



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
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# Finance and Assets Policy Development Advisory Group

Monday, 9th September, 2019 at 5.30 pm

Wallis 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: 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>	3 - 4
To receive the notes of the meeting held on 8 July 2019	
3. <b>Property and Regulatory Services Software</b>	
To present to the Group an overview of the project to review/replace the current Idox Uniform systems. These software systems cover Planning & Land Charges, Building Control and Environmental Health & Licensing. It is anticipated that a formal procurement process will commence in November 2019	

4. **Forward Plan Extract for the Finance and Assets Portfolio**

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To note the Forward Plan extract for the Finance and Assets Portfolio

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

Present: Councillors: Ray Dawe (Chairman), Matthew Allen, Tony Bevis, Paul Clarke, Brian Donnelly, Frances Haigh, Nigel Jupp, Richard Landeryou, Gordon Lindsay and Stuart Ritchie

Also Present: Councillors: Ruth Fletcher and Belinda Walters

1 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 8 April 2019 were received by the group.

2 **PRESENTATION ON THE 2018/19 OUTTURN**

The Director of Corporate Resources gave a presentation to the group on the 2018/19 outturn.

The outturn delivered an overall surplus on the budget of £0.8m, although there were areas of overspend as well as underspend. The surplus was largely driven by additional income and the lower than planned Capital spend which resulted in higher than budgeted investment balances.

An overspend was reported in Housing Services due to the introduction of the Homeless Reduction Act which had led to increased demand for temporary accommodation and the employment of additional Homelessness Prevention Officers.

Parking Services had also seen an overspend due to the many variables surrounding the redevelopment of Piries Place car park and displacement into other car parks and also delays with the Hurst Road car park. This had been somewhat negated by an increase in income from Rural Parking.

Key areas of underspend in the capital programme in 2018/19 were:

- Commercial Property – no suitable available opportunities
- Contract Capital Contributions – not finalised in year.
- Broadbridge Heath leisure centre redevelopment – budget programme not aligned to build programme.
- The Vehicle Replacement Programme – significant expenditure in prior year on waste vehicles not requiring as much spend this year.

Monitoring against the capital budget for the financial year 2019/20 would be formally available in September 2019 as part of the Overview and Scrutiny Committee. The Head of Finance gave the committee an interim update on spend, which after three months was approximately 10% of the £21m budget.

3 **CABINET REPORT ON TRANSFORMATION FUND - TOP UP FROM THE  
2018/19 BUDGET SURPLUS**

The Group received and noted a draft report on the Transformation Fund from the Head of Finance. This report would be published for the next meeting of Cabinet. The Group was in favour of the top up from the budget surplus.

4 **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 6.13 pm having commenced at 5.30 pm*

**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 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.

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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

Published on 01 September 2019

**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)
2.	<b>Horsham District Homes (Development) - Affordable Housing Investment at Roman Way</b>	Cabinet	26 Sep 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)
3.	<b>Horsham District Homes - Affordable Housing Investment at Slinfold</b>	Cabinet	26 Sep 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)
5.	<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)

	<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>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)
16.	<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)
17.	<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)