant bodies, enforcement and appeals.
- d) The Planning Adviser may issue delegated comments on any non-major application, or in relation to amended plans on any application. The Planning Adviser may issue delegated comments on any other planning matters, including major applications, where the consultation period expires prior to the date of the next Committee.

7. **Delegation - limitations**

- 7.1 Committees, Sub-Committees and Working Groups shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Modified: 24 September 2025

Minute ref.: COUNCIL2025/11 (Meeting of Council – 24 September 2025)

Modified: 17 December 2025

Minute ref.: COUNCIL2025/xx (Meeting of Council – 17 December 2025)



Chichester City Council

Terms of Reference Planning and Conservation Committee

1. The Planning and Conservation Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. The Chairman of the Council shall be an ex-officio member of the Planning and Conservation Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Planning and Conservation Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Planning and Conservation Committee shall meet monthly and the dates shall be included in the Schedule of Meetings
8. The Planning and Conservation Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licensing Matters
 - d. To comment on behalf of the Council on Local Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Issues related to the provision of public amenities in the city centre including, but not limited to, planting schemes, hanging baskets and street furniture.
 - i. Meeting net zero targets and mitigating climate change impacts.
 - j. Approval of expenditure items within the Committee's existing annual budget relating to activities delegated to the Committee by Council.
 - k. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
 - l. Monitoring of new projects and initiatives put forward by this committee.
9. The following matters are reserved to the Council for decision but the Committee may make recommendations:

- a. Recommendation of the Committee's budget to the Finance Committee each financial year.

10. The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the City Council Standing Orders.

11. Where a site visit is agreed to, following a request by an applicant or an objector, the member of the Planning and Conservation Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.

12. Where the Planning and Conservation Committee object to an application any Member of the Committee, the Planning Adviser, or the Clerk, is authorised to attend the relevant Chichester District Council Planning Committee and to speak on behalf of the City Council.

13. Where the Planning and Conservation Committee object to an application the Chair of the Committee is authorised to attend the relevant Chichester District Council Planning Committee and to speak on behalf of the City Council.

14. The recommendations and decisions made at the Planning and Conservation Committee shall give due and proactive regard to actions which:

- a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
- b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
- c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan

15. All correspondence shall be conducted through the Town Clerk wherever possible.

16. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Adopted: 24 September 2025

Minute ref.: COUNCIL2025/11 (Meeting of Council – 24 September 2025)

Adopted: 17 December 2025

Minute ref.: COUNCIL2025/ (Meeting of Council – 17 December 2025)



CHICHESTER CITY COUNCIL

Chichester City Council

Co-option Policy

Date Adopted:

Minute ref:



CHICHESTER CITY COUNCIL

1. Introduction

1.1 There are two circumstances under which the council may, if it so wishes, proceed to fill a casual vacancy by co-option:

- When a seat has been left vacant because no eligible candidate stood for election at the full elections for a new council (currently every four years)
- During the life of the council, a seat falls vacant but the required 10 electors of the have not called for a poll (by-election) within the legally specified time period following publication of the notice of vacancy

1.2 The council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

1.3 However, it is not desirable that electors in the city be left partially or fully unrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the council if there are insufficient Members to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.

1.4 To ensure a fair and transparent process is undertaken, this policy outlines the procedure to be followed by the council when co-option is considered.

2. Application process

2.1 On receipt of written notice from the Democratic Services Manager at Chichester District Council that a casual vacancy may be filled by means of co-option:

- The Clerk will advertise the vacancy or vacancies to be filled by co-option within 21 days of receipt of the written notification
- The co-option advertisement will include the closing date for acceptance of requests for consideration (between 14 and 30 days after the date of the advertisement) and the number of vacancies, and will be displayed on the council website, social media platforms and noticeboards

2.2 Members may point out the vacancies and the process to any qualifying candidate(s). Candidates found to be offering inducements of any kind will be disqualified.

2.3 Applicants for a vacancy will be asked to:



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- Submit information about themselves by completing a short application form, including a description of their interest in becoming a councillor and specifying any skills or qualifications which may benefit the council
- Confirm their eligibility for the position of councillor within the statutory rules, a copy of which will be attached to the application form

2.4 Copies of the applicant's application form will be circulated to all Members by the Clerk at least seven working days prior to the Council meeting where the co-option will be considered. The application forms and any supporting documents will be treated by the Clerk and Members as strictly confidential.

2.5 Councillors may choose to invite candidates to attend an informal interview ahead of the council meeting at which they will be considered for appointment to the council. In the interests of fairness, all applicants will be invited to attend and given the same questions. Non-attendance will not be prejudicial to the council's final co-option decision.

2.6 Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, and will be informed they may, if they so wish, speak for up to three minutes about their application during the co-option item on the agenda at the meeting. If the meeting is to be conducted remotely, in the interests of fairness, applicants will be assessed on their application forms only.

3. Voting procedure

3.1 Voting will be according to the agreed procedure in standing orders, namely:
'Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.'

3.2 Voting will be conducted as per the agreed procedure in standing orders, namely:
'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. At the request of two Councillors, voting on any question shall be by a signed ballot.'

