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Overview and Scrutiny Committee

Monday, 28th January, 2019 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors: Leonard Crosbie (Chairman)
David Coldwell (Vice-Chairman)
Toni Bradnum
Paul Clarke
Jonathan Dancer
Matthew French
Billy Greening
Nigel Jupp
Lynn Lambert
Tim Lloyd
Mike Morgan
Brian O'Connell
Kate Rowbottom
Ben Staines
Michael Willett

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 10
<p>To approve as correct the minutes of the meeting held on 26th November 2018 (<i>Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.</i>)</p>	
3. Declarations of Members' Interests	
<p>To receive any declarations of interest from Members of the Committee</p>	
4. Announcements	
<p>To receive any announcements from the Chairman of the Committee or the Chief Executive</p>	

5. Review of the Council Budget 2019/20

The 'Budget 2019/20 and the Medium Term Financial Strategy to 2022/23' report and appendices, submitted to Cabinet on 24 January, is online at: [link to Cabinet Agenda Item 9 - 24 January 2019](#)

6. Update on monitoring process and outcomes of the LGSS - Director of Corporate Resources

7. Proposal to hold 11 Overview and Scrutiny Committee meetings per Council year to accommodate the introduction of three working groups (draft calendar has been circulated) 11 - 12

8. Working Groups 13 - 14

To nominate Members for the three Working Groups approved by the Committee on 26 November 2018:

- Finance & Performance
- Business Improvement
- Community

9. Task and Finish Group and Updates 15 - 16

- WSCC S106 Funds (held by Horsham District Council): To confirm Membership and Terms of Reference for the Task and Finish Group

10. Confirmation of Work Programme and Work Programme procedures for 2019 17 - 18

11. Cabinet Forward Plan 19 - 24

12. Urgent Business

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances

Overview and Scrutiny Committee 26 NOVEMBER 2018

Present: Councillors: Leonard Crosbie (Chairman), David Coldwell (Vice-Chairman), Paul Clarke, Matthew French, Nigel Jupp, Lynn Lambert, Tim Lloyd, Mike Morgan and Brian O'Connell

Apologies: Councillors: Toni Bradnum, Jonathan Dancer, Billy Greening, Kate Rowbottom, Ben Staines and Michael Willett

Absent:

Also Present: Councillors: Jonathan Chowen and Brian Donnelly

SO/40 **MINUTES**

The minutes of the Committee held 24th September 2018 were approved as correct record of the meeting and signed by the Chairman.

SO/41 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

SO/42 **ANNOUNCEMENTS**

There were no announcements.

SO/43 **CABINET MEMBER INTERVIEW**

The Cabinet Member for Finance and Assets had been invited to the meeting as part of the Cabinet Member interviews.

The following questions had been submitted in advance of the meeting, which the Cabinet Member answered at the meeting.

Question 1:

Although the MTFs has now gone through Cabinet, it does appear that some members of the council are not aware of the relationship between the MTFs and the final Budget. Could you please clarify?

On the same subject I have seen that some councils operate a 5 year cycle of MTFs and assume that we do the same. If this is the case can you please tell the committee where we are in the cycle. *Councillor Coldwell*

Answer:

Council finances are different to businesses. We receive our funding and then design the services offer we can give our customers within the money given. Businesses design their services and then work out how much they can sell and at what price they sell them at.

The Medium Term Financial Strategy initially works out how much money we believe we will receive. Then it looks that the cost of the current service offer. Because it is illegal for the Council to set an unbalanced budget we then have to consider how we fill in the difference. In these years of austerity I'm afraid this difference is always, or almost always, a shortfall of money to service cost. The strategy then looks at all the changes we could make to fill the gap between what we provide and what we can afford. These changes include increases in council tax and fees and charges but also, efficiencies officers can make and new income ideas. For most councils this also means cuts to services our residents and businesses value. Horsham District Council is in the fortunate position we have been able to make these changes without damaging cuts.

The budget is then, or rather is now, being calculated by each service in the council in detail. The 2 processes come together with service plans to present to Cabinet and Council after Christmas the full position. The strategy sets the direction and the key changes, the budget fills in the detail.

