



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

Cabinet

Thursday, 10th June, 2021 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors:	Paul Clarke	Leader
	Tony Hogben	Deputy Leader and Horsham Town, Parking & Communications
	Chris Brown	Local Economy
	Philip Circus	Environment, Waste, Recycling & Cleansing
	Lynn Lambert	Planning & Development
	Richard Landeryou	Finance & Assets
	Roger Noel	Leisure & Culture
	Claire Vickers	Community & Wellbeing
	Tricia Youtan	Housing & Public Protection

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 12
To approve as correct the minutes of the meeting held on 25 March 2021 (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.)	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Cabinet	
4. Announcements	
To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. Public Questions	
To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting	

6. **Transformation Fund 2021/22** 13 - 18
To consider the report of the Cabinet Member for Finance & Assets
7. **Overview & Scrutiny Committee**
To consider any matters referred to Cabinet by the Overview & Scrutiny Committee
8. **Forward Plan** 19 - 26
To note the Forward Plan
9. **To consider matters of special urgency**
- To consider a report containing exempt or confidential information**
10. **Sale of Commercial Property Asset** 27 - 34
Exempt by virtue of Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
To receive the report of the Cabinet Member for Finance & Assets

Cabinet
25 MARCH 2021

Present: Councillors: Ray Dawe (Leader), Jonathan Chowen (Deputy Leader), Philip Circus, Paul Clarke, Claire Vickers and Tricia Youtan

Also Present: Councillors: Matt Allen, Lynn Lambert, Tony Bevis, Karen Burgess, Peter Burgess, Ruth Fletcher, Billy Greening, Frances Haigh, Tony Hogben, Nigel Jupp, Richard Landeryou, John Milne, Godfrey Newman, Roger Noel, Josh Potts, Belinda Walters

EX/63 **MINUTES**

The minutes of the meeting of the Cabinet held on 28 January were approved as a correct record and would be signed by the Leader.

EX/64 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/65 **ANNOUNCEMENTS**

The Cabinet Member for Environment, Recycling & Waste announced that the West Sussex Climate Change Board met yesterday for the first time. The board was chaired by WSCC comprised the relevant directors and portfolio holders from across the county. It will facilitate the exchange of information and good practice and ensure cohesion between local authorities.

EX/66 **PUBLIC QUESTIONS**

No questions had been received.

EX/67 **LOCAL DEVELOPMENT SCHEME UPDATE**

The Cabinet Member for Planning & Development advised that the Local Development Scheme, which included the timetable for the Local Plan review, had been updated to reflect the requirement for work with statutory consultees to be well advanced before the next stage of the Local Plan could be published. The timetable had been updated to allow a few additional weeks for these discussions with consultees to be concluded.

The Cabinet Member recommended publication of this timetable, which would be available on the Council's website. She confirmed that the Local Plan Regulation 19 consultation report was scheduled to go to Council in June.

RESOLVED

To approve the publication of the Local Development Scheme January 2021 – December 2023 as attached to the Cabinet report.

REASON

To ensure that the Council acts in accordance with the requirements of the Planning & Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

EX/68

HORSHAM TOWN CENTRE PUBLIC REALM STRATEGY AND DESIGN GUIDE

The Cabinet Member for Planning & Development presented the strategy and design guide. It built on the Town Centre Vision Statement adopted in 2017, and its development had involved extensive consultation with the Neighbourhood Councils and other local stakeholders. The Cabinet Member set out the key guiding principles that would ensure a consistent approach to design, as set out in the report. She thanked those who had contributed to its development, including the former Cabinet Member for Horsham Town.

The guide would inform the design and assessment process for future development and maintenance, and support the design of individual developments and projects over time. The Cabinet Member confirmed that having 'shovel ready' designs would enable the Council to bid for Government and other potential sources of funding more effectively.

