



Overview and Scrutiny Committee

Monday, 22nd November, 2021 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors:

Tony Bevis (Chairman)	
Brian Donnelly (Vice-Chairman)	
Matthew Allen	Bob Platt
Martin Boffey	Josh Potts
Jonathan Chowen	Jack Saheid
Billy Greening	Jim Sanson
Frances Haigh	Ian Stannard
Nigel Jupp	James Wright
Tim Lloyd	

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 4
To approve as correct the minutes of the meeting held on 20 September 2021 (Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Committee	
4. Announcements	
To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. Report on the Council's Finance and Performance in 2021/22	5 - 32
To receive the report of the Director of Corporate Resources	

6. **Cabinet Forward Plan**

To note the Cabinet Forward Plan

7. **Work Programme**

To receive any suggestions for the Overview & Scrutiny Work Programme

8. **Updates from Task & Finish Groups**

To receive a progress update from the Chairmen of ongoing Task & Finish Groups

9. **Urgent Business**

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances

Overview and Scrutiny Committee 20 SEPTEMBER 2021

Present: Councillors: Tony Bevis (Chairman), Brian Donnelly (Vice-Chairman), Matthew Allen, Jonathan Chowen, Frances Haigh, Nigel Jupp, Bob Platt, Josh Potts, Jack Saheid, Jim Sanson and Ian Stannard

Apologies: Councillors: Martin Boffey, Billy Greening, Tim Lloyd and James Wright

Also Present: Councillor: Louise Potter

SO/26 **MINUTES**

The minutes of the meeting held on 19 July were approved as a correct record and signed by the Chairman.

SO/27 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

SO/28 **ANNOUNCEMENTS**

There were no announcements.

SO/29 **REPORT ON THE COUNCIL'S FINANCE AND PERFORMANCE IN 2021/22**

The Director of Corporate Resources presented the report on the Council's finance and performance in 2021/22.

Officers had forecasted an operational surplus largely due to an underspend on leisure facilities with performance and activities being ahead of Place's Leisure budget estimate. The remainder of the surplus was comprised mostly of other underspends and investment income.

The impact of Covid-19 had continued to subdue some capital expenditure.

There were four key performance indicators off target, relating to the impact of Covid-19. Work was being undertaken to make improvements in those areas that had not met targets.

Eight actions had been completed on the Corporate Plan and five had been postponed due to Covid-19. Sixty five other actions were still progressing.

Members requested that the full list of key performance indicators be circulated following the meeting.

Members agreed to query why 'Prepare planning guidance to ensure car parking spaces in new developments etc.' on the corporate plan was marked as completed as they thought there would still be more work to do.

Members noted the contents of the report.

SO/30 **WORK PROGRAMME**

Members agreed to invite the relevant Cabinet Member to the next meeting to discuss the Council's affordable housing company and to invite the Council's South Downs National Park representative to discuss the impact of the South Downs National Park on Horsham District and, in particular, that part of the District which falls within the Park

SO/31 **UPDATE FROM TASK & FINISH GROUPS**

The Chairman confirmed that he would schedule the first meeting for the Urban Greening Task & Finish Group in the coming weeks.

The Committee received a summary of the work carried out by the Sustainable Travel Task & Finish Group so far.

SO/32 **CABINET FORWARD PLAN**

The forward plan was noted by the Committee.

SO/33 **URGENT BUSINESS**

There was no urgent business.

The meeting closed at 6.59 pm having commenced at 5.30 pm

CHAIRMAN

Report to Overview and Scrutiny Committee

Date of meeting 22 November 2021

By Director of Corporate Resources

INFORMATION REPORT

Not exempt



REPORT ON THE COUNCIL'S FINANCE AND PERFORMANCE IN 2021/22

Executive Summary

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

The financial performance is forecast at Month 6 of the 2021/22 financial year. Officers currently forecast an operational surplus of £1.07m. £0.9m of the forecast underspend is on leisure facilities with current performance and activities ahead of Place's Leisure (cautious) budget estimate. The remainder is the net of £0.8m underspends; mostly across investment income, Housing and Waste and £0.6m overspend mostly from parking income and property expenses. Debt over 90 days is aging and the risk associated is building, albeit being closely monitored by Property and Facilities.

