



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Overview and Scrutiny Committee

Monday, 20th July, 2020 at 5.30 pm
via Remote Video Link

Councillors: Tony Bevis (Chairman)
 Brian Donnelly (Vice-Chairman)
 Roy Cornell
 Michael Croker
 Leonard Crosbie
 Billy Greening
 Frances Haigh
 Nigel Jupp
 Tim Lloyd

Roger Noel
Josh Potts
Jack Saheid
David Skipp
Ian Stannard
James Wright

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence To receive any apologies for absence.	
2. Minutes To approve as correct the minutes of the meeting held on 1 st June 2020. <i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	3 - 6
3. Declarations of Members' Interests To receive any declarations of interest from Members of the Committee	
4. Announcements To receive any announcements from the Chairman of the Committee or the Chief Executive	

5. **A presentation on the Council's work on COVID-19 to date**
To receive a presentation on the work undertaken by the Council's in response to the COVID-19 outbreak.
6. **Medium Term Financial Strategy (To Follow)**
To receive an update on the Medium Term Financial Strategy.
7. **Key Performance Indicator Annual Report** 7 - 16
To receive the Annual Report on Key Performance Indicators.
8. **Overview and Scrutiny Annual Report** 17 - 20
To approve the Overview and Scrutiny Annual Report
9. **Update from Task and Finish Groups**
To receive a progress update from the Chairmen of the Task & Finish Groups.
10. **Work Programme** 21 - 22
To consider the proposals for new Task and Finish Groups and other work of the Committee for the municipal year
11. **Cabinet Forward Plan** 23 - 28
To note the Cabinet Forward Plan.

Overview and Scrutiny Committee 1 JUNE 2020

Present: Councillors: Tony Bevis, Roy Cornell, Michael Croker, Leonard Crosbie, Brian Donnelly, Billy Greening, Frances Haigh, Nigel Jupp, Tim Lloyd, Roger Noel, Josh Potts, Jack Saheid, David Skipp, Ian Stannard and James Wright

Also Present: Councillors: Ruth Fletcher, John Milne

SO/1 ELECTION OF CHAIRMAN

The Chairman of the Council Karen Burgess took the Chair for the election of the Chairman of Overview and Scrutiny. Councillor Bevis was nominated by Councillor Haigh and seconded by Councillor Crosbie. There were no other nominations and Councillor Bevis was duly elected as Chairman of Overview and Scrutiny for the municipal year 2020 – 21. Councillor Burgess left and Councillor Bevis took the Chair.

SO/2 APPOINTMENT OF VICE CHAIRMAN

Councillor Donnelly was nominated for the position of Vice Chairman by Councillor Lloyd and seconded by Councillor Greening. There were no further nominations and Councillor Donnelly was duly elected Vice Chairman of the Overview and Scrutiny Committee for the municipal year 2020-21.

SO/3 TO APPROVE THE TIME OF THE MEETINGS OF THE COMMITTEE FOR THE NEXT YEAR

RESOLVED

That the Overview and Scrutiny Committee meet at 5.30pm during the municipal year 2020 – 21.

SO/4 MINUTES

The minutes of the meeting on 20th January 2020 were agreed to be an accurate record to be signed by the Committee Chairman when the COVID-19 situation had abated.

SO/5 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

SO/6 **ANNOUNCEMENTS**

The Director of Corporate Resources gave an announcement from the Chief Executive that there had been a discussion at Full Council about giving a payment of £150 to people of working age without full exemption who were receiving help via the Council Tax Reduction Scheme. It was supposed to have gone live by this point but it had not because an upgrade to the Revenues computer system had failed on upload into the live system. The supplier had promised a revised patch of the computer system by the end of June. The Council had put a freeze on the recovery of unpaid Council Tax for the affected customers until after this point.

SO/7 **OVERVIEW AND SCRUTINY ANNUAL REPORT**

The Scrutiny Officer explained that this report was a statutory requirement and noted that the work programme around Task and Finish groups had been delayed due to the COVID-19 situation. It was recommended that the report should be amended accordingly. Councillors should send their suggestions to the Overview and Scrutiny Officer and the report would be returned for approval at the next meeting.

