



# Cabinet

**Thursday, 27th April, 2017 at 5.30 pm**

**Cowdray and Goodwood Rooms, Parkside, Chart Way, Horsham**

Councillors:	Ray Dawe	Leader
	Jonathan Chowen	Deputy Leader and Leisure and Culture
	Philip Circus	Housing and Public Protection
	Roy Cornell	Waste, Recycling and Cleansing
	Brian Donnelly	Finance and Assets
	Gordon Lindsay	Local Economy
	Kate Rowbottom	Community and Wellbeing
	Claire Vickers	Planning and Development

You are summoned to the meeting to transact the following business

Tom Crowley  
Chief Executive

## Agenda

	Page No.
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	3 - 8
To approve as correct the minutes of the meeting held on 30 <sup>th</sup> March 2017	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members of the Cabinet	
4. <b>Announcements</b>	
To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. <b>Public Questions</b>	
To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting	
6. <b>Overview &amp; Scrutiny Committee</b>	
To consider any matters referred to Cabinet by the Overview & Scrutiny Committee	
7. <b>Census ICT Cloud Managed Service Provider - Preferred Supplier</b>	9 - 14
To receive the report of the Cabinet Member for Finance and Assets	

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|-----|--|---------|
| 8.  | <b>Appointment of a contractor to supply a replacement refuse collection fleet</b><br><br>To receive the report of the Cabinet Member for Waste, Recycling and Cleansing | 15 - 22 |
| 9.  | <b>Forward Plan</b><br><br>To note the Forward Plan  | 23 - 28 |
| 10. | <b>To consider matters of special urgency</b>  |         |

**Cabinet**  
**30 MARCH 2017**

Present: Councillors: Jonathan Chowen (Deputy Leader and Leisure and Culture), Philip Circus (Housing and Public Protection), Roy Cornell Waste, Recycling and Cleansing), Brian Donnelly (Finance and Assets), Gordon Lindsay (Local Economy), Kate Rowbottom (Community and Wellbeing) and Claire Vickers (Planning and Development)

Apologies: Councillor Ray Dawe (Leader)

Also Present: Councillors: John Bailey, Andrew Baldwin, Toni Bradnum, Karen Burgess, Peter Burgess, Roger Clarke, David Coldwell, Leonard Crosbie, Billy Greening, Nigel Jupp, Liz Kitchen, Tim Lloyd, Paul Marshall, Christian Mitchell, Mike Morgan, Godfrey Newman, Jim Sanson, David Skipp and Tricia Youtan

EX/79 **MINUTES**

The minutes of the meeting of the Cabinet held on 26<sup>th</sup> January 2017 were approved as a correct record and signed by the Deputy Leader.

EX/80 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/81 **ANNOUNCEMENTS**

The Cabinet Member for Planning and Development advised that the referendum on the Thakeham Neighbourhood Plan had resulted in a clear majority of those who voted in favour of the Plan. Council will therefore be asked to approve the making of the Plan at its next meeting.

EX/82 **PUBLIC QUESTIONS**

No questions had been received.

EX/83 **BILLINGSHURST SUPPLEMENTARY PLANNING DOCUMENT**

The Cabinet Member for Planning and Development reported that the Billingshurst Village Centre Supplementary Planning Document (SPD) identified key issues and priorities to plan for growth and for the improvement of the village centre, so that it could play a role as the social and economic focus for the area.

The SPD had been adopted in September 2016. However, it had come to light that the representations received from three organisations (West Sussex County Council, the South Downs National Park Authority and Indigo Planning) had not been included in the Statement of Consultation that had been considered by Cabinet (Minute No. EX/15 (21.7.16) refers) and as a consequence it had not been possible for Members to consider the amendments to the SPD proposed by two of those organisations.

The current report contained an updated consultation statement which included all consultees' representations and the Council's responses and recommendations. The adopted SPD, showing the amendments proposed to take account of the representations referred to above, was also submitted.