Capital expenditure at Month 6 was £1.8m (22%) of the £8.3m capital programme. By comparison, spend on capital was £2.95m (35%) of the £8.5m programme at same period in 2020/21. An outturn of £6.2m or 75% is forecast by officers. In 2020/21, the outturn was £5.4m (60%). Officers are generally over-optimistic on delivery of the capital programme during the year. The impact of Covid-19 continues to subdue some capital expenditure.

An analysis of performance indicators shows 23 on or above target with 5 just outside of target and 2 below target. One relates to the attendance figures for the museum which was closed during quarter two. In all areas where targets have not been met, work is underway to make improvements.

Work on the Corporate Plan actions continued through quarter two of 2021. There are seven completed actions. Three Corporate Plan actions are currently paused which includes the development of the Cultural Strategy, planned for 2022/23. There are sixty-eight Corporate Plan actions progressing including the completion of the Highwood Community Centre public engagement consultation, which is incorporated into the proposal for Cabinet; the Covid Aware Scheme which is now fully implemented and rolled out to businesses to support their return to 'normal'; the successfully refurbished of the Museum which is now open again to the public; and the trial on the collection of food waste has commenced.

Recommendations

It is recommended that Members note the contents of this report.

Reasons for Recommendations

To enable Overview and Scrutiny to carry out its Constitutional role of monitoring the delivery of internal and external services and scrutinise any part of the Council's work.

Consultation: Senior Leadership Team, Cabinet Members.

Wards affected: All

Contact: Jane Eaton, Corporate Director of Resources. 01403 215302

Background Papers:

Appendix A: Key Performance Indicators Q2

Appendix B: Budget Monitoring and Forecast Outturn summary April 2021 to September 2021

Appendix C: Capital Budget monitoring and forecast outturn at M6

Appendix D: Revenue Budget monitoring and forecast outturn at M6

Appendix E: Corporate Plan Update Q2

Appendix A

Key Performance Indicators

Q2 2021/22



33 KPI's **30 with a target** **3 data only**
Of the 30 with targets  6% (2/30)  17% (5/30)  77% (23/30)

Code	Short Name	Q2 2019/20	Q2 2020/21	Q2 2021/22			Notes
		Value	Value	Value	Target	Status	
P21	Total number of Community Trigger activations	1	1	2	2		
Q23	No of voluntary organisations supported through advice and enablement			68	56		
CD24	Number of Volunteers placed through the Voluntary Sector Support Service			108	66		This figure represents the COVID legacy and it is anticipated that this is likely to reduce over the year.
CS03	Less than 5% of incoming calls abandoned	6%	7.26%	4.46%	5%		
FS07	% of invoices paid on time	91.40%	84.50%	86.40%	95.00%		Performance dipped in August below 90% which dragged the quarterly average down. This was a combination of a handful of specific invoices that were late, plus holidays impacting on the general efficiency of the process across the board.
FS09c	Parking Combined Total Income	£1,845,352	£636,281	£1,536,234	£1,483,735		
HS18	No of households in temporary accommodation	123	110	118	115		Increase in households across all accommodation types. More in our stock versus number in B&B (which has decreased against last quarter). Risk associated with this is a stagnation of temporary stock. Private Sector Leasing being considered alongside a potential capital bid to acquire more.