SO/8 **UPDATE FROM THE TASK AND FINISH GROUPS**

The Chairman asked whether the work of the Task and Finish Group on Off Street Parking would be completed by the next meeting of the Committee on 20th July. The Chairman of the Task and Finish Group stated that he believed it would be. He requested that the Scrutiny Officer emailed the members of the Task and Finish Group for proposals for the final report as previously.

The Chairman asked for a progress update from the Chairman of the Task and Finish Group on Public Health. He reported that the new Chairman of the West Sussex CCGs and some of her officers had agreed to come for a meeting at the end of April 2020 but the meeting had been postponed due to the COVID-19 situation. It would be rescheduled when possible.

SO/9 **CABINET FORWARD PLAN**

The Committee considered the Cabinet Forward Plan.

SO/10 **REPORT ON THE COUNCIL'S FINANCE**

The Director of Corporate Resources presented the report on the Council's Finances. The Council delivered a £246K revenue surplus. This was much closer to budget than in previous years. The projected capital spend in the year was below target. There would be a report to Cabinet in July which would recommend transferring the revenue surplus.

Councillors expressed concern about the 2020/21 financial year. There was a question around whether capital projects would be lost. Current estimates about how much the Council would lose ranged from £3.5 million after grants to £8 million after using all the Government grant of £1.4m. Existing projects might have to be cancelled as well as future capital projects or future revenue expenditure might have to be shrunk. The Cabinet Member for Finance and Assets had asked for a report on the Council's financial options to be brought forward to July 2020. The Government had postponed the Fair Funding and business rates reviews. This was likely to improve the Council's funding position for the 2021/22 financial year and help offset the losses arising from COVID-19.

There was a question about what the Transformation Reserve was used for. There was a lot expenditure on digitalisation and there was a question about how this was progressing. The Director reported that the cost was not around procurement but was due to changing processes and there would be savings in the long run. Finance and Human Resources were digitalised first and invoices were now paid automatically.

There was a further question around the spend on staff development costs. The Director talked about how there had been professional training for officers where they had not been able to recruit staff for posts requiring specialist qualifications. There were further questions around training for the Technology Team.

It was noted that the capital budget for commercial property had not been spent and there was a question about how the property portfolio was performing. Oakhurst phase 4 had been delayed and the budget carried forward.

SO/11 **VALEDICTORY STATEMENT FROM THE OUTGOING CHAIRMAN**

This agenda item was postponed because the outgoing Chairman had been unwell. He said when he was able to prepare the statement he would issue it by email.

The meeting closed at 6.27 pm having commenced at 5.30 pm

CHAIRMAN

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Report to Overview and Scrutiny Committee

Date of meeting 20 July 2020

By the Head of Finance

INFORMATION REPORT

Not exempt

REPORT ON THE COUNCIL'S KEY PERFORMANCE INDICATORS IN 2019/20

Executive Summary

This report provides the Overview and Scrutiny Committee information to help it carry out its role of monitoring the internal and external delivery of services. The Council uses key corporate performance indicators; financial reporting and review of progress against key corporate projects to show progress against corporate priorities.

The Overview and Scrutiny Committee received a report on the Council's finances at its meeting on 1st June 2020.

An analysis of Key Performance Indicators showed that out of the 19 indicators with targets 14 indicators met or exceeded targets; 4 were close to target, and 3 missed the target. For those that record Data only 9 made improvements on last year; 1 was the same or close to last year's figure and 4 showed as not performing as well. For those that have not made target work is continuing to make improvements, although the impact of Covid 19 will be seen going forward. There are currently no areas of major concern.

Highlights include the improvements in recycling rates exceeding the 2020 European target; the figures for the speed of major and non-major development application processing and the quality of the decisions all well above target; the increase of income from HDC owned property and the increase of the commercial property return on investments.

