

Finance and Performance Sub-Committee
11 AUGUST 2016

Present: Councillors: Nigel Jupp (Chairman), David Coldwell and David Skipp

Apologies: Councillors: Jonathan Dancer, Tim Lloyd and Michael Willett
Officers: Dominic Bradley, Head of Finance

Also Present: Councillors: John Bailey, Brian Donnelly, Leonard Crosbie,
Godfrey Newman

Officers: Jane Eaton, Director of Corporate Resources
Paul Cummins, Head of Legal & Democratic Services
Mark Pritchard, Commissioning & Performance Manager

11 **MINUTES**

The minutes of the meeting of the sub-committee held on 16th June were approved as a correct record and signed by the Chairman.

With regards to the action points arising from the minutes, it was noted that the S106 database, which was being developed, was scheduled to be completed by September. Members considered that it would be beneficial if there were a summary sheet showing totals for each Ward in addition to the more detailed information.

12 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

13 **ANNOUNCEMENTS**

There were no announcements.

14 **FINANCE AND PERFORMANCE, CORPORATE PLAN PRIORITIES, AND KEY PROJECTS FOR QUARTER 1, 2016/17**

The Commissioning & Performance Manager introduced the report on the Council's Finance and Performance, Corporate Plan Priorities and Key Projects for the first quarter of 2016/17.

The finance and performance figures demonstrated the significant progress there had been on key projects, including Broadbridge Heath Leisure Centre and the Hop Oast Depot, both of which were on schedule.

Key Performance Indicators for delivery of the Corporate Plan demonstrated that 69.5% were within target and 25% close to target with no areas of major concern.

Members discussed the two areas that fell outside the target range: parking capacity and planning appeals.

Whilst parking capacity was below target, income had increased because the number of paying users had increased. This was due to new payment methods using number plate recognition, and Sunday charging. The Commissioning & Performance Manager confirmed that ways of boosting parking numbers at off-peak times were being explored.

The sub-committee requested a breakdown of parking statistics (capacity and income) to show weekday and weekend use separately.

With regards to planning appeals, the sub-committee noted that now the Horsham District Planning Framework had been adopted the number of appeals lost had significantly decreased. There had been one cost awarded in the first quarter relating to an historic appeal. The Chairman of Overview and Scrutiny requested that the cost of this appeal be circulated to the sub-committee.

Members welcomed the positive figures for attendance at the Capitol and Horsham

- *That the sub-committee be given a breakdown of parking statistics for the first quarter (capacity and income) to show weekday and weekend use separately.*
- *That the sub-committee be given financial details of the lost appeal in the first quarter (Code DM07 in the Finance & Performance Summary (Appendix B)).*
- *Trade Waste figures in the Finance & Performance Summary (Appendix B) to be checked and circulated to the sub-committee.*

15

COMPLAINTS, COMPLIMENTS AND SUGGESTIONS - MONITORING AND LEARNING REPORT FOR QUARTER 1 2016/17

The Commissioning and Performance Manager presented the report which gave details of complaints and compliments received by the Council between 1st April and 30th June 2016. There had been 56 complaints, excluding leisure centres. The figures showed that the trend of decreasing complaints was continuing, with a 48% decrease compared with the same period last year.

Members were advised that the number of complaints received by leisure centres had increased because the Billingshurst Leisure Centre had been shut for longer than anticipated. A majority of complaints involving leisure centres were dealt with by the operators.

There had also been an increase in the number of compliments (excluding leisure centres), with 91 being received. Forty-three of these had been received by Community & Culture. The leisure centres had received 103 compliments during the same period.

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

The Head of Legal & Democratic Services presented the report of the analysis of requests made under the Freedom of Information Act and Environmental Information Regulations for the first quarter 2016/17.

The number of requests received in the first quarter (175) was 15% higher than for the same period the previous year. Members were advised that the Council was achieving and maintaining one of the best response rates in the country (95% responded to within 20 working days) despite the increased number of cases.

The sub-committee discussed the amount of staff time required to respond to FOI requests and noted the extent to which on-line information and guidance was increasing efficiency.

17 **DATE OF NEXT MEETING**

The next meeting of the Finance & Performance Sub-Committee would be on 9th November 2016.

The meeting closed at 6.36 pm having commenced at 5.30 pm

CHAIRMAN