Appendix A – Key Performance Indicators

Code	Short Name	Q2 2019/20	Q2 2020/21	Q2 2021/22			Notes
		Value	Value	Value	Target	Status	
HS19	Of which no of households in B & B accommodation	23	9	10	13		
LS01a	Attendance at Sports Centres	293,189	50,460	241,601	225,000		All sports centres are now open.
LS05(i)	Total attendance at Horsham Museum and Visitor Information Centre	31,300	0	0	3,750		The Museum was closed due to Covid and has been renovated. It re-opens in October 2021.
OP14a	Recycling rate % (Tonnage) [2025 Resources & Waste Strategy Target 55%] (Figures reported one quarter behind).	58.91% (Q1)	56.81% (Q1)	55% (Q1)	50%		These figures are for Quarter 1 as there is a time delay whilst we await confirmation from DEFRA.
OP17	Number of refuse, recycling and garden waste collections confirmed as missed	75	212	202	212		
PS19	Quality of recycling - % contamination rate	8.75%	7.82%	8.1%	8%		This does not include the figures for September as we are still awaiting confirmation from West Sussex. There was an increase in contamination in August with the main contaminant being wet paper.
PS9	% of FOI requests responded to within 20 days	98%	97%	95%	85%		Details from Information Governance Officer
PS11c	Total sickness (excluding leavers sickness)	6.45	6.13	5.88	6.5		AWAITNING FIGURES FROM HR
SSC9a	No. of fly tipping incidents	227	336	260	336		
SSC9c	No of Fly Tipping Clearances			134			The indicator shows the number of incidents of fly tipping reported and then cleared on HDC land. During the first quarter there were 74 fly tipping clearances on HDC land.
VE01a	Percentage of total HDC owned and managed commercial and industrial estate space occupied	98.8%	98.27%	97.21%	95%		Unit 25, Lintot Square Unit 22, Unit 26, Unit 27, Unit 28, Unit 29, Oakhurst Business Park
VE01b	Income from HDC owned and managed commercial and industrial estate space	£2,593,511	£3,044,257	£2,867,651	£1,834,990		Q2 income includes Q3 quarterly invoices.
BT1(i)	Percentage of payments made online			80.3%	85%		New KPI so no comparative data from last year. Quarter 1 for 2021 recorded 84.4%.
DM23f	Speed of decision - majors (Oct	100%	100%	99.1%	60%		This is the final figure for this indicator. There will not be any further

Appendix A – Key Performance Indicators

Code	Short Name	Q2 2019/20	Q2 2020/21	Q2 2021/22			Notes
		Value	Value	Value	Target	Status	
	19 to Sept 21)						updates.
DM24d	Quality of decisions - majors (April 19 - March 21)	0%	0%	4.42%	10%		
DM25f	Speed of decision – non-majors (Oct 19 to Sept 21)	97.1%	97.5%	97.7%	70%		This is the final figure for this indicator. There will not be any further updates.
DM26d	Quality of decisions – non-majors (April 19 - March 21)	0.87%	0.5%	1.23%	10%		
HW1	Number of Health & Wellbeing Interventions for working age residents			234	195		
HW2	Number of Health & Wellbeing Interventions for over working age residents			118	78		
R&B01	Customer Assurance		100	100	80		
R&B02	Right Time: Combined Speed of processing for new claims and changes of circumstances	7.37	6.19	9.297	11		The service is still maintaining performance under 11 days
R&B03	Quality Assurance: LA Error	0.16%	0.23%	0.45%	0.4%		<p>At 0.46% the current LA Error rate has exceeded the local target of 0.40% but remains under the national threshold of 0.48%:</p> <ul style="list-style-type: none"> •The year-end outturn is currently extrapolated at 0.40%, however, this is a pre-audit position with only. •The service has raised £43,991.15 in LA error: <ul style="list-style-type: none"> • Of this £28,332.42 has been raised through the discovery of 3 historic errors originally created between 2014-16 • The original gross amount for these 3 LA Error OPs was £61,840.15, however the service has exhausted all options to reduce this, leading to a reduction of £33,507.73 • Had these historic errors not been corrected the LA Error rate would be only 0.16%, with a projected YTD turn out of 0.27%

Appendix A – Key Performance Indicators

Code	Short Name	Q2 2019/20	Q2 2020/21	Q2 2021/22			Notes
		Value	Value	Value	Target	Status	
							•The service will continue to monitor LA Error closely and continue with communication around this.
R&B04a	Collection: Council Tax	57.5%	56.62%	47.69%			The service continues to improve on CT collection, when compared to last year. There is still a gap between performance this year, and 2019/20 – which is to be expected
R&B04b	Collection: NNDR	58.98%	54.41%	46.42%			The improvement on collection rate when compared to last year has tailed off. There is still a gap between performance this year, and 2019/20 – however, there has been a comparative improvement. £40k o/s from WSCC being chased and the service has identified and started to contact high value debtors in order to continue an improvement in the collection rate.
R&B05	Collection: Arrears		52.5	71.43	80		Arrears collection for both Council Tax and Business Rates is in green, however, it is the collection for overpaid Housing Benefit that is bringing the indicator into amber. This reduction in collection is likely to be an ongoing impact of the move to Universal Credit.
LS04	The Capitol overall ticket sales			17,636	13,250		Target is based on an annual target of 53,000 and will show seasonal variations. Quarter one saw sales at 8,080.