Cabinet was asked to agree the proposed minor amendments to the SPD, revoke the adopted SPD and adopt the updated SPD as Council policy, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.

#### RESOLVED

- (i) That the content of the updated Consultation, which now included the responses from the South Downs National Park Authority, Indigo Planning and West Sussex County Council, be noted.
- (ii) That the recommended changes to the adopted Billingshurst Village Centre Supplementary Planning Document be approved.
- (iii) That the existing adopted Billingshurst Village Centre Supplementary Planning Document be revoked.
- (iv) That the revised Billingshurst Village Centre Supplementary Planning Document be approved for adoption, to guide the Development Plan.
- (v) That the Cabinet Member for Planning and Development be authorised to agree minor editorial changes to the Billingshurst Supplementary Planning Document.

#### REASONS

- (i) To take account of all consultation responses made in relation to the SPD.
- (ii) To ensure that all consultation representations and recommendations received by Horsham District Council during the consultation from March to April 2016, are taken on board in a revised Billingshurst Village Centre Supplementary Planning Document.
- (iii) To enable the revised SPD to be adopted as Council Policy.

EX/84     **SITE ALLOCATIONS OF LAND DEVELOPMENT PLAN DOCUMENT -  
GYPSY, TRAVELLER AND TRAVELLING SHOWPEOPLE**

The Cabinet Member for Planning and Development reported that the adopted Local Plan for Horsham District (the Horsham District Planning Framework (HDPF)) included the allocation of land for 39 net additional permanent residential pitches for Gypsies and Travellers within the period 2011–2017 and a policy setting out the criteria by which any applications for non-allocated sites would be considered.

However, as the HDPF only provided allocations for Gypsy and Traveller sites until 2017, it was recognised in the Local Plan that further work would need to be undertaken to identify and monitor need, and to provide for additional pitches beyond the initial five year planning period. It had been envisaged that these sites would be identified in a Site Allocations Document and this document had now been developed for consultation purposes.

The draft Gypsy, Traveller and Travelling Showpeople Site Allocation of Land Development Plan Document (DPD) included detail on the national and local context for providing accommodation for Gypsy and Traveller site provision; the results of the updated Gypsy and Traveller accommodation needs assessment; and the process by which potential sites for allocation for Gypsy and Traveller land had been considered together with details of the preferred locations.

Approval was now therefore sought for the publication of the Gypsy Traveller and Travelling Showpeople Draft Site Allocations of Land Preferred Strategy for consultation purposes.

**RESOLVED**

- (i) That the draft Gypsy Traveller and Travelling Showpeople Site Allocations of Land Preferred Strategy and Sustainability Appraisal documentation be published for a six week period of consultation from 21<sup>st</sup> April to 2<sup>nd</sup> June 2017.
- (ii) That the Cabinet Member for Planning and Development be authorised to agree minor editorial changes.

**REASONS**

- (i) The recommendations are required to ensure that the statutory requirements in the The Housing Act 2004 and Town and County Planning (Local Planning) England Regulations 2012 are met.
- (ii) To meet the Council's stated commitment in the Horsham District Planning Framework to publish a site allocation document to identify sites for Gypsy and Traveller sites.

- (iii) It is both necessary and appropriate to invite public participation in the preparation of a new planning document for the District.

EX/85 **COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE -  
AGREEMENT TO ADOPT**

The Cabinet Member for Planning and Development reported that, following three rounds of public consultation, the Council had now received the Independent Examiner's report following his examination of the draft Horsham District Council Community Infrastructure Levy (CIL) Charging Schedule.

The Independent Examiner recommended that the draft Horsham CIL Charging Schedule should be approved without any further modifications and Cabinet was therefore asked to recommend to Council the adoption of the Horsham District Council Community Infrastructure Levy (CIL) Charging Schedule.

**RESOLVED**

- (i) That the relevant CIL rates for different types of development in Horsham District be noted, as set out in the submitted Horsham CIL Charging Schedule.
- (ii) That the recommendations of the Independent Examiner be noted, as reported.