Projects the Council have completed or made significant progress on over the year include: the Council's Technical and Digital Programme which is streamlining processes and improving online access to services; HDC's Green Agenda; two schemes with 17 residential units for temporary accommodation; a new Visitor Welcome Centre at Warnham Nature Reserve and progress on the Local Plan Review.

Recommendations

Members are recommended to note this report on the Council's key corporate performance indicators

Reasons for Recommendations

The monitoring of Financial and Service Delivery is part of the Council's duty of Best Value to drive up service improvement

Consultation: Senior Leadership Team, Cabinet Members.

Wards affected: All

Contact: Julie McKenzie, Customer Service and Performance Manager, 01403 215306

Background Papers:

Appendix A: KPIs reporting

Background Information

1. Monitoring of Corporate Plan Priorities

- 1.1 The 2019/-2023 Corporate Plan was adopted by Council on 12 February 2020. The first quarter of 2020/21 will be reported to the Overview and Scrutiny meeting on 21 September 2020.

2. Monitoring of Key Performance Indicators 2019/20

- 2.1 Appendix A is a summary of the Council's Key Performance Indicators for 2019/20 compared where possible with the previous year.
- 2.2 The Key Performance Indicators are selected and reviewed annually to provide an overview of corporate performance. This allows the Senior Leadership Team, Cabinet and the O&S Committee to identify early trends and patterns and consider how resource is allocated.
- 2.3 Improvements have been made to the Key Performance Indicators reporting process which will align them with the new Corporate Plan reporting

3 Outcome of consultations

- 3.1 The Chief Executive, Directors and Cabinet Members have reviewed the report contained in the appendix to this report.

4. Other courses of action considered but rejected

- 4.1 None. The Council monitors its performance and takes corrective action where appropriate.

5. Resources consequences

- 5.1 There are no staffing or direct financial consequences from the Overview and Scrutiny Committee reviewing this report.

6. Consequences of the proposed action

- 6.1 This report does not impact on Crime & Disorder; Human Rights; Equality & Diversity and Sustainability matters. Overview and Scrutiny reviewing this report and raising any concerns they have reduces the risk that management or Cabinet have missed any performance or financial trends they need to address.

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2019/20 Full Year Key Performance Indicators Report Dashboard

33 KPIs

19 with a target

14 Data only

Of the 19 KPI's with a target:

 63.2% (12/19)  21 % (4/19)  15.8 % (3/19)

Data only compared with last year

Improvement 64.3% (9/14) **Same or near** 7.2% (1/14) **Improvements needed** 28.5% (4/19)

Note: The 'year on year' performance is compared to previous year outturn and not the target figure

KEY:

Volumetric Indicators 

 Volumetric indicator – more cases

 volumetric indicator – fewer cases

Performance against target indicators   

 Improved over previous year

 worsened over previous year

 no change/not comparable

 N/A not applicable/not collected

2019/20 Full Year Key Performance Indicators Report

Short Name	2018/19	2019/20			Year on year performance arrow	Description	End of year notes from service
	Value	Value	Target	Status			
Technology Services							
Number of self service (eform and web based) payments	57,731	78,299				Volumetric	A Tech and Digital programme has been ongoing to improve the way customers can access services and make payment online. 36% increase in online payments
Customer Services							
Less than 5% of incoming calls abandoned	7%	5.63%	5%			Performance	Processes have been put in place to try and make sure that there are increased staffing at busier times and improvements to self-service means that although still not reaching target there has been a marked improvement from last year.
Development							
Speed of <u>major</u> development (October 16 – September 18)	98.35%	100%	60%			High is good	Data is reported to the Dept of Housing, Community and Local Government (DCLG). Indicator covers a two year period. This is the last reporting period for this KPI Finished at end of Q2 Sept 2019
Speed of non-major development (October 16 – September 18)	96.75%	97.1%	70%			High is good	
Quality of decisions – <u>majors</u> (April 17 – March 19)	1.47%	0%	0%			Low is good	
Quality of decisions – non-majors (April 16 – March 18)	0.71%	0.91%	0%			Low is good	
Finance							
% of invoices paid on time	89.80%	90.70%	95.00%			High is good	Improvements to process continue to be made towards reaching target. Two issues outside our control are having a disproportionate impact on figures: 1. When a query is raised on utilities for one of our properties, they are all logged as a late payment - a solution is being sought