Budget Monitoring and Forecast Outturn – April to Sept 2021

Monthly Summary: The operational forecast is a £1.07m surplus for the year, an increase of £26k in month. £0.9m of this is from leisure facilities with current performance and activities ahead of Place's Leisure (cautious) budget estimate. £0.8m of other underspends across waste, housing and investment income and £0.6m overspends mostly from parking income and property expenses. Development income forecast down by £0.2m following the uncertainty over water neutrality. The overall funding position forecast is set to be a £1.06m surplus, as a result of one-off grants, especially from the loss of income grant scheme. Debt income risk over 90 days has aged and increased.

Revenue Outturn Forecast:

Outturn Forecast	£000s
Corporate Management	0
Resources	(165)
Community and Culture	(1,126)
Place	224
Total overspend / (surplus)	(1,067)

Monitoring Compliance: 97%

33 budgets reviewed and forecast out of 34 budget holders.

Expenditure and Income

Actual spend and income are on track. At this point, income is always ahead of a straight profile due to the up-front collection of rural parking disks and garden waste.

Risks: Commercial debt invoices present a risk of non-payment that Property and Facilities are actively monitoring. Some write-offs are more likely than not.

The forecast overall funding surplus position is £1.06m helped by the estimate of £410k income loss grant scheme over the first quarter, subject to payment. The likely cost pressure of salaries which haven't been forecast yet by services will be mitigated by unused redundancy provision.

Capital Expenditure:

Spend to date of £1.79m (22%) of the £8.3m capital budget. £0.33m (2%) in M6. Total 17 projects yet to start.

Capital outturn forecast:

Budget holders are forecasting a full year spend of £6.2m (75% of budget), requiring spend of £0.7m per month.

Reduction of £1.1m in month. Property and vehicles.

Forecast overall funding position at M6

2021/22	M6 snapshot of overall budgetary position
13,072	Net exp set in budget
250	Changes to net budget. £15k SP + £45k EcDev +£402k Leisure - £212k leisure grant income
-1,067	surplus
12,255	Forecast net exp
-10,251	Council tax
-2,052	Business rates
-12	Net Collection Fund 'surplus' after using reserve
-146	CTS Government funding
-12,461	Funding
-206	Net (surplus) / deficit before one-off cost / funding
-571	One-off exp funding received
-410	Income loss grant (claimed) first quarter
53	Spend on CTS £150 scheme to date
25	Est spend CTS £150 scheme remainder year
250	Likely 1.75% salary cost pressures
-200	Unused redundancy provision
-853	One off net funding after costs
-1,059	Overall (surplus) / deficit - smooth via reserves

Debtors

The Council was owed £2.4m at 14 Oct 2021 (£5.9m Sept 2021) of which £0.8m was >30 days. The table compares a breakdown of the oldest debts to last month.

Age Group	13 Sept 2021 £k	14 Oct 2021 £k
>30 Days	2,163	85
>60 Days	124	24
>90 Days	692	720
	2,979	829
>90 Days top eight = £622k (86%)		
* Commercial rent and £10.5k over 60 days, £10.5k over 30 days and £10.5k current. Likely write off.	112	122
* Commercial rent and also £20k current	101	120
Developer S106 due in 2016 and 2017	114	116
* Commercial rent arrears and £5.5k >30 days	94	94
* Commercial rent and £7.2k current. Possible part write-off.	82	51
* Commercial rent Covid-19 rent arrears	47	47
Developer £37k CIL due Jan 2019, £3k CIL due July 2019	42	42
* Commercial rent. Write -off	44	30

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APPENDIX C - Capital expenditure in 2021/22