On length of strategy there is no set rule. Some Council's use 3, 4 or 5 years, others go as long as 10. With our government funding, the capping levels, being decided in December each year the further out we look the more unreliable our estimate of the difference. The art of the Medium Term Financial Strategy is to make enough change to make our position stable. If we do too much, which a long strategy could encourage us to do, we may have to make cuts to services our residents value. And then find ourselves making surpluses. Do too little we end up like Northamptonshire.

That said we do have an outline 10 year model and I have looked at what our longer term position is. If we are prudent, and that includes inflationary increases on council tax and charges, and maximising use of our commercial property portfolio, then this Council will not sit on large unnecessary reserves nor face the Government inspectors coming in to reverse a situation we could have managed had we made those prudent decisions at the start.

Question 2:

Regarding the sale of surplus land, I accept that some of the parcels that might be sold unsuitable for affordable or social housing for a number of reasons including small plot size and/or location but will Cllr Donnelly confirm that the Parish Councils be asked if they could suggest a community use for the land?
Councillor Coldwell

Answer:

No. The Council has an obligation under S123 of the Local Government Act 1972 to achieve the 'best consideration'. The Head of Property Services is preparing a report for January's Cabinet proposing to sell some surplus land and this was considered at my PDAG earlier this month. Selling this land we release money we can reinvest in investment property for a return that will support our financial strategy and enable us to maintain a balanced budget. While community uses are valued, and as you know we support our communities way in excess of the offer of other districts either in Sussex or elsewhere, we cannot give away land for "nice to do" purposes, when we need to create a sustainable future for this Council, its residents and its businesses.

The Committee noted the responses and the Cabinet Member agreed to take supplementary questions.

The Committee noted that one of the difficulties with the Medium Term Financial Strategy (MTFS) was forecasting the level of uncertainty of New Homes Bonus, the Government grant and the cap on Council Tax.

The Committee discussed the sale of surplus Council owned land and whether these could be suitable for affordable housing or temporary accommodation units.

The Cabinet Member explained that these pockets of land were being sold to increase the Council's income. However he agreed that the sale of units for temporary accommodation was a good project and land would be assed for sale or such purposes, as it became available.

The Chairman thanked the Cabinet Member for attending the meeting.

SO/44 **MEDIUM TERM FINANCIAL STRATEGY - OVERVIEW AND SCRUTINY RESPONSE**

On 20th November 2018 the Chairman had invited Members of the Committee to attend an informal meeting to discuss Overview and Scrutiny's response to the MTFS. The Chairman then presented the Committee's response at the Cabinet Meeting on 22nd November.

A summary of the discussions at the informal meeting was presented to the Committee:

- The Council was currently financially robust with reserves of over £24M, including New Homes Bonus (NHB)
- The housing numbers calculated for 2019/20 to 2023/24 in the NHB were accepted but considered modest
- The NHB income projections were also considered modest
- Capital expenditure – £2.5M in the reserves for 2019/20 for the possibility of a running track, plus £11.3m for the Bridge development
- Members accepted the RPI inflation figure of 3.3%
- The forecast Savings/Income data were noted, but it was agreed that Overview and Scrutiny would look in detail at the projected Savings/Income for 2020/21 of £1.3M
- Options table – the proposals were modest and some restrictive
- The MTFS did not include the proposals for the sale of five parcels of land of a value of approximately £1.55M, if the sale was approved there is a windfall which had not been included in the MTFS
- In relation to the sale of land, as mentioned above, the Members stressed that this land should be offered on a “first refusal” basis to the Housing Company that the Council intends to launch in 2019.

The Chairman stated that the informal meeting of the Committee was called at relatively short notice to enable Overview and Scrutiny to comment on the MTFS to be considered by the Cabinet on Thursday 22nd November. The meeting was attended by seven members of the Committee. The Director of Corporate Resources was not in attendance at the meeting.

The Cabinet Member thanked the Committee for its input.

