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# Finance and Assets Policy Development Advisory Group

Monday, 8th July, 2019 at 5.30 pm  
Wallis Room, Parkside, Chart Way, Horsham

Councillors: Ray Dawe (Chairman)

Matthew Allen  
Tony Bevis  
Paul Clarke  
Brian Donnelly  
Frances Haigh

Nigel Jupp  
Richard Landeryou  
Gordon Lindsay  
Stuart Ritchie

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 8 April 2019.	3 - 4
3. <b>Presentation on the 2018/19 Outturn</b>	
4. <b>Cabinet Report on Transformation fund - top up from the 2018/19 budget surplus</b> To receive a report on the top up from the 2018/19 budget surplus to the Transformation fund.	5 - 10
5. <b>Forward Plan Extract for the Finance and Assets Portfolio</b> To note the Forward Plan extract (if any) for the Finance and Assets Portfolio	11 - 16

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**Finance and Assets Policy Development Advisory Group**  
**8 APRIL 2019**

Present: Councillors: Brian Donnelly (Chairman), Paul Clarke, David Coldwell, Adrian Lee and Tim Lloyd

Apologies: Councillors: Leonard Crosbie and Nigel Jupp

Absent: Councillors: John Bailey, John Chidlow, Stuart Ritchie and Simon Torn

44 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 11 March were received.

45 **DEVELOPMENT OF INDUSTRIAL UNITS AT OAKHURST PHASE 4**

The Head of Property & Facilities gave a presentation to the Group on the proposal to develop eight small industrial units at Oakhurst Business Park. These would be built on a vacant plot owned by the Council. Planning permission had already been granted and there was proven demand within the District for units of this scale.

Investment for the project was allocated from the Council's investment portfolio budget, and there would be a return on capital through rental income.

The Head of Property & Facilities explained the procedure for choosing a contractor to carry out the work. There would be a closed tender process involving companies with experience of delivering similar projects in the south east. The Cabinet Member had been consulted on this tender process, which also had the approval of the s151 Officer and the Monitoring Officer. The Director of Corporate Resources confirmed that the Report to Cabinet on 6 June would confirm that this procedure adhered to the Council's constitution.

The Head of Property & Facilities and the Director of Corporate Resources clarified a number of details in response to questions from the Group.

The Group were supportive of the proposal. The Cabinet Member commented that this was a sound investment that had been budgeted for, and an excellent site for small business units.

The result of the tender process with recommendations regarding the contract award would be considered by Cabinet on 6 June.

46 **REPLACEMENT TELEPHONE SYSTEM**

The Head of Technology Services advised the Group that the contract with the Council's telephone system supplier had ended. Costs had increased as a result but the level of service had declined.

The intention was to go out to tender for a replacement telephone system with a view to procuring a robust system using the G-Cloud framework.

In response to questions from the Group, the Head of Technology Services explained that the current supplier had been taken over by a larger company which had increased prices considerably. Members were also advised that the contract would be funded from the Technology Services Budget. The tender process should secure a competitive price for a two year contract with an option to extend for a further two years.

The Group were supportive of the proposal to procure a replacement telephone system. The result of the tender process with recommendations regarding the contract award would be considered by Cabinet on 6 June with the view to having the system installed and fully operational by the end of 2019.

47 **RENEWAL OF MICROSOFT LICENSING**

The Head of Technology Services advised the Group that the Microsoft Licensing Agreement, which had to be renewed every three years, was due to expire in August 2019. This agreement was a legal requirement and covered software on all Council computers used for administrative functions.

Members were advised that the licence would be funded from the Technology Services Budget.

The Group were supportive of the proposal. The tender process would commence in May. The result of the tender process with recommendations regarding the licencing agreement would be considered by Cabinet on 6 June.

48 **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 6.05 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](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 result in the Council incurring expenditure which is, or the making of savings which are, 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/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)
1.	<b>Development of industrial units at Oakhurst Phase 4</b> Policy Development Advisory Groups 8 April 2019	Cabinet	25 Jul 2019	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Leader (Councillor Ray Dawe)
2.	<b>Transformation fund - top up from the 2018/19 budget surplus</b>	Cabinet	25 Jul 2019	Open	Cabinet Member for Finance and Assets  Leader (Councillor Ray Dawe)
3.	<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  Leader (Councillor Ray Dawe)
9.	<b>Horsham District Homes (Development) - Affordable Housing Investment at Roman Way</b>	Cabinet	Not before 15th Aug 2019	Fully exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Leader (Councillor Ray Dawe), Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)

	<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)
11.	<b>Extending Ultrafast Public Connectivity</b>	Cabinet	26 Sep 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Leader (Councillor Ray Dawe), Cabinet Member for Local Economy & Parking (Councillor Paul Clarke)
18.	<b>Corporate Plan 2019 to 2023</b>	Cabinet Council	26 Sep 2019 16 Oct 2019	Open	Glen Chipp, Chief Executive glen.chipp@horsham.gov.uk  Leader (Councillor Ray Dawe)
20.	<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  Leader (Councillor Ray Dawe)
21.	<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  Leader (Councillor Ray Dawe)

	<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)
22.	<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  Leader (Councillor Ray Dawe)

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