Capital projects categories	Detailed Description	Period 6 Ytd	Budget	% of Budget	Spend (more) / less than Budget	Forecast Outturn
Broadbridge Heath Leisure Centre - new build BBHLC-NEW BUILD		0	0	n/a	0	0
Other Community and Culture projects	HORSHAM PARK POND IMPROVEMENTS	815	131,728	1%	130,913	128,428
Other Community and Culture projects	WARNHAM NATURE RESERVE IMPROVEMENTS	115,838	206,962	56%	91,124	202,862
Other Community and Culture projects	RIVERSIDE WALK BOARDWALK - BEN'S ACRE	0	12,500	0%	12,500	0
Other Community and Culture projects	BLUEBELL PARK ADVENTURE TRAIL	0	15,000	0%	15,000	15,000
Other Community and Culture projects	HORSHAM SKATE PARK	0	250,000	0%	250,000	10,000
Other Community and Culture projects	SECURITY ENTRANCE DEFENCES	24,625	64,000	38%	39,375	64,000
Other Community and Culture projects	MUSEUM - REFRESH & REFURBISHMENT	34,361	45,763	75%	11,401	45,763
Other Community and Culture projects	PUBLIC SPACE CCTV CAMERA REPLACEMENT PROGRAMME	0	30,473	0%	30,473	30,473
		175,639	756,425	23%	580,786	496,526
Vehicle Fleet	VEHICLES - NEW	183,385	753,000	24%	569,615	183,385
Vehicle Fleet	VEHICLES - NEW - GOING GREEN ADDITIONAL COSTS	0	242,000	0%	242,000	0
		183,385	995,000	18%	811,615	183,385
Business Waste	BIN WEIGHING TECHNOLOGY & EQUIPMENT	56,190	89,000	63%	32,810	56,190
Economic Development initiatives	HORSHAM DISTRICT EXPERIENCE APP & WEBSITE	0	25,000	0%	25,000	0
Grants - Environmental health	96 ACT-DISABLED FACILITY GRANT	487,278	1,250,000	39%	762,722	1,250,000
Grants - Environmental health	ACT-HOME REPAIR ASSIST. GRANT	13,852	60,000	23%	46,148	60,000
		501,130	1,310,000	38%	808,870	1,310,000
Housing enabling grants	HOUSING ENABLING GRANTS	170,600	1,761,510	10%	1,590,910	1,342,600
Housing enabling grants	LOANS - PROPERTY DEV CO	0	350,000	0%	350,000	250,000
Housing enabling grants	S106 / CIL INFRASTRUCTURE SPEND	300,384	200,000	150%	(100,384)	350,000
		470,984	2,311,510	20%	1,840,526	1,942,600
Car Parks Fabric and Equipment	PIRIES PLACE CARPARK	14,063	0	n/a	(14,063)	0
Car Parks Fabric and Equipment	PIRIES PLACE CAR PARK LIFT	0	7,996	0%	7,996	7,996
Car Parks Fabric and Equipment	RURAL CAR PARK - HENFIELD (LIBRARY)	40,082	78,151	51%	38,069	40,082
Car Parks Fabric and Equipment	WELCOME ZONES IN MULTI-STOREY CAR PARKS	0	25,541	0%	25,541	25,541
Car Parks Fabric and Equipment	ANPR REPLACEMENT - SW, FORUM, PP, HURST RD CAR PARKS	2,483	0	n/a	(2,483)	0
Car Parks Fabric and Equipment	STORRINGTON MILL LANE - RURAL CAR PARK IMPROVEMENTS	1,076	146,931	1%	145,855	146,931
Car Parks Fabric and Equipment	EV CHARGING POINTS	0	100,000	0%	100,000	100,000
		57,703	358,619	16%	300,916	320,550
Strategic Planning projects	ALBION WAY CONNECTIVITY - WORTHING ROAD	0	100,000	0%	100,000	100,000
Strategic Planning projects	LOCAL CYCLING AND WALKING INFRASTRUCTURE	0	18,507	0%	18,507	18,507
Strategic Planning projects	ALLOCATIONS FOR DEVELOPMENT IN HDPF	21,440	31,014	69%	9,574	31,014
Strategic Planning projects	PUBLIC REALM PROJECTS - TOWN CENTRE VISION	0	107,000	0%	107,000	107,000
		21,440	256,521	8%	235,081	256,521
Oakhurst Business Park	OAKHURST BP EXTENSION (UNITS 20 & 15)	0	650,000	0%	650,000	325,000
Oakhurst Business Park	LAND AT OAKHURST BUSINESS PARK - PHASE 4	0	29,697	0%	29,697	29,697
		0	679,697	0%	679,697	354,697
Miscellaneous properties spend	CORPORATE PROVISION - ASSET ENHANCEMENT	10,950	100,000	11%	89,050	100,000
Miscellaneous properties spend	COMMERCIAL ESTATES - GENERAL	0	100,000	0%	100,000	100,000
Miscellaneous properties spend	FORUM PIAZZA AND FOUNTAIN UPGRADE	19,668	144,931	14%	125,263	144,931
Miscellaneous properties spend	MILLSTREAM EXTENSION	0	331,621	0%	331,621	165,810
Miscellaneous properties spend	TEMP AT ROWAN DRIVE GARAGES and PEARY CLOSE	21,115	21,145	100%	30	21,115
Miscellaneous properties spend	BILLINGSHURST CAR PARK DEVELOPMENT	0	164,580	0%	164,580	82,290
Miscellaneous properties spend	PARK HOUSE, HORSHAM	15,232	36,089	42%	20,857	36,089
Miscellaneous properties spend	ST PETERS HALL & RAFA IMPROVEMENTS	258,210	630,000	41%	371,790	630,000
		325,174.95	1,528,365.99	21%	1,203,191.04	1,280,235.69
		1,791,647	8,310,138	21.6%	6,518,492	6,200,704
		21.6%			74.6%	