RESOLVED

- i) To **recommend to Council** that it adopts the Horsham Town Centre Public Realm Strategy and Design Guide.
- ii) To note the summary of stakeholders' consultations.
- iii) To delegate authority for any minor amendments to the Cabinet Member for Planning and Development.

REASON

- i) This Public Realm Strategy and Design Guide for Horsham Town Centre seeks to achieve the overarching aspiration to; enhance the existing heritage of the town centre; futureproof the town centre by identifying and maximising key spaces that could provide flexibility in how they can function, and improve access and connectivity throughout; sustain and further promote Horsham as a key destination to live, socialise and shop. A coherent public realm strategy is a fundamental factor in order to achieve this aspiration.

- ii) The Stakeholder engagement summary is an important background document in setting out the proposed response to the comments received.
- iii) To allow minor changes only. Any substantive change would need to be agreed by all Members.

EX/69 **IMPROVEMENT OF COMMUNITY FACILITIES IN DENNE WARD**

The Cabinet Member for Finance & Assets reported on proposals to renovate St Peter's Hall and the RAFA club. The Council had successfully applied for a government Energy Efficiency Grant of £238,000 to reduce the carbon emissions of the buildings. Alongside these works, it was proposed to create a fit-for-purpose and efficient space for use by the local community.

The Cabinet Member advised that, because of the timescales required to secure the grant funding, there was inadequate time to allow for a competitive tender process. The recommendation in the report therefore needed to be amended to allow for an additional £130,000 to the proposed budget.

The Cabinet Member advised that the return on the investment would be reduced from approximately 4% to 2.5% of the revised cost. He also stated that, should officers succeed in negotiating a variation to the grant conditions to allow time to secure a more competitive price, the additional £130,000 may not be required.

The Cabinet and other Members were supportive of the proposal, as revised, and welcomed improvement to this community facility in Denne.

RESOLVED

- i) To approve the project for the refurbishment of St Peter's Hall and the RAFA club.
- ii) To **recommend to Council** that a budget of £630,000 for 2021/22 be approved for the project, of which £238,000 will be grant funded.

REASON

To upgrade poor quality community facilities in Denne Ward and to improve the energy efficiency of the buildings. The proposals meet the Council policies to move towards net zero emissions by 2030 and to provide facilities to support health and wellbeing in the community. The reasons for rejecting alternative courses of action are dealt with in the body of the report.

EX/70 **USE OF ADDITIONAL RESTRICTIONS GRANT FOR PROJECTS TO ASSIST ECONOMIC RECOVERY**

The Cabinet Member for Finance & Assets and Local Economy & Parking reported that a budget was sought from Council to enable Additional Restrictions Grant (ARG) money, which was not needed for the Discretionary Business Grants scheme, to be spent on projects to support the business economy in Horsham District.

The Council had set up the Discretionary Business Grants scheme to enable the ARG to be distributed amongst relevant businesses. The Cabinet Member advised that in order to receive a further tranche of ARG, the Council was required to spend its existing allocation and this proposal would allow the surplus to be allocated to new and existing projects.

The Cabinet Member also proposed that the allocation of the budget be delegated to the Director of Corporate Resources, in consultation with himself, the Chairman of Overview & Scrutiny and the Leader of the Council.

RECOMMENDED TO COUNCIL

- i) To set up a budget for projects to encourage the restart and success of businesses in Horsham District for a value that, combined with spend on Discretionary Grants, is equivalent to the total of the Additional Restrictions Grant and any subsequent additions the Government makes to it.
- ii) To delegate to the Director of Corporate Resources, in consultation the Cabinet Lead for Finance & Assets and Local Economy and Parking, the Chairman of Overview & Scrutiny and the Leader of the Council the allocation of this projects budget to projects proposed by officers of the County, District and Parish Councils when supported by an adequate business case and delivery plan that can be met before 31 March 2022.
- iii) To approve the allocation of funds for the four projects outlined in paragraph 3.3 of the Cabinet report.