Short Name	2018/19	2019/20			Year on year performance arrow	Description	End of year notes from service
	Value	Value	Target	Status			
							2. The way our Auditors are paid through a third party can sometimes cause a delay.
Business Rates: Rateable Value	£112,064,333	£112,200,045			Business Rates: Rateable Value		Measure of economic/business moves to the area. A fall in reporting may indicate movement away from the area or business deaths. Small increase over 2018/19, sites which were under development are now coming back on stream.
Housing & Community Services							
Homelessness: Decisions	103	138				Volumetric	Measurement of the number of decisions in respect of those that have presented as homeless.
No of Homelessness Preventions	141	259				Volumetric	The focus is on preventing homelessness for those in need.
No of households in temporary accommodation	1269	1404				Volumetric	The need to place households that fall into priority need into all forms of temporary accommodation has increased and LHA rates not matching private rented accommodation rents is hindering some households moving on. There are renewed efforts to move households on sooner.
Of which no of households in B & B accommodation	325	248				Volumetric	As above
No of households on the Housing Waiting list	609	617				Volumetric	Average over the year
LGSS							
Right Time: Combined Speed of processing for new claims and changes of circumstances (in days)	13.32	7.71	11			Low is Good	This is a measure of the average time it takes over the year to process a new claim or a change in circumstance of an existing claimant. There has been significant improvement since last year.
Quality Assurance: Payments made in error	0.3%	0.17%	0.4%			Low is Good	This is reported as the average over the year. There has been significant improvement since last year.

Short Name	2018/19	2019/20			Year on year performance arrow	Description	End of year notes from service
	Value	Value	Target	Status			
Collection: Council Tax	99.72%	98.16%	98.8%			High is good	Reduction over previous year, Data is currently under review to determine impacts of Covid 19, a change in calculation methodology and other factors.
Collection: NNDR Collection (Business Rates)	96.76%	97.56%	98.8%			High is good	Improvement on 2018/19, Data is currently under review to determine impacts of Covid 19, a change in calculation methodology and other factors.
Leisure & Culture							
Attendance at Sports Centres	1,053,209	856,561	1,053,209			High is good	Covid 19 Lockdown in March had an impact on figures
Overall attendance at The Capitol including hirers, art exhibitions, conferences, cafe users	190,450	174,838	190,450			High is good	Covid 19 Lockdown in March had an impact on figures
Total attendance at Horsham Museum and Visitor Information Centre	98,372	101,994	98,372			High is good	Improvement over previous year, prior to Museum closure in March.
Waste & Recycling							
Recycling rate % (Tonnage)	54.51%	57.36% (Q1,2,3 only)	48%			High is good	Average % only includes up to Dec 19 - waiting for data from our sources. Covid-19 related
Number of refuse, recycling and garden waste collections agreed as missed	303	90				Volumetric	Average number of bins missed per month. Figures now reflect the number of confirmed missed bins compared to the number of calls reporting a missed bin. Approx 99.975% of bins are collected every month.
Quality of recycling - % contamination rate	7.69%	10.3%	8%			Low is Good	The contamination rate has increased significantly here and across West Sussex, predominately due to wet paper and food contamination. We have produced a contamination recovery plan to address this and are working closely with our WSx partners and the associated comms group.
No. of fly tipping incidents	1,018	1,064				Volumetric	An exceptionally large number of notices were issued in 2018/19 catching up on a backlog. In 2019/20 increased enforcement activity against