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Revenue Budget 2021-22

Month 6 : April to September 2021

Service Area Table in £000's	Spend	Annual Budget	Spend % Budget	Income	Annual Budget	Income % Budget	Net Spend	Forecast Over / (under) Spend	Comments	Change to Previous Month	Previous Month Forecast
PARKING SERVICES	1,325	2,108	63%	-2,160	-4,301	50%	-835	186	Rural income forecast up slightly. Urban down at Swan Walk & Forum including season tickets, although small signs of some commuters returning. £50k additional rates at Piries car park not budgeted. Christmas will be key.	-32	218
BUILDING CONTROL	393	589	67%	-358	-831	43%	35	145	Restructure resulted in changes in Building Control and Development support and admin functions. Circa £200k overspend against budget here offset by underspend against budget in Development.	0	145
INVESTMENT PROPERTIES	305	346	88%	-2,910	-3,911	74%	-2,605	106	Expected reduction of income from property in West Street plus £50k empty rates at Oakhurst. Plus impact of Covid on lettings including some trickle of surrender of lettings	22	84
TECHNOLOGY	1,215	1,864	65%	-33	-110	30%	1,182	44	Increasing ICT maintenance contracts costs and data storage costs and workload pressures	10	34
ENVIRONMENTAL SERVICES/LICENSING	674	1,541	44%	-499	-868	57%	176	36	Reduction in anticipated fees from Hackney Carriages due to move to 3 yr license caused by legislative change	0	36
LEGAL & DEMOCRATIC	678	1,238	55%	-46	-101	45%	632	23		-22	45
OPERATIONAL PROPERTIES	271	1,189	23%	-77	-84	91%	194	12		8	5
HEALTH AND WELLBEING	205	349	59%	-164	-374	44%	42	11		0	11
PROPERTIES & FACILITIES	261	534	49%	2	-19	-10%	263	10		10	0
FINANCE ACCOUNTANCY	362	749	48%	-9	-13	67%	354	6		6	0
ECONOMIC DEVELOPMENT	337	687	49%	-53	-283	19%	285	1		1	0
MUSEUMS	97	199	49%	-6	-20	30%	91	1		0	1
STREET SCENE & FLEET	1,453	2,739	53%	-63	-149	42%	1,390	1		25	-24
BENEFIT PAYMENTS	12,031	24,600	49%	-11,677	-24,550	48%	354	0		0	0
COMMUNITY DEVELOPMENT	253	814	31%	-139	-79	177%	113	0		0	0
COMMUNITY SAFETY	382	774	49%	-59	-521	11%	322	0	Overall no significant movement forecast.	0	0
LEISURE & CULTURE	40	80	50%	0	0	0%	40	0		0	0
REVS & BENS ADMIN	336	1,135	30%	-657	-462	142%	-321	0		0	0
CORPORATE MANAGEMENT	531	1,164	46%	0	-26	-1%	531	-0		13	-14
HUMAN RESOURCES & ORG DEVELOPMENT	258	558	46%	-4	0	0%	254	-0		0	-0
PARKS & COUNTRYSIDE SERVICES	730	1,575	46%	-258	-371	70%	472	-2		-10	9
PERFORMANCE AND PROJECT ASSURANCE	100	289	35%	0	-84	0%	100	-4		-8	4
DEVELOPMENT	933	2,027	46%	-907	-1,850	49%	27	-22		-5	-217
SPATIAL PLANNING	575	1,423	40%	-79	-216	37%	496	-28		-59	31
CAPITOL	556	1,444	39%	-526	-1,093	48%	31	-28		0	-28
CUSTOMER SERVICES	127	322	40%	-0	0	-250%	127	-42	Stationery and postage reductions from increased electronic communications.	-42	-0
COMMUNICATIONS	173	330	52%	-4	-10	45%	168	-43	Mini-restructure savings feeding through. Reduction here. Tech slightly up.	-31	-12
FINANCE CORPORATE	778	3,655	21%	-786	-3,560	22%	-7	-148	A new pooled fund that was not in the budget (approx £70k) and dividend recovery quicker than expected	21	-169
HOUSING	749	2,151	35%	-1,472	-1,977	74%	-723	-159	£95k estimated increase in costs at Copnall Court.	-12	-147
WASTE & RECYCLING	2,104	4,478	47%	-2,555	-3,608	71%	-451	-299	Garden waste take up still coming in. Staffing, overtime and agency still slightly lower than budgeted with a couple of part year vacancies. A further £70k (now £350k) profit on business waste (on a £280k surplus budget). Additional costs from recycling project work with Riccardo.	-120	-179