REASON

- i) A budget to spend this money on anything other than grants direct to businesses is needed for the Council to operate within its Constitution.
- ii) A delegation is needed to ensure we can identify and approve projects at speed to maximise the benefit our economy obtains from this Government grant.

- iii) Council approving these projects is the quickest way to get funding into these projects because using the delegation would need further discussion.

EX/71 **COUNCIL TAX SUPPORT SCHEME - ADDITIONAL DISCRETIONARY DISCOUNTS**

The Cabinet Member for Finance & Assets introduced the report on the Council Tax Support Grant. Local authorities had received this as part of a settlement to compensate for council tax that had been lost due to an increase in Council Tax Reduction Scheme claimants caused by the pandemic.

Last year WSCC had used their grant to set up a joint scheme with districts and boroughs in the county that gave claimants extra discounts of up to £150. WSCC had proposed that this scheme continues for 2021/22.

The Cabinet Member asked Cabinet to support WSCC's proposal to continue the scheme for another year, and to set up a budget made of WSCC's contribution, HDC's Council Tax Support Grant and any residual hardship grant from 2020/21.

RESOLVED

- i) To approve an additional discretionary discount of up to £150.00 per household for working age claimants in 2021/22.

To recommend to Council:

- ii) To set up a budget for 2021/22 comprising the County Council's share of payments and the remainder coming from a share of Horsham District Council's Council Tax support grant and any residual hardship grant from 2020/21.
- iii) To delegate to the Director of Corporate Resources the finalisation of the exact sums involved during 2021/22 provided they do not exceed the £145,981 Horsham District Council grant and any carry forward from 2020/21.

REASON

- i) County's offer to part fund this support will help our most vulnerable working age families in a year when their income is likely to be adversely affected.
- ii) A budget is needed to allow these transactions to take place.
- iii) The full cost of this scheme is not yet known because vulnerable customers in this group are likely to move in and out of work during

the year. This delegation will allow the Director to ensure customers get the help agreed against a varying budget level.

EX/72 **PROCUREMENT SHARED SERVICE - EXTENSION OF AGREEMENT**

The Cabinet Member for Finance & Assets reminded Members that since 2010 the Council's procurement service was a shared service run with Crawley, Mid-Sussex and, since Autumn 2020, Mole Valley.

He proposed that, due to the success of the current arrangement, it be extended for a further four years with an option to extend for another four years beyond that.

RESOLVED

- i) To approve the delegation of the provision of its procurement services to Crawley Borough Council from 1 April 2022 under Section 101 of the Local Government Act 1972.
- ii) To agree to the provision of services under an Inter-Authority Agreement for a minimum period of four years from 1 April 2022 to 31 March 2026 with an option to extend for a further period of up to four years.
- iii) To delegate authority to the Director of Corporate Resources and the Head of Legal and Democratic Services to agree the terms of the Inter-Authority Agreement which reflects the principles outlined in the report.
- iv) To delegate to the Director of Corporate Resources and Head of Legal and Democratic Services the ability to apply the four year extension at the end of the initial term subject to performance review in consultation with the Cabinet Member for Finance & Assets.

REASON

The current joint working arrangement with Horsham District Council, Mid Sussex Council and Mole Valley District Council is due for renewal on 31 March 2022 and therefore there is a need for Members to agree how procurement services will be provided in the future in order to give partners assurance that services will continue beyond this date.

EX/73 **TEMPORARY AGENCY STAFF CONTRACT**

The Cabinet Member for Finance & Assets reported that the current Temporary Agency Staff Contract was due to expire in April 2021. The current compliant framework agreement, set up by the Shared Procurement Service in 2017, had been reviewed and it was proposed that a new Dynamic Purchasing System would be a better fit and ensure a cost effective service for the Council.

The proposed contract would give flexibility to specialist agencies, not included in the current agreement, for recruiting staff with specific skills or knowledge, in particular planning officers and drivers.