SO/45 **REPORT ON THE COUNCIL'S CORPORATE PLAN PRIORITIES, FINANCE AND PERFORMANCE Q2 2018/19**

The Committee received the report on the Council's Corporate Plan Priorities, Finance and Performance for quarter two.

In terms of financial performance the Director of Corporate Resources highlighted that at mid-year the Council was predicting an overspend, which was unusual.

It was noted that the main difference was as a result of the introduction of the Homeless Reduction Act. The Director anticipated that targets would be back on track by the year end.

On performance, the main indicator flagged up for the Committee was the LGSS02 Right Time – housing benefit, as a result of the change over from the Census partnership to LGSS and the complexities withdrawing from the partnership. Withdrawal from the Census partnership would complete in mid-December. Much of the delay was attributed to the IT systems.

Members of the Committee reiterated their support of the purchase of temporary accommodation to house the homeless, rather than using Bed and Breakfast.

Regarding capital expenditure, the Director noted the Members' concerns regarding Capital expenditure forecasting, it was a recurrent situation. The Committee noted that the Chief Executive continued to put pressure on heads of service when it came to project forecasting.

SO/46 **TASK AND FINISH GROUP UPDATES**

SO/47 **FINAL REPORT OF THE CENSUS TASK AND FINISH GROUP**

The Chairman of the Census Revenues and Benefits Task and Finish Group presented the final report of the review.

The report highlighted some lessons learnt which would be taken on board for future joint ventures.

It was suggested that more could be done to monitor the new scheme going forward, to ensure that the same mistakes were not made in the future.

The Chairman of the Committee proposed a third recommendation, that the Director of Corporate Resources address the monitoring and visitation process to see how we are doing with our new third party contractor LGSS. The Chairman asked for an update at the next meeting of the Committee.

The Committee noted and accepted the recommendations.

APPROVED

- (i) That the work of the F&P on CenSus Revenues and Benefits from March 2017 on the Housing Subsidy Audit, be continued, and
- (ii) That the working practices of CenSus following on from the officers' measures to mitigate the situation, be reviewed,
- (iii) That the Director of Corporate Resources be asked to provide an update to monitor the process with the new partnership with the LGSS.

SO/48 **FINAL REPORT OF THE ENGAGEMENT OF OVERVIEW AND SCRUTINY TASK AND FINISH GROUP**

The Chairman of the Engagement of Overview and Scrutiny Task and Finish Group presented the final report.

The report was recommending the reinstatement of the three working groups – finance and performance, business improvement and community. The Chairman stressed the importance of the timing of these meetings, to ensure that reports are received in a timely manner.

The Committee approved the recommendations. The Committee hoped that the terms of reference for each of these groups and membership would be available for the next meeting.

The Vice-Chairman of the Committee would review the timetabling and logistics for the new working groups and report back to the Committee.

APPROVED

- (i) The Committee approved the introduction of three standing working groups

SO/49 **ACTIONS ARISING FROM THE REPORT OF THE ENGAGEMENT OF OVERVIEW AND SCRUTINY TASK AND FINISH GROUP**

The Committee agreed as part of the previous agenda item, that the nominations for members for the three working groups would be presented at the next meeting of the Committee, along with draft terms of reference and a timetable.

SO/50 **WORK PROGRAMME**

Two members of the public spoke this item.

A suggestion had been submitted for the work programme on 25th September 2018 (the day after the last meeting of the Committee) on the S106 agreement for North of Horsham. This suggestion was assessed by the Chairman and Vice Chairman and not considered suitable for the work programme. Instead Councillor O'Connell had been instructed by the Chairman to respond to the concerns raised by the members of the public at the last meeting and to the suggestion form which had been submitted.

Councillor O'Connell had sent an extensive reply to the member of the public addressing his concerns and responding in detail to his statement. He refuted his comments and gave a number of clear facts and figures to support this, as had been set out in a number of Council reports over the past years on affordable housing.

The Work Programme was noted.

SO/51 **SUGGESTIONS FOR THE WORK PROGRAMME**

(i) Running Track

Two members of the public spoke on this item.

A suggestion to review the re-provision of the athletics track, was made. The Councillor questioned whether the decision made by Council in 2012 and supported again in 2015, was still valid in today's economic circumstances.