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Appendix E Corporate Plan Update Quarter 2 (July, August, September)

Total actions 78

✔ 7 completed ▶ 68 in progress ▲ 3 paused



Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
A great place to live	We will plan for communities where people can work, live and prosper. New homes will meet the needs of a full range of households in a low carbon world	Prepare a revised Local Plan etc.	▶	Strategic Planning	Delay anticipated as a consequence of the water neutrality Position Statement received from Natural England
		Work with central government etc	▶	Strategic Planning	New NPPF guidance published regarding 30 year vision. Further discussions being sought in relation to water neutrality
		Continue to support local communities to prepare neighbourhood plans etc.	▶	Strategic Planning	4 referenda on hold until issue of water neutrality can be resolved (Cowfold, Lower Beeding, Itchingfield and Pulborough)
		Provide new community facilities that can be used by all residents etc	▶	Leisure and Culture	Highwood Community Centre public engagement is complete and incorporated into the proposal for Cabinet.
		Prepare a Local Cycling and Walking Infrastructure Plan etc	✔	Strategic Planning	Document complete and adopted.
		Prepare planning	✔	Strategic Planning; Building	Review of WSCC guidance and parking design to be undertaken during

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
		guidance to ensure car parking spaces in new developments etc		Control and Development	the delay on progress on Local Plan review. This will allow any revised targets to apply when local plan allocations are considered
		Work with partners to increase the number of Electric vehicle charging points etc		Community Services	Supplier secured through second procurement. In mobilisation phase & contract should be signed by beginning of November. First implementation will be replacement of existing EVCP in Horsham, Billingshurst and Storrington by end Jan 2022
A great place to live Page 18	We will provide culture, sports and leisure opportunities to improve the health and wellbeing of our communities.	Develop a district-wide culture strategy etc		Leisure and Culture	The development of the cultural strategy for the district will be initiated in 2022/23.
		Maintain our high standard of sport and leisure facilities		Leisure and Culture	Maintenance of leisure centres is ongoing. Future options for the athletics track will be considered by Informal Cabinet and Leisure and Culture PDAG in November.
A great place to live	Both our built and natural environments are highly valued and will be well managed to keep our District an attractive place to live.	Enhance public space in Horsham Town Centre, particularly Horsham Park etc		Leisure and Culture	The overview of the Horsham Park management plan will be presented to the leisure and culture PDAG in November. The renewal of the Horsham Park skate park is underway with installation planned for Spring/Summer 2022. The desilting and opening up of Horsham Park pond are also underway with completion planned for March 2022.
A great place to live	New development should sit well with the natural environment and be recognised for its	Prepare a new District-wide Design Guide to improve the quality of development locally.		Building Control and Development	Research gathering in progress (10% of project). Draft cannot be produced until Local Plan is at an advanced stage. This will inform design standard and criteria