RESOLVED

- i) To approve the use of the dynamic purchasing system for appointing temporary agency staff established on behalf of the Council by its Shared Procurement Service.

REASON

- i) Under the current Public Contracts Regulations (2015) each council is legally required to aggregate its spend on similar goods and services, and if this exceeds the current threshold of £181,302 over a 4 year period to go out to tender. Horsham District Council's spend averages c£580,000 per annum.
- ii) Crawley Borough Council, through the Shared Procurement Service, recently tendered to establish a dynamic purchasing system on behalf of its four member Councils (Crawley, Horsham, Mid Sussex and Mole Valley)
- iii) The creation and use of the DPS will enable the councils to standardise terms and conditions, agency fees, consolidate and reduce spending whilst complying with current regulations in an efficient process.

EX/74 **CONTRACT AWARD FOR THE PROVISION OF MANNED SECURITY SERVICES**

The Cabinet Member for Finance & Assets advised that the current contract for the provision of manned security services for Council-owned buildings was due to expire at the end of May. An open tender exercise for a five-year contract, with two 1-year extension had taken place in February. The contract had been awarded to the bidder with the second lowest price and the best overall score using a tender assessment ratio of 60% price and 40% quality.

The scope of the contract had been extended to include additional services and was approximately £5,000 more expensive than the previous contract. The Cabinet Member advised that the Property & Facilities team would look at ways to offset this variance.

RESOLVED

To accept the bid and award the contract to Company A (exempt Appendix 1), as the preferred supplier of Manned Security Services for the Council.

REASON

An open tender process was carried out with 21 replies received. The assessment of the tender was based on a 60% price and 40% quality evaluation. Company A provided the best overall score for the tender.

EX/75 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/76 **FORWARD PLAN**

The Forward Plan was noted.

EX/77 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

To consider two reports containing exempt or confidential information

RESOLVED That, under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information, as defined in Part I of Schedule 12A of the Local Government Act 1972, by virtue of paragraph 3 (information relating to the financial or business affairs of any particular person, including the authority holding that information) and paragraph 5 (information in respect of which a claim to legal professional privilege could be maintained in legal proceedings) and in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

EX/78 **PROCUREMENT CODE EXEMPTION FOR THE PURCHASE OF SHORT-TERM TEMPORARY ACCOMMODATION**

The Cabinet Member for Community Matters & Wellbeing introduced the report, which sought to enable the Council to secure sufficient short-term accommodation for those in housing need. The impact of the pandemic and periods of lockdown had caused an increased number of rough sleepers. The proposal to remove the need to advertise for a contractor to provide temporary short-term accommodation for the financial years 2021/22 and 2022/23, up to but not exceeding a predetermined total spend, would give the Council the flexibility required to house rough sleepers.

RESOLVED

To approve a Procurement Code exemption to remove the need to advertise for a contractor to provide temporary short-term accommodation

for homeless residents for the financial years 2021/22 and 2022/23, up to but not exceeding an agreed total spend.

REASON

- i) The market for procurement of a single supplier for this work does not exist.
- ii) The spend on this type of accommodation is uncertain due to the impact of COVID-19 on the Council's direct instruction to house rough sleepers regardless of priority need status and the impact of the lockdown and recession on our residents and their security of tenure.
- iii) The time period between the receipt of the final audit report in February 2021 and the start of the new financial year is too short to put a compliant contract in place, even were there a market to do so.

EX/79 **LEISURE MANAGEMENT CONTRACT - DELEGATED AUTHORITY AND FINANCIAL SUPPORT**

The Cabinet Member for Leisure & Culture presented the report that outlined proposed measures to support Places Leisure in the management of four Leisure Centres in the district. The impact of the pandemic had been significant, with facilities closed for extended periods, and the proposal would ensure the four Council-owned leisure centres would be able to open and continue to operate as soon as legislation allows.

