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# Finance and Assets Policy Development Advisory Group

Monday, 1st March, 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 18 January 2021	
3. <b>Procurement Shared Service - Extension of Agreement</b>	5 - 8
To receive a briefing from the Procurement Manager on the proposal for the Council's Procurement Service to continue as a shared service for a further four years	
4. <b>Works to a community building</b>	
To receive a presentation from the Head of Property & Facilities	

5. **Update on business grants** 9 - 10  
To receive a briefing from the Director of Corporate Resources on the number and value of the different business grants issued to Horsham district's local businesses from November 2020 to February 2021
  
6. **Forward Plan Extract for the Finance and Assets Portfolio** 11 - 14  
To note the Forward Plan extract for the Finance and Assets Portfolio

**Finance and Assets Policy Development Advisory Group**  
**18 JANUARY 2021**

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

Also Present: Councillor Ruth Fletcher

13 **NOTES OF PREVIOUS MEETING**

The notes from the previous meeting on the 2<sup>nd</sup> November were received.

14 **2021/22 COUNCIL TAX REDUCTION (CTR) SCHEME AND 2020/21 DISCRETIONARY COUNCIL TAX REDUCTION SCHEME**

The Revenue and Benefits Operations Manager presented an overview of a decision to be taken by Cabinet on the Council Tax Reduction Scheme. The recommendation was to retain the same approach for the next financial year, which was to support low income households through means tested council tax discounts.

The Council were awarded funding for a one off payment of £150 for CTR customers, as part of the Discretionary Council Tax Reduction Scheme set up in response to the pandemic. A proportion of the funding still remains and the Council are required to disperse this by the end of the year to financially vulnerable residents.

The Revenue and Benefits Operations Manager presented a range of options of how to disperse the funds. The recommended option included additional support for the existing 1,600 CTR customers who still owe council tax after having a reduction.

15 **PROCUREMENT OF SECURITY SERVICES**

The Head of Property & Facilities briefed the Group on the tender process which would be undertaken for the procurement of the Council's Security Services. The new contract would begin on the 1<sup>st</sup> June and continue a partnership with Mid Sussex District Council, with an addition of after-hours Duty Manager Service added.

16 **2021/22 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY**

The Director of Corporate Resources updated the Group on the 2021/22 Budget and the Council's financial position. The update included details of an

increase of net expenditure for the Council, largely due to a reduction in parking income and leisure service expenditure pressures caused by the pandemic.

The Council had received a one off grant from Central Government. Despite this, there was still significant uncertainty in the medium term. This is due to Central Government funding reviews, external pressures and decarbonisation challenges.

The one-off grants mean that the financial position of the Council in 2020/21 and 2021/22 is one of break even. However, in the following three years it was predicted the Council would be setting budget deficits unless significant action is taken. This is due to the increase in net expenditure and a reduction Central Government grants. The Group also noted the Council's forecast level of reserves, along with plans in order to maintain them above the agreed minimum level.

The Director of Corporate Resources gave an overview of the estimated potential Capital Commitment spend on all services from 2022 to 2030, this included refurbishing key properties like Leisure Centres and changing the Council's fleet of vehicles. The Central Government Fair Fund Review and a review of business rates were anticipated in the coming years, which may have an impact on the Council. It was also highlighted that there may be changes to Council Tax banding which would have detrimental effect on the Council's financial position.

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

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

*The meeting closed at 7.15 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.

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

To be published on 01 March 2021

**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)
5.	<b>Approval of works to community building</b>	Cabinet	25 Mar 2021	Open	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
7.	<b>Procurement Shared Service – Extension of Agreement</b>	Cabinet	25 Mar 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
8.	<b>Manned Security Contract Award</b>	Cabinet	25 Mar 2021	Part exempt	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
9.	<b>Temporary Agency Staff Contract</b>	Cabinet	25 Mar 2021	Part exempt	Robert Laban, Head of HR & OD robert.laban@horsham.gov.uk  Cabinet Member for Finance & Assets (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)
11.	<b>Annual update to the Pay Policy Statement - Financial Year 2021/22</b>	Council	28 Apr 2021	Open	Robert Laban, Head of HR & OD robert.laban@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)