



Email: committeeservices@horsham.gov.uk
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Council

Wednesday, 9th February, 2022 at 6.00 pm
Park Suite, Parkside, Chart Way, Horsham

To: All Members of the Council

(Please note that prayers will be taken by a member of Horsham Churches Together before the meeting commences)

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

Page No.

GUIDANCE ON COUNCIL PROCEDURE

1. **Apologies for absence**

2. **Minutes**

To approve as correct the minutes of the meeting of the Council held on 8 December, and of the Extraordinary Council meetings held on 3 December and 8 December 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.)

- | | | |
|----|--|---------|
| a) | Ordinary Council Meeting 8 December | 7 - 16 |
| b) | Extraordinary Council Meeting 3 December | 17 - 18 |
| c) | Extraordinary Council Meeting 8 December | 19 - 20 |

3. **Declarations of Members' Interests**

To receive any declarations of interest from Members

4. **Announcements**

To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive

5. **Questions from the Public**

To receive questions from the public under Rules 4a.2(f) and 4a.8-18

6. **Recommendations from Cabinet** 21 - 26
- To receive the recommendations from the meeting of Cabinet held on 27 January and, if approved, to adopt the recommendations therein:
- (a) **The 2022/23 Budget and the Medium-Term Financial Strategy to 2025/26** (the report of the Cabinet Member for Finance is available at: [Agenda item 6](#))
 - (b) **2022/23 Council Tax Reduction (CTR) Scheme** (the report of the Cabinet Member for Finance is available at: [Agenda item 7](#))
 - (c) **2022/23 Discretionary Rate Relief Scheme** (the report of the Cabinet Member for Finance is available at: [Agenda item 8](#))
 - (d) **Modern Slavery and Human Trafficking Statement** (report of the Cabinet Member for Community Matters is available at: [Agenda item 12](#))
7. **Council Tax Resolution 2022/23** 27 - 36
- To receive the report of the Cabinet Member for Finance and to approve the formal 2022/23 Council Tax Resolution
8. **Recommendations from Committees** 37 - 38
- To receive the report from the Audit Committee held on 1 December and, if approved, to adopt the recommendations contained therein:
- Capital Strategy 2022/23 incorporating Investment and Treasury Management Strategy** (report of the Director of Corporate Resources is available at: [Agenda item 10](#))
9. **Appointment of Chief Executive and Head of Paid Service** 39 - 46
- To consider the recommendation of the Employment Committee of 25 January on the appointment of the Chief Executive and Head of Paid Service/Returning Officer and Electoral Registration Officer
10. **Appointment of an External Auditor Panel** 47 - 50
- To receive the report of the Director of Corporate Resources
11. **Decisions Arising from the COVID-19 Emergency** 51 - 64
- To receive the report of the Chief Executive
12. **Changes to Committee and PDAG memberships - January 2022** 65 - 82
- To receive the report of the Head of Legal & Democratic Services
13. **Calendar of Meetings 2022/23** 83 - 94
- To receive the report of the Chief Executive
14. **Reports of representatives**
- To receive reports from representatives on outside bodies

15. **Notice of Motion**

95 - 96

- (a) To consider the attached Notice of Motion submitted by Councillor Bob Platt in accordance with Rule 4a.26 of the Council's Constitution regarding:

The 11 Healthy Homes and Places Principles, as promoted by the Town and Country Planning Association

- (b) To consider the following Notice of Motion submitted by Councillor Paul Clarke in accordance with Rule 4a.26 of the Council's Constitution:

"This Council supports the proposed Arundel By-pass scheme featured in the current Highways England Consultation and expresses the hope that all major stakeholders will support the proposal. Further, this Council, in the interests of our residents and residents throughout West Sussex, hopes that Highways England will be able to move quickly ahead on early implementation of its proposal and that Highways England will also be able to address as soon as possible the other projects needed to remove the current bottlenecks to free the flow of traffic on the A27."

16. **Members' Questions on Notice**

To receive questions from Members under Rules 4a.20(b) - 25

17. **Urgent Business**

To consider matters certified by the Chairman as urgent

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GUIDANCE ON COUNCIL PROCEDURE

(Full details in Part 4a of the Council's Constitution)

<p>Addressing the Council</p>	<p>Members must address the meeting through the Chairman. When the Chairman wishes to speak during a debate, any Member speaking at the time must stop. The Chairman will decide whether he or she prefers Members to stand or sit when addressing the Council.</p>
<p>Minutes</p>	<p>Any comments or questions should be limited to the accuracy of the minutes only</p>
<p>Quorum</p>	<p>Quorum is one quarter of the whole number of Members. If there is not a quorum present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If a date is not fixed, the remaining business will be considered at the next ordinary meeting.</p>
<p>Declarations of Interest</p>	<p>Members should state clearly in which item they have an interest and the nature of the interest (i.e. personal; personal & prejudicial; or pecuniary). If in doubt, seek advice from the Monitoring Officer in advance of the meeting.</p>
<p>Announcements</p>	<p>These should be brief and to the point and are for information only – no debate/decisions</p>
<p>Questions from the public (Notice must have been given in writing to the Chief Executive by 12.00 three working days before the meeting)</p>	<p>Directed to Leader, Cabinet Member or Chairman of an ordinary committee and relevant to the business of the meeting. 2 minutes in total to put the question. Appropriate Member to reply. Questioner may ask one supplementary question. Member to reply (max 2 minutes unless Chairman consents to a longer period). Overall time limit for questions of 15 minutes or six questions, whichever is greater. The questioner must be present. If a question cannot be dealt with at the meeting (lack of time or absence of relevant Member), a written reply to be given. No discussion <u>but</u> any Member may move that a matter raised by a question is referred to Cabinet or committee. If seconded, no discussion – vote taken.</p>
<p>Cabinet recommendations (see also rules of debate)</p>	<p>Leader/Cabinet Member presents and moves recommendation(s) – seconder required. Members may:</p> <ul style="list-style-type: none"> - ask a question on the item under consideration – max 2 minutes; and/or - make a statement – max 5 minutes.
<p>Questions from Members on Notice (Notice must have been given in writing to the Chief Executive by 12.00 two working days before the meeting)</p>	<p>These are directed to the Chairman, Leader, Cabinet Member or chairman of any committee:</p> <ul style="list-style-type: none"> - 2 minutes maximum for initial question - 2 minutes maximum for the response - 2 minutes maximum for a supplementary question - 2 minutes maximum for a response to the supplementary question - 5 minutes maximum for the questioner to make a final statement in response, if they wish - If an oral reply is not convenient (e.g. too lengthy) a written answer may be circulated later. <p>No discussion. Maximum of 30 minutes overall for questions and answers.</p>

<p>Rules of debate</p>	<p>The Chairman controls debate and normally follows these rules but Chairman's interpretation, application or waiver is final.</p> <ul style="list-style-type: none"> - No speeches until a proposal has been moved (mover may explain purpose) and seconded - Chairman may require motion to be written down and handed to him/her before it is discussed - Secunder may speak immediately after mover or later in the debate - Speeches must relate to the question under discussion or a personal explanation or a point of order (max 5 minutes) - A Member may not speak again except: <ul style="list-style-type: none"> o On an amendment o To move a further amendment if the motion has been amended since he/she last spoke o If first speech was on an amendment, to speak on the main issue (whether or not the amendment was carried) o In exercise of a right of reply. Mover of motion at end of debate on original motion and any amendments (may not otherwise speak on amendment). Mover of amendment has no right of reply. o On a point of order – must relate to an alleged breach of Council Procedure Rules or law. Chairman must hear the point of order immediately. The ruling of the Chairman on the matter will be final. o Personal explanation – relating to part of an earlier speech by the Member which may appear to have been misunderstood. The Chairman's ruling on the admissibility of the personal explanation will be final. - Amendments to motions must be to: <ul style="list-style-type: none"> o Refer the matter to an appropriate body/individual for (re)consideration o Leave out and/or insert or add others (as long as this does not negate the motion) - One amendment at a time to be moved, discussed and decided upon. - Any amended motion becomes the substantive motion to which further amendments may be moved. - A Member may alter a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion). - A Member may withdraw a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion). - The mover of a motion has the right of reply at the end of the debate on the motion (unamended or amended).
<p>Voting</p>	<p>Any matter will be decided by a simple majority of those voting, by show of hands or if no dissent, by the affirmation of the meeting unless:</p> <ul style="list-style-type: none"> - Two Members request a recorded vote - A recorded vote is required by law. <p>Any Member may request their vote for, against or abstaining to be recorded in the minutes.</p> <p>In the case of equality of votes, the Chairman will have a second or casting vote (whether or not he or she has already voted on the issue).</p>

Council
8 DECEMBER 2021

Present: Councillors: David Skipp (Chairman), Kate Rowbottom (Vice-Chairman), Matthew Allen, Tony Bevis, Martin Boffey, Toni Bradnum, Chris Brown, Karen Burgess, Peter Burgess, Jonathan Chowen, Paul Clarke (Leader), Michael Croker, Ray Dawe, Brian Donnelly, Ruth Fletcher, Billy Greening, Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Jon Olson, Bob Platt, Louise Potter, Josh Potts, Stuart Ritchie, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, Tricia Youtan and James Wright

Apologies: Councillors: Andrew Baldwin, John Blackall, Alan Britten, Philip Circus, Christine Costin, Frances Haigh, Tony Hogben, Tim Lloyd, John Milne, Colin Minto, Jim Sanson and Belinda Walters

CO/51 **MINUTES**

The minutes of the meeting of the Council held on 13 October were approved as a correct record, subject to two amendments to clarify the meaning:

CO/42(c) to correct a spelling mistake by replacing the word 'leave' with 'lease';

CO/43 to amend the first sentence of the first bullet point to read 'The SDNP was producing an Area Action Plan regarding the future of the Shoreham Cement works, which proposed the site as an exemplar of sustainable mixed-use development'.

The minutes, as amended, were signed by the Chairman.

CO/52 **DECLARATIONS OF MEMBERS' INTERESTS**

Councillor Tony Bevis declared a personal interest in Item 6b), Community Advice Agreement, because he was a volunteer at Horsham Citizens Advice.

Councillor Martin Boffey declared a personal interest in Item 7b), Councillor Code of Conduct Amendments, because he was Vice-Chairman of Trafalgar Neighbourhood Council.

CO/53 **ANNOUNCEMENTS**

Councillor David Skipp, Chairman of the Council reminded everyone that there would be an Extraordinary Council meeting immediately following to meeting for the conferring of the title of Honorary Alderman on two past Councillors.

Councillor Skipp stressed the importance of the care and protection of everyone attending Council meetings and the need to adhere to the current Covid regulations. He asked for masks to be worn when not speaking and said it was important to observe social distancing and other hygiene measures, including taking Lateral Flow Tests before meetings when possible.

Councillor Skipp called upon Councillor Jonathan Chowen, the new Leader of the Council to make his announcement:

Councillor Chowen thanked the previous Leader, Councillor Paul Clarke for taking on the role at such a challenging time. He also thanked the Cabinet members who had stepped down for their dedication to the Council.

He spoke of the new Cabinet's vision for the district, which included the need to protect and enhance Horsham Town, historic villages and the countryside. The existing draft Local Plan had become undeliverable due to recent events, including Natural England's decision statement on water neutrality. This enforced pause in development gave an opportunity to reset housing numbers as the target of 1,200 houses a year looked unlikely; the government's current targets were no longer achievable and would need to be reviewed. The Council would work closely with the community and with Parish and Neighbourhood Councils in addressing local housing needs, prioritising brownfield sites and ensuring high quality, eco-friendly development.

Councillor Chowen also spoke of the need to: preserve and enhance the district's culture, heritage, environment and wildlife; to build the district's diverse and sustainable communities; support businesses with a strong rural economy; and to encourage young people to live and work in the district.

Councillor Chowen stated that the challenges of ecological decline, carbon reduction and climate change would be dominating issues and that was why his team would be putting the environment at the top of the agenda. He announced a further substantial investment in the environment to help towards delivering climate change initiatives and achieving carbon neutrality. The creation of a new Cabinet portfolio, Environment & Rural Affairs, also reflected this priority. Councillor Chowen went on to announce the new Cabinet.

Councillor Roger Noel, Cabinet Member for Leisure & Culture, announced that the Christmas Pantomime at The Capitol was going ahead, with mask wearing and social distancing. He invited Members to join him and the Chairman for a performance on Friday.

CO/54 **QUESTIONS FROM THE PUBLIC**

No questions relevant to the business of the meeting had been received.

CO/55 **RECOMMENDATIONS FROM CABINET**

a) **Update on the Council's financial position and Medium-Term Financial Strategy update**

Councillor Jonathan Chowen introduced the report on the Council's financial position and MTFS, and outlined how assumptions had changed since the update in September. He anticipated a modest surplus in the 2022/23 budget, but there was little information from Government to help with later projections and future strategy. Once further details were available on garden waste and food waste collections, business rates and income recovery positions, revisions to the MTFS could be made.

Councillor Chowen advised that the garden waste collection charges had to be agreed before the budget was set in February because of the timing of annual billing. The recommendations to Council included four new revenue budgets to enable the Council to accept grant funding on specific services. With regard to the final recommendation, it was noted that the Council had withdrawn from the West Sussex Business Rates pool last year because of uncertainty over the impact of Covid-19 on business rates.

There was also uncertainty over the full cost of measures to tackle climate change, which had not yet been included in the financial planning. Councillor Chowen advised that this would be funded through the anticipated surplus and by dipping into the reserves as required. He emphasised that funding decisions would be discussed widely and fully before the budget for this could be confirmed.

The proposal was seconded by Councillor Stuart Ritchie.

RESOLVED

- i) That changes in the Council's financial position in 2021/22 and the medium-term be noted.
- ii) That the charges from 1 April 2022 for the garden waste subscription service are increased from £42 for the first bin to £44 and for any subsequent bin increased from £33 to £35.
- iii) To approve the creation of a £2,500 revenue budget for a short breaks funding grant from West Sussex County Council and matching expenditure in the 2021/22 leisure services budgets.
- iv) To approve the creation of a £99,271 revenue budget for Contain Outbreak Management Fund (COMF) grant funding from West Sussex County Council and matching expenditure in the 2021/22 environmental health service budgets.

- v) To approve the creation of a £139,000 revenue budget for Contain Outbreak Management Fund (COMF) grant funding from West Sussex County Council and matching expenditure in the 2021/22 housing services budgets.
- vi) To approve the creation of a £78,946 revenue budget for Winter 2021 COVID-19 rent arrears financial support grant funding from Department for Levelling Up, Housing & Communities and matching expenditure in the 2021/22 housing services budgets.
- vii) Subject to the safety net being put in place, to approve the Council joining the West Sussex Business Rates pool in 2022/23.