RECOMMENDED TO COUNCIL

- i) To delegate authority to the Director of Community Services in consultation with the Leader of the Council, the Deputy Leader and Cabinet Member for Leisure & Culture, the Cabinet Member for Finance and Assets and Local Economy and Parking to agree any waiving of the monthly management fee from Places Leisure for the required period of financial support until usage recovers towards pre-Covid-19 levels, or ending 31 March 2022.
- ii) To delegate authority to the Director of Community Services in consultation with the Leader of the Council, the Deputy Leader and Cabinet Member for Leisure & Culture, the Cabinet Member for Finance and Assets and Local Economy and Parking to agree any financial support payments to Places Leisure for the period of closure and for reopening until usage recovers towards pre-Covid-19 levels, or ending 31 March 2022.
- iii) To delegate authority to the Director of Community Services in consultation with the Leader of the Council, the Deputy Leader and Cabinet Member for Leisure & Culture, the Cabinet Member for

Finance and Assets and Local Economy and Parking to enter into any contract variations in respect of any financial support during the period of closure and for re-opening on the terms recommended.

- iv) To approve an increased budget.

REASON

- i) To ensure the four Council-owned leisure centres are able to open and continue to operate as soon as legislation allows. These leisure facilities are really important for the residents of the district, providing activity and sporting opportunities, enabling good physical and mental health and wellbeing.
- ii) To avoid any potential breach of contract, which could result in the Council being liable for substantial costs.

The meeting closed at 6.48 pm having commenced at 5.30 pm

CHAIRMAN

Report to Cabinet

10 June 2021

By Richard Landeryou (Cabinet Member for Finance and Assets)



DECISION REQUIRED

Not Exempt

Using the Transformation Fund in 2021/22

Executive Summary

The Council produced a £4.55m operational overspend in 2020/21, caused by the severe impact of Covid-19 reducing income and increasing expenditure. Budgets of £4,500 were carried over to 2021/22.

One-off grants from Government compensated the Council for some of the loss of income and non-ringfenced 'expenditure' grants totalling £4.7m, subject to actual receipt of the final third of the income loss grant submitted claim of £1m that has been accrued for. The Council's non-operational income from Council tax and these grants meant that a surplus of £0.98m was generated in 2020/21 overall. This compares to the original planned objective of setting a £0.83m surplus when the budget was set for 2020/21.

The Council's income in a Covid-19 inspired recession is unlikely to be as high as previously estimated and costs continue to rise. Inevitably therefore, balancing the budgets over the medium term relies on implementing a range of actions to help deliver efficiency measures, as well as other income generation. This requires further investment in a number of smaller transformational projects.

£389k remains unspent in the transformation reserve at 31 March 2021 which will help transform the Council in the future. The report recommends that is topped up by £111k effectively funded from the 2020/21 overall budget surplus, giving a total transformation fund reserve of £0.5m in 2021/22.

Recommendations

That the Cabinet is recommended to:

- i) Approve the transfer of £111k from the General Fund reserve to the earmarked transformation reserve.
- ii) Delegate to the Chief Executive, in consultation with the Leader and Cabinet Member for Finance and Assets, the authority to use the transformation fund as appropriate.

Reasons for recommendations

- i) To top up of the earmarked transformation reserve for projects that will help transform the Council in the future; being effectively funded from the 2020/21 budget surplus.

Background papers: 2021/22 budget and MTFS papers from 28 January 2021 Cabinet meeting and 10 February 2021 Council meeting.

Wards affected: All

Contact: Jane Eaton, Director of Corporate Resources, 01403 215300

Background Information

1 Introduction and background

- 1.1 The transformation earmarked reserve was set up in 2016/17 to help fund business transformation within the Council. Cabinet transferred £0.5m from the 2015/16 budget surplus and has topped up the fund each year since.
- 1.2 The following amounts have been spent on transformation through the reserve since 2016/17, unlocking opportunities to enable future savings:
 - £387k in 2016/17
 - £518k in 2017/18
 - £239k in 2018/19
 - £123k in 2019/20
 - £111k in 2020/21
- 1.3 £389k remains unspent in the reserve at 31 March 2021 and will be made available in 2021/22.

