



Email: committeeservices@horsham.gov.uk
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Finance and Assets Policy Development Advisory Group

Wednesday, 19th May, 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

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. Apologies for absence	
2. Notes of previous meeting	3 - 4
To receive the notes of the meeting held on 1 March 2021	
3. Revenues & Benefits: Council Tax Reduction Scheme	
To receive a briefing on proposed changes to the Council Tax Reduction Scheme for 2022/2023	
4. Revenue & Benefits: Business Rates Charitable Relief policy	
To receive a briefing on the Business Rates Charities & Charitable Relief Scheme 2022/23	

5. **Revenue & Benefits: Breathing Space Debt Moratorium**
6. **Using the Transformation Fund in 2021/22** 5 - 10
To receive a briefing from the Head of Finance on the draft report which will be considered by Cabinet on 10 June
7. **Sale of Commercial Property Investment**
To receive an update from the Head of Property & Facilities on the sale of a commercial property investment
8. **Forward Plan Extract for the Finance and Assets Portfolio** 11 - 14
There are no items on the current Forward Plan for the Finance and Assets Portfolio

Finance and Assets Policy Development Advisory Group
1 MARCH 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

18 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on the 18 January were received.

19 **PROCUREMENT SHARED SERVICE - EXTENSION OF AGREEMENT**

The Head of Procurement briefed the Group on a proposal to extend the shared procurement agreement the Council has with three other Local Authorities. The proposal was to extend the agreement by four years, with the option for a further extension by another four years from that point. If agreed by Cabinet the extension will begin from April 2022.

20 **WORKS TO A COMMUNITY BUILDING**

The Head of Property & Development gave an update on a community building located in the Needles Estate. The current status of the centre includes St Peters Hall and the RAFA Club, and are both target properties for the Council's carbon reduction agenda. The properties' current issues were accessibility, inadequate kitchen facilities and poor EPC's.

There were three available options to the Council for development of the site. The recommended option was to complete a refurbishment to improve the energy performance, reconfigure the buildings and upgrade the facilities. The Council would receive a grant to partially fund the refurbishment.

The Head of Property & Facilities would also consider a number of options for the management structure of the property and would be working with Community Development on this going forward.

The project must commence by the end of March and be completed by September. The proposal would be considered by Cabinet and taken to Full Council for approval.

21 **UPDATE ON BUSINESS GRANTS**

The Director of Corporate Recourses briefed the Group on the range of Covid-19 Business Grants which had been issued to businesses in the district during

the pandemic. A total of around £7 million had been issued to support local businesses to date, with the remaining total of around £3 million Additional Restrictions Grant to be used by March 2022.

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

The Forward Plan extract was noted.

The meeting closed at 6.15 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) 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

Tel: 01403 2151

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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.

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
2.	Transformation Fund 2021/22	Cabinet	10 Jun 2021	Open	Dominic Bradley, Head of Finance dominic.bradley@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Paul Clarke)
7.	Annual update to the Pay Policy Statement - Financial Year 2021/22	Council	23 Jun 2021	Open	Robert Laban, Head of HR & OD robert.laban@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Paul Clarke)

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