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
	quality by the local community and through industry awards.	Prioritise environmentally sound policies that enhance biodiversity alongside new development		Strategic Planning	On hold until issue of water neutrality can be resolved.
A thriving economy	Increased economic growth making Horsham District a location of choice for business and providing local jobs	Identify and promote more employment sites for new and expanding businesses in the District.		Strategic Planning; Economic Development	A new Think Horsham website was launched Feb 2020 with promotional details of new employment sites. Revised local plan policies will seek to allocate additional land for employment growth and also support the expansion and enhancement of existing facilities.
		Work with Legal and General to deliver a high quality employment offer etc		Economic Development; Building Control and Development	Employment land at North Horsham has planning permission. No further updates at this time.
		Work with Network Rail to encourage new railway stations to be built close to our employment sites.		Strategic Planning	Report received - Study concludes a new station on this line is not feasible in the short - medium term, until infrastructure enhancements elsewhere on the line have been brought forward.
		Work with other councils in West Sussex to roll out superfast broadband across our District		Economic Development	Progress has been made in providing a gigabit capable network between Crawley/Horsham and Burgess Hill. Working with WSCC in promoting the broadband voucher scheme to local businesses

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
		and into the rural areas.			
		Support businesses through advice and guidance etc		Environmental Health	Covid Aware Scheme now being fully implemented and rolled out to businesses in support of their return to "normal"
A thriving economy	Towns and villages are lively and welcoming	Support market towns, high streets and villages to thrive etc		Economic Development	A West Sussex wide Retail Training Hub has been established with free training, support and live Q&A sessions. Allocation from the Welcome Back Fund (WBF) has been secured, building on the Reopening High Streets Safely Fund, to deliver projects and activities to support the economic recovery of - and safe return to - our high streets.
		Promote a comprehensive calendar of events to attract people into our town centres.		Economic Development	A number of third party events are now able to go ahead which are being supported through promotion and advice. We are working with the Horsham CIC who has contacted all event partners to work on a programme for 2022. We are working closely with Experience West Sussex to promote and market the district as a visitor destination and support others to provide events as we move out of lockdown. Some Welcome Back Funding has been allocated to community led projects.
		Implement the Town Centre Vision for Horsham.		Strategic Planning	Horsham Town Centre Public Realm Strategy and Design Guide agreed at Council in April 2021. Feasibility and design work being undertaken for public realm improvements in Horsham Town Centre.
		Support Horsham businesses with their plans for designating the Town Centre etc		Economic Development	This project has been postponed awaiting a full understanding of Horsham town's economic situation as we come out of lockdown. The Viability of a BID will be reviewed Jan to March 2022. The business group behind the BID has formed into a CIC and has requested pump prime funding from HDC.
		Improve the car parks in Horsham and continue to enhance		Parking and Waste;	Refurbishment of Henfield car park has been completed and Storrington Mill Road is scheduled for completion in Spring 2022. The remaining car parks within the programme have been reprioritised for the following years.

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
		rural car parking to improve access to our town and village centres.			
A thriving economy	Tourism's contribution to the economy, employment and quality of life is maximised	Develop the District's identity as an appealing destination for visitors.		Economic Development	We continue to work closely with Experience West Sussex and are support them to become a formal Destination Management Organisation (DMO).
		Launch a new tourism website to better promote what the District has to offer and provide a single point of information for visitors.		Economic Development	The Discover Horsham website was launched January 2020.
		Enhance our culture, leisure and heritage facilities to attract visitors and to support the local economy.		Leisure and Culture	The Museum's displays have been successfully refurbished and it is open again to the public. Further long-term strategic work will be undertaken at the beginning of 2022.
A thriving economy	Residents have access to a wide range of local employment opportunities	Use the planning process to provide opportunities for people moving to new developments to		Strategic Planning	Awaiting resolution of water neutrality issues in order to progress local plan further

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
Page 22		access employment opportunities.			
		Work closely with our businesses to create suitable employment opportunities for people who find it hard to get into work	▶	Economic Development	The Journey to Work programme consists of In2Work (25+ programme) and Y-WISH Youth Support hub (for 18-25 year olds). In2Work and Y-WISH are funded for one year by the DWP and work closely with Horsham Jobcentre Plus. We are 6 months into the funding period, and around 150 local residents have been supported with 40 finding work as a direct result of this support. We have also held two virtual jobs fairs, where 600 vacancies were advertised. There are plans to hold a physical fair at the beginning of October, engaging with