2 Relevant Council policy

- 2.1 The Council continues to provide the quality, value for money services that people need throughout the 2020s. Continue to manage our finances prudently and identify and deliver business transformation to balance our budgets as funding from central government reduces.

3 Details

- 3.1 The Council holds a number of earmarked reserves and spends them on the purpose for which they were earmarked. Where the Council receives grants and contributions in year, but does not spend them, Cabinet may transfer the unused portion to earmarked reserves for use in future years. The Council can also chose to move funds from the general fund reserve to earmarked reserves to cover future costs.
- 3.2 The Council's income in a Covid-19 inspired recession is unlikely to be as high as previously estimated and costs continue to rise. Inevitably therefore, balancing the budgets over the medium term relies on implementing a range of actions to help deliver efficiency measures, as well as other income generation. This requires further investment in transformational projects.
- 3.3 Projects to facilitate transformation include areas such as ICT to help unlock further digital change to deliver a restructuring of products and services, changing the way we operate to better serve our customers and preventing re-keying of data. The Council is also growing our own staff through development, learning and coaching to encourage cultural change within the organisation.
- 3.4 This report proposes Cabinet move £111k from the General Fund reserve balance to top up the earmarked transformation reserve to £0.5m for this purpose in 2021/22. This will help transform the Council in the future. The schemes upon which this earmarked transformation reserve will be spent will be authorised by the Chief Executive in consultation with the Leader and then follow normal financial authorisation and budget process procedures. The Appendix contains a snapshot of the transformation fund at 31 March 2021 with anticipated estimated future expenditure.

4 Next steps

- 4.1 Once approved, the Chief Executive in consultation with the Leader will consider the appropriate schemes and authorise expenditure from the transformation fund against these schemes as appropriate.

5 Views of the Policy Development Advisory Group and outcome of consultations

- 5.1 The Finance and Assets Policy Development Advisory Group discussed this proposal on 10 May 2021. Their comments are incorporated in the report.

6 Other courses of action considered but rejected

- 6.1 Not spending up to £0.5m would save the Council up to £0.5m in one year's expenditure. But it would not unlock savings for future years.
- 6.2 The £111k of surplus from 2020/21 would otherwise go into the general reserve and used to fund any deficit that would occur if transformation does not take place at the required rate. This would not be sustainable.

7 Resource consequences

- 7.1 The transformation fund will help the delivery of efficiencies and income which will help towards balancing the budget over the medium term.

8 Legal consequences

- 8.1 There are no legal consequences of this scheme.

9 Risk assessment

- 9.1 Corporate Risk CRR01: Failure to achieve the required level of savings and income in the Medium Term Financial Strategy.

10 Other considerations

- 10.1 There are no consequences of the actions proposed in respect of Crime & Disorder; Human Rights; Equality & Diversity and Sustainability.

Appendix – The Transformation Fund Reserve

Actual spend in 2020/21 and indicative areas of spend in 2021/22:

		Appendix E - transformation fund at 31 March 2021			
2019/20		2020/21		2021/22*	
355,905	balance brought forward	377,345	balance brought forward	389,336	balance brought forward
144,095	In year additon	122,655	In year addition	110,664	In year addition
500,000		500,000		500,000	
-49,000	Digitalisation of Microfiche Planning documents	-20,808	Review of district community facilities	-4,000	<i>Technical kit in Parkside meeting rooms</i>
-2,900	Agile training - Sept 2019	-36,240	Backfill for the digitalisation project	-83,000	<i>Backfill for the digitalisation project</i>
-3,800	Lottery start up	-6,580	Implementation tech costs for the digitalisation project	-50,000	<i>Licence and implementation tech costs for the PRS digitalisation project.</i>
-17,790	HR system continued	-9,000	Carbon reduction project consultant within local plan	-8,000	Carbon audit of a Council building to enable future grant funding
		-31,438	Organisational carbon reduction consultant for council plan		
-4,900	Implementation of new Community link database	-6,599	Carbon audit of a Council building to enable future grant funding		
-24,150	Affordable Housing continued start up				
-10,890	Growing our own staff continued				
-9,225	Museum index system				
-122,655	Total expenditure in year	-110,664	Total expenditure in year	-145,000	<i>indicative spend in year</i>
377,345	Balance to be carried forward	389,336	Balance to be carried forward	355,000	balance
* 2021/22 costs are indicative estimates only.					
Appropriate additional items may be added as required via SLT approval					