The Cabinet Member for Leisure and Culture explained how the Council had made a commitment to the re-provision of the athletics track as part of the future of Broadbridge Heath Leisure Centre and it was now part of the Council's commitment.

After a long discussion on the matter it was concluded that as this item was on the Cabinet Forward Plan for decision in January 2019, the Committee could be involved with the discussions on cost, facilities, process. The Cabinet Member invited all Members to attend his Policy Development Advisory Group in January.

It was concluded that the Committee accepted the commitment to replace the running track and based on the discussion with the Cabinet Member, the Committee would expect to be engaged on the decision process and to receive the relevant information at the same time as the Cabinet Member's Advisory Group.

Therefore this suggestion would not be taken forward.

(ii) S106 Funds – West Sussex County Council (WSSCC)

A second suggestion for the work programme was made to establish the allocation of S106 funds which Horsham District Council held on behalf of WSSCC.

The Committee approved this suggestion for a task and finish group.

SO/52 **CABINET FORWARD PLAN**

The Vice Chairman added this item to the agenda to make aware to the Committee the items on the Cabinet Forward Plan, which in turn could help generate subjects for review by Overview and Scrutiny.

The Committee noted the Cabinet Forward Plan.

SO/53 **URGENT BUSINESS**

There was no urgent business.

The meeting closed at 8.14 pm having commenced at 5.30 pm

CHAIRMAN

Proposal to hold 11 Overview and Scrutiny Committee meetings per Council year to accommodate the introduction of three working groups

1. Members will recall that at the last meeting I was asked to look at how it might be possible to set dates for as many as 18 additional two hour meetings to accommodate the three subgroups just agreed (Minute SO/48 (26.11.18) refers).
2. It was then, and is now, acknowledged that it was unlikely that all these meetings would be required, recalling that the sub-committees previously in existence would only normally meet four times each in the council year.
3. Subsequent discussions with Democratic Services have shown that it would be very difficult, if not impossible, to insert the 18 meetings in the evenings. It should be noted that generally meetings at HDC are scheduled for Mondays, Tuesdays and Wednesdays evenings only. Thursdays are reserved for Cabinet, formal or informal as the case may be; the requirement for these meetings is that in general terms both Monitoring Officer and Director of Finance, are required to be present, as they are for Scrutiny meetings and may be so for Scrutiny sub-group meetings discussing financial matters.
4. There is also the difficulty of allocating officer time although there is a recruitment process currently underway which may address some of these issues.
5. During my calendar discussions with officers the possibility of increasing the number of full O&S meetings to accommodate some of the subgroup time requirements was proposed. We therefore now have a draft calendar for 2019/20 which indicates 11 meetings, none in August so if needed, additional time will be available. When there are to be Cabinet meetings, the O&S is scheduled to have a meeting on the Monday before.
6. The O&S Chairman and myself have also discussed the benefit to the committee of having cabinet members attend by rote and have agreed that these sessions have not have been uniformly beneficial. For example, questions submitted by members are not many, and are from the same few members. Indeed the Cabinet member who should have had most to deal with, the Leader, had none at all. In general, these interviews have generated some discussion but the benefit of the answers given is, in general, not proportionate to the time taken. Ending the routine interviews will gain 35 or 40 valuable minutes for substantive issues, many of which are not being addressed.
7. This is not to say that cabinet members are not to be summoned to appear before the committee. There are times when Cabinet members (and Leader), supported by officers if required, should be called, such as when the committee is looking at a particular issue such as the budget or a housing company.
8. The net gain in committee time under the proposals above would be 5 x 2 hours in additional meetings plus say and additional two hours by not having cabinet members routinely present to deal with mostly routine issues so about 12 hours gained versus the perceived requirement of 36 which is likely to be a good deal less in reality.

At this point I should make it clear to all that during the Engagement group I was not supportive of the proposals that we reverted to the three subcommittees, or as now known as subgroups. Members will recall that in the discussions leading up to the changes in 2017, it was envisaged that an efficient committee, having read the committee papers and prepared its questions, should be able to dispose of the subjects under discussion in less than 30 minutes.

