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# Finance and Assets Policy Development Advisory Group

Monday, 18th January, 2021 at 5.30 pm  
via Remote Video Link

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: Paul Clarke (Chairman)

Matthew Allen  
Tony Bevis  
Michael Croker  
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

	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 2 November	
3. <b>2021/22 Council Tax Reduction (CTR) Scheme and 2020/21 Discretionary Council Tax Reduction Scheme</b>	
To receive a briefing on i) the Council's CTR Scheme for 2021-22 and ii) on the proposed distribution of remaining discretionary funds from the Government's Council Tax Covid-19 Hardship Fund, before the proposals are considered by Cabinet on 28 January	

4. **Procurement of Security Services**

To receive a briefing from the Head of Property & Facilities to inform the Group of the open tender process for a security contract, which is required because the current contract will expire in May 2021

5. **2021/22 Budget and Medium Term Financial Strategy**

To receive a presentation from the Head of Finance & Performance

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

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

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**Finance and Assets Policy Development Advisory Group**  
**2 NOVEMBER 2020**

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

Apologies: Councillors: Nigel Jupp and Gordon Lindsay

9 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on 14 September were received.

10 **MEDIUM TERM FINANCIAL STRATEGY**

The Director of Corporate Resources updated the Group on the Council's financial position and the extent to which the pandemic had effected it. Since the report to Cabinet in September, the level of uncertainty had increased yet further with the government's announcement of a second Lockdown throughout November.

This would have an impact on income streams, including those from parking, commercial rents, leisure services and business rates. Costs had also increased due to a number of factors including measures taken to enable leisure centres to reopen and additional pressure on Housing Services as the number in need of rehousing increased.

The update included details of actions being taken to reduce the projected overspend this Financial Year and one-off government grants that had been received or were anticipated. The director of Corporate Resources reminded the Group that the Council was required by law to produce a balanced budget, and that it would be unsustainable to use up the Council's reserves over the next four years.

The Group discussed potential measures that could be taken including disposing of some assets, reducing services, investment opportunities, or increasing council tax (within the limits set by government).

The Cabinet Member considered that, given the level of uncertainty, it would not be appropriate to produce a draft Medium Term Financial Strategy up to 2024/25 as would normally be expected, and proposed that an update on estimated net expenditure, revenue and possible measures to secure efficiencies be brought to Cabinet on 26 November instead.

The Group were supportive of this approach and agreed that it was better not to commit to specific measures until the situation became clearer when the Settlement for 2021/22 is known, early in the New Year.

11 **PROCUREMENT OF BUILDING CONTRACT**

The Head of Property & Facilities briefed the Group on the tender process being undertaken for the procurement of a building contract that was required to build an extension on a property leased by the Council.

It was noted that a report would be considered by Cabinet to approve the contract terms once the tender process had been completed.

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

The Forward Plan extract was noted. It was agreed that the MTFs report to Cabinet on 26 November should be renamed to Update on the Council's Financial Position.

*The meeting closed at 6.15 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 2021/2022</b>	Cabinet Council	28 Jan 2021 10 Feb 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
3.	<b>Council Tax Reduction Scheme</b>	Cabinet Council	28 Jan 2021 10 Feb 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
4.	<b>Discretionary Council Tax Reduction</b>	Cabinet	28 Jan 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
6.	<b>Extensions to units at Oakhurst Business Park</b>	Cabinet Council	28 Jan 2021 10 Feb 2021	Fully exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Paul Clarke)

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