**RECOMMENDED TO COUNCIL**

- (iii) That the Horsham District Council Community Infrastructure Levy Charging Schedule be adopted, to be implemented from 1<sup>st</sup> October 2017 or as soon as practicable thereafter, in consultation with the Cabinet Member.

**REASON**

To enable the Horsham CIL Charging Schedule to be adopted as Council Policy and to ensure that CIL contributions are provided to support the development identified in the HDPF over the Plan period (up to 2031).

EX/86 **TECHNOLOGY STRATEGY 2017/20**

The Director of Corporate Resources, on behalf of the Leader, reported that the Council did not currently have a strategy document covering IT and other technology matters. It was considered important that the Council had such a document as it would provide a clear strategic direction for the use of technology to support and improve service delivery.

A proposed Technology Strategy had therefore been developed with the strategic aim of enabling innovation and excellence in service delivery. It

focused on technology not as an end in itself but as a means for the Council to achieve its desired outcomes by making the most of developments in technology and new working practices.

Details of the objectives of the Strategy were reported. It was noted that the Strategy focused on six key principles of good technology and the means of ensuring that these principles were always met. In addition, the strategy introduced a process through which technology requirements were identified, approved and taken forward. This would ensure the Council only invested time and money in technology that met the requirements of the strategy and delivered value. The Strategy also outlined the working culture and practices of the Technology Services department and the services they worked with, and outlined how the Council would support Members and staff with the appropriate technology to enable them to do their work.

RESOLVED

That the Technology Strategy be adopted, as submitted.

REASON

The Council requires a Technology Strategy to provide strategic direction on the use of technology to deliver services.

EX/87     **APPROVAL OF ARRANGEMENTS FOR A FRAMEWORK AGREEMENT  
FOR THE PROVISION OF AGENCY STAFF**

The Cabinet Member for Finance and Assets reported that the Council's contract with Comensura, for the provision of agency staff, had officially expired in June 2016. Therefore, an EU compliant tender exercise for the provision of temporary agency staff had been conducted in conjunction with the partners in the Shared Procurement Service.

This Council, in conjunction with Crawley Borough Council and Mid Sussex District Council, had tendered for a framework agreement which Crawley Borough Council had legally established on behalf of all three Councils and approval was now sought for the Council to access this framework agreement.

The framework agreement would provide flexible access, under agreed terms and rates, to specialist, office based, and operational staff and drivers. This would ensure that a broad range of the Councils' staffing requirements were met and that agency spend was compliant with public spending regulations.

RESOLVED

That the use of a four year framework agreement for the provision of Agency Staff, established by the Council's Shared Procurement Service in conjunction with Crawley Borough Council and Mid Sussex District Council, be approved with immediate effect.

REASON

By accessing the framework agreement, the Council will have a compliant contract in place for the provision of agency staff for the next four years.

EX/88 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/89 **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

RESOLVED

That Councillor Adrian Lee be appointed as the Council's representative on both the High Weald Area of Outstanding Natural Beauty Joint Advisory Committee and the Gatwick Greenspace Group until May 2019.

EX/90 **FORWARD PLAN**

The Forward Plan was noted.

EX/91 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

*The meeting closed at 6.03 pm having commenced at 5.00 pm*

CHAIRMAN



## Report to Cabinet

27<sup>th</sup> April 2017

By the Cabinet Member for Finance and Assets

### **DECISION REQUIRED**



Not Exempt

Exempt Appendix 1 under paragraph 3 Part 1 of  
Schedule 12A of the Local Government Act 1972

### **Notice of general exception to Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

Notice is hereby given in accordance with Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that it was impracticable to give 28 days' notice of the intention to take a Key Decision by the Cabinet on 27 April 2017. The Chairman of the Overview and Scrutiny Committee has been informed of this matter in accordance with Regulation 10.

### **Census ICT Cloud Managed Service Provider – Preferred Supplier**

#### **Executive Summary**

In December 2016, the Census ICT Partnership Joint Committee agreed a new strategy for the Partnership which would see local data centres transferred into the cloud, which would provide a number of benefits to the delivery of IT for all the members councils.