The committee however, by majority vote, opted to go with the recommendations of the Engagement group, hence this report in which I am trying to accommodate the wishes of the committee within the perceived difficulties caused by a limited number of evening slots available.

So how would the three subgroups operate within the proposed additional meeting time available?

One suggestion is that the groups (up to five strong is suggested, but open to all) should meet informally, outside the confines and public view of the O&S committee to examine the subject for which the group is constituted and to prepare a list of questions which can then be put to the relevant officers/Cabinet members at the full S&O meeting, even allowing for debate the business should, in the committee, be concluded within 30 minutes.

The question has been raised about the possibility that something confidential may be raised when a meeting is in public. This should not generally arise when cabinet documents are being considered because they will be in the public arena already; in the event that a question and the answer is likely to be confidential, then the officer will be aware of the need for confidentiality and has the option to request a closed session, or and much more likely, offer to provide the answer later.

I am sure that there are other possibilities to be explored.

Councillor David Coldwell
Vice-Chairman, Overview & Scrutiny Committee

January 2019

Agenda Item 8

TERMS OF REFERENCE FOR THE THREE WORKING GROUPS

Each working group made up of five members of Overview & Scrutiny Committee (other Committee members welcome to attend)

The Chairman of each working group to report back to the main Committee.

1) Finance and Performance Working Group

- Reviewing data (eg quarterly reports provided by the Finance department)

In addition to reviewing historical data, the two main areas of involvement are:

- Reviewing progress during the year on the Medium Term Financial Strategy;
- Having input during the preparation of the budget (through progress reports during the year).
- To initiate Task and Finish groups to deal with or scrutinise any particular queries that may be brought to the attention of the Group or deal with other items that may be brought forward as work suggestions and approved by the O&S Committee.

2) Community

This group would have a very broad scope intended to scrutinise community issues, in particular the following areas:

- Social Inclusion & Health
- Crime & Disorder
- Health & Wellbeing
- Leisure
- Housing Company

3) Business Improvement Working Group

- To scrutinise practices and procedures employed by the Council, focussing on events or actions recently taken.
- To investigate why decisions were made, ensuring protocols and proper procedures were followed.
- To ensure practices and procedures are fit for purpose and identify if they are in need of updating in line with changes to policy or current situations.
- The Group's work to include Council business with external bodies.
- To scrutinise any other ad hoc matters that may arise or as instructed by the O&S Committee and make recommendations as appropriate

Councillor Brian O'Connell
Chairman, Engagement of Overview & Scrutiny Task and Finish Group
January 2019

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S106 Task and Finish Group review – work outline

Objective: There are THREE objectives to this Task and Finish group:

- What funds there are in the HDC accounts accumulated for WSCC responsibility areas, and what categories, allocations, time sensitivities there are associated with the funds;
- To understand how the requests are arrived at; and
- How disbursements are agreed and monitored by HDC in conjunction with WSCC.

Methodology:

Using the database of S106 funds, HDC officers will identify what the available funds are, which funds are time limited and what those limits are, order the end use data into several general categories, then which parishes have the 106 funds and which funds are earmarked for a locality or not. The locality earmarked funds also must be cross categorised into major headings – including any particular conditions. The data matrices should provide clear layout and record as to the composition/ allocation of the funds to WSCC categories, time limits, and location links. (The funds will encompass allocations for schools/ education, libraries and fire service as well as allocations to highways matters). The main emphasis on data sorting and categorisation will mainly concentrate on highways allocations but the other main categories will be covered in less detail. Once the data has been collected, categorised and tabulated the group will provide the tables to WSCC.

Prior to meeting WSCC members will meet with HDC planning officers. This meeting is to provide members with an understanding of how the respective officers come to formulating the 106 funding levies, including an explanation of the mechanisms used to arrive at the numbers to be provided.

The HDC group will then invite the relevant WSCC officers and cabinet member to review the data. The meeting agenda will include the review of the data, a discussion over the allocation of the funds and reviewing how funds are spent. Whilst not putting into place a POP type arrangement at least there should be some mutual oversight of how funds are spent and control that funds are spent in accordance with the original plans/ allocations.