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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 June 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.

	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.	Transformation Fund 2021/22	Cabinet	10 Jun 2021	Open	Dominic Bradley, Head of Finance & Performance dominic.bradley@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
2.	Sale of Commercial Property Asset	Cabinet	10 Jun 2021	Fully exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
3.	Implementation of the new 'Fit and Proper Person' Provisions	Council	23 Jun 2021	Open	Marc Rankin, Head of Environmental Health & Licensing marc.rankin@horsham.gov.uk Cabinet Member for Housing & Public Protection (Councillor Tricia Youtan)
4.	The adoption of 10 Neighbourhood Plans following referendums	Council	23 Jun 2021	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning & Development (Councillor Lynn Lambert)

	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.	Housing Strategy 2021 - 25	Cabinet Council	22 Jul 2021 1 Sep 2021	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Housing & Public Protection (Councillor Tricia Youtan)
6.	Sustainable Procurement Charter	Cabinet	22 Jul 2021	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Environment, Waste, Recycling & Cleansing (Councillor Philip Circus)
7.	New CIL Enforcement Policy	Cabinet Council	22 Jul 2021 1 Sep 2021	Open	Emma Parkes, Head of Development & Building Control emma.parkes@horsham.gov.uk Cabinet Member for Planning & Development (Councillor Lynn Lambert)
8.	Local Enforcement Plan	Cabinet Council	22 Jul 2021 1 Sep 2021	Open	Emma Parkes, Head of Development & Building Control emma.parkes@horsham.gov.uk Cabinet Member for Planning & Development (Councillor Lynn Lambert)

	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.	Museum Opening Hours	Cabinet	22 Jul 2021	Open	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
10.	Conservation Area Appraisals for Richmond Road, Horsham and London Road, Horsham	Cabinet	22 Jul 2021	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning & Development (Councillor Lynn Lambert)
11.	Drill Hall	Cabinet Council	22 Jul 2021 1 Sep 2021	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
12.	Highwood Community Centre	Cabinet Council	22 Jul 2021 1 Sep 2021	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
13.	Athletics Track - future options	Cabinet	22 Jul 2021	Open	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)

	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)
14.	Gatwick Airport Development Consent Order	Cabinet	22 Jul 2021	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning & Development (Councillor Lynn Lambert)
15.	Annual update to the Pay Policy Statement - Financial Year 2021/22	Council	1 Sep 2021	Open	Robert Laban, Head of HR & OD robert.laban@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
16.	Taxi Licensing Policy Review	Council	1 Sep 2021	Open	Marc Rankin, Head of Environmental Health & Licensing marc.rankin@horsham.gov.uk Cabinet Member for Housing & Public Protection (Councillor Tricia Youtan)
17.	An update on the Council's financial position	Cabinet	23 Sep 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
18.	Conservation Area Appraisal for Horsham Town Centre	Cabinet	23 Sep 2021	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning & Development (Councillor Lynn Lambert)

	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)
19.	Grounds Maintenance Contract Award	Cabinet	23 Sep 2021	Part exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
20.	An update on the Council's financial position	Cabinet	25 Nov 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
21.	Arboriculture Contract Award	Cabinet	25 Nov 2021	Part exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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