Short Name	2018/19	2019/20			Year on year performance arrow	Description	End of year notes from service
	Value	Value	Target	Status			
No. of fly tipping enforcement notices	339	112				Volumetric	more complex cases - waste hauliers for waste escaping from vehicles and waste businesses illegally tipping waste collected from multiple tradespeople.
Legal							
Number of FOI requests received	255	223				Volumetric	While the number of FOI's has reduced, it does take a significant amount of officer time to respond to FOI enquiries
% of FOI requests responded to within 20 days	93.25%	95.75%	85%			High is good	
Number of complaints received	233	263				Volumetric	Predominately Waste and Development Management of which 63 were upheld.
Human Resources							
Total sickness (excluding leavers sickness)	6.68	6.47	7			Low is good	Total sickness in days has improved and continues to remain below target
Parking							
Utilisation in peak hours – Swan Walk	75.42%	81.25% Full year not available				Volumetric	81.25% covers quarters 1, 2 and 3 a significant improvement on 2018/19. The implementation of a new parking system which will provide these reports has been delayed due to Covid-19. Significant reduction in usage in March.
Utilisation in peak hours – Forum	80%	84.75% Full year not available				Volumetric	Data available for quarters 1-3 only averages 84.75%. Q4 reporting delayed as above. Significant reduction in usage in March.
Property & Facilities							
Percentage of total HDC owned and managed commercial and industrial estate space occupied	99.78%	99.15%	95%			High is good	Occupancy figure of 99.60 for April 2020 based on two voids: - St Peter's Hall - Unit 14 Lintot Square
Income from HDC owned and managed commercial and industrial estate space	£4,251,747	£4,039,339	£3,957,660			High is good	Miscellaneous Rents for Q4 2019/20 is £4,039,339 versus £3,957,660 budgeted. Data taken from T1- all figures under the miscellaneous rents

Short Name	2018/19	2019/20			Year on year performance arrow	Description	End of year notes from service
	Value	Value	Target	Status			
							code in the Property and Facilities Budget.
Strategic Planning							
Net additional homes provided	1368	Available end of 2020	800			High is good	Data from Annual Monitoring Report published December 2020 (Statutory return) Indicator measures the net increase in all types of dwelling stock over one year.

Report to Overview and Scrutiny Committee

Date

By the Chairman of the Overview and Scrutiny Committee



**Horsham
District
Council**

INFORMATION REPORT

Not Exempt

Overview and Scrutiny Annual Report 2019/20

Executive Summary

This report provides a review of the work of the Overview and Scrutiny Committee during the municipal year 2019/20.

Recommendations

The Committee is recommended to:

- i) Refer the report to Council for noting.

Reasons for Recommendations

- i) To tell the Council about the work of the Overview and Scrutiny Committee during the municipal year 2019/20 as required by the Constitution.

Background Papers

Final Report of the Task and Finish Group on Off Street Parking.

Wards affected: All

Contact: Georgina Hall, Scrutiny and Committee Support Officer, 01403 215526

Jane Eaton, Director of Corporate Resources, 01403 215300

Background Information

1 Introduction and Background

- 1.1 The Local Government Act of 2000 introduced the Cabinet system to speed up Council decision-making. The Act required all councils operating cabinet governance arrangements to have an Overview and Scrutiny Committee as a counterbalance to the Cabinet.
- 1.2 Overview and Scrutiny aims to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local people. Members of Overview and Scrutiny are encouraged to have an independent mind set and it is important to safeguard the independence of the Overview and Scrutiny Committee. The Committee has the right to receive reports and other information in a timely manner in order to question decisions.
- 1.3 Overview and Scrutiny's role is to question the Cabinet, officers and representatives of other organisations and make recommendations to the Cabinet or Council. Overview and Scrutiny should improve the Council's decision-making process and make it clear and accessible.

2 Relevant Council policy

- 2.1 Overview and Scrutiny contributes to all Council policies.

3 Details

3.1 Role of the Overview and Scrutiny Committee

- 3.1.1 The role of the Overview and Scrutiny Committee is set out in paragraph 6.2 of the Horsham District Council Constitution:
 - i) Assist in the strategic development of policy
 - ii) Review issues of local concern
 - iii) Review the policy of others within and outside the Council
 - iv) Call-in Cabinet decisions
 - v) Scrutinise the Council's decision-making processes
 - vi) Monitor the internal and external delivery of services
 - vii) Review specific services
 - viii) Monitor and scrutinise the activities of outside bodies.

