



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
Direct line: 01403 215465

# Finance and Assets Policy Development Advisory Group

Monday, 8th April, 2019 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](mailto: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

Glen Chipp  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b> To receive the notes of the meeting held on 11 March	3 - 4
3. <b>Development of Industrial units at Oakhurst Phase 4</b> To brief the Group on the proposed development of industrial units before it is submitted to Cabinet on 6 June. The Group will receive a presentation from the Head of Property & Facilities	

4. **Replacement Telephone System** 5 - 6  
The Head of Technology Services will brief the Group on the new contract award which will be required for a new telephone system for the Council. The proposal will be considered by Cabinet on 6 June
5. **Renewal of Microsoft licensing** 7 - 8  
The Head of Technology Services will brief the Group on the contract award process for this renewal before it is considered by Cabinet on 6 June
6. **Forward Plan Extract for the Finance and Assets Portfolio** 9 - 14  
To note the Forward Plan extract for the Finance and Assets Portfolio

**Finance and Assets Policy Development Advisory Group**  
**11 MARCH 2019**

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

Apologies: Councillors: John Bailey, John Chidlow, Tim Lloyd and Simon Torn

Also Present: Councillor Nigel Jupp

40 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 7 January were received.

41 **PROPOSAL TO SELL SURPLUS COUNCIL ASSETS**

The Cabinet Member reminded Members that a draft report on the proposal to sell surplus Council assets had been considered by the Group in November. The current draft included updated information, including two additional sites.

The Head of Property & Facilities presented the updated list of properties and associated details. He advised that progress had been made in securing an offer to purchase one of the sites, and gave details of the two sites that had been added. In response to questions from members of the Group, the Head of Property & Facilities clarified a number of points regarding the valuing of assets and the proposed purchase. Members also discussed aspects of the two sites that had been added to the proposal.

The PDAG were broadly in agreement with the proposal. The Cabinet Member agreed that advice from the Planning Department would be sought to consider concerns raised by the Group regarding potential future development of one of the sites.

42 **CONTRACT RENEWAL FOR THE FACILITIES MANAGEMENT SERVICE**

The current Building Fabric & Minor Works, Mechanical & Electrical Maintenance contract was due to expire in 2019 and the Head of Property & Facilities briefed the Group on the key milestones of the procurement timetable for the new contract. Once the tender process is completed, a report will be presented to Cabinet in July before the new contract is implemented in the autumn.

Members noted that the Maintenance contract covered both scheduled and reactive maintenance of buildings owned by the Council. The Head of Property & Facilities advised that the market engagement day held in February had had a positive response with interest from well performing companies.

Members of the PDAG noted the procurement timetable.

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

The Group noted the Forward Plan extract for the Finance & Assets portfolio.

*The meeting closed at 6.28 pm having commenced at 5.30 pm*

CHAIRMAN

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

## **FORWARD PLAN – Finance & Assets Portfolio**

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](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

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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.

	<b>Subject and Date of Policy Development Advisory Group for consultation</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)
1.	<b>Development of industrial units at Oakhurst Phase 4</b> Policy Development Advisory Group 8 April 2019	Cabinet	6 Jun 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)
3 Page 11	<b>Replacement Telephone System</b> Policy Development Advisory Group 8 April 2019	Cabinet	6 Jun 2019	Part exempt	Andrea Curson, Head of Technology Services andrea.curson@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
4.	<b>Renewal of Microsoft licensing</b> Policy Development Advisory Group 8 April 2019	Cabinet	6 Jun 2019	Part exempt	Andrea Curson, Head of Technology Services andrea.curson@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)
9.	<b>Contract for Facilities Management Services</b> Policy Development Advisory Group 8 July 2019	Cabinet	25 Jul 2019	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
11.	<b>Medium Term Financial Strategy</b> Policy Development Advisory Group 4 November 2019	Cabinet	28 Nov 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
12.	<b>Budget 2020/21</b> Policy Development Advisory Group 6 January 2020	Cabinet  Council	23 Jan 2020  12 Feb 2020	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)
13.	<b>Council Tax Reduction Scheme</b> Policy Development Advisory Group 6 January 2020	Cabinet  Council	23 Jan 2020  12 Feb 2020	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)

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