



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

# Finance and Assets Policy Development Advisory Group

Monday, 13th January, 2020 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: 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 4 November 2019	
3. <b>Council Tax Reduction Scheme (CTRS)</b>	
The Group will receive a presentation on the proposed introduction of a CTRS for Horsham District. A report on the proposal will be considered by Cabinet on 23 January.	
4. <b>Budget 2020/21 and the MTFS 2023/24</b>	
The Group will receive a presentation from the Head of Finance on the proposed Budget for 2020/21 and on the Medium Term Financial Strategy, before they are considered by Cabinet on 23 January.	

5. **Extending Ultrafast Broadband Public Connectivity**

The Group will receive a briefing from the Director of Corporate Resources.

6. **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**  
**4 NOVEMBER 2019**

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

Apologies: Councillors: Matthew Allen

8 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 9 September were received by the Group.

9 **PRINT CONTRACT**

The Director of Corporate Resources briefed the Group on the proposed procurement process for securing a Print Services contract. This contract would enable all the Council's print jobs to be undertaken by a select list of suppliers capable to supplying the variety of products required across the Council. The tender process was designed to accommodate more specialist printing jobs such as banners, parking discs and work for the Capitol.

The Council would go out to tender in the next few weeks with our three partner councils in order to consolidate, reduce spending and increase efficiency.

The Group were supportive of this approach and noted that the contract would be in place for April 2020.

10 **HORSHAM DISTRICT HOMES**

The Head of Finance updated the Group on the first two sites to provide housing through the Council's recently created Affordable Housing Company (Horsham District Homes).

Proposals for the first two sites would be considered by Cabinet on 28 November. The site in Billingshurst would accommodate three affordable homes built on Council land. A single dwelling in Slinfold would be purchased from a developer.

Funding would come from s106 developer contributions held by the Council. The Group noted the project overview and business case for each site, including funding requirements and projected yields and the impact on the Council's finances. In response to questions from the Group, the Head of Finance agreed to clarify a number of points regarding the projections and operation of the company, by liaising with the company directors.

11 **MEDIUM TERM FINANCIAL STRATEGY**

The Cabinet Member introduced the Medium Term Financial outlook, which set out budget requirements and projections from 2020/21 to 2023/24. This had been prepared at a time of national political and economic uncertainty and the Cabinet Member stressed that projections beyond 2020/21 would be subject to a number of unknown variables.

The presentation from the Head of Finance included current net expenditure, expected net expenditure for the future years and total funding. These were based on a number of assumptions, including significant reduction in government funding, and took into consideration budget pressures over the medium term.

The Cabinet would be updated on the draft Medium Term Financial Strategy on 28 November, followed by a briefing for full Council on 11 December.

The Head of Finance advised that work on the Medium Term Financial Strategy was ongoing and the current projections would be reviewed and revised before it is presented to Council in February 2020.

12 **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 6.54 pm having commenced at 5.30 pm*

CHAIRMAN

## **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.

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>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)
2 Page 7	<b>Medium Term Financial Strategy to 2023/24</b>	Cabinet	23 Jan 2020	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
4.	<b>Horsham District Homes reserved matter - appointment of auditors</b>	Cabinet	23 Jan 2020	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk  Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
6.	<b>Extending Ultrafast Broadband Public Connectivity</b>	Cabinet	23 Jan 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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9.	<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)