REASON

- i) The Council needs to acknowledge the effects of the local situation occasioned by the COVID-19 pandemic and the continued impact this is having on its financial position both in the short and medium-term. This has moved the council from what has been a long-term healthy financial position to one with predicted deficits. However, given the level of uncertainty in the projections, the economy and proposed Government action the report does not recommend direct action to reduce expenditure at this stage.
- ii) The costs of running the garden waste service increase by inflation, and this price increase is passing this cost onto users of the service.
- iii) The short breaks grant will be spent on a Family Fun Day at Chanctonbury Leisure Centre for disabled children and young people before the end of March 2022. This will form an additional part of the Reaching Higher project.
- iv) The COMF grant will be spent preventing health inequalities and on COVID-19 risk management.
- v) The housing COMF grant will be spent on a range of interventions and housing solutions to support those affected by homelessness and risk of homelessness associated with COVID-19.
- vi) The Winter 2021 COVID-19 rent arrears financial support grant will support low-income private renters with COVID-19 related arrears to avoid eviction or find a new home.
- vii) Joining the West Sussex business Rates pool should benefit the County and therefore the district by retaining locally generated business rates, using it to further support the economic regeneration of the wider West Sussex area.

b) Community Advice Partnership Agreement

Councillor Liz Kitchen, Cabinet Member for Community Matters, stated that the current contract for the provision of an independent information and advice service was due to expire at the end of March. The existing service was funded through the Council's annual strategic grant budget and was provided by Community Advice.

The Council had entered into a partnership contract with WSCC and Sussex district and borough councils to collectively procure and fund community advice services. On 25 November Cabinet had agreed to continue under this partnership agreement.

Councillor Kitchen stated that the current providers, Citizens Advice, provided a comprehensive and valuable service, supporting residents on a range of matters, including benefits, consumer rights, employment and all family matters. The proposal was seconded by Councillor Billy Greening.

RESOLVED

To approve a budget contribution of £93,000 for up to 7 years, uplifted annually in line with the consumer price index calculated on the anniversary of the agreement, subject to satisfactory service reviews in line with Horsham District Council's corporate priorities and the availability of Horsham District Council funding.

REASON

To enable community advice services to continue to be delivered for residents of the Horsham District, therefore protecting the quality of life of those who live in, work in and visit our district.

CO/56 **RECOMMENDATIONS FROM COMMITTEES**

(a) Provision of the External Audit of the Annual Accounts

Councillor Stuart Ritchie, Chairman of Audit Committee, presented the recommendation from Audit Committee, which had considered the appointment of auditors on 1 December. Previously the Council had opted into national auditor appointment arrangements established by Public Sector Audit Appointments (PSAA). These arrangements covered the period from 2018/19 up to and including the audit of the 2022/23 accounts.

Audit Committee had considered the report of the Director of Corporate Resources, which gave details of the current arrangements. Councillor Ritchie set out the reasons why a PSAA appointed auditor was not satisfactory and advised that an independently appointed auditor would give the Council more

control over timing and ensure good quality. The proposal was seconded by Councillor Gordon Lindsay.

RESOLVED

- i) To decline Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023.
- ii) To instruct the officers to seek to establish an independent audit panel and refer the appointment of this Panel back to its February meeting.

REASON

- i) There is a possibility the position with regards to the timeliness of the audit could improve with a local appointment and there appears to be little chance of this in joining the PSAA arrangements.
- ii) If the Council goes alone it must appoint an independent panel and then complete the procurement by 31 December 2022.

(b) Councillor Code of Conduct – Amendments

Councillor Brian Donnelly, Chairman of Standards Committee, outlined the recommended amendments to the Councillor Code of Conduct, which had been adopted by the Council in April 2021. Council had adopted the Local Government Association's Model Councillor Code of Conduct 2020, with minor amendments to the standard text. The LGA has subsequently identified an error and had made revisions in relation to Interests. The Committee recommended other minor amendments to correct and clarify the Code.

By adopting this revised version, the Council will align itself with the latest version of the LGA Code, without interfering with previous specific amendments already made by this Council. The proposal as seconded by Councillor Diana van der Klugt.

With regards to the inclusion of Neighbourhood Councils in the definitions section of the Code as being a Local Authority, along with Parish Councils and other bodies, there was some concern that Neighbourhood Councils should be defined differently to Parish Councils as they were not statutory bodies. The Monitoring Officer clarified that the inclusion of Neighbourhood Councils was to allow them to come under the jurisdiction of the Code and take advice from the Monitoring Officer and her team if they so wished; it did not change their status in any way.

RESOLVED

To adopt the Councillor Code of Conduct for Horsham District Council as amended.

REASON

- i) The Local Government Association Code of Conduct is a national model and now contains additional guidance, working examples and explanatory text. The Horsham District Council Code of Conduct should align as closely as possible with the current version and the up-to-date published model code.
- ii) The Local Government Association have identified an error in relation to the part of the code dealing with interests and have provided some clarity in other areas following feedback. The amendments improve the code and do not interfere with other amendments previously made.

(c) Code of Conduct Complaints – New Procedures

Councillor Diana van der Klugt, Vice-Chairman of Standards Committee, introduced the recommendation to adopt new procedures for dealing with Code of Conduct complaints. She thanked the working group that had been set up to consider the current procedures and recommend improvements. The proposed changes, set out in the Committee report, sought to achieve a more streamlined process for complainants and ensure a fair, efficient and transparent process.

The Committee had weighed the benefits and disadvantages of holding sub-committees convened to determine formal investigation in public or in private. They had concluded that due to the complex and sensitive issues under scrutiny these investigations should continue to be held in private. It was noted that the Independent Person would attend any such hearing.

There had been an increase in formal complaints in the last few years, mainly involving Parish Councillors. It was anticipated that the proposed procedure would allow complaint cases to be dealt with more effectively and with less resource implications for the Legal Department. The proposal was seconded by Councillor Brian Donnelly.

RESOLVED

To approve the adoption of the revised procedure in dealing with Code of Conduct complaints.

REASON

- (i) The current published procedure is detailed within a number of different documents and is repetitive and can be difficult to follow. The revised procedure brings everything together into one simplified clear document.

- (ii) The revised procedure will ensure that the Standards Committee and the Monitoring Officer are able to deal with Code of Conduct complaint cases in an efficient, timely, proportionate, just, and transparent way.
- (iii) Best practice recommendations are incorporated within the revised procedure.

CO/57 **REPORTS OF REPRESENTATIVES**

There were none to report.

CO/58 **MEMBERS' QUESTIONS ON NOTICE**

1. Councillor Louise Potter asked Jonathan Chowen, Leader of the Council, the following question:

“In issuing their statement on water neutrality, Natural England has given us an opportunity to improve the current Local Plan. The Liberal Democrats welcome this and look forward to contributing to those changes.

“Although many will welcome an attempt to reduce the overall housing numbers, improve standards and increase the percentage of affordable homes - it brings much anxiety to residents that the new Leader may try to put the previously considered site at Rookwood back into the plan. Fears are particularly heightened in light of the new Leader’s commitment to developing the site when he was the Cabinet Member for Leisure and Culture.

“Members will recall the unprecedented public opposition to the proposed development of Rookwood and, on removing it from the plan, the Cabinet at that time assured us that they had listened and learnt.

“Will the Leader confirm that he will honour the commitment of his predecessors and rule out developing on Rookwood?”

The Leader of the Council replied:

“Rookwood was removed from the emerging Local Plan before Natural England issued their water neutrality decision statement. That statement highlighted the impact of water extraction in the south of the district on the habitat of particular species and caused a pause on development. It is highly likely this will result in a significant reduction in our ability to meet centrally imposed housing targets. Under those circumstances, we will need fewer strategic sites rather than more so there is no need to reconsider Rookwood.”

Councillor Potter asked a supplementary question:

“Can you therefore confirm that you personally will not promote the development of Rookwood for either housing or other purposes that might

reduce its amenity as long as you are acting as Leader of Horsham District Council?"

In reply, the Leader of the Council read out the following statement that had been made by the previous Leader and Deputy Leader:

"The Council is now under new Leadership and enhancing our green spaces and listening to public consultation are vital in building trust in our Leadership. Not allocating Rookwood in the Local Plan was the wish of the public at that stage and following a year which has seen increased golfing activity your Councillors have listened. It is vital that we engage with local groups and find out how we can best use Council owned land at Rookwood. We are committed and still committed to listening and engaging over the next two years before making any longer term commitments on the future of Rookwood'.

"I agree with this statement from the previous Leader and Deputy Leader."

Councillor Potter responded by saying she didn't think residents would be put completely at ease by the Leader's reply, but she looked forward to seeing how things progressed.

2. Councillor Martin Boffey asked Councillor Trisha Youtan, Cabinet Member for Housing & Public Protection, the following question:

"At the Council meeting on 13 October, the Cabinet Member for Housing and Public Protection advised Members of the number of affordable homes delivered in the district in the last seven years, including those for rent. However, quite understandably at the time, when asked by me no figure was immediately available for how many of these homes were for Social Rent. Please could the Cabinet Member now confirm how many new Social Rented homes were delivered in the Horsham District over the same period, being the last seven years?"

The Cabinet Member replied:

"Horsham District Council has successfully delivered 1,684 new affordable homes since 2014. Of these 952 have been delivered as Affordable Rental homes for households with an identified housing need on the Council's housing register with the remaining 732 being delivered for intermediate housing for Shared Ownership. To answer Councillor Boffey's question, none of the Affordable Rented homes were classified as Socially Rented homes. However, Affordable Rents are broadly speaking set at 80% of market rent levels compared to 60% for Social Rented homes. Affordable Rents are capped at the relevant local housing allowance rate for an area meaning that they are affordable for lower income families that may need financial support through housing benefit or the housing element of the universal credit in the same way Socially Rented homes would be.

"It is also worth mentioning that there have been a number of changes in the sector since 2015 which have seen a focus on low-cost home ownership

options being funded, annual rent reductions between 2015 and 2019, and the introduction of Affordable Rent as an affordable tenure. The purpose of this was to enable registered providers and housing associations to not only provide a suitable safe and affordable home to those that need them but also to generate additional income to be reinvested in the development of affordable housing. Our continued high delivery numbers are testament to this. I am really proud of our track record in this area in securing so many Affordable Rented homes and providing a solution to those that are in housing need on our housing register.”

Councillor Boffey thanked the Cabinet Member for the response to his question. He noted that when this Council passed the resolution to look more closely at Social Rented housing for the future, it showed a commitment to the importance of this as a scheme. He stated that it was therefore important to know where Horsham District Council was starting from so that there was a clear view of where it needed to move forward to in the future.

CO/59 **URGENT BUSINESS**

There was no urgent business.

The meeting closed at 7.24 pm having commenced at 6.00 pm

CHAIRMAN

Extraordinary Council Meeting **3 DECEMBER 2021**

- Present: Councillors: David Skipp (Chairman), Kate Rowbottom (Vice-Chairman), Toni Bradnum, Karen Burgess, Peter Burgess, Jonathan Chowen, Michael Croker, Billy Greening, Tony Hogben (Deputy Leader), Nigel Jupp, Lynn Lambert, Gordon Lindsay, Tim Lloyd, Christian Mitchell, Roger Noel, Bob Platt, Stuart Ritchie, Jack Saheid, Jim Sanson, Ian Stannard, Diana van der Klugt, Tricia Youtan and James Wright
- Apologies: Councillors: Andrew Baldwin, John Blackall, Chris Brown, Philip Circus, Paul Clarke, Ray Dawe, Brian Donnelly, Liz Kitchen, Richard Landeryou, Mike Morgan, Josh Potts and Claire Vickers
- Absent: Councillors: Matthew Allen, Tony Bevis, Martin Boffey, Alan Britten, Christine Costin, Ruth Fletcher, Frances Haigh, John Milne, Colin Minto, Jon Olson, Louise Potter and Belinda Walters

CO/48 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/49 **ANNOUNCEMENTS**

The Chairman of the Council confirmed that the Council procedure rules set out in paragraph 4a.3 of the Constitution had been followed correctly when calling this extraordinary Council meeting. He also advised that the business of such a meeting must be restricted to the item of business contained in the request only, which in this case was to appoint a new Leader of the Council.

CO/50 **APPOINTMENT OF LEADER**

It was moved by Councillor James Wright and seconded by Councillor Tony Hogben that Councillor Jonathan Chowen be appointed Leader of the Council. There were no other nominations.

RESOLVED

That Councillor Jonathan Chowen be appointed Leader of the Council.

The meeting closed at 6.06 pm having commenced at 6.00 pm

CHAIRMAN

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Extraordinary Council Meeting **8 DECEMBER 2021**

Present: Councillors: David Skipp (Chairman), Kate Rowbottom (Vice-Chairman), Matthew Allen, Tony Bevis, Martin Boffey, Toni Bradnum, Chris Brown, Karen Burgess, Peter Burgess, Jonathan Chowen, Paul Clarke (Leader), Michael Croker, Ray Dawe, Brian Donnelly, Ruth Fletcher, Billy Greening, Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Bob Platt, Louise Potter, Josh Potts, Stuart Ritchie, Jack Saheid, Diana van der Klugt, Claire Vickers, Belinda Walters, Tricia Youtan and James Wright

Apologies: Councillors: Andrew Baldwin, John Blackall, Alan Britten, Philip Circus, Christine Costin, Frances Haigh, Tony Hogben, Tim Lloyd, John Milne, Colin Minto, Jim Sanson and Ian Stannard

CO/60 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/61 **TO CONFER THE TITLE OF HONORARY ALDERMAN ON:**

The Chairman of the Council stated that the purpose of the meeting was to confer the title of Honorary Alderman on two past members of the Council in recognition of their eminent service to the Council and the community, in pursuance of Section 249 of the Local Government Act 1972.

MRS EVE MAUCHEL

It was moved by Councillor Liz Kitchen and seconded by Councillor Toni Bradnum and, after a number of Councillors had spoken in support of the proposal, it was:

RESOLVED UNANIMOUSLY

That the title of Honorary Alderman of Horsham District be conferred upon Eve Mauchel in recognition of her eminent service to the Council and the community.

The Chairman presented Mrs Mauchel with a badge and certificate.

Honorary Alderman Eve Mauchel gave a speech of thanks.

GODFREY NEWMAN

It was moved by Councillor Paul Clarke and seconded by Councillor Louise Potter and, after a number of Councillors had spoken in support of the proposal, it was:

RESOLVED UNANIMOUSLY

That the title of Honorary Alderman of Horsham District be conferred upon Godfrey Newman in recognition of his eminent service to the Council and the community.

The Chairman presented Godfrey with a badge and certificate, which Honorary Alderman Godfrey Newman accepted with thanks.

The meeting closed at 8.15 pm having commenced at 7.45 pm

CHAIRMAN

COUNCIL
9 February 2022
CABINET RECOMMENDATIONS

Recommendations to Council made at the Cabinet meeting held on 27 January 2022

(a) The 2022/23 Budget and the Medium Term Financial Strategy to 2025/26

The Cabinet Member for Finance reported details of the proposed 2022/23 revenue and capital budgets and revised MTFS, following the Government's positive provisional financial settlement. Despite the impact from Covid-19, the Council is well placed to meet current challenges.

In 2022/23, there will be £1m investment in climate change, £0.2m supporting the economic recovery in the district, protecting voluntary grants, setting an ambitious £10m capital programme providing infrastructure and facilities for residents, whilst laying the groundwork for investment options in key venues such as the Capitol Theatre and Southwater County Park in the future.

The Council is budgeting for a moderate surplus in 2022/23. The net budget requirement for 2022/23 is £1m higher than in 2020/21, reflecting the continued impact of Covid-19 as well as ongoing annual inflationary and salary cost pressures. The appendices to the report include details of the 2022/23 revenue budget and capital expenditure programme.