3.3 After the vote has been concluded, the chairman will declare the successful candidate(s) duly elected. A Member elected by co-option is a full member of the council but is not eligible for the basic City allowance.



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4. Acceptance of office

4.1 The successful candidate(s) must sign their Declaration of Acceptance of Office before they can act as a councillor. The Register of Members Interests form must be completed within 28 days and the Clerk will forward a copy to the District Monitoring Officer.



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Co-option Application Form

Full name	
Home address	
Postcode	
Telephone number	
Mobile telephone number	
Email	

**PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE
LEGAL QUALIFICATIONS FOR BEING A CITY COUNCILLOR**

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country? Yes/No

Are you 18 or over? Yes/No

(You need only one of the following four qualifications but please say Yes to all that apply)

Are you on the electoral register for the City? Yes/No

Have you lived either in the City, or within three miles of its boundary, for at least a year? Yes/No

Have you been the owner or tenant of land in the City for at least a year? Yes/No

Have you had your only or main place of work in the City for at least a year? Yes/No

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? Yes/No

Have you within the last five years been convicted of an offence in the UK, the Channel islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? Yes/No

Are you disqualified by order of a court from being a member of a local authority? Yes/No



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SKILLS AUDIT

Please tick the boxes below relevant to your knowledge

Specific to City Council

- Knowledge of Chichester City Council's work in general
- Knowledge of Chichester City Council's work specifically
- Knowledge of the local authority involved with the council's work
- Knowledge of the local statutory agencies involved with the council's work
- Knowledge of national policy concerning the council's work

General to City Council

- Knowledge of the local area in general
- Knowledge of current good practice for charities
- Experience of other voluntary organisations (as committee)
- Experience of other voluntary organisations (as staff or volunteer)
- Campaigning
- Partnership Working
- Community Development

Management/Organisation

- General Management
- Financial Management
- Project Management
- Monitoring and Evaluation
- Planning
- Policy Making

Professional

- Law
- Accounting
- IT
- HR
- Marketing/PR
- Training/Development
- Other please indicate:

Committee

- Chairing
- Consensus building
- Energy and Enthusiasm
- Strategic thinking
- Governance



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Do you have anything you wish to contribute to the City Council not mentioned above either in terms of experience, knowledge or skills?

Please tell us your reasons for wishing to become a City Councillor?

City council meetings take place at 7.00pm on the second Thursday of the month. Committee meetings generally take place on a Monday morning. Unfortunately, under present legislation the City Council is not permitted to contribute to the cost of councillors' childcare or care of dependants.

Are there any factors, other than exceptional circumstances, that might prevent you from regularly attending the monthly City Council or standing committee Meetings?

What are your hobbies/interests?



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Lastly are there any questions you would like to ask us?

As a councillor representing your community you will help keep it a great place to live and work. You will be supported in your role and will be expected to undertake training. You should be comfortable working electronically. You should have a positive outlook and a can-do attitude and be willing to work as part of a team.

Signed.....

Date...../...../.....

Please return to the Town Clerk

Sam Tate (*She/Her*)
Town Clerk
Chichester City Council
The Council House
North Street
Chichester
PO19 1LQ

Tel No: 01243 788502
E-mail: s.tate@chichestercity.gov.uk



CHICHESTER CITY COUNCIL

Councillor vacancy – specifications taken into consideration

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	<ul style="list-style-type: none">• Sound knowledge and understanding of local affairs and the local community.• Good IT skills as majority of communication is done by email.	<ul style="list-style-type: none">• A levels/degree level and or specific vocational training and or• <i>professional qualification (eg accountant, teacher, surveyor, architect) may be specified.</i>
Experience, skills, knowledge and ability	<ul style="list-style-type: none">• Solid interest in local matters• Ability and willingness to represent the Council and their community.• Good interpersonal skills• Ability to communicate clearly both orally and in writing.• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.• Good reading and analytic skills.• Ability and willingness to work with the council's partners (e.g. Voluntary groups, other parish councils, principal authority, charities).• Ability and willingness to undertake relevant training.• Ability to work under pressure.	<ul style="list-style-type: none">• Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations.• Experience of working in another public body or not for profit organisation.• Experience of working with voluntary and or local community/interest groups.• Basic knowledge of legal issues relating to town and parish councils or local authorities.• Experience of delivering presentations.• Experience or working with the media.• Experience in financial control/budgeting• Experience in staff management.
Other requirements	<ul style="list-style-type: none">• Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.• Flexible• Enthusiastic	



Chichester City Council

Further to the 20mph zone around the City Centre item arising from the Business Plan, the following has occurred.

The Communities Officer (CO) met with Cllr Sarah Sharp (West Sussex County Councillor for Chichester South). We spoke of the longevity of the project and the volume of collaborative work required. Cllr Sharp led the successful '20's Plenty' campaign in Chichester from 2010 until 2013.

In attempt to make this campaign successful various steps such as the below need to be carried out. This list is not exhaustive.