A key part of the support of this new environment is the procurement of a 'managed service provider' to provide the following support:

- Design of the new cloud hosting environment
- Transition of applications and data into the new environment
- Support of the new environment once in production

The purpose of this report is to ask Cabinet to approve the preferred bidder for the supply of the managed service as the contract award is over £250,000 in total, and the Census ICT budget is held and managed by Horsham District Council.

#### **Recommendations**

The Cabinet is recommended:

- i) To accept the bid and award the contract to Company A (exempt Appendix 1) as the preferred supplier of the managed service for the Census Cloud hosting environment

## **Reasons for Recommendations**

- i) To progress the agreed Census ICT strategy and move to the cloud, a managed service provider is required.

## **Background Papers**

Census Joint Committee minutes, 16<sup>th</sup> December 2016.

**Wards affected:** All

### **Contact:**

- Jane Eaton, Director of Corporate Resources

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Census ICT Partnership is transitioning to a cloud based model, away from locally hosted data centres. This new strategy was adopted at the Joint Committee in December 2016.
- 1.2 To ensure the member Councils have access to the right knowledge and experience to maintain the new cloud hosting environment effectively, the support of a managed service provider (MSP) is required.
- 1.3 Adur & Worthing Councils led on a procurement exercise, with the full involvement of officers from Mid Sussex District Council and Horsham District Council, to identify a supplier for the MSP service.

### **2 Relevant Council policy**

- 2.1 This decision supports the Census ICT Partnership strategy to move to the cloud, adopted at Joint Committee in December 2016.

### **3 Details**

- 3.1 To enable the member Councils of the Census ICT Partnership to transition to the cloud away from on-premise data centres, the support of a knowledgeable and experienced managed service provider (MSP) is needed.
- 3.2 The scope of the work to be delivered by the MSP includes design, migration and support of the partnership's infrastructure hosting in the public cloud that provides resilience, security and meets the organisations' disaster recovery objectives under a set of agreed Service Level Targets.
- 3.3 The selected bidder will be responsible for a robust Cloud design, working with the Councils' local IT teams to ensure that the final hosting environment is fit for purpose. They will also assist with the migration of data and applications to the new environment, and ensuring acceptable levels of performance and reliability are met.
- 3.4 From the procurement exercise undertaken, Company A has emerged as the preferred bidder. This bidder provided the highest scoring responses to the criteria for the tender whilst also demonstrating value for money over the length of the contract.

### **4 Next Steps**

- 4.1 Following approval by Cabinet to award the contract, there will be a mandatory legal 10 day "standstill" period as required by the Public Contract Regulations, to allow unsuccessful tenderers time to request feedback and scrutinise the award process. Once this has passed without incident, the appointment can be ratified and legal formalities concluded.

## **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1 The report was discussed at the Finance and Assets PDAG on 18<sup>th</sup> April 2017. Further details were sent to members of the PDAG following the meeting.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 Not procuring a managed service provider would present considerable risk to the cloud transition work as the Census ICT Partnership does not presently have the in house knowledge and experience to run the project.

## **7 Resource Consequences**

- 7.1 All costs for the contract with the managed service provider will be met from the Census ICT Partnership budgets, using monies diverted from projects that are no longer needed under the new strategy. At the Joint Committee of December 2016, an initial £204,250 was set aside for the cloud transition work.

## **8 Legal Consequences**

- 8.1 The procurement process has been carried out in compliance with the Council's procurement code.
- 8.2 This matter is a 'key decision'. This report provides Notice of general exception to Regulation 9 of the Local Authorities (Executive arrangements) (Meetings and Access to Information) (England) Regulations 2012, and the Chairman of Overview and Scrutiny was informed verbally on 7 April 2017 and by receipt of this report, in accordance with Regulation 10.