3.2 Membership in 2019/20

- 3.2.1 At the start of the 2018/19 year the Committee members appointed by the Council were: Roy Cornell, Michael Croker, Leonard Crosbie, Brian Donnelly, Billy Greening, Frances Haigh, Nigel Jupp, Lynn Lambert, Richard Landeryou, Tim Lloyd, Louise Potter, Josh Potts, Jack Saheid, David Skipp and Ian Stannard. The Committee elected Leonard Crosbie Chairman and Brian Donnelly Vice-Chairman.

3.2.2 James Wright joined the Committee in January 2020, replacing Richard Landeryou and Roger Noel joined the Committee in February 2020, replacing Lynn Lambert.

3.3 Work completed by the Committee during 2018/19

3.3.1 In summer 2018 the Overview and Scrutiny Committee held a Task and Finish Group to review the success of its previous review. Arising from this in November 2018 the Overview and Scrutiny Committee agreed to establish three working groups: Finance and Performance; Business Improvement and Community, to review these areas in more detail prior to them coming to the overall Overview and Scrutiny Committee. The 2019/20 Overview and Scrutiny Committee overturned the November 2018 recommendations in June 2019. Arrangements for Overview and Scrutiny Committee operated with up to three Task and Finish Groups and no standing sub-committees during the year.

3.3.2 The Overview and Scrutiny Committee received quarterly reports on the Council's corporate plan priorities, finance and performance for the financial year. They questioned the Director of Corporate Resources on points of detail in these reports and referred questions to other officers for written replies.

3.3.3. In September 2019 the Overview and Scrutiny Committee received an annual update on Crime and Disorder. This is one of its statutory roles.

3.3.4 In November 2019 the Committee received the Medium Term Financial Strategy on its way to Cabinet and the Chairman took the Committee's views to the Cabinet meeting.

3.3.5 In January 2020 the Committee reviewed the report to Cabinet on the proposals for the future of the Drill Hall and the Highwood Community Centre prior to the Cabinet decision.

3.3.6.1 Review of Off Street Parking

Following concerns from a member of the Committee that West Sussex County Council's SPD Planning Matrix did not allow for sufficient off street parking, Councillors looked into the possibility of removing West Sussex County Council as a statutory consultee on planning decisions and developing their own parking matrix.

The work of this Task and Finish Group was delayed by the COVID 19 situation.

3.3.7.2 Review of Public Health

Following concerns about the difficulties of getting GP appointments and the amount of new housing putting a strain on the health infrastructure, a task and finish group on public health was established.

The work of this Task and Finish Group was delayed by the COVID 19 situation. A planned meeting with the new head of the Horsham CCG had to be delayed because of the health crisis.

3.4 Development of the Committee's skills

- 3.4.1 The Scrutiny Officer received training from South East Employers on Committee Administration in February and March 2020.

4 Joint Overview and Scrutiny Arrangements in West Sussex

- 4.1.1 Arun, Chichester, Horsham and Mid Sussex District Councils, Crawley Borough Council and West Sussex County Council agreed in late 2012 have a Joint Scrutiny Steering Group. Worthing Borough and Adur District Councils decided not to take part in the formal arrangements at that stage but joined the group in November 2014. The Chairman of our Overview and Scrutiny Committee attends the Joint Scrutiny Steering Group.

5 Next Steps

- 5.1 The Overview and Scrutiny Committee will determine its work programme for the municipal year 2020/21 at its meeting on 20th July 2020 and add additional task and finish groups when suggested. Any councillor or member of the public can request a task and finish review and Overview and Scrutiny ask all councillors to do consider issues that would benefit from a review. The Horsham District Council website has a work programme suggestion form for this purpose.

6 Other Courses of Action Considered but Rejected

- 6.1 None, reporting to Council annually is a requirement of the Council's constitution.

7 Resource Consequences

- 7.1 This report has no resource consequences and associated officer workload will be contained within the existing budget.