- Plan of engagement
- Door to door canvassing
- Leafleting
- Signature collecting
- Conduct a survey
- Getting the item on agendas of residents association meetings/AGMs and speaking on the item
- Taking the initiative when opportunities arise to champion the issue in your Ward
- Approaching schools, local clubs (sports, social etc.), scout groups, community groups, local businesses, Chichester University, St. Richard's Hospital, churches etc.
- Produce and promote paper and digital petitions
- Sub Committee made up of one Cllr per ward

The CO then met with Rod King MBE (Founder & Chair of 20's Plenty for Us) and Adrian Berendt (Director & Community Champion of 20's Plenty for Us).

It was noted that generally WSCC are supportive of '20 is Plenty' campaigns. One of the major constraints is community support. RK and AB have offered to meet with the Sub Committee should one be formed to provide assistance to the group and answer any queries Cllrs may have. They also noted the below as being optimum for a successful campaign.

- Extremely clear messaging
- Pre-empting opposition
- Showing the facts and statistics
- Changing the narrative of driving slower is a 'bad thing'
- Engagement must be local
- Approach the topic as a local solution

For accuracy and to properly scope the project, individual maps of the four West Sussex divisions of the parish of Chichester and up to date speed limits of the roads within the parish of Chichester have been requested from WSCC.

Katie Coffey
13/08/25

CHICHESTER CITY COUNCIL
 Calendar of Council and Committee Meetings
 2026-2027

May 2026 Bank holidays 4th and 25th	Wednesday 13 Annual Meeting of Council 6.00pm	Monday 18 Business Plan Sub-Committee 10.00am	Thursday 21 Community Liaison Sub-Committee 10.30am	Thursday 21 Planning & Conservation 4.00pm	Tuesday 26 Property Sub-Committee 11.00am	
June 2026	Thursday 4 Community Affairs 5.30pm	Wednesday 17 Finance 5.30pm	Thursday 18 Planning & Conservation	Wednesday 24 Council		
July 2026	Thursday 16 Planning & Conservation					
August 2026 Bank holiday 31st	Thursday 14 Planning & Conservation 4.00pm	Monday 17 Business Plan Sub-Committee	Thursday 20 Community Liaison Sub-Committee	Tuesday 25 Property Sub-Committee		
September 2026	Thursday 3 Community Affairs	Thursday 10 Planning & Conservation	Wednesday 16 Finance	Wednesday 23 Council		
October 2026	Thursday 8 Planning & Conservation	Monday 26 Parish Town Hall Meeting 6.30pm				
November 2026	Thursday 5 Planning & Conservation	Wednesday 18 Finance Draft budget	Monday 23 Business Plan Sub-Committee			
December 2026 Bank holidays 25th and 28th	Monday 1 Property Sub-Committee	Thursday 4 Planning & Conservation	Thursday 4 Community Affairs	Wednesday 9 Finance Budget monitoring	Wednesday 16 Council	Thursday 31 Planning & Conservation DELEGATED
January 2027 Bank holiday 1st	Wednesday 20 Finance Budget approval	Thursday 28 Planning & Conservation				
February 2027	Monday 1 Business Plan Sub-Committee	Tuesday 9 Property Sub-Committee	Thursday 18 Community Liaison Sub-Committee	Wednesday 24 Council	Thursday 25 Planning & Conservation	
March 2027 Bank holidays 26th and 29th	Thursday 4 Community Affairs	Wednesday 17 Finance Budget monitoring	Thursday 25 Planning & Conservation			
April 2027	Thursday 22 Planning & Conservation	Monday 26 Parish Town Hall Meeting 6.30pm	Wednesday 28 Council			
May 2027 Bank holidays 3rd and 31st	Wednesday 12 Annual Meeting of Council 6.00pm	Thursday 20 Planning & Conservation				

Ward reports from Chichester City Councillors

Report from Craig Gershater (North Ward):

NHS Reorganisation - Raising awareness of local plans

As a re-elected Public Governor (for Chichester) for the Sussex Community NHS Foundation Trust (SCFT) and an SCFT Research Champion supporting post-graduate programmes and data analytics I recently attended a Council of Governors Teams Meeting where the NHS 10-year plan was presented and briefly discussed.

The purpose of this note is to alert Councillors of some of the potential changes to access to healthcare and indicate possible future presentations and discussions on this vital topic.

I have been in conversation with NHS colleagues for some months now to arrange for a representative from SCFT and/or the Integrated Care Board (ICB) for Sussex and provide colleagues with up-to-date information on some future NHS plans. Last Wednesday 03Dec25 SCFT Governors received information on the NHS 10-year plan and possible consequences for the Foundation Trust.

I am trying to organise for a presentation to be made to CCC (as a minimum) to brief Council colleagues on future NHS reorganisation plans - a possible date could be in March 2026 at the Spring Parish meeting.

In summary the 10-year plan envisages three healthcare shifts:

1. 'Hospital to Community' - a potentially very important shift for SCFT
2. 'Analogue to Digital'
3. 'Sickness to Prevention'

The workflow is substantial and complex and initial plans have to be submitted during quarter#1 2026 - this may then allow for a comprehensive briefing to occur during March at CCC - I have made colleagues at CDC aware of some of these developments already.