

**Notes of the Scrutiny and Overview Committee**  
**Finance and Performance Working Group**  
**18<sup>th</sup> November 2015**

**Present:** Councillors: Stuart Ritchie (Chairman), John Bailey, Leonard Crosbie, Nigel Jupp, Ben Staines

**Apologies:** Councillors: John Chidlow, Jonathan Dancer, Brian O'Connell, Michael Willett

**Also present:** Councillor: Roy Cornell, Brian Donnelly, Godfrey Newman

**Officers:** Katharine Eberhart, Director of Corporate Resources  
Roger Dennis, Joint Procurement Adviser  
Paul Cummins, Head of Legal & Democratic Services  
Mark Pritchard, Commissioning and Performance Manager  
Dominic Bradley, Head of Finance

**1. TO APPROVE AS CORRECT THE RECORD OF THE FINANCE AND PERFORMANCE WORKING GROUP MEETING ON 26<sup>TH</sup> AUGUST 2015**

The notes of the Finance and Performance Working Group meeting held on 26<sup>th</sup> August 2015 were approved as a correct record of the meeting.

It was noted that one action outstanding relating to Members requesting an update on Section 106 monies, including amounts spent and outstanding monies be presented at the next meeting.

*Action: Head of Finance to circulate an update before the next meeting.*

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. ANNOUNCEMENTS FROM CHAIRMAN OR CHIEF EXECUTIVE**

The Chairman discussed the importance of the Finance and Performance District Plan Priorities and Key Projects for Quarter report and how presenting this at the beginning of meetings would help re focus and streamline meetings.

The Chairman Suggested that some Agenda Items could be cut down and possibly merged where applicable.

The Chairman proposed that Members continue to submit queries and comments to Officers in advance so that any responses may be brought to meetings.

**4. REPORT ON THE COUNCIL'S FINANCE AND PERFORMANCE, DISTRICT PLAN PRIORITIES AND KEY PROJECTS FOR QUARTER 2, 2015/16**

Before discussions began on the Finance and Performance report, the Cabinet Member for Waste Recycling and Cleansing provided some information on trade waste following a request by the Working Group at the last meeting.

The Director of Corporate Resources presented the report on the Council's Finance and Performance, District Plan Priorities and Key Projects for Quarter 2, 2015/16.

This report detailed the finance and performance figures for Quarter 2 2015/16. It was noted that the report had been restructured to include further summary information on performance and the District Plan.

The Head of Finance presented a summary on income and expenditure for Quarter 2 2015/16 and reported that a slight overspend of £129k was forecast at year-end, in part from the unforeseen cost of planning appeal costs awarded against the Council.

Members suggested that the revenue summary appendix be re-ordered by significance rather than Directorate to aid their review of the papers.

*Action: Head of Finance to consider re-ordering the revenue summary appendix when producing the Q3 report.*

The Director of Corporate Resources talked the Working Group through the Budget and Key Performance Indicators.

The Head of Legal and Democratic services summarised the appeal process and cost of appeals to the Council.

Members discussed how Development Control decisions are handled within the Council.

It was proposed that four factors relating to housing be presented as a separate service area within the quarter 3 Finance and Performance report.

*Action: Head of Finance to include in Q3 report.*

Members discussed revenue grants and spending related to the New Homes Bonus.

Members discussed the key projects and requested further information on the Town Centre improvements in West Street, relating to progress on wi-fi and grants to shop owners for improving the shop frontages.

*Action: Update requested from the officer responsible for the project;  
Town Centres & Events Manager.*

5. **REVISIONS TO HORSHAM DISTRICT COUNCIL'S PROCUREMENT CODE**

The Joint Procurement Adviser introduced the draft report on Revisions to Horsham District Council's Procurement Code.

Members noted responses to questions raised by other Councillors on the revisions to the Council's Procurement Code.

It was reported that the draft Procurement Code promoted greater transparency.

6. **COMPLAINTS, COMPLIMENTS AND SUGGESTIONS – MONITORING AND LEARNING REPORT FOR QUARTER 2**

The Working Group noted the figures for the quarter which were detailed in the Complaints, Compliments and Suggestions report.

The Members noted the complaints figures for the quarter, along with the annual figures.

The report detailed a breakdown of the figures for the Working Group.

7. **ANALYSIS OF REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION REGULATIONS 2015**

The Working Group noted the contents of the Freedom of Information Act and Environmental Information Regulations report.

8. **CENSUS JOINT COMMITTEE MINUTES HELD ON 9<sup>TH</sup> SEPTEMBER 2015**

The Members noted the Minutes of the CenSus Joint Committee held on the 9<sup>th</sup> September 2015.

The meeting ended at 8.15 p.m. having commenced at 6.00 p.m.

CHAIRMAN

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