



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

Finance and Assets Policy Development Advisory Group

Monday, 8th November, 2021 at 5.30 pm
via Remote Video Link

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors: Richard Landeryou (Chairman)
 Matthew Allen Brian Donnelly
 Tony Bevis Frances Haigh
 Paul Clarke Nigel Jupp
 Michael Croker Stuart Ritchie
 Ray Dawe James Wright

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Notes of previous meeting	3 - 4
To receive the notes of the meeting held on 13 September 2021	
3. Update on the Council's financial position and Medium Term Financial Strategy	
To receive an update from the Head of Finance & Performance	
4. Forward Plan Extract for the Finance and Assets Portfolio	5 - 8
To note the Forward Plan extract for the Finance and Assets Portfolio	

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Finance and Assets Policy Development Advisory Group
13 SEPTEMBER 2021

Present: Councillors: Richard Landeryou (Chairman), Matthew Allen, Tony Bevis, Michael Croker, Ray Dawe, Brian Donnelly, Frances Haigh, Nigel Jupp, Stuart Ritchie and James Wright

Apologies: Councillors: Paul Clarke

1 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 19 May were received.

2 **UPDATE ON THE COUNCIL'S FINANCIAL POSITION AND MEDIUM TERM FINANCIAL STRATEGY**

The Head of Finance & Performance introduced the draft Cabinet report on the Council's current and projected financial position, focussing on the impact of expenditure and income pressures on the Medium-Term Financial Strategy.

The Head of Finance & Performance outlined the key changes in expenditure and income, which were in some cases a consequence of the impact of the pandemic.

Key areas discussed by the PDAG included:

- A potential cap on what local authorities can charge for garden waste collection, which could be imposed by the government;
- The introduction of food waste collections, required by government, and uncertainty regarding how this would be funded;
- Parking income, which was starting to recover well; and
- Income generated by Leisure facilities, which had recovered post-pandemic better than expected.

The Group noted the high level of uncertainty surrounding the economy as it emerged from the pandemic. There was also uncertainty regarding central government funding levels relating to business rates reform.

3 **EARLY CONVERSATION ABOUT REVENUES & BENEFITS AND INTERNAL AUDIT SERVICES FROM 1 APRIL 2023**

The Director of Corporate Resources advised the Group that the contracts for two services would have to be renewed in 18 months' time. She outlined the current arrangements for the Revenues & Benefits and Internal Audit services,

and the potential options available to the Council. These included bringing the services in-house, outsourcing through a public procurement process, or continuing with shared services.

The Group discussed the possible options. The Cabinet Member noted the comments of the Group and agreed a way forward, with a view to the Director of Corporate Resources bringing an update to a future PDAG.

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

The Forward Plan extract was noted.

The meeting closed at 7.05 pm having commenced at 5.40 pm

CHAIRMAN

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

FORWARD PLAN (Finance and Assets)

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice also includes details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website (www.horsham.gov.uk) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

Published on 01 November 2021

What is a Key Decision?

A key decision is an executive decision which, is likely –

- (i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
1.	Budget and Medium Term Financial Strategy update	Cabinet	25 Nov 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
4.	Further Service Provision of the Revenues and Benefits and Internal Audit Services	Cabinet	25 Nov 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
Page 7	Provision of the External Audit of the Annual Accounts	Council	8 Dec 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
7.	Annual update to the Pay Policy Statement - Financial Year 2021/22	Council	8 Dec 2021	Open	Robert Laban, Head of HR & OD robert.laban@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
8.	Council Tax Reduction Scheme	Cabinet Council	27 Jan 2022 9 Feb 2022	Open	Dominic Bradley, Head of Finance & Performance dominic.bradley@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
9.	Business Rates Discretionary Charitable Relief	Cabinet Council	27 Jan 2022 9 Feb 2022	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
14.	Budget and Medium Term Financial Plan	Cabinet Council	27 Jan 2022 9 Feb 2022	Open	Dominic Bradley, Head of Finance & Performance dominic.bradley@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
15.	Council Tax Resolution 2022/23	Council	9 Feb 2022	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)