8 Risk Assessment

- 8.1 There are no risks arising from the report. The Overview and Scrutiny function is a key mitigation to the risks associated with operating the Council running its decision making using a Cabinet system. Overview and Scrutiny's decision during the year to bring forward its meeting to precede Cabinet meetings improves its opportunity to help Cabinet make the right decisions for its residents, business and visitors.

9 Other Considerations

- 9.1 When scrutinising decisions, the Overview and Scrutiny Committee has regard to Crime & Disorder; Human Rights; Equality & Diversity and Sustainability. The Committee considers a report on Crime and Disorder annually, in the 2018/19 year in June 2018.

Scrutiny Work Programme 2020 /21

Date of Meeting	Items for Meeting
20 th July 2020	<ul style="list-style-type: none"> • Overview & Scrutiny Annual Report • Corporate Plan Priorities Finance & Performance - Annual report on Council's Performance • MTFS report to Cabinet on 23rd July (may be late for O&S) • Work programme – The Task & Finish Group suggestions we have had are: <ul style="list-style-type: none"> - Councillors' IT - a joint review with Adur/Worthing on relationship with WSCC • Update from task and finish groups: <ul style="list-style-type: none"> - to receive the Final Report of the Off Street Parking T&F group? - To decide how to proceed with the Health T&F group? • Cabinet Forward Plan
August 2020	<ul style="list-style-type: none"> • Leisure Centres
21 st September 2020	<ul style="list-style-type: none"> • Presentation from Adam and Jane on COVID 19 impact on Officer / staff capacity? • Crime and Disorder Annual update • Report on the Council's Finance & Performance in 2020/21 • Update from task and finish groups • Work Programme • Cabinet Forward Plan
23 rd November 2020	<ul style="list-style-type: none"> • Report on the Council's Finance & Performance in 2020/21 • Update on Work Programme • Update from Task & Finish Groups • Cabinet Forward Plan
25 th January 2021	<ul style="list-style-type: none"> • Review of the Council Budget 2020/21 and Medium Term Financial Strategy • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
22 nd March 2021	<ul style="list-style-type: none"> • Corporate Plan Priorities Finance & Performance Report Quarter 3 • Overview and Scrutiny Work Programme • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan

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**Parkside, Chart Way, Horsham,
West Sussex RH12 1RL**

FORWARD PLAN

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 215123

Published on 01 July 2020

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)
1.	Cash Collection Service Tender	Cabinet	23 Jul 2020	Part exempt	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
2.	Community Lottery	Cabinet	23 Jul 2020	Open	Rob Jarvis, Head of Housing & Community Services. robert.jarvis@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
3.	Medium Term Financial Strategy - Update	Cabinet	23 Jul 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.	Transformation fund - top up from the 2019/20 budget surplus	Cabinet	23 Jul 2020	Open	Dominic Bradley, Head of Finance dominic.bradley@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)

	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)
5.	Grant of an option over surplus land in Storrington	Cabinet	23 Jul 2020	Open	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
6.	Amendment to the Council's Private Sector Housing Policy to reflect changes to the Electrical Safety SitPRSE Regulations	Cabinet	23 Jul 2020	Open	Adam Chalmers, Director of Community Services. adam.chalmers@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
7.	Purchase of property in Slinfold by Horsham District Homes (Holdings) Limited	Cabinet	23 Jul 2020	Fully exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
8.	Review of Southwater Country Park car parking	Cabinet	24 Sep 2020	Open	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Deputy Leader and Cabinet Member for Leisure and Culture (Councillor Jonathan Chowen)

	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)
9.	Conservation Area Appraisal - Warnham and Slinfold	Cabinet	24 Sep 2020	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
10.	Housing Strategy 2019 - 2024	Cabinet	26 Nov 2020	Open	Rob Jarvis, Head of Housing & Community Services. robert.jarvis@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
11.	Medium Term Financial Strategy	Cabinet	26 Nov 2020	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
12.	Council Tax Reduction Scheme	Cabinet Council	28 Jan 2021 10 Feb 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
13.	Budget 2021/2022	Cabinet Council	28 Jan 2021 10 Feb 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)

	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)
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