With regards to the MTFS, the outlook remains extremely uncertain, with limited details on the Government's proposed changes to Business Rates and the Fair Funding Review, and no certainty regarding funding for food waste collections. The current projection anticipates budget deficits in the latter part of the MTFS, as detailed in the report.

RECOMMENDED TO COUNCIL

- i) That the level of Council Tax for 2022/23 increases from £157.52 by £4.57 (2.9%) to £162.09 at Band D.
- (ii) That the net revenue budget set out in Appendix A for 2022/23 of £12.188m is approved.
- (iii) That Special Expenses of £323,330 set out in Appendix C and a Band D charge of £26.83 are agreed in respect of the unparished area for 2022/23.
- (iv) That the capital programme for 2022/23 set out in Appendix D be approved and that the indicative capital budgets in the programme for future years be noted.
- (v) That the projected future budgets on the revenue account in 2023/24 to 2025/26 are noted and the Medium-Term Financial Strategy continues to be reviewed and refined to ensure that decisions are taken to set balanced budgets in these three years.

Continued/...

- (vi) That the Minimum Revenue Provision Statement set out in Appendix E is approved.
- (vii) That the Capital Strategy, Treasury Strategy, Investment Strategy and prudential indicators and limits for 2021/22 to 2024/25 set out in Appendix F are approved.
- (viii) To note the statement on the robustness of the level of reserves in Appendix H.
- (ix) That the increases to fees and charges set out in Appendix I and I(i) and I(ii) are approved.
- (x) Delegate to the Director of Community Services in consultation with the relevant Cabinet lead temporary changes to fees and charges in the form of offers and incentives during the year, as well as the setting of charges for sports development activities as all offerings are being revised and will take account of variable costs such as facility hire and coaching rates.

REASON

To meet the Council's statutory requirement to approve the budget and the prudential indicators before the start of a new financial year.

(b) 2022/23 Council Tax Reduction (CTR) Scheme

Horsham's current CTR scheme provides financial support for those on low incomes to help them afford their Council Tax payments. Each year the Council reviews the policy and sets a new policy for the following financial year. It is proposed that the scheme remains unchanged for 2022/23.

RECOMMENDED TO COUNCIL

To agree to no changes in the Council Tax Reduction scheme for 2022/23.

REASON

Council Tax Reduction schemes are annual schemes and therefore require an annual review and approval, even when no changes to the scheme are being proposed. Review work on the scheme showed the scheme remains affordable for Horsham District Council and provides a good level of support to our less well-off residents.

(c) 2022/23 Discretionary Rate Relief scheme

Horsham District Council provides discretionary rate relief to charities and not-for-profit organisations under s47 of Local Government Finance Act 1988. This scheme should be reviewed and authorised annually by both Cabinet and Council, even when no changes are proposed.

Continued/...

Cabinet recommends an amendment to the existing Discretionary Rate Relief scheme for charities and not for profit organisations by extending the charitable relief by up to 100% for eligible organisations.

RECOMMENDED TO COUNCIL

To approve the Discretionary Rate Relief scheme for 2022/23 as detailed in the appendix to the Cabinet report

REASON

- (i) Discretionary rate relief is an annual scheme and therefore require an annual review and approval.
- (ii) The increase in the level of rate relief to 100% will provide additional support for charitable and not for profit organisations.

(d) Modern Slavery and Human Trafficking Statement

The Cabinet Member for Community Matters presented HDC's proposed Modern Slavery and Human Trafficking Statement, which details the Council's commitment to tackling this issue within the district's business activity and supply chain. The statement was drafted with the help of Community Services who work with partner organisations to tackle this issue.

Section 54 of the Modern Slavery Act states that every commercial organisation in the UK with a total annual turnover of £36m or more must produce a Modern Slavery and Human Trafficking Transparency Statement annually. Many local authorities are producing a statement on a voluntary basis.

RECOMMENDED TO COUNCIL

- (i) Approve the publication of the Modern Slavery and Human Trafficking Transparency Statement as attached at Appendix A to the Cabinet report.
- (ii) Delegate authority to the Leader of the Council in consultation with the Director of Corporate Resources and the Head of Legal & Democratic Services to approve minor amendments and subsequent annual statements for publication.

REASON

- (i) The adoption and publication of a Modern Slavery and Human Trafficking statement is considered best practice and is likely to become a statutory requirement within the next 12 months.
- (ii) The approval of the statement shows the commitment of Horsham District Council to tackle modern day slavery in the community and its supply chains, it also supports the principles set out in the Sustainable Procurement Charter which is used within our procurement processes.

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2022-23 Budget – Addendum 8 February 2022

By the Cabinet Member for Finance

The Chancellor announced national measures last week to help with rising energy costs, recognising that the growing cost of living pressures was the “number one issue on people’s minds”, with the packages predominately aimed at supporting hard working families.

We have also recognised this locally. Working alongside West Sussex County Council in the last few days, we are proposing that working age residents claiming Council Tax Reduction support will again benefit from a discretionary Council tax support relief scheme and have their Council Tax bill reduced by up to £150. This means that they will benefit from the discretionary scheme for a second year running, in addition to the Government mandatory scheme in 2020/21.

Additional recommendations are therefore proposed to the ones set out on pages 21 and 22 of the Council papers. The recommendations are to put in place the budget and delegations to enable officers to make the payments and use up to £120,000 from the budgeted surplus, alongside County’s contribution, to replicate the discretionary relief scheme for a further year.

RECOMMENDATION THAT COUNCIL:

- i) Approve an additional Council tax support discretionary discount of up to £150.00 per household for working age claimants in 2022/23.
- ii) To set up a budget for 2022/23 comprising the County Council’s share of payments and up to £120,000 from the Council, reducing the budgeted surplus.
- iii) Delegate to the Director of Corporate Resources, the finalisation of the exact sums involved during 2022/23 provided they do not exceed the amount of £120,000.

REASONS FOR RECOMMENDATIONS:

- 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.

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Report to Council

Date of meeting 9 February 2022

By the Cabinet Member for Finance



DECISION REQUIRED

Not exempt

COUNCIL TAX RESOLUTION 2022/23

Executive Summary

This report seeks approval to the formal 2022/23 Council Tax resolution, setting out the Council Tax to be levied in each parish and for each property band. It is proposed to increase the District-wide Council Tax by £4.57 from £157.52 to £162.09 and to set the Special Charge in the unparished area at £26.83. Precepts from West Sussex County Council, West Sussex Police and Crime Commissioner and parishes have been received and form part of the overall Council Tax.

Note that West Sussex County Council will formally approve the County's Council Tax precept at their Council meeting on 18 February 2022.

Recommendations

The Council is recommended to resolve:

1. The Council Tax Base 2022/23 be noted
 - a. for the whole Council area as 64,021.5 (Item T in the formula in section 31B of the Local Government Finance Act 1992, as amended (the "Act") and
 - b. for dwellings in those parts of its area to which as Parish Precept or Special Expenses relates as shown below:

Parish	2022/23 tax base
Amberley	326.5
Ashington	1,160.9
Ashurst	144.5
Billingshurst	4,370.0
Bramber	416.8
Broadbridge Heath	2,335.0
Coldwaltham	477.3
Colgate	1,727.0
Cowfold	870.0
Henfield	2,741.3
Itchingfield	784.1
Lower Beeding	556.5
North Horsham	8,755.2
Nuthurst	1,081.3
Parham	127.4
Pulborough	2,593.6
Rudgwick	1,454.6
Rusper	943.7
Shermanbury	308.1
Shipley	644.8
Slinfold	941.8
Southwater	4,653.9
Steyning	2,602.2
Storrington & Sullington	3,350.0
Thakeham	1,082.0
Upper Beeding	1,457.8
Warnham	1,018.4
Washington	1,108.0
West Chiltington	2,238.9
West Grinstead	1,318.9
Wiston	104.9
Woodmancote	275.7
Horsham Town	12,050.7
Total	64,021.5

2. That the Council Tax requirement for the Council's own purposes for 2022/23 (excluding Special Expenses and Parish precepts) is £162.09
3. That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Act:
 - (a) £93,248,878 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

- (b) £78,594,309 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £14,654,569 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
- (d) £228.90 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) £4,277,354 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
- (f) £162.09 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

(g)				
Parish	Precept Amount £	Council Tax at Band D		
		Parish Precept / Special charge for Unparished Area £	Basic Amount of District Council Tax £	Total £
Amberley	31,341.00	95.99	162.09	258.08
Ashington	102,984.00	88.71	162.09	250.80
Ashurst	13,200.00	91.35	162.09	253.44
Billingshurst	444,735.00	101.77	162.09	263.86
Bramber	28,141.42	67.52	162.09	229.61
Broadbridge Heath	127,701.00	54.69	162.09	216.78
Coldwaltham	16,668.00	34.92	162.09	197.01
Colgate	28,530.00	16.52	162.09	178.61
Cowfold	69,980.00	80.44	162.09	242.53
Henfield	277,355.00	101.19	162.09	263.28
Itchingfield	72,000.00	91.83	162.09	253.92
Lower Beeding	37,385.00	67.18	162.09	229.27
North Horsham	349,011.00	39.86	162.09	201.95
Nuthurst	52,498.00	48.55	162.09	210.64
Parham	5,413.00	42.49	162.09	204.58
Pulborough	257,362.00	99.23	162.09	261.32
Rudgwick	105,424.00	72.48	162.09	234.57
Rusper	41,788.00	44.28	162.09	206.37
Shermanbury	25,329.00	82.21	162.09	244.30
Shipley	29,175.42	45.25	162.09	207.34
Slinfold	62,770.00	66.65	162.09	228.74
Southwater	537,522.00	115.50	162.09	277.59
Steyning	332,357.00	127.72	162.09	289.81
Storrington & Sullington	252,489.50	75.37	162.09	237.46
Thakeham	62,780.00	58.02	162.09	220.11
Upper Beeding	212,850.00	146.01	162.09	308.10
Warnham	92,755.72	91.08	162.09	253.17
Washington	42,347.76	38.22	162.09	200.31
West Chiltington	152,514.00	68.12	162.09	230.21
West Grinstead	72,500.00	54.97	162.09	217.06
Wiston	4,156.00	39.62	162.09	201.71
Woodmancote	13,141.00	47.66	162.09	209.75
Horsham Town - Special charge	323,330.00	26.83	162.09	188.92

being the amounts given by adding to the amount at (f) above the amounts of the special items relating to the dwellings in those parts of the Council's area mentioned above, calculated by the Council, in accordance with section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

4. To note that the County Council have proposed precepts and the Sussex Police and Crime Commissioner has notified precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below:

Band Authority	A	B	C	D	E	F	G	H
West Sussex County Council	1,037.16	1,210.02	1,382.88	1,555.74	1,901.46	2,247.18	2,592.90	3,111.48

Band Authority	A	B	C	D	E	F	G	H
Sussex Police and Crime Commissioner	149.94	174.93	199.92	224.91	274.89	324.87	374.85	449.82

- a. to delegate authority to the Director of Corporate Resources and S151 officer to amend the County precept in section 4 of the report and the aggregate amounts in section 5 of the report, if so notified by West Sussex County Council following the County's budget setting meeting at Council on 18 February 2022.

The Horsham District Figures are shown below:-

Band Authority	A	B	C	D	E	F	G	H
Horsham District Council	108.06	126.07	144.08	162.09	198.11	234.13	270.15	324.18

5. That, having calculated the aggregate in each case of the amounts at 3 and 4 above the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2022/23 for each part of its area and for each of the categories of dwellings:

BAND	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Amberley	1,359.15	1,585.68	1,812.21	2,038.73	2,491.78	2,944.83	3,397.88	4,077.46
Ashington	1,354.30	1,580.02	1,805.73	2,031.45	2,482.88	2,934.32	3,385.75	4,062.90
Ashurst	1,356.06	1,582.07	1,808.08	2,034.09	2,486.11	2,938.13	3,390.15	4,068.18
Billingshurst	1,363.01	1,590.17	1,817.34	2,044.51	2,498.85	2,953.18	3,407.52	4,089.02
Bramber	1,340.17	1,563.53	1,786.90	2,010.26	2,456.98	2,903.71	3,350.43	4,020.52
Broadbridge Heath	1,331.62	1,553.56	1,775.49	1,997.43	2,441.30	2,885.18	3,329.05	3,994.86
Coldwaltham	1,318.44	1,538.18	1,757.92	1,977.66	2,417.14	2,856.62	3,296.10	3,955.32
Colgate	1,306.17	1,523.87	1,741.56	1,959.26	2,394.65	2,830.04	3,265.43	3,918.52
Cowfold	1,348.78	1,573.58	1,798.38	2,023.18	2,472.77	2,922.37	3,371.96	4,046.35
Henfield	1,362.62	1,589.72	1,816.82	2,043.93	2,498.13	2,952.34	3,406.55	4,087.86
Itchingfield	1,356.38	1,582.44	1,808.50	2,034.57	2,486.69	2,938.82	3,390.94	4,069.13
Lower Beeding	1,339.95	1,563.27	1,786.59	2,009.92	2,456.57	2,903.22	3,349.86	4,019.84
North Horsham	1,321.74	1,542.02	1,762.31	1,982.60	2,423.18	2,863.76	3,304.34	3,965.21
Nuthurst	1,327.53	1,548.78	1,770.04	1,991.29	2,433.80	2,876.31	3,318.82	3,982.58
Parham	1,323.49	1,544.07	1,764.65	1,985.23	2,426.39	2,867.55	3,308.71	3,970.46
Pulborough	1,361.31	1,588.20	1,815.08	2,041.97	2,495.74	2,949.51	3,403.28	4,083.94
Rudgwick	1,343.48	1,567.39	1,791.30	2,015.22	2,463.04	2,910.87	3,358.69	4,030.43
Rusper	1,324.68	1,545.46	1,766.24	1,987.02	2,428.58	2,870.14	3,311.70	3,974.04
Shermanbury	1,349.97	1,574.96	1,799.96	2,024.95	2,474.94	2,924.93	3,374.92	4,049.90
Shipley	1,325.32	1,546.21	1,767.10	1,987.99	2,429.76	2,871.54	3,313.31	3,975.97
Slinfold	1,339.59	1,562.86	1,786.12	2,009.39	2,455.92	2,902.45	3,348.98	4,018.78
Southwater	1,372.16	1,600.85	1,829.55	2,058.24	2,515.63	2,973.01	3,430.40	4,116.48
Steyning	1,380.31	1,610.36	1,840.41	2,070.46	2,530.56	2,990.67	3,450.77	4,140.92
Storrington & Sullington	1,345.41	1,569.64	1,793.88	2,018.11	2,466.58	2,915.05	3,363.52	4,036.22
Thakeham	1,333.84	1,556.15	1,778.46	2,000.76	2,445.38	2,889.99	3,334.60	4,001.52
Upper Beeding	1,392.50	1,624.58	1,856.66	2,088.75	2,552.91	3,017.08	3,481.25	4,177.50
Warnham	1,355.88	1,581.86	1,807.84	2,033.82	2,485.78	2,937.74	3,389.70	4,067.64
Washington	1,320.64	1,540.75	1,760.85	1,980.96	2,421.17	2,861.39	3,301.60	3,961.92
West Chiltington	1,340.57	1,564.00	1,787.43	2,010.86	2,457.72	2,904.58	3,351.43	4,021.72
West Grinstead	1,331.81	1,553.77	1,775.74	1,997.71	2,441.65	2,885.58	3,329.52	3,995.42
Wiston	1,321.57	1,541.83	1,762.10	1,982.36	2,422.88	2,863.41	3,303.93	3,964.72
Woodmancote	1,326.94	1,548.09	1,769.25	1,990.40	2,432.72	2,875.03	3,317.34	3,980.81
Horsham Town - Special charge	1,313.05	1,531.89	1,750.73	1,969.57	2,407.25	2,844.93	3,282.62	3,939.14

6. To note that the Council's basic amount of Council Tax for 2022/23 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

Horsham District Council Tax Band D, inclusive of the special charge, as reported to Government.