## **9 Risk Assessment**

- 9.1 The risks relating to this project are being actively managed. A key risk relating to the managed service provider contract is being mitigated by the Councils owning their own accounts with the major cloud hosting providers (e.g. Amazon Web Services and Microsoft Azure). This means that should we exit the contract with the preferred supplier, the Councils would still have total ownership and access to their systems and data.

## **10 Other Considerations**

- 10.1 Ensuring our IT infrastructure is robust and fit for purpose ensures that Council services can continue to be delivered in a timely and cost effective manner, benefitting all the residents and businesses of the three local authority areas within the partnership.
- 10.2 Cloud computing offers many benefits in terms of sustainability, with the greater scale of large providers able to deliver 'green IT' more effectively than small, in house data centres. There will be a sustainability element in the scoring for the procurement of the new cloud hosting platform to ensure the Councils are meeting their obligations with regard to protecting the environment.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## Report to Cabinet

27 April 2017

By the Cabinet Member for Waste, Recycling and  
Cleansing

### DECISION REQUIRED

Not Exempt



**Horsham  
District  
Council**

**Appendix 1 Exempt further to Paragraph 3 of Part 1  
of Schedule 12A to the Local Government Act  
1972. It is considered that in all the circumstances  
of the case the public interest in maintaining the  
exemption outweighs the public interest in  
disclosing the information.**

### Appointment of a contractor to supply a replacement refuse collection fleet

## Executive Summary

On the 24 November 2016, Cabinet approved the introduction of Alternative Weekly Refuse Collections for household waste and in addition agreed to procure a replacement rear-loading refuse fleet to deliver the revised service.

Cabinet is requested to approve the award of a contract for the supply of a new refuse fleet following the procurement exercise. This will be funded from an approved capital allocation of £3.0m.

Upon receipt of the new fleet, the existing fleet will need to be disposed of on the best terms achievable with the expectation that the fleet will be sold in its entirety as a single lot for possible re-use abroad where there is market for older side-loading vehicles which can no longer be economically supported.

## Recommendations

That the Cabinet is recommended:

- i) To approve the tender received from Company A, being the most economically advantageous, as identified in the attached exempt Appendix 1 and award the contract.
- ii) To approve the disposal of the existing refuse collection fleet on the best market terms achievable.
- iii) To delegate authority to the Director of Community Services (or designated interim) to enter into a contract for the appointment of Company A and a requisite contract for the disposal of the existing fleet vehicles.

## **Reasons for recommendations**

- i) To provide for a new refuse collection fleet to replace the existing fleet which has come to the end of its operational working life.
- ii) To provide authority to dispose of the existing fleet at the best market price achievable.

## **Background papers**

Cabinet Report 24 November 2016.  
Appendix 1- Tender Analysis

**Wards affected:** All Wards.

**Contact:** Clive Burley, Corporate Project Manager, 01403 215236



## **Background Information**

### **1 Introduction and background**

- 1.1 The Council agreed on 24 November 2016 to implement Alternate Weekly Refuse Collections (AWC) from February 2018 and to procure a new refuse fleet to meet the future needs of the service and achieve significant revenue savings of approximately £270k for fleet operation and £730k for AWC.

### **2 Relevant Council policy**

- 2.1 The change to AWC will contribute to delivering the following corporate priorities: Corporate plan priorities 2016-2019:  
Efficiency- great value services by transforming our waste collection service.  
Environment - Review waste services to maximise the efficiency of the Service.  
- Plan to reach 50% recycling of household waste by 2020.