Outcome: to ensure both WSCC and HDC officers and members are clear:

- The record of s106 funds held and characteristics of said funds;
- The mechanisms used to determine WSCC desiderata in s106 funding terms;
- To secure adequate monitoring of the funds and understanding as to where they should be spent;
- Setting in place a monitoring or measuring system to ensure the funds are spent in time and in line with the original requirements or those agreed to mutually later.

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Overview & Scrutiny Work Programme
May 2018 to May 2019

Work Programme for **2019**

	Scrutiny & Overview Committee	S106 (WSCC) T&F Group	Finance & Performance	Business Improvement	Community
January 2019	28th January 2019 Cabinet Forward Plan Update from Dir. Of CR on the LGSS Partnership ToR for three Working Groups (Finance, Business, Community)				
February					
March	March Q3 Quarterly Corporate Plan and F&P Report Review of Working Groups and S106 Task & Finish Group to date				
April					
May	Election of Chairman and Vice Chairman Crime and Disorder End of Year Report (TBC)				
June	Q4 Quarterly Corporate Plan and F&P Report				

Overview & Scrutiny Work Programme
May 2018 to May 2019

Work Programme for 2018

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	Scrutiny & Overview Committee				
April 2018					
May					
June	4th June Election of Chairman and Vice Chairman CenSus T&FG Final Report Crime and Disorder – Annual Report Task and Finish Groups – update on progress				
July	23rd July Cabinet Member interview – the Leader Q4 Quarterly Corporate Plan and F&P Report – End of Year Task and Finish Groups – update on progress				
August					
September	24th September Cabinet Member Interview - Planning and Development Q1 Quarterly Corporate Plan and F&P Report Task and Finish Groups – update on progress				
October					
November	26th November Cabinet Member Interview Q2 Quarterly Corporate Plan and F&P Report MTFS (TBC)				
December		Set up new T&FG			

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

FORWARD PLAN

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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 may also include 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

Published on 03 January 2019

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.	Council Tax Reduction Scheme Policy Development Advisory Group 5 November 2018	Cabinet Council	24 Jan 2019 13 Feb 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
2 Page 21	Council Lottery Policy Development Advisory Group 14 th November 2018	Cabinet	24 Jan 2019	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Councillor Tricia Youtan Tricia.Youtan@horsham.gov.uk
3.	Funding for Business Improvement District for Horsham Town Centre Policy Development Advisory Group 19 December 2018	Cabinet	24 Jan 2019	Open	Clare Mangan, Head of Economic Development clare.mangan@horsham.gov.uk Cabinet Member for Local Economy (Councillor Gordon Lindsay)

	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)
4.	Budget 2019/20 Policy Development Advisory Group 7 January 2019	Cabinet Council	24 Jan 2019 13 Feb 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
5 Page 22	Bulky Waste Collection Policy Development Advisory Group 21 January 2019	Cabinet	24 Jan 2019	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Waste, Recycling and Cleansing (Councillor Philip Circus)
6.	Affordable Housing Investment - Creation of a Housing Company Community and Wellbeing Policy Development Advisory Group 25 th February 2019	Cabinet	21 Mar 2019	Open	Rob Jarvis, Head of Housing Services robert.jarvis@horsham.gov.uk Cabinet Member for Community and Wellbeing (Councillor Tricia Youtan)

	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)
7.	Proposal to sell surplus council assets Policy Development Advisory Group 11 March 2019	Cabinet	21 Mar 2019	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
8.	Development of industrial units at Oakhurst Phase 4 Policy Development Advisory Groups 11 March 2019	Cabinet	21 Mar 2019	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly), Cabinet Member for Local Economy (Councillor Gordon Lindsay)
9.	Conservation Area Appraisals and Management Plans for Slinfold and Warnham Policy Development Advisory Group May 2019	Cabinet	June 2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)

	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)
10.	Re-provision of athletics track	Cabinet	June 2019	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Deputy Leader and Cabinet Member for Leisure and Culture (Councillor Jonathan Chowen)