



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

Monday, 4th November, 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 9 September 2019	3 - 4
3. <b>Print Contract</b> The Group will receive a short report on the new Print Contract	5 - 6
4. <b>Horsham District Homes</b> The Head of Finance will present the business plans for the first two sites that will be providing affordable homes through the Council's recently formed affordable housing company:  Roman Way, Billingshurst – three affordable homes Hayes Lane, Slinfold – one affordable home	

5. **Medium Term Financial Strategy**

The Group will receive a presentation from the Head of Finance on the draft MTFS for 2020/21 – 2023/24, before it is considered at the Cabinet Meeting on 28 November.

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

7 - 12

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

**Finance and Assets Policy Development Advisory Group**  
**9 SEPTEMBER 2019**

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

Apologies: Councillors: Frances Haigh and Nigel Jupp

5 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 8 July were received by the Group.

6 **PROPERTY AND REGULATORY SERVICES SOFTWARE**

The Group received a presentation on the project to review and replace the current software that supports the Council's property and regulatory services. The presentation outlined the benefits of procuring customer friendly, interactive, agile systems for three main areas: Environmental Health & Licensing; Planning & Land Charges; and Building Control.

The Service Designer explained the limitations of the current systems and the need to find alternatives that were cloud based, better integrated, easier for customers to use and delivered efficiencies.

The tender process would begin in November with a view to presenting a report to Cabinet in March 2020 and, if approved, awarding the contract/s in April. Given the scale of the project, tenders would be invited for all three service areas together, or for each area individually.

The Group were advised of the estimated costs of implementation and projected running costs and savings once the systems were installed. The intention was to implement the systems in stages over a two-year implementation period.

The Group were supportive of the project and recognised the need to replace the current systems to secure future proof technology that was reliable and efficient, and fast and convenient for customers.

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

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

*The meeting closed at 6.20 pm having commenced at 5.30 pm*

CHAIRMAN

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## **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.

Page 7 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 October 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	28 Nov 2019	Fully exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe), Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
3 Page 9	<b>Horsham District Homes - Affordable Housing Investment at Slinfold</b>	Cabinet	28 Nov 2019	Fully exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe), Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
5.	<b>Extending Ultrafast Public Connectivity</b>	Cabinet	28 Nov 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Leader and Cabinet Member for Finance and Assets (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)
6.	<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 and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
8.	<b>Water Supply and Services Contract</b>	Cabinet	28 Nov 2019	Fully exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
9.	<b>Business Rates Pool</b>	Cabinet  Council	28 Nov 2019  11 Dec 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)

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14.	<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 and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
15.	<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 and Cabinet Member for Finance and Assets (Councillor Ray Dawe)

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