### **3 Details**

- 3.1 Soft market testing meetings were held with all key vehicle body and chassis suppliers to establish what the market was able to offer; the degree to which the Council's requirements could be met and to gain an understanding of delivery times and production schedules. The average lead in time quoted for a complete vehicle averaged between 20 and 30 weeks.
- 3.2 It was determined that the fleet should be procured as a single lot, to leverage best value, through an existing pre-tendered EU compliant Framework agreement such as the Eastern Shires Purchasing Organisation (ESPO) or the Yorkshire Purchasing Organisation (YPO). Upon further examination the ESPO framework was selected as it would allow procurement as a single lot. All major suppliers are represented on this Framework and standard mini competition templates are in place which best reflect our desired quality and pricing evaluation criteria and that bidders/suppliers would be familiar with the tender format. Additionally the ESPO Framework was backed by a pre-agreed set of 'Call Off' terms which save resources by not having to establish contracts from scratch and which could lead to a protracted period of agreement and could impact on delivery.
- 3.3 The ESPO mini-competition template was adapted and weighted to meet reflect our specific needs and requirements as follows:

Price 50% weighted as follows:

- Vehicle price - 45%
- Basket of Spare Parts - 5% (Specimen basket of spare parts)

Non-Price 50% weighted as follows:

- Delivery lead times and contingency arrangements -15%
- Warranty work and impress stock system - 10% (Impress Stock system covers spare parts holding and stock replacement at Hop Oast depot to minimize vehicle downtime)
- Technical support for whole vehicle - 10%
- Service support - 2%

- Training support - 3%
- Environmental impact – fuel efficiency -5%
- Environmental impact – emissions - 5%

- 3.4 A procurement exemption was approved by the Cabinet Member for Waste and Recycling on 7 February 2017 to amend the Council's standard evaluation criteria from 70% Price and 30% Quality to a 50/50 split. As described above this reflected the existing ESPO mini competition criteria and gave due consideration to key non-price elements such as delivery lead times, overall support and fuel efficiency.
- 3.5 Following publication of the tender on the ESPO portal on 10 March 2017, five compliant tenders, meeting mandatory acceptance criteria, were received on 7 April 2017 and were subsequently evaluated individually and collectively by the Evaluation Team with the following results:
- Company A – 97.81%
  - Company B – 87.39%
  - Company C – 95.43%
  - Company D – 86.33%
  - Company E - 91.75%

The panel agreed that these scores accurately reflected their conclusions and that Company A should be recommended for selection as our preferred supplier.

## **4 Next steps**

- 4.1 Following the approval to award the contract there will be a voluntary 10 day 'standstill period' to allow unsuccessful tenderers time to request feedback and scrutinise the award process. Once completed, the appointment can be ratified and legal formalities concluded.
- 4.2 The rear-end loading vehicle specification will be finalised in conjunction with the supplier and an order placed for approximately 18 vehicles to meet our prospective programme. The total number of vehicles to be ordered may vary by one or two depending on the results of the route optimisation exercise currently being undertaken. A verbal update will be given at the meeting. The delivery of the new refuse vehicles is required by the end of December 2017 prior to AWC roll out from February 2018.

## **5 Views of the Policy Development Advisory Group (PDAG) and outcome of consultations**

- 5.1 The Waste, Recycling and Cleansing Policy Development Advisory Group have been kept informed of progress on eight occasions since June 2016 regarding the introduction of AWC and the requirement for a new refuse fleet. They have been kept informed on all stages of the fleet procurement process to date.
- 5.2 Members of the Policy Development Advisory Group considered the outcome of the fleet tender procurement process at their meeting on the 18th April 2017 and supported the recommendations in this report.

- 5.2 Comments from the Director of Corporate Resources, the Council Solicitor and the Director of Community Services are included in this report.

## **6 Other courses of action considered but rejected**

- 6.1 An open Official Journal of the European Union tender process was discounted as it would not provide any additional pricing or quality benefit and combined with a much longer tender process, with the potential for a higher degree of challenge, this would not have been able to meet our delivery timescales.

## **7 Resource consequences**

- 7.1 A capital budget for the replacement of vehicles was approved by Council on 15 February 2017, for the supply of a new refuse fleet. A capital budget of up to £3m is available for the new refuse vehicles.

## **8 Legal consequences**

- 8.1 The Council has the legal authority to enter into a supply contract and a compliant procurement process has been carried out in accordance with the Council's procurement code and the Public Contracts Regulations 2015.