2021/22	2022/23	Council Tax increase
£162.43	£167.14	£4.71 (or 2.9%)

As the billing Authority the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2022/23 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 522K Local Government Act 1992.

7. To approve the Council Tax discount policies which remain unchanged.

Reasons for Recommendations

To meet the Council's statutory requirement to set a Council Tax.

Background Papers **Report to Cabinet 27 January 2022**

Consultation **None**
Wards Affected **All**
Contact **Jane Eaton, Director of Corporate Resources.**
 Dominic Bradley, Head of Finance and Performance
 01403 215302

Background Information

1 Introduction

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2022/23.

Background / actions taken to date

- 1.2 The Cabinet met on 27 January 2022 and received a report from the Cabinet Member for Finance and the Director of Corporate Resources on the 2022/23 Budget and the Medium-Term Financial Strategy. The report was accepted and recommendations made to Council to agree the revenue and capital budgets for 2022/23 and the Special Expenses for the unparished area. The recommendation was to increase the District-wide Council Tax by £4.57 from £157.52 to £162.09 and set the Special Charge on the unparished area at £26.83.

2 Statutory and Policy Background

- 2.1 The statutory requirements for the Council Tax resolution are contained in the Local Government Finance Act 1992 as amended by the Localism Act 2011. The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 came into force on 25 February 2014 and require that immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

3 Details

- 3.1 Precept requirements have been received from all the parishes within the district and from West Sussex County Council and the Sussex Police and Crime Commissioner. These figures, together with the proposed District tax and Special Charge are incorporated in the detailed tables included in the Council Tax resolution.
- 3.2 The Council Tax discount policies are summarised below:
- Horsham District Council will not award any discount period on empty and unfurnished homes; 100% council tax will be payable.
 - Horsham District Council will not award any discretionary discount for vacant property; 100% council tax will be payable.
 - Horsham District Council has determined that Council Tax payable in respect of long-term empty properties over 2 years will be 100% of Council Tax due plus an additional premium of 50% of Council Tax due.
 - Horsham District Council has determined that Council Tax payable in respect of long-term empty properties over 5 years will be 100% of Council Tax due, plus an additional premium of 100% of Council Tax due.
 - Horsham District Council has determined that Council Tax payable in respect of long-term empty properties over 10 years will be 100% of Council Tax due, plus an additional premium of 200% of Council Tax due.

- Horsham District Council will not award a Council Tax discount on second homes; 100% council tax will be payable.

4 Other courses of action considered but rejected

- 4.1 The Council is legally required to set a Council Tax. No other course of action has been considered.

5 Resource consequences

- 5.1 The financial consequences of the proposed budget have been included in the report to Cabinet. The staffing consequences of the proposed budget have been included in the report to Cabinet.

6 Legal consequences

- 6.1 The Council Tax in England and Wales is provided for and governed by the provisions of the Local Government Finance Act 1992. Within this Act, the Council is designated as a “Billing Authority”, responsible for the billing, collection and enforcement of Council Tax.

7 Risk assessment

- 7.1 The Council’s reliance on central government-controlled funding and balancing the Medium-Term Financial Strategy is captured on the Corporate Risk Register at CRR01. This is regularly reviewed and updated and is monitored at every Audit Committee meeting.

8 Equalities and Human Rights implications / Public Sector Equality Duty

- 8.1 The Equality Act 2010 includes a public sector equality duty which requires Councils when exercising functions to have due regard to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act and to advance equality of opportunity and foster good relations between those who share a “protected characteristic and those who do not share that protected characteristic”. When a Budget proposal has implications for people covered by the Equality Act 2010, the Council must take account of the Equality Duty and any particular impact on the protected group. There are no equality implications in regards to this proposed budget.

9 Environmental implications

- 9.1 There are no environmental consequences from these decisions.

10 Other considerations

- 10.1 There are no other considerations arising from these decisions.

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COUNCIL
9 February 2022
COMMITTEE RECOMMENDATIONS

Details of recommendation to Council made at the Audit Committee on 1 December

Capital Strategy 2022/23 incorporating Investment and Treasury Management Strategy

The Committee report gave an overview of how capital expenditure, capital financing, treasury and other investment activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. The strategies are set against the mid-term financial strategy, the context of the UK economy and projected interest rates.

The report sets treasury investment criteria and limits, which are largely unchanged apart from changes in pooled funds limits, an interest rate sensitivity indicator and long-term investment limits. These changes are detailed in the report.

The Treasury Management Strategy covers the aspects of investments that this Committee has historically considered. It covers management of the Council's cash flows, borrowing and investments, and the associated risks. The Investment Strategy covers investments held for service purposes or for commercial yield.

RESOLVED

- i) That the Audit Committee approve this Capital Strategy as an appropriate overarching strategy for the Council while leaving the full Council to approve the updated Capital Strategy that will accompany the 2022/23 budget to Council.

RECOMMENDED TO COUNCIL

- i) To approve the Treasury Management Strategy for 2022/23 and the associated limits and specific indicators included in section 4 and appendix B of the report to Audit Committee.
- ii) To approve the Investment Strategy for 2022/23 and the associated limits and specific indicators included in section 5 and appendix C of the report to Audit Committee.

REASON

- i) The Council is required to have regard to the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) and Prudential Code which requires the Council to approve a Capital strategy, Investment strategy and Treasury Management Strategy before the start of each financial year.
- ii) The Department for Levelling Up, Housing and Communities (DLUHC) issued revised guidance on local authority investments in 2017 that the Council is required to have regard to.

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Report to Council

9th February 2022

By Robert Laban, Head of HR&OD

DECISION REQUIRED

Not Exempt



Appointment of the Permanent Chief Executive & Head of Paid Service/ Returning Officer & Electoral Registration Officer

Executive Summary

The purpose of this report is to seek approval for the appointment of the Horsham District Council Chief Executive and to appoint the statutory duty positions of Head of Paid Service, a Returning Officer and an Electoral Registration Officer for the District.

Recommendations

Council is recommended to:

- i) note the Employment Committee nomination of Jane Eaton as the new Chief Executive;
- ii) agree the appointment of Jane Eaton to the position of Chief Executive of Horsham District Council with effect from 16 April 2022, at a salary of £120,264 p.a. (subject to national cost of living award);
- iii) agree the designation of Jane Eaton as Head of Paid Service of Horsham District Council under Section 4 of the Local Government and Housing Act 1989, with effect from 16 April 2022;
- iv) appoint Jane Eaton as the Returning Officer and the Electoral Registration Officer for Horsham District, with effect from 16 April 2022.

Reasons for Recommendations

- i) To comply with the provision of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of Chief Executive and Head of Paid Service.
- ii) To comply with the requirement of the Representation of the People Act 1983, namely Sections 8, 28(1), 35 and 52(2) respectively, in relation to the appointment of the Council's Returning Officer, and Electoral Registration Officer.

Background Papers: None.

Wards affected: All.

Contact: Robert Laban, Head of Human Resources and Organisational Development, 01403 215406

Background Information

1 Introduction and Background

- 1.1 Following the announcement that the current Chief Executive Glen Chipp to retire on 15 April 2022, the Leader instructed that a recruitment process commence, in line with the process set out in the Constitution.

3 Details

- 3.1 The Employment Committee was established for the Chief Executive appointment and recruitment consultants Solace in Business were appointed to help manage the process.
- 3.2 Advertising started on 2 December 2021 internally and externally on relevant websites, in print and executive search.
- 3.3 A total of 16 applications were received by the closing date on 20 December 2021, of which nine were longlisted for technical interview by a Solace Assessor, of which five candidates were shortlisted subsequently, of which two withdrew. Employment Committee members received assessment reports of the candidates and advice from Solace in Business throughout this process.
- 3.4 The shortlisted candidates carried out a range of psychometric tests on-line and attended a virtual assessment centre, which involved “Fact Find” and “In-tray” exercises.
- 3.5 The Employment Committee met for the final interviews with the three candidates on 25 January 2022. Candidates also gave a presentation to Councillors and Heads of Service, who provided feedback via a questionnaire.
- 3.6 The Employment Committee, in deciding upon its preferred candidate, considered the Assessment Centre Report and feedback from the presentation, and agreed to nominate Jane Eaton as the new Chief Executive. The minutes of the Employment Committee are attached as Appendix 1.
- 3.7 Following the Committee reaching its decision, the Members of the Cabinet who were not on the Employment Committee were informed of the decision on 27 January 2022, in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, which requires that the Cabinet be given the opportunity to raise an objection to the appointment. No objections were received.
- 3.8 A summary of Jane Eaton’s career history is attached as Appendix 2.

4 Details of the Employment and Implications

- 4.1 Under the statutory guidance in Section 40 of the Localism Act 2011, elected Members are to be given an opportunity to vote on salary packages upon appointments of a threshold of £100,000 or above. The proposed salary package is £120,264 p.a. (fixed point), which is the current level for this post, as was advertised, plus a vehicle allowance of £760.

- 4.2 The Council is required to comply with the provision of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of Chief Executive and Head of Paid Service.
- 4.3 The Council is also required to comply with the requirement of the Representation of the People Act 1983, namely Sections 8, 28(1), 35 and 52(2) respectively, in relation to the appointment of the Council's Returning Officer and Electoral Registration Officer.
- 4.4 The process followed for the appointment has been in line with the Council Constitution.
- 4.5 A conditional offer of employment was made to Jane Eaton and accepted.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 Not applicable.

6 Other Courses of Action Considered but Rejected

- 6.1 Not applicable.

7 Resource Consequences

- 7.1 There are no additional resource consequences.

8 Legal Considerations and Implications

- 8.1 Legal requirements have been complied with, as listed in section 4. In addition, Members of the Cabinet who were not on the Employment Committee have been informed of the decision in accordance with the *Local Authorities (Standing Orders) (England) Regulations 2001*, which requires that the Cabinet be given the opportunity to raise an objection to the appointment. There were no objections.

9 Risk Assessment

- 9.1 Not applicable.

10 Procurement implications

- 10.1 Following an invited quotations procurement process, Solace in Business Ltd. was selected to support the recruitment process, advertising, executive search and assessment centre.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 Equality legislation was fully observed throughout the recruitment process.

11.2 An Equalities Impact Assessment is not applicable.

12 Environmental Implications

12.1 Not applicable.

13 Other Considerations

13.1 GDPR/Data Protection does not apply in respect of salary details, as salaries of senior staff are subject to being published under the open data, transparency and accountability agenda; there are no other considerations.

Employment Committee
25 JANUARY 2022

Present: Councillors: Karen Burgess, Jonathan Chowen, Tony Hogben,
Tim Lloyd, Louise Potter and David Skipp

Apologies: Councillors: Ray Dawe

EC1 **ELECTION OF CHAIRMAN**

Councillor Jonathan Chowen was elected Chairman for the purposes of this meeting.

EC2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC3 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED

That, under Section 100A (2) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act by virtue of paragraphs 1 and 2 and, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

EC4 **INTERVIEWS FOR THE APPOINTMENT OF THE CHIEF EXECUTIVE/HEAD OF PAID SERVICE**

The Committee interviewed three candidates for the position of Chief Executive and Head of Paid Service.

RECOMMENDED

That Jane Eaton be offered the appointment of Chief Executive and Head of Paid Service and Returning Officer/Electoral Registration Officer, with effect from a date to be agreed.

The meeting closed at 3.30 pm having commenced at 9.30 am

CHAIRMAN

APPENDIX 2

Summary of Jane Eaton's career history:

Jane Eaton, BA, MBA, CPFA

BA (hons) Geography & History, University of Kent
MBA, University of Manchester (Business School)
Chartered Member of the Chartered Institute of Public Finance & Accountancy

EMPLOYMENT

2016 to date: Horsham District Council

Director of Corporate Resources

2012-2016: Havant Borough Council & East Hampshire District Council

Executive Head of Governance & Logistics

2004- 2012: Bracknell Forest Council

Chief Officer Performance & Resources

1999- 2004: Liberata (UK) Ltd

Business Centre Site Director

1996-1999: London Borough of Sutton

Head of Finance & IT for Housing & Social Services

1987-1996: Westminster City Council

Roles in finance, audit and procurement

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Report to Council

9 February 2022

By the Director of Corporate Resources

DECISION REQUIRED



Not Exempt

Appointment of an External Auditor Panel

Executive Summary

At its meeting on 1 December 2021, the Council decided to appoint its own external auditors for the period starting in the financial year 2023/24. This requires the establishment of an External Auditor Panel involving a majority of independent members and an independent chairman. Following an application process and evaluation of the skills and suitability of candidates by the Chairman of the Audit Committee, Director of Corporate Resources and the Head of Finance & Performance, this report recommends the appointment of three persons to form this Panel and recommends the appointment of an independent chairman for the Panel.

Recommendations

It is recommended that Council:

- i) Appoint Mr Michael Chinn, Mr Alan Peach and the Chairman of Audit Committee as its independent External Auditor Panel.
- ii) Appoint Mr Alan Peach as the independent Chairman of the External Auditor Panel.

Reasons for Recommendations

- i) Mr Chinn and Mr Peach were the most recently experienced of the people who applied for the role. The Chairman of the Audit Committee forms a link to the Audit Committee as well as the current chairman having extensive experience in professional practice and his accountancy firm are registered auditors themselves.
- ii) Following discussions with the two independent members, Mr Peach has the most available time to carry out the role of Chairman of the Panel.

Background Papers: None

Wards affected: all

Contact: Jane Eaton, Director of Corporate Resources, 01403 756713

Background Information

1. Introduction

- 1.1 The current auditor appointment arrangements cover the period up to and including the audit of the 2022/23 accounts. At its meeting on 1 December 2021, Council decided to not renew its agreement with Public Sector Audit Appointments Ltd (PSAA) but to seek its own external audit appointment. To make an independent appointment, the Council has to appoint an independent auditor panel of no fewer than three members of which the majority, and the Chair, must be independent. The Council instructed the officers to seek to establish an independent audit panel and refers the appointment of this Panel back to this meeting.

2. Relevant Council policy

- 2.1. Appointing an auditor is not a policy matter, it is the law. However, with all its services, the Council seeks to follow its policy objective to provide quality, value for money services.

