



Email: committeeservices@horsham.gov.uk
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Finance and Assets Policy Development Advisory Group

Monday, 12th March, 2018 at 5.30 pm
Howard Room, Parkside, Chart Way, Horsham

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors: Brian Donnelly (Chairman)

John Bailey
John Chidlow
Paul Clarke
David Coldwell
Leonard Crosbie

Nigel Jupp
Adrian Lee
Tim Lloyd
Stuart Ritchie
Simon Torn

You are summoned to the meeting to transact the following business

Agenda

	Page No.
1. Apologies for absence	
2. Notes of previous meeting	3 - 4
To receive the notes of the meeting held on 8 th January 2018	
3. Peary Close, Horsham and Rowan Drive, Billingshurst - Approval of the appointment of a contractor	5 - 12
4. Redevelopment of Piries Place Car Park - Approval of building contractor	13 - 28
5. Forward Plan Extract for the Finance and Assets Portfolio	29 - 32
To note the Forward Plan extract (if any) for the Finance and Assets Portfolio	

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Public Document Pack Agenda Item 2

Finance and Assets Policy Development Advisory Group 8 JANUARY 2018

Present: Councillors: Brian Donnelly (Chairman), John Bailey, Paul Clarke, David Coldwell, Leonard Crosbie, Nigel Jupp, Adrian Lee, Tim Lloyd and Stuart Ritchie

Absent: Councillors: John Chidlow and Simon Torn

16 NOTES OF PREVIOUS MEETING

The notes of the meeting held 30th October 2017 were received.

17 REVENUE BUDGET 2018/19

The Head of Finance gave a presentation on the Revenue Budget 2018/19.

This included the assumptions, projected future budget shortfalls, income and savings and anticipated growth. The presentation also included details of the New Homes Bonus for the forthcoming years.

Members noted the information and raised some questions.

Clarification on the sponsorship details for the Year of Culture was requested. Members requested a briefing note highlighting any financial risks and seeking assurance that the Council was protected should the sponsors for the events not materialise. A note would be provided following the meeting.

The Advisory Group discussed the New Homes Bonus (NHB) and were advised that no clarity from central Government had been provided to give local councils a steer on the NHB going forward into the future.

The Group noted and had no objections to the information provided by the Head of Finance on the Revenue Budget 2018/19.

18 CAPITAL BUDGET 2018/19

The Head of Finance presented the details of the Capital Budget for 2018/19.

The Advisory Group noted the information presented including existing commitments and new bids for 2018/19 and had no objections.

19 SHARED PROCUREMENT FUTURE DELIVERY MODEL

The Procurement Manager presented the Members of the Advisory Group with a report resulting from the review of future delivery models for the procurement service. The report, along with recommendations would be presented to Cabinet on 25th January 2018.

The existing model for the procurement service was established in 2010 and operated as a joint working arrangement with Horsham, Crawley and Mid Sussex councils. As the existing arrangements were due for renewal a review had been undertaken to identify how best to deliver procurement going forward.

The report detailed the proposals for the future arrangement of the service.

The Advisory Group had no objections to the proposals and supported the report and recommendations to Cabinet.

20 **APPROVAL OF BUILDING CLEANING SERVICES TENDER PROCESS**

The Head of Property and Facilities presented the report for Approval of Building Cleaning Services Tender Process. This report was due to go Cabinet in January and sought delegated authority to award the contact for the provision of building cleaning services, following the tender process.

The reason for the delegation of such decision to the Director of Planning, Economic Development and Property was because the contract was being tendered jointly with Crawley Borough Council and Mid Sussex District Council and if the normal Cabinet approval process was followed there would be an unacceptable delay in the contract award process.

The Advisory Group noted that this service did not include the cleaning of the public car parks in Horsham, other than the primary public staircases and the Swan Walk management office.

The Group supported the proposal and had no objections.

21 **FORWARD PLAN EXTRACT FOR THE FINANCE AND ASSETS PORTFOLIO**

The Forward Plan Extract for the Finance and Assets Portfolio was noted.

The meeting closed at 7.11 pm having commenced at 5.30 pm

CHAIRMAN

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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) 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

Tel: 01403 215123

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What is a Key Decision?

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

(i) to involve expenditure or savings of £250,000 or more as well as otherwise being 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.	Peary Close, Horsham and Rowan Drive, Billingshurst - Approval of the appointment of a contractor to develop 17 Flats	Cabinet	22 Mar 2018	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
2.	Redevelopment of Piries Place Car Park - Approval of the appointment of a building contractor	Cabinet	22 Mar 2018	Part exempt	Chris Lyons, Director of Planning, Economic Development and Property chris.lyons@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly), Cabinet Member for Local Economy (Councillor Gordon Lindsay)

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