## **9 Risk assessment**

- 9.1 The risk of not achieving the supply of a new refuse fleet by the target date of 29 December 2017 has been mitigated during the procurement process by requiring all potential suppliers to demonstrate their manufacturing and delivery programme. The preferred supplier has confirmed their ability to meet our timescales.
- 9.2 In the unlikely event that production and delivery were delayed beyond the end of the year the Council can exercise its rights to deduct from the contract cost the provision for replacement hire vehicles until the fleet order was fulfilled.

## **10 Other considerations**

- 10.1 The Head of Service, Operational staff and the Transport Manager have been consulted on the vehicle specification for the new refuse vehicles as well as carrying out field evaluation of supplier demonstration vehicles.
- 10.2 As part of the procurement exercise the preferred supplier will provide all required training for drivers, loaders, technical and maintenance staff to ensure that the fleet is operated and maintained in a safe manner.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

## **FORWARD PLAN**

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice also includes details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website ([www.horsham.gov.uk](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

Published on 01 April 2017

#### **What is a Key Decision?**

A key decision is an executive decision which, is likely –

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.



	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer  Cabinet Member (NB include name, title and email address)
1.	<b>Appointment of a contractor to supply a replacement refuse collection fleet</b> Policy Development Advisory Group 18 April 2017	Cabinet	27 Apr 2017	Part exempt	Natalie Brahma-Pearl, Director of Community Services natalie.brahma-pearl@horsham.gov.uk  Cabinet Member for Waste, Recycling and Cleansing (Councillor Roy Cornell)
2.	<b>Census ICT Cloud Managed Service Provider - Preferred Supplier</b> Policy Development Advisory Group 18 April 2017	Cabinet	27 Apr 2017	Part exempt	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
3.	<b>Future of the Revenues and Benefits Service</b> Policy Development Advisory Group 8 May 2017	Cabinet	25 May 2017	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b>  <b>Cabinet Member</b> (NB include name, title and email address)
4.	<b>Horsham District Housing Strategy position statement</b>  Policy Development Advisory Group 15 May 2017	Cabinet	25 May 2017	Open	Natalie Brahma-Pearl, Director of Community Services natalie.brahma-pearl@horsham.gov.uk  Cabinet Member for Housing and Public Protection (Councillor Philip Circus)
5.	<b>Nuthurst 'Parish Design Statement' - agreement to consult</b> Policy Development Advisory Group 6 April 2017	Cabinet	25 May 2017	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
6.	<b>Waste and recycling collections from isolated properties - phase 2</b> Policy Development Advisory Group 18 May 2017	Cabinet	25 May 2017	Open	John McArthur, Street Scene & Fleet Manager john.mcarthur@horsham.gov.uk  Cabinet Member for Waste, Recycling and Cleansing (Councillor Roy Cornell)
7.	<b>Pay Policy Statement</b>	Council	21 Jun 2017	Open	Robert Laban, HR & OD Manager robert.laban@horsham.gov.uk

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b>  <b>Cabinet Member</b> (NB include name, title and email address)
8.	<b>Horsham Town Centre Vision</b> Policy Development Advisory Group 1 June 2017	Cabinet	20 Jul 2017	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk  Leader (Councillor Ray Dawe)
9.	<b>Creation of a vehicle for the delivery of housing</b>  Policy Development Advisory Group	Cabinet	20 Jul 2017	Open	Brian Elliott, Property & Facilities Manager brian.elliott@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
10.	<b>Consideration of business case for shared building control service with Crawley and Arun councils</b>  Policy Development Advisory Group	Cabinet	20 Jul 2017	Open	Steve Shorrocks, Building Control Manager stephen.shorrocks@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
11.	<b>Children's Play Strategy 2017-2027</b> Policy Development Advisory Group	Cabinet	21 Sep 2017	Open	Trevor Beadle, Head of Community & Culture trevor.beadle@horsham.gov.uk  Deputy Leader and Cabinet Member for Leisure and Culture (Councillor Jonathan Chowen)

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