3. Details

- 3.1. The Council advertised for independent people to join its Auditor Panel in December 2021 with the advertisement closing on 17 January 2022. The Council received three applicants and held informal discussions with them about the role. The discussions were with the Chairman of the Audit Committee, the Director of Corporate Resources and the Head of Finance & Performance. They recommend the following independent people be included on the Panel: Michael Chinn, FCCA, CPFA, MICH and Alan Peach, CPFA. Mr Chinn has broad private sector and housing association accountancy experience and Mr Peach was a s151 officer in local government for over 20 years.
- 3.2. It is proposed the Chairman of the Audit Committee should be a third member of the Panel to help with the link to the delivery of the Audit and because of his extensive experience in the external audit business.
- 3.3. It is recommended Mr Peach be the Chairman of the Panel as the seat must be an independent person and Mr Chinn feels the workload commitment might be too high for him.

4. Next Steps

- 4.1. The next steps are to develop a specification and documents for the Panel to review and put out a public advertisement for an auditor. The Panel will subsequently assist with scoring and evaluating the submissions prior to making a recommendation to appoint to Council at no later than their December 2022 meeting.

5. Views of the Policy Development Advisory Group and Outcome of

Consultations

- 5.1. As this is a matter reserved by law to full Council there is no need for PDAG or consultations.

6. Other Courses of Action Considered but Rejected

- 6.1. By law there are no alternatives to appointing an Auditor Panel to carry out this task.

7. Resource Consequences

- 7.1. The two independent Panel members will receive an annual allowance of £1,000 each for their work. This is included in the budget elsewhere on this Council agenda.

8. Legal Considerations and Implications

- 8.1. Section 7 of the Local Audit and Accountability Act 2014 requires a relevant Council to appoint a local auditor to audit its accounts for a financial year not later than 31 December in the preceding year, in this case 31 December 2022.
- 8.2. Section 8 governs the procedure for appointment including that the Council must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor. Section 8 provides that where a relevant Council is a local Council operating executive arrangements, the function of appointing a local auditor to audit its accounts is not the responsibility of an executive of the Council under those arrangements.
- 8.3. Section 12 makes provision for the failure to appoint a local auditor. The Council must immediately inform the Secretary of State, who may direct the Council to appoint the auditor named in the direction or appoint a local auditor on behalf of the Council. This could occur if no listed auditors applied for the work.

9. Risk Assessment

- 9.1. The main risks in this decision surround the Panel's competence to do this work. However, considering experience of the three recommended members this is very low.

10. Procurement implications

- 10.1. There are no procurement implications of this decision but a full public procurement by advertisement is needed to recruit the external auditor.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1. There are no equalities or human rights matters associated with this report.

12. Environmental Implications

- 12.1. There are no significant environmental implications from the introduction of this Panel.

13. Other Considerations

- 13.1. Although external auditors are allowed full access to all data held by the Council and in procuring the contract we will need to be careful of where the applicants process their data to ensure it meets the full requirements of UK Data Protection Law, there is no reason to believe the Panel members will need access to this data. Therefore we consider there are no other considerations associated with this decision.

Report to Council

9 February 2022

By the Chief Executive

FOR INFORMATION



Not exempt

Grant Decisions Arising from the COVID-19 Emergency

Executive Summary

The Chief Executive reports to Council on two decisions that he made during January using his emergency powers. The first of these was a further change to the policy for allocating Additional Restrictions Grant. This change arose because the Government reopened the scheme to applications during the January 2022 restrictions. The second was the adoption of a discretionary business rates relief policy required by the Government to give business rate relief to businesses affected by COVID-19 in the 2021/22 financial year but not covered by its previously awarded Retail, Leisure and Hospitality reliefs.

In addition the Department for Levelling Up, Housing & Communities (DLUC) informed us on 31 January 2022 that we would receive £115,721 as part of our share of the national £28.1m Protect and Vaccinate grant. This report recommends Council approve setting up a budget to allow our Housing Service to spend this grant.

Recommendations

The Council is recommended:

- i) To note the amendments to the Additional Restrictions Discretionary Grant scheme and the adoption of a policy for the allocation of the COVID-19 Additional Relief Fund made by the Chief Executive under his Head of Paid Service powers outlined in section 3.
- ii) To create a new budget of £115,721 in Housing to be used for services specified under the Protect and Vaccinate Grant from Department for Levelling Up, Housing & Communities.

Reasons for Recommendations

- i) The decisions reached by the Chief Executive allowed the swift reopening of the Additional Restrictions Grant scheme and a quick start to the business rates relief scheme, helping our businesses and meeting the Government's requirements.
- ii) The Protect and Vaccinate grant will help to provide safe accommodation for as many people rough sleeping as possible and support them to get their vaccinations.

Background Papers

None

Wards affected:

All.

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

Background Information

1. Introduction and Background

- 1.1. Since the start of the COVID-19 emergency, the Government has issued grants to the Council to pay directly to businesses and instructed us to issue business rate reliefs using our discretionary powers. As Council knows, the guidance on these grants and reliefs tends to come with very short implementation times and has generally not been possible to bring the policy changes through Cabinet and Council in the time available. Therefore, on several occasions during the pandemic the Chief Executive used his emergency powers to implement the changes needed and report to Council later about the use of those powers. In December 2021 and January 2022, the Government issued further additional restrictions grant money and guidance and introduced a COVID-19 Additional Relief Fund for businesses liable for business rates in 2021/22 that had not previously received relief. The Chief Executive, therefore, amended the Additional Restrictions Grant scheme and prepared a new COVID-19 Additional Relief Fund scheme. The Additional Restrictions Grant scheme is the same as that used across West Sussex districts and boroughs. Agreement on the design of the Relief Fund was not possible across West Sussex districts and boroughs because some, including ourselves, felt this scheme, written by Mid Sussex District Council officers, required too much detailed evaluation of businesses' accounts and we did not have the employees to do this work. Therefore, the Chief Executive adopted the scheme drafted and implemented originally by Milton Keynes' Council, our Revenues and Benefits partner authority.
- 1.2. The Department for Levelling Up, Housing & Communities told us on 31 January 2022 that we would receive £115,721 as part of our share of the national £28.1m Protect and Vaccinate grant. The Government is issuing this grant to help Council's provide emergency winter accommodation for those sleeping rough and help them receive COVID-19 vaccinations.

2. Relevant Council policy

- 2.1. Having a thriving local economy and having strong safe healthy communities are two of the five key priorities in the Council's Corporate Plan.

3. Details

3.1. Additional Restrictions Grant

- 3.1.1. The changes to the Additional Restrictions Grant were to include some new sums for applicants for the winter 2021/22 period these were:

Hospitality & leisure - Mobile sole trader /market trader/taxi driver/home-based worker	£500
Hospitality & leisure business non - ratepayer rent of up to and including £15k	£1,334
Hospitality & leisure business non - ratepayer rent of over £15k & less than £51k	£2,000
Hospitality & leisure business non - ratepayer rent of over £51k	£3,000

Eligible business ratepayer (non H & L) with RV of up to and including £15k	£2,667
Eligible business ratepayer (non H & L) with RV of over £15k and under £51k	£4,000
Eligible business ratepayer (non H & L) with RV of over £51k	£6,000

3.1.2. The Government gave the Council an extra £335,125.38 to support businesses from 30 December 2021 to 31 March 2022. The scheme opened on 17 January 2022. Take-up has been low so far. Businesses can apply for this scheme until 31 March 2022.

3.2. COVID-19 Additional Relief Fund

3.2.1. Full details of the new Additional Relief Fund grant are in appendix A. This fund, totalling £3,133,247 now assists businesses that pay business rate relief, were severely impacted by 2021/22 lockdowns and restrictions and were not able to access the reliefs offered to businesses shown on the Valuation Office Agency's list of Retail, Leisure and Hospitality Businesses. This includes businesses who work in Retail, Leisure and Hospitality but the rating list showed them as warehouses, as well as businesses impacted in other ways. Businesses can apply for this scheme until 30 September 2022.

3.3. Protect and Vaccinate Grant

3.3.1. Under the Constitution only full Council can set up a budget. The Council needs to set up a budget to allow Housing to spend this grant on much needed support for people who sleep rough. Most of this will be used in keeping Rough Sleepers indoors throughout the winter.

4. **Next Steps**

4.1. The schemes will run until their end date on 31 March 2022 for Additional Restrictions Grants or 30 September 2022 for COVID-19 Additional Relief Fund. Any residual money will be returned to Government. If the money runs out before these dates the schemes will cease.

4.2. Once the budget for Protect and Vaccinate is in place Housing will use it to fund accommodation for people who do sleep rough in our area. These individuals have been inside since the beginning of December under a previous grant scheme. By having the rough sleepers in a known location Housing are better able to work with these individuals to regularise their lifestyles including obtaining the COVID-19 vaccinations.

5. **Outcome of Consultations**

- 5.1. The Cabinet Lead for Finance was consulted on, and supportive of, the use of the Chief Executive's emergency powers to make quick changes to the Additional Restrictions Grant policy and quick implementation.

6. Other Courses of Action Considered but Rejected

- 6.1. The Chief Executive could have deferred these decisions on the new schemes until tonight's meeting. However, this would have led to extended hardship for businesses and criticism from Government.
- 6.2. The Chief Executive could have set up the budget for Protect and Vaccinate but given the timing of the announcement it was possible to leave the decision to be made by Council in the usual way.

7. Resource Consequences

- 7.1. The work will continue to impact the workloads of the Council's Economic Development and Finance teams as well as our Revenues and Benefits Service.
- 7.2. All three schemes will have no net impact on the Council's 2021/22 financial position because any residual grant will return to the Government.

8. Legal Consequences

- 8.1. The actions taken to date have been in line with the Chief Executive's emergency powers in paragraphs 3.5.1 2 c) and 3 of the Constitution.
- 8.2. All changes to the budget framework, including adding grant money, are a reserved matter of full Council.

9. Risk Assessment

- 9.1. The issuing of the Additional Restrictions Grants Discretionary Scheme carries a high risk of fraud. Employees run the grants through the Government's Spotlight fraud checking software and Milton Keynes' internal audit have carried out a 20% spot check of claims to mitigate the risk.

10. Procurement implications

- 10.1. Because these decisions relate to grant payments or business rate reliefs direct to businesses there are no procurement implications.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1. The continuation of the Additional Restrictions Grants Discretionary Scheme and the Additional Relief Fund will lessen the impact of the COVID-19 lockdown and recession on businesses, their owners and employees. Some owners and employees will have protected characteristics. Any spend on projects or grants is, therefore, likely to have positive impact on people with protected characteristics.

11.2. The Protect and Vaccinate grant will help people who sleep rough in our area. This should have a positive impact on their mental health, any additional problems they may have and enable Housing to continue to work with them to improve their life chances while they are in a known location. A known location also means a better chance of achieving COVID-19 vaccinations for this group and reducing these vulnerable individuals' risk of death or serious illness from the disease.

12. Environmental Implications

12.1. There were no environmental implications from these decisions.

13. Other Considerations

13.1. There were no other considerations arising from these decisions.

Covid19 Additional Relief Fund (CARF)

Guidance for applications to Horsham District Council

January 2022

Introduction

1. This guidance is intended for businesses liable for business rates in 2021/22 only applying to Horsham District Council (the Council) for a discount from their liability in accordance with the government's COVID19 Additional Relief Fund (CARF), announced on 15th December 2021. Only businesses occupying a property shown in the rating list and liable for business rates in 2021/22 are eligible to apply for the discount. It will be applied only to any liability for 2021/22 and any determination by the Council must be made by the 30th September 2022.
2. The Council has been allocated relatively limited funds from the government for this discount. It is expected therefore that most relief allocations to successful applicants will be limited to a certain percentage, which means that businesses who do qualify will still have business rates to pay. The application process is likely to be oversubscribed with many more relief applications compared to funds available. In order to ensure fairness of allocation, the Council will operate an application window and once closed, will determine the amount to be awarded in each case.
3. This guidance sets out the criteria under which businesses will qualify to make an application to the COVID19 Additional Relief Fund (CARF), and the evidence required to support an application, and is aligned with the government guidance issued on 15th December 2021 and any revisions, which can be found via this link:- [CARF Guidance \(\[publishing.service.gov.uk\]\(https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/104422/carf-guidance.pdf\)\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/104422/carf-guidance.pdf)

Scope and Eligibility

4. The government has stated that Billing authorities will be responsible for designing the discretionary relief schemes that are to operate in their areas. However, in developing and implementing their schemes local authorities:
 - a. must not award relief to ratepayers who for the same period of the relief either are or would have been eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS),
 - b. must not award relief to a hereditament for a period when it is unoccupied (other than hereditaments which have become unoccupied temporarily due to the government's advice on COVID-19), and
 - c. should direct their support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact.

5. In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves, to a precepting authority, or to a functional body within the meaning of the Greater London Authority Act 1999.
6. To be eligible for relief the business must be a ratepayer liable and occupying the property for business rates in Horsham DC during the financial year 2021/22.
7. Businesses that are in administration, insolvent or where a striking-off notice has been made, are not eligible for this relief.
8. The relief will be awarded after all other discounts and reliefs and as such, if there is no business rates liability or other business rates relief already granted to the business during the relief period the business will not be eligible for this relief.
9. The Council will assess by way of application whether a ratepayer has been adversely affected by the pandemic and has been unable to adequately adapt to that impact.
10. Rateable properties which have become closed temporarily due to the government's advice on COVID-19, will be treated as occupied for the purposes of this relief.

Evidence Required for Discretionary Discount application

11. Applicants will need to provide:
 - Confirmation that the business has not received any relief or discount under the relief schemes mentioned in section 4a above.
 - Confirmation that they meet the eligibility criteria mentioned in section 4c above.
 - Confirmation of Subsidy Allowance compliance.

Subsidy Allowance

12. There is a requirement for all grants made under this Discretionary Grants fund to be subsidy allowance compliant. Please see further government guidance on this via this link (Section 19-29): [CARF Guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90242/carf-guidance.pdf)

How relief will be provided

13. The Council will be responsible for evaluating COVID19 Additional Relief Fund applications, selecting the successful business applicants and then administering and delivering relief to those successful applicants.
14. The Council will endeavour, subject to due diligence checks, to make awards as quickly as possible to support successful business applicants, who are struggling financially.

How much funding will be provided to successful businesses?

15. Due to the limited level of funding available, the Council will operate an application window and once closed, will determine the amount to be awarded in each case.

16. In order for the COVID19 Additional Relief Fund to benefit the maximum number of businesses, it is proposed to have 3 levels of relief awards, directly proportionate to the relative impact on the trading sector of the business due to the COVID19 crisis. The impact will be measured by using the change in Gross Value Added (GVA) as a proxy for the economic impacts of COVID-19 on each business sector as detailed in Annex A of the Government guidance [CARF Guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) .
17. The level of discount will be allocated proportionately based on low, medium and high impact as assessed by the Council. The specific level of relief that will be awarded to each category will be based on the quantity of applications and the funding available.
18. The level of funding for these discretionary reliefs will be decided by the Council within the above guidelines. There will be no review of this decision and no right to appeal.

The Application Process

19. The application process will be administered through the Council's website and portal.
20. Email or paper applications will not be accepted.
21. The electronic application process will allow the Council to evaluate the applications, undertake pre-award checks to confirm eligibility and to allow the Council to assess the level of relief for each case.
22. Applicants need to state when applying online that by accepting the relief payment, the business confirms that they are eligible for the relief scheme, including that any relief accepted will be in compliance with Subsidy Allowance requirements.
23. The application window will be open from 31/1/2022 to 13/3/2022. This will be followed by an assessment period that will be completed as soon as possible afterwards.
24. If further funding is provided by the Government or funding is unspent there will be further application rounds. Businesses that received relief funding previously in a previous round will be ineligible from any further relief application.
25. As a condition of relief being awarded we will expect the business applying to sign a declaration stating that they are not committing any fraud and that they are fully complying with any subsidy allowance limits, as well as giving the Council permission to share data to check such compliance and that these guidelines are complied with.

Award of Relief

26. All awards of this relief will be by a discount applied to the 2021/22 rates liability.
27. No cash payments will be made, except where the application of the discount to the rates liability results in an overpayment on the rate account. In these cases, refunds will be issued as soon as possible following the award.

28. If any court or enforcement costs have been incurred during 2021/22, the relief will initially be taken to cover such costs

Managing the risk of fraud

29. The Council will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain relief awarded will face prosecution and any relief awarded will be removed from the account without reference to the ratepayer. This will then be subject to collection and enforcement activity as set down in legislation.
30. All information is subject to internal and external audit check, as well as Government body check.

Sharing Information

31. By applying for a COVID19 additional relief all applicants give authority to administering Local Authorities to share data for efficient system administration and to protect the Public Purse, subject to the GDPR. This will include sharing data with other Local Authorities.
32. The Council will be required to share data with Government Departments for monitoring and other reasons. By applying for a COVID19 additional relief all applicants give authority for this.

Other Information

33. The Councils do not accept any liability for any issues that may arise for businesses because of applying for, receiving, or not receiving relief awards under this scheme.

Appendix A

Covid19 Additional Relief Fund (CARF)

Guidance for applications to Horsham District Council

January 2022

Introduction

1. This guidance is intended for businesses liable for business rates in 2021/22 only applying to Horsham District Council (the Council) for a discount from their liability in accordance with the government's COVID19 Additional Relief Fund (CARF), announced on 15th December 2021. Only businesses occupying a property shown in the rating list and liable for business rates in 2021/22 are eligible to apply for the discount. It will be applied only to any liability for 2021/22 and any determination by the Council must be made by the 30th September 2022.
2. The Council has been allocated relatively limited funds from the government for this discount. It is expected therefore that most relief allocations to successful applicants will be limited to a certain percentage, which means that businesses who do qualify will still have business rates to pay. The application process is likely to be oversubscribed with many more relief applications compared to funds available. In order to ensure fairness of allocation, the Council will operate an application window and once closed, will determine the amount to be awarded in each case.
3. This guidance sets out the criteria under which businesses will qualify to make an application to the COVID19 Additional Relief Fund (CARF), and the evidence required to support an application, and is aligned with the government guidance issued on 15th December 2021 and any revisions, which can be found via this link:- [CARF Guidance \(\[publishing.service.gov.uk\]\(https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/104222/carf-guidance.pdf\)\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/104222/carf-guidance.pdf)

Scope and Eligibility

4. The government has stated that Billing authorities will be responsible for designing the discretionary relief schemes that are to operate in their areas. However, in developing and implementing their schemes local authorities:
 - a. must not award relief to ratepayers who for the same period of the relief either are or would have been eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS),
 - b. must not award relief to a hereditament for a period when it is unoccupied (other than hereditaments which have become unoccupied temporarily due to the government's advice on COVID-19), and
 - c. should direct their support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact.

Grant Decisions Arising from the Covid-19 Emergency – APPENDIX A

5. In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves, to a precepting authority, or to a functional body within the meaning of the Greater London Authority Act 1999.
6. To be eligible for relief the business must be a ratepayer liable and occupying the property for business rates in Horsham DC during the financial year 2021/22.
7. Businesses that are in administration, insolvent or where a striking-off notice has been made, are not eligible for this relief.
8. The relief will be awarded after all other discounts and reliefs and as such, if there is no business rates liability or other business rates relief already granted to the business during the relief period the business will not be eligible for this relief.
9. The Council will assess by way of application whether a ratepayer has been adversely affected by the pandemic and has been unable to adequately adapt to that impact.
10. Rateable properties which have become closed temporarily due to the government's advice on COVID-19, will be treated as occupied for the purposes of this relief.

Evidence Required for Discretionary Discount application

11. Applicants will need to provide:
 - Confirmation that the business has not received any relief or discount under the relief schemes mentioned in section 4a above.
 - Confirmation that they meet the eligibility criteria mentioned in section 4c above.
 - Confirmation of Subsidy Allowance compliance.

Subsidy Allowance

12. There is a requirement for all grants made under this Discretionary Grants fund to be subsidy allowance compliant. Please see further government guidance on this via this link (Section 19-29): [CARF Guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/84444/carf-guidance.pdf)

How relief will be provided

13. The Council will be responsible for evaluating COVID19 Additional Relief Fund applications, selecting the successful business applicants and then administering and delivering relief to those successful applicants.
14. The Council will endeavour, subject to due diligence checks, to make awards as quickly as possible to support successful business applicants, who are struggling financially.

How much funding will be provided to successful businesses?

15. Due to the limited level of funding available, the Council will operate an application window and once closed, will determine the amount to be awarded in each case.

Grant Decisions Arising from the Covid-19 Emergency – APPENDIX A

16. In order for the COVID19 Additional Relief Fund to benefit the maximum number of businesses, it is proposed to have 3 levels of relief awards, directly proportionate to the relative impact on the trading sector of the business due to the COVID19 crisis. The impact will be measured by using the change in Gross Value Added (GVA) as a proxy for the economic impacts of COVID-19 on each business sector as detailed in Annex A of the Government guidance [CARF Guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/104421/carf-guidance.pdf) .
17. The level of discount will be allocated proportionately based on low, medium and high impact as assessed by the Council. The specific level of relief that will be awarded to each category will be based on the quantity of applications and the funding available.
18. The level of funding for these discretionary reliefs will be decided by the Council within the above guidelines. There will be no review of this decision and no right to appeal.

The Application Process

19. The application process will be administered through the Council's website and portal.
20. Email or paper applications will not be accepted.
21. The electronic application process will allow the Council to evaluate the applications, undertake pre-award checks to confirm eligibility and to allow the Council to assess the level of relief for each case.
22. Applicants need to state when applying online that by accepting the relief payment, the business confirms that they are eligible for the relief scheme, including that any relief accepted will be in compliance with Subsidy Allowance requirements.
23. The application window will be open from 31/1/2022 to 13/3/2022. This will be followed by an assessment period that will be completed as soon as possible afterwards.
24. If further funding is provided by the Government or funding is unspent there will be further application rounds. Businesses that received relief funding previously in a previous round will be ineligible from any further relief application.
25. As a condition of relief being awarded we will expect the business applying to sign a declaration stating that they are not committing any fraud and that they are fully complying with any subsidy allowance limits, as well as giving the Council permission to share data to check such compliance and that these guidelines are complied with.

Award of Relief

26. All awards of this relief will be by a discount applied to the 2021/22 rates liability.
27. No cash payments will be made, except where the application of the discount to the rates liability results in an overpayment on the rate account. In these cases, refunds will be issued as soon as possible following the award.

28. If any court or enforcement costs have been incurred during 2021/22, the relief will initially be taken to cover such costs

Managing the risk of fraud

29. The Council will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain relief awarded will face prosecution and any relief awarded will be removed from the account without reference to the ratepayer. This will then be subject to collection and enforcement activity as set down in legislation.
30. All information is subject to internal and external audit check, as well as Government body check.

Sharing Information

31. By applying for a COVID19 additional relief all applicants give authority to administering Local Authorities to share data for efficient system administration and to protect the Public Purse, subject to the GDPR. This will include sharing data with other Local Authorities.
32. The Council will be required to share data with Government Departments for monitoring and other reasons. By applying for a COVID19 additional relief all applicants give authority for this.

Other Information

33. The Councils do not accept any liability for any issues that may arise for businesses because of applying for, receiving, or not receiving relief awards under this scheme.

Report to Council

9 February 2022

By the Head of Legal & Democratic Services

INFORMATION REPORT



Not Exempt

Changes to Cabinet, Committee and PDAG memberships – January 2022

Executive Summary

On 3 December 2021, Councillor Jonathan Chowen was elected new Leader of the Council. He announced changes to Cabinet Portfolios and appointed and confirmed his Cabinet Members on 6 December.

The Cabinet reshuffle has led to a number of changes to the Cabinet portfolios. These are now Property and the Local Economy, Finance and Car Parking, Community Matters, Housing and Public Protection, Environment and Rural Affairs, Recycling and Waste, Leisure and Culture, Planning & Development and Horsham Town.

The current Committee and Policy Development Advisory Groups (PDAGs) memberships are therefore out of date and no longer align to the requirements set out in the Constitution and therefore need to be updated. The new Cabinet appointments also mean that some Committee memberships no longer adhere to the Constitution, for example, Cabinet Members cannot sit on Overview & Scrutiny Committee and only one Cabinet Member can sit on Governance Committee.

In addition to these changes, there have been three by-elections since the Group Nominations were agreed at the Annual Council Meeting in May 2021.

Recommendations

That Council note:

- a) Changes to the Cabinet Portfolios functions and responsibilities, Committee and PDAG memberships, as set out in Appendix 1 and Appendix 2 to the report.
- b) That the Monitoring Officer will make the required changes to the Constitution in accordance with 13.3 (b) 3, to reflect the Leaders announced appointments.

Reasons for Recommendations

- i) Article 7.1 (b) of the Constitution states that The Cabinet will consist of at least two but not more than 9 Councillors appointed to the Cabinet by the Leader. In order to more effectively discharge the work of the Executive, the Leader has reconfigured the Cabinet Portfolios.
- ii) To confirm to Full Council the changes that have been made to the Cabinet portfolios, Committees and Policy Development Advisory Groups membership.

Background Papers

The Council's Constitution.

Wards affected: All.

Contact: Sharon Evans, Monitoring Officer and Head of Legal & Democratic Services.

Background Information

1 Introduction and Background

- 1.1 The purpose of this report is to report to Council for noting the changes to the Cabinet Portfolios, Committee and PDAG membership and to recommend the delegation of authority to the Monitoring Officer to make the required changes to the Councils Constitution to reflect this.

2 Relevant Council policy

- 2.1 Article 7 and 8 of the Constitution

3 Details

- 3.1 When Jonathan Chowen became Leader on 3 December, he undertook a reshuffle of the Cabinet. The portfolios remain similar with some notable exceptions: Environment, Waste, Recycling & Cleaning has been split into two portfolios; Recycling & Waste and Environment & Rural Affairs. Other changes include responsibility for Parking moving to the Finance Portfolio. The functions and responsibilities for each are detailed in appendix 1.
- 3.2 The current Committee and PDAG memberships are therefore out of date and no longer align to the requirements set out in the Constitution and therefore need to be updated. The new Cabinet appointments also mean that some Committee memberships no longer adhere to the Constitution, for example, Cabinet Members cannot sit on Overview & Scrutiny Committee and only one Cabinet Member can sit on Governance Committee.
- 3.3 Article 8 of the Constitution allows for in-year changes to committees when there is a resignation and subsequent vacancy to fill.
- 3.4 In order to re-align committee memberships due to the movement of Cabinet positions the Leader, in consultation with the opposition leader and other parties, used the opportunity to seek from members their preferences as to committee membership. Members moved by preference therefore made subsequent vacancies that needed to be filled.
- 3.5 Since the Annual Council Meeting in May 2021, there have been changes to the 48 Councillors at Horsham District Council and three by-elections have taken place. The last by-election, on 16 December, led to a change in political balance when Councillor Sam Raby, Liberal Democrat, was elected. This slight shift in political balance means that the Liberal Democrats are entitled to one additional seat in place of a Conservative on one Committee. The Group Leaders agreed for this change to be applied to the Licensing Committee
- 3.6 Before completing the reshuffle, the Group Leaders consulted Members on their preferences. These were taken into account, where possible, whilst ensuring political balance and that the requirements relating to particular Committees, as set out in Article 8 of the Constitution, were adhered to.

- 3.7 The makeup of the Employment Committee has changed to ensure political balance. This has been necessitated as this year the Chairman of the Council is Liberal Democrat. A minor amendment to the constitution will reflect this change so it can be applied in the event that the Chairman of the Council is not from the Majority Group.
- 3.8 Property Investment matters are to be considered by the Finance PDAG, with the Leader, who is responsible for Property, and the Minority Group Leader attending. This will ensure that such matters are considered in a politically balanced PDAG, as required by the Constitution.

4 Next Steps

- 4.1 Members were notified of the reshuffle on 31 December 2021 and the changes became effective from 4 January 2022. This report asks Council to note these changes.

5 Outcome of Consultations

- 5.1 The proposed changes had been discussed with and is supported by the Leader of the opposition and other parties.

6 Other Courses of Action Considered but Rejected

- 6.1 To leave the current memberships unchanged. This would have left some Committees with incorrect political balance or included memberships contrary to 8.1 and 8.2 of the Council's constitution.

7 Resource Consequences

- 7.1 None.

8 Legal Considerations and Implications

- 8.1 None.

9 Risk Assessment

- 9.1 There are no risks identified in relation to this proposal.

10 Procurement implications

- 10.1 None.

11. Equalities and Human Rights implications / Public Sector Equality Duty.

11.1 None identified.

12 Environmental Implications

12.1 None identified.

13 Other Considerations

13.1 None.

FOR INFORMATION - DELETE THESE PAGES FROM YOUR REPORT

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

- 1.** Information relating to any individual.
- 2.** Information which is likely to reveal the identity of an individual.
- 3.** Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4.** Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- 5.** Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6.** Information which reveals that the authority proposes -
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
- 7.** Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

PART 2

QUALIFICATIONS: ENGLAND

- 8.** Information falling within paragraph 3 above is not exempt information by virtue of that paragraph if it is required to be registered under -
 - (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
- 9.** Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- 10.** Information which -

(a) falls within any of paragraphs 1 to 7 above; and

(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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3.3 Delegation of Cabinet Functions by the Leader of the Council

3.3.1 Cabinet Members are responsible for the functions set out below and may make **non-key** decisions within their portfolio of responsibilities. Individual Cabinet Members may not make decisions reserved elsewhere by this Constitution, including, but not limited to Key Decisions (which are reserved to Cabinet collectively) and Operational and Administrative Decisions (which will be made by Officers pursuant to this scheme of delegation, unless such officers seek a non-key decision pursuant to provision 3.4.20 below).

3.3.2 Functions of the Leader of the Council and Cabinet Member for Property and the Local Economy

- a) Community leadership.
- b) Co-ordination of strategy and policy on behalf of the Cabinet and overall responsibility for performance.
- c) Overall responsibility for the development and proper functioning of partnerships with the public, private and voluntary sectors.
- d) Overall responsibility for the development, implementation and review of the Council's Sustainable Community Strategy under the Local Government Act 2000 Part I.
- e) Overall responsibility for information management including data protection, data security, documents and records retention, environmental information, freedom of information, reuse of public sector information.
- f) Overall responsibility for the development, implementation and review of the Council's Corporate Plan.
- g) Monitoring the implementation of and compliance with the Council's Corporate Plan.
- h) Overall responsibility for the standards and methods of delivery to the public of the Council's services and their improvement.
- i) Overall responsibility for organisational development and business transformation.
- j) Overall responsibility for strategic economic development.
- k) Provision of support and training to Members of the Council.
- l) Overall responsibility for corporate health and safety.
- m) Any other executive functions not specifically delegated or foreseen under this scheme.
- n) Overall responsibility for liaising with local businesses for the development of a strong local economy including sustaining and improving the retail experience across the District.

- o) Overall responsibility for liaising with the Chief Executive and Director of Place to retain/expand existing employment and to secure new jobs and investment: Making Horsham District more attractive for job creation and attracting new companies to come here.
- p) Overall responsibility for liaising with outside bodies (such as Gatwick Diamond and LEP) regarding the development, implementation and review of policies to develop and improve the economic dynamism of the District.
- q) Overall responsibility for liaising with outside bodies regarding the development and implementation of initiatives to improve skills and life long learning.
- r) Overall responsibility for the development, implementation and review of the Council's strategy for tourism.
- s) Overall responsibility for the proper management of the Council's property assets including authorisation, subject to the key decision framework, of the acquisition, disposal and dealing with any property assets and the development, implementation and review of the Council's Asset Management Plan.
- t) Overall responsibility for the provision of facilities management to the Council's offices.
- u) Overall responsibility for the Council's Communication, Consultations and Complaints Strategies and their development, implementation and review.

3.3.3 Functions of the Cabinet Member for Finance and Car Parking

- a) General supervision and control of the finances of the Council and the auditing of the Council's accounts.
- b) Overall responsibility for the production of the draft budget and jointly with the Cabinet, its proposal to the Council.
- c) Overall responsibility for the Council's insurances.
- d) The determination of requests for transfer of funds within budgets (virements) exceeding £100,000 but not exceeding £250,000.
- e) The writing off of debts in excess of £100,000.
- f) Overall responsibility for the administration of benefits.
- g) Overall responsibility for the development, implementation and review of policies for the procurement of services, supplies and works to the Council.
- h) Overall responsibility for risk management throughout the Council.
- i) The determination of applications for discretionary rate relief.

- j) Overall responsibility for the development, implementation and review of the Council's Information and Communication Technology Strategy.
- k) Overall responsibility for the development, implementation and review of the Council's strategy for on and off-street parking including the provision and management of the Council's car parks.

3.3.4 Functions of the Cabinet Member for Community Matters

- a) Overall responsibility for the development and championing, implementation and review of policies for social wellbeing, including those relating to people, local community needs, community transport and community development.
- b) Responsibility for securing the improvement of the health of those who live or work in the District.
- c) The determination of applications for financial and other assistance, including voluntary sector funding and arrangements, excluding applications for discretionary rate relief.
- d) Overall responsibility for working with voluntary sector organisations to promote and deliver the Council's priorities for the District's Communities.
- e) Overall responsibility for equality and diversity.

3.3.5 Functions of the Cabinet Member for Housing and Public Protection

- a) Overall responsibility for the provision, management and maintenance of the Council's housing stock.
- b) Overall responsibility for the discharge of the Council's functions relating to the allocation of housing and homeless services.
- c) Overall responsibility for the development and review of the Council's priorities for environmental health.
- d) Responsibility of liaison with the Council's Affordable Housing Companies.
- e) Overall responsibility for the development, implementation and review of the Council's Crime and Disorder Reduction Strategy.
- f) Responsibility for emergency planning and business continuity.

3.3.6 Cabinet Member for Environment and Rural Affairs

- a) Overall responsibility for the development, implementation and review of the Council's climate change, environment and sustainability policies and procedures.
- b) Overall responsibility for championing the development, implementation and review of policies for ecology, wildlife and landscape in the district (including the Wilder Horsham District programme).
- c) Overall responsibility for the development, implementation and review of policies affecting our rural communities and ensuring cross-Cabinet liaison on such matters.

3.3.7 Functions of the Cabinet Member for Recycling and Waste

- a) Overall responsibility for the development, implementation and review of the Council's policies and procedures for waste management, collection, recycling and disposal and associated education and enforcement.
- b) Overall responsibility for securing the development, implementation and review of the Council's policies and procedures for cleansing throughout the District.

3.3.8 Functions of the Cabinet Member for Leisure and Culture

- a) Overall responsibility for the development, implementation and review of policies for the provision and promotion of leisure and recreational facilities and services.
- b) Overall responsibility for the development, implementation and review of policies for the provision and promotion of the arts, heritage and culture in the District.
- c) The determination of applications for financial and other assistance within the delegated functions of the Cabinet Member of Leisure and Culture.
- d) Overall responsibility for the development, implementation and review of policies for community facilities in the District.
- e) Overall responsibility for the development, implementation and review of policies for the burial grounds and crematoria.
- f) Overall responsibility for the development, management and maintenance of the Council's open spaces.
- g) Overall responsibility for the development, implementation and review of policies for the provision and promotion of the Council's ground maintenance responsibilities.

3.3.9 Functions of the Cabinet Member for Planning and Development

- a) Overall responsibility for the development and review of policies for and included in the Local Plan and the preparation, review and alteration of the Local Plan.
- b) Overall responsibility for the development, implementation and review of the Council's strategic housing policies, including for affordable housing.
- c) Overall responsibility for the Local Development Scheme (LDS) (Local Plan preparation timetable).
- d) Overall responsibility to continue to maintain an up to date Statement of Community Involvement (SCI) and Authority Monitoring Report (AMR).
- e) Overall responsibility for the setting, review, collection and distribution of the Community Infrastructure Levy (CIL).
- f) Overall responsibility for managing the relationship with the utilities and infrastructure providers through the Infrastructure Delivery Plan.
- g) Overall responsibility for the planning aspects of major developments not being the responsibility of the Planning Committees.
- h) Overall responsibility for development management not being the responsibility of the Planning Committees.
- i) Overall responsibility for Building Control.

3.3.10 Functions of the Cabinet Member for Horsham Town

(Limited to areas covered by Horsham Denne, Trafalgar, Forest Neighbourhood Councils and North Horsham Parish Council)

- a) Overall responsibility for the development and review of areas and policies defined in the Horsham Town Vision.
- b) Responsibility for liaison with the Parish and Neighbourhood Councils within the defined area.
- c) Responsibility for liaison with relevant external groups specifically affecting Horsham Town.
- d) Responsibility for liaison and working with the relevant Cabinet Members and officers for:
 - 1. Planning issues for Horsham Town centre.
 - 2. Growth Board/District Deal covering major projects in the town.
 - 3. BID/Town Centre events.

4. Community safety issues in Horsham Town including police, local wardens and joint safety groups.
5. Key amenities in Horsham Town including parks, The Capitol, leisure areas etc.
6. Local transport facilities including walking, cycling, bus, rail and road providers in Horsham Town.
7. Development of a strong local economy including sustaining the retail experience in Horsham Town.
8. Development of tourism within Horsham Town.
9. Development of existing and future employment within Horsham Town.
10. Any other matters which particularly affect Horsham Town.
11. Overall responsibility for the development, implementation and review of policies affecting Horsham Town and ensuring cross-Cabinet liaison on such matters.

Cabinet Reshuffle December 2021
Group Leader Nominations – effective from 4 January 2022

OVERVIEW & SCRUTINY COMMITTEE (Cabinet/Chairman of Council may not sit on O&S)

<p><u>Conservative (10):</u> Cllr Philip Circus Cllr Paul Clarke Brian Donnelly (Vice-Chair) Cllr Billy Greening Cllr Tim Lloyd Cllr Josh Potts Cllr Jim Sanson Cllr Ian Stannard Cllr Nigel Jupp Cllr Jack Saheid</p>	<p><u>Liberal Democrat (4):</u> Cllr Matthew Allen Cllr Tony Bevis (Chair) Cllr Martin Boffey Cllr John Milne</p> <p><u>Green (1):</u> Cllr Bob Platt</p>
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AUDIT COMMITTEE

<p><u>Conservative (5):</u> Cllr John Blackall (Vice Chair) Cllr Paul Clarke Cllr Richard Landeryou Cllr Gordon Lindsay Cllr Stuart Ritchie (Chair)</p>	<p><u>Liberal Democrat (2):</u> Cllr Martin Boffey Cllr Ruth Fletcher</p>
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GOVERNANCE COMMITTEE (must include Chairman of Council and one Cabinet Member)

<p><u>Conservative (6):</u> Cllr Ray Dawe Cllr Peter Burgess Cllr Philip Circus Cllr Tim Lloyd Cllr Christian Mitchell (Cabinet Member) Cllr Ian Stannard</p>	<p><u>Liberal Democrat (3):</u> Cllr Tony Bevis Cllr Louise Potter Cllr David Skipp (Chairman of Council)</p>
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LICENSING COMMITTEE

<p><u>Conservative (9):</u> Cllr John Blackall (Vice-Chair) Cllr Peter Burgess Cllr Karen Burgess Cllr Billy Greening Cllr Richard Landeryou Cllr Josh Potts Cllr Kate Rowbottom Cllr Jim Sanson (Chair) Cllr Diana van der Klugt</p>	<p><u>Liberal Democrat (4):</u> Cllr Matt Allen Cllr Ruth Fletcher Cllr John Milne Cllr Louise Potter</p> <p><u>Green/Independent (2):</u> Cllr Mike Croker Cllr Mike Morgan</p>
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STANDARDS COMMITTEE (must include Chairman of Council and one Cabinet Member)

<u>Conservative (5):</u> Cllr Karen Burgess Cllr Brian Donnelly (Chair) Cllr Lynn Lambert (Cabinet Member) Cllr Jim Sanson Cllr Diana van der Klugt (Vice Chair)	<u>Liberal Democrat (2):</u> Cllr David Skipp (Chairman of Council) Cllr Belinda Walters
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EMPLOYMENT COMMITTEE

To include Chairman, Leader, Deputy Leader, Leader of Minority Group plus a substitute pool of additional Members (* because Chairman of the Council is from Minority Group, additional Majority Group members required to give political balance)

<u>Conservative (5*):</u> Cllr Jonathan Chowen (Leader) Cllr Tony Hogben (Deputy Leader) Cllr Karen Burgess Cllr Ray Dawe Cllr Tim Lloyd Cllr Philip Circus (res) Cllr Kate Rowbottom (res) Cllr Claire Vickers (res)	<u>Liberal Democrat (2)</u> Cllr Louise Potter (Minority Group Leader) Cllr David Skipp (Chairman of Council) Cllr Tony Bevis (res) Cllr Colin Minto (res)
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COMMUNITY MATTERS PDAG

<u>Conservative (8) including Cabinet Member</u> Cllr Liz Kitchen Cllr Andrew Baldwin Cllr Chris Brown Cllr Billy Greening Cllr Jack Saheid Cllr Ian Stannard Cllr Kate Rowbottom Cllr Claire Vickers	<u>Liberal Democrat (3):</u> Cllr Colin Minto Cllr Sam Raby Cllr Belinda Walters
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HOUSING AND PUBLIC PROTECTION PDAG

<u>Conservative (7) including Cabinet Member</u> Cllr Tricia Youtan Cllr Chris Brown Cllr Liz Kitchen Ian Stannard Cllr Kate Rowbottom Jack Saheid Cllr Claire Vickers	<u>Liberal Democrat (3):</u> Cllr Louse Potter Cllr Jon Olson Cllr Belinda Walters <u>Green/Independent (1):</u> Cllr Mike Morgan
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ENVIRONMENT & RURAL AFFAIRS PDAG

<u>Conservative (6)</u> including Cabinet Member Cllr James Wright Cllr Paul Clarke Cllr Diana Van der Klugt Cllr Gordon Lindsay Cllr Roger Noel Cllr Kate Rowbottom	<u>Liberal Democrat (3):</u> Cllr John Milne Cllr Jon Olson Cllr Sam Raby <u>Green/Independent (2):</u> Cllr Bob Platt Cllr Mike Croker
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WASTE & RECYCLING PDAG

<u>Conservative (6)</u> including Cabinet Member Cllr Toni Bradnum Cllr Paul Clarke Cllr Karen Burgess Cllr Richard Landeryou Cllr Tim Lloyd Cllr Diana Van der Klugt	<u>Liberal Democrat (3):</u> Cllr Christine Costin Cllr Ruth Fletcher John Milne <u>Green/Independent (2):</u> Cllr Mike Croker Cllr Mike Morgan
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FINANCE PDAG (to include consideration of property matters, with the Leader of the Council and Leader of Minority Group present)

<u>Conservative (7)</u> including Cabinet Member Cllr Tony Hogben Cllr Paul Clarke Cllr Ray Dawe Cllr Brian Donnelly Cllr Richard Landeryou Cllr Stuart Ritchie Cllr Nigel Jupp	<u>Liberal Democrat (3):</u> Cllr Matthew Allen Cllr Tony Bevis Cllr Martin Boffey <u>Green/Independent (1):</u> Cllr Mike Croker
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LEISURE AND CULTURE PDAG

<u>Conservative (7)</u> including Cabinet Member Cllr Roger Noel Cllr Peter Burgess Cllr Billy Greening Cllr Gordon Lindsay Cllr Josh Potts Cllr Kate Rowbottom Cllr Jim Sanson	<u>Liberal Democrat (3):</u> Cllr Tony Bevis Cllr Martin Boffey Cllr Alan Britten <u>Green/Independent (1):</u> Cllr Bob Platt
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LOCAL ECONOMY PDAG

<p><u>Conservative (7)</u> including Cabinet Member Cllr Jonathan Chowen Cllr Chris Brown Cllr Peter Burgess Cllr Gordon Lindsay Cllr Roger Noel Cllr Billy Greening Cllr Jack Saheid</p>	<p><u>Liberal Democrat (3):</u> Cllr Matt Allen Cllr Colin Minto Cllr Ruth Fletcher</p> <p><u>Green/Independent (1):</u> Cllr Mike Morgan</p>
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HORSHAM TOWN CENTRE PDAG

<p><u>Conservative (7):</u> including Cabinet Member Cllr Christian Mitchell Cllr Karen Burgess Cllr Peter Burgess Cllr Toni Bradnum Cllr Billy Greening Cllr Roger Noel Cllr Stuart Ritchie</p>	<p><u>Liberal Democrat (4):</u> Cllr Martin Boffey Cllr Christine Costin Cllr Ruth Fletcher Cllr David Skipp</p>
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PLANNING AND DEVELOPMENT PDAG

<p><u>Conservative (7)</u> including Cabinet Member Cllr Lynn Lambert Cllr Karen Burgess Cllr Paul Clarke Cllr Tim Lloyd Cllr Gordon Lindsay Cllr Josh Potts Cllr Diana Van der Klugt</p>	<p><u>Liberal Democrat (3):</u> Cllr Ruth Fletcher Cllr John Milne Cllr Louise Potter</p> <p><u>Green/Independent (1):</u> Cllr Mike Croker</p>
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Report to Council

9 February 2022

By the Chief Executive

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Calendar of Meetings 2022/23

Executive Summary

This report proposes a programme of Council, Cabinet and Committee meetings, including standing Cabinet Member Policy Development Advisory Groups (PDAGs), for 2022/23. The programme takes into account, where possible, the dates of bank holidays and school holidays.

As in previous years, the calendar for 2022/23 is based on a two-monthly cycle for Council, Cabinet, Overview & Scrutiny Committee and PDAGs.

It is proposed that both the Licensing Committee and the Governance Committee should continue to meet only as required, although there will be an initial meeting of each to allow Members to be briefed on the functions of the Committee. Licensing and Standards sub-committees will also continue to be called as and when necessary.

Recommendations

The Council is recommended to approve the calendar of meetings for 2022/23 as submitted.

Reasons for Recommendations

To fix a programme of Council meetings, in accordance with the Council's Constitution, and to approve a calendar for Cabinet and Committee meetings, which enables the Council to transact its business in a timely and efficient manner.

Background Papers

None.

Wards affected: None.

Contact: Liz de Pauley, Democratic Services Officer, 01403 512151

Background Information

1 Introduction and Background

- 1.1 A draft calendar was prepared for initial consultation with officers to ensure that any statutory requirements/deadlines could be met during the year. The draft was then circulated to all Members for comment. Following further requested amendments it was re-circulated to Members, Directors and Heads of Service for any additional comments or observations.

2 Relevant Council policy

- 2.1 The Council's Constitution, Part 4a, Rule 2, provides that "Ordinary meetings of the Council will take place in accordance with the notice of meetings decided at the Council's annual meeting." It has also been the Council's practice to agree a calendar for all Cabinet, Committee and PDAG meetings. As in previous years, the draft calendar is recommended for approval before the annual meeting to give sufficient notice to Councillors and so that the dates can be made public before the beginning of the next Municipal Year.

3 Details

- 3.1 A draft calendar of meetings for 2022/23 has been prepared for Members' approval and is attached to this report as an appendix.
- 3.2 The proposed programme takes into account, where possible, the dates of bank holidays and school holidays.
- 3.3 As in previous years, the calendar for 2022/23 is generally based on a two-monthly cycle. Extraordinary Council or additional Cabinet/Committee/sub committee meetings may also be called during the year as necessary. Standards Committee is to meet on a three-monthly cycle, as in previous years, with sub committees to be called as and when required. Planning Committees continue to meet monthly.
- 3.4 It is proposed that the Licensing Committee should continue to meet only as required. Licensing sub-committees will also continue to be called as and when necessary. It is also proposed that meetings of the Governance Committee should continue to be called as and when required.
- 3.5 The PDAGs will continue to take place in the fortnight before each Cabinet meeting where practical. Following the Cabinet reshuffle in December 2021, there are now nine PDAGs reflecting the nine Cabinet portfolios.
- 3.6 Members briefings and seminars for training or development purposes will be arranged during the year on an ad-hoc basis as and when required.
- 3.7 The District Council elections will take place on 4 May 2023. The PDAG dates leading up to Cabinet in June 2023 will therefore be provisional only as it is likely these will not be required so soon after the ordinary election of Councillors for the new Municipal Year.

- 3.8 The draft calendar also shows possible dates for the first two months of the 2023/24 Council year, for information only (please note that these may change when the final calendar for that year is prepared).

4 Next Steps

- 4.1 Once the calendar of meetings has been approved by the Council, the dates for 2022/23 will be published in the calendar of meetings on the Council's website.

5 Outcome of Consultations

- 5.1 Members and Officers have been consulted to ensure that the proposed programme meets the requirements for reporting on statutory matters such as the budget and final accounts.

6 Other Courses of Action Considered but Rejected

- 6.1 No other courses of action have been considered, as the Council requires a programme of meetings in order to transact its business in an efficient manner.

7 Resource Consequences

- 7.1 There are no resource consequences.

8 Legal Considerations

- 8.1 The Council is required to agree a programme of meetings for each municipal year by no later than the date of the annual Council meeting.

9 Risk Assessment

- 9.1 If the Council does not approve a calendar of meetings, there is a risk that it will not meet requirements for reporting on statutory matters such as the budget and final accounts, dealing with planning applications etc. There would also be a risk to the Council's reputation, as it would not be seen to be operating in an open and timely manner.

10 Other Considerations

- 10.1 The approval of a programme of meetings for the year will enable its publication in advance. This will ensure that this information can be made available to members of the public who may wish to attend and/or address meetings of the Council and its Committees or the Cabinet in exercise of a number of the convention rights, including a Right to a Family Life and Freedom of Expression.
- 10.2 There are no positive or negative impacts arising from this proposal in relation to crime and disorder, equality and diversity or sustainability.

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Calendar of Meetings 2022/23

Times of meetings (based on 2021/22)

Council (inc. Annual Meeting) (Wednesday)	6.00pm	Standards Committee (Wednesday)	10.00am
Cabinet (Thursday)	5.30pm	Planning Committee (North) 1 st Tuesday each month	5.30pm
Overview & Scrutiny Committee (Monday)	5.30pm	Planning Committee (South) 3 rd Tuesday each month	2.30pm
Audit Committee (Wednesday)	5.30pm	PDAGs (except Planning & Development/Local Economy)	5.30pm
Licensing Committee #	5.30pm	Planning and Development PDAG	10.00am
Governance Committee #	5.30pm	Local Economy PDAG	6.00pm

- one scheduled, others added as required

MAY 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
	26 April Planning Committee (South) Housing & Public Protection PDAG	27 April COUNCIL	28 April	29 April		1
2 EARLY MAY BANK HOLIDAY	3 Recycling & Waste PDAG	4 Environment & Rural Affairs PDAG	5	6	7	8
9 Finance PDAG	10 Planning Committee (North) **	11 Leisure & Culture PDAG	12	13	14	15
16 Planning & Development PDAG	17 Community Matters PDAG	18 Horsham Town PDAG	19	20	21	22
23	24 Planning Committee (South) **	25 COUNCIL – ANNUAL MEETING Audit Committee	26 Local Economy PDAG	27	29	29
30	31 {school half-term -----	--- 30 May – 3 June ---	-----			

* Moved from the day after the Bank Holiday to 2nd Tuesday of month, therefore Planning South moved to 4th Tuesday

JUNE 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
		1	2 SPRING BANK HOLIDAY	3 PLATINUM JUBILEE BH	4	5
6 Overview & Scrutiny Committee	7 Planning Committee (North)	8 Governance Committee	9 Cabinet	10	11	12
13	14 Licensing Committee	15 Standards Committee	16	17	18	19
20	21 Planning Committee (South)	22 COUNCIL	23	24	25	26
27 Finance PDAG	28 Housing & Public Protection PDAG	29 Audit Committee	30			

JULY 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
				1	2	3
4 Planning & Development PDAG	5 Planning Committee (North)	6 Leisure & Culture PDAG	7 Local Economy PDAG	8	9	10
11	12 Environment & Rural Affairs PDAG	13 Recycling & Waste PDAG	14	15	16	17
18 Overview & Scrutiny Committee	19 Planning Committee (South) Community Matters PDAG	20 Horsham Town PDAG	21 Cabinet	22	23	24
25	26	27	28	29	30	

AUGUST 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
						31
1	2 Planning Committee (North)	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Planning Committee (South)	17	18	19	20	21
22	23	24	25	26	27	28
29 BANK HOLIDAY	30	31				

SEPTEMBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
			1	2	3	4
5	6 Planning Committee (North)	7 COUNCIL	8	9	10	11
12 Planning & Development PDAG Finance PDAG	13 Housing & Public Protection PDAG	14 Standards Committee Leisure & Culture PDAG	15 Local Economy PDAG	16	17	18
19 Community Matters PDAG Recycling & Waste PDAG	20 Planning Committee (South) Horsham Town PDAG	21 Audit Committee	22	23	24	25
26 Overview & Scrutiny	27 Environment & Rural Affairs	28	29 Cabinet	30		

OCTOBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
					1	2
3	4 Planning Committee (North)	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Planning Committee (South)	19 Council	20	21	22	23
24	25 {---School half term -----}	26 24 – 26 October -----	27 -----}	28	29	30

NOVEMBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
31 Community Matters PDAG	1 Planning Committee (North)	2 Leisure & Culture PDAG	3	4	5	6
7 Planning & Development PDAG Finance PDAG	8 Housing & Public Protection PDAG	9 Recycling & Waste PDAG	10 The Local Economy PDAG	11	12	13
14	15 Planning Committee (South) Environment & Rural Affairs PDAG	16 Horsham Town PDAG	17	18	19	20
21 Overview & Scrutiny Committee	22	23	24 Cabinet	25	26	27
28	29	30 Standards Committee				

DECEMBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
			1	2	3	4
5	6 Planning Committee (North)	7 Audit Committee	8	9	10	11
12	13	14 COUNCIL	15	16	17	18
19	20 Planning Committee (South) <i>{-----school holidays ---</i>	21 <i>--- 19 December – -----</i>	22 <i>----- 2 January -----</i>	23	24	25
26 BANK HOLIDAY	27 BANK HOLIDAY <i>{-----school holidays ---</i>	28 <i>--- 19 December – -----</i>	29 <i>----- 2 January -----</i>	30	31	

JANUARY 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
						1
2 BANK HOLIDAY	3	4	5	6	7	8
9	10 Planning Committee (North) *	11 Leisure & Culture PDAG	12	13	14	15
16 Planning & Development PDAG Finance PDAG	17 Housing & Public Protection PDAG	18 Recycling & Waste PDAG Community Matters PDAG	19 Local Economy PDAG	20	21	22
23 Overview & Scrutiny Committee	24 Planning Committee (South)* Environment & Rural Affairs PDAG	25 Horsham Town PDAG	26 Cabinet	27	28	29

* Moved from the Christmas period Bank Holidays – Planning South also moved to be fortnight after Planning North

FEBRUARY 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
30	31	1	2	3	4	5
6	7 Planning Committee (North)	8	9	10	11	12
13	14 <i>{ school half-term -----</i>	15 <i>---- 13 – 17 February--</i>	16 <i>-----}</i>	17	18	19
20	21 Planning Committee (South)	22 Council	23	24	25	26
27 Community Matters PDAG	28					

MARCH 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
		1 Recycling & Waste PDAG	2 Local Economy PDAG	3	4	5
6 Planning & Development PDAG Finance PDAG	7 Planning Committee (North)	8 Leisure & Culture PDAG	9	10	11	12
13	14 Housing & Public Protection PDAG	15 Standards Committee Horsham Town PDAG	16	17	18	19
20 Overview & Scrutiny Committee	21 Planning Committee (South) Environment & Rural Affairs PDAG	22	23 Cabinet	24	25	26
27	28	29 Audit Committee	30	31		

APRIL 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
					1	2
3	4 Planning Committee (North)	5	6	7 GOOD FRIDAY	8	9
10 EASTER MONDAY	11 {----- school holidays --	12 --- 3 April – 14 April --	13 -----	14	15	16
17	18 Planning Committee (South)	19	20	21	22	23
24	25 Housing & Public Protection PDAG	26 Council	27	28	29	30

MAY 2023 (PDAG dates provisional)

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
1 EARLY MAY BANK HOLIDAY	2	3	4 DISTRICT COUNCIL ELECTIONS	5	6	7
8 Community Matters PDAG Recycling & Waste PDAG	9 Planning Committee (North)	10 Leisure & Culture PDAG	11 Local Economy PDAG	12	13	14
15 Planning & Development PDAG Finance PDAG	16 Environment & Rural Affairs PDAG	17 Horsham Town PDAG	18	19	20	21
22	23	24 COUNCIL – ANNUAL MEETING Audit Committee	25 Planning Committee (South) **	26	27	28
29 SPRING BANK HOLIDAY	30 {school half-term -----	31 --- 29 May – 2 June ---	-----			

** Planning Committee (South) moved to after the Annual Meeting (as in some previous years)

JUNE 2023 (provisional for information only – not part of the approved calendar)

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
			1	2	3	4
5 Overview & Scrutiny Committee	6 Planning Committee (North)	7 Governance Committee	8 Cabinet	9	10	11
12	13 Licensing Committee	14 Standards Committee	15	16	17	18
19	20 Planning Committee (South)	21 Council	22	23	24	25
26 Finance PDAG	27 Community Matters PDAG	28	29	30		

JULY 2023 (provisional for information only – not part of the approved calendar)

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
					1	2
3 Planning & Development PDAG	4 Planning Committee (North)	5 Leisure & Culture PDAG	6 Local Economy PDAG	7	8	9
10 Recycling & Waste PDAG	11 Environment & Rural Affairs PDAG	12 Audit Committee	13	14	15	16
17 Overview & Scrutiny Committee	18 Planning Committee (South) Housing & Public Protection PDAG	19 Horsham Town PDAG	20 Cabinet	21	22	23
24	25 {school holidays start	26 24 July}	27	28	29	30

This Council notes:

- the powerful evidence which demonstrates the link between people's homes and their health, wellbeing and life chances;
- that the COVID-19 emergency has reinforced the need for healthy environments which provide space for recreation, children's play and walkable streets;
- that well-designed homes that meet all our citizens' needs over their lifetimes can radically reduce costs to NHS and social care budgets;
- that people have a basic right to live in environments free from unacceptable pollution;
- that homes must be affordable to heat and must be built to zero carbon standards;
- that recent changes to permitted development rights are leading to the creation of thousands of substandard homes through conversion of existing buildings into homes without planning permission;
- that the government's Building Safety Bill, in response to the Grenfell Tower disaster, is, as currently drafted, inadequate to ensure safe and healthy homes.

We further note that these are the 11 Healthy Homes and Places Principles, as promoted by the Town and Country Planning Association:

All new homes;

1. must be safe in relation to the risk of fire.
2. must have, as a minimum, the liveable space required to meet the needs of people over their whole lifetimes, including adequate internal and external storage space.
3. must provide access to natural light in all main living areas and bedrooms.
4. must be designed to be inclusive, accessible, and adaptable to suit the needs of all, including the designed surroundings.
5. should be built within places that prioritise and provide access to sustainable transport and walkable services, including green infrastructure and play space.
6. must secure radical reductions in carbon emissions in line with the provisions of the Climate Change Act 2008.
7. must demonstrate how they will be resilient to a changing climate over their full lifetime.
8. must be built to design out crime and be secure.
9. must be free from unacceptable and intrusive noise and light pollution.
10. must not contribute to unsafe or illegal levels of indoor or ambient air pollution and must be built to minimise, and where possible eliminate, the harmful impacts of air pollution on human health and the environment.
11. must be designed to provide year-round thermal comfort for inhabitants.

This Council resolves to:

- strive to ensure that the principles of Healthy Homes and Places are met, both through our planning system and in our own homes building, in order to create the highest quality places for residents which will be a fitting legacy for future generations;
- review related council policies, processes and procedures as part of the current Local Plan review, and develop and adopt new policies, to ensure that all new development is in line with the Healthy Homes and Places Principles;
- make the Healthy Homes and Places principles an integral part of Council decision making on housing and planning;
- ensure the next review of the corporate plan includes healthy homes and places as a priority.

This Council also calls on the Government, (via a letter from the Leader of the Council to the Secretary of State and to our local MPs) to:

- return full planning powers regarding the conversion of commercial buildings to residential use to council planning authorities;
- support amendments strengthening and extending provisions in the Building Safety Bill to enshrine the 11 Healthy Homes and Places principals in statute, or, failing that, to support the Healthy Homes Bill being promoted by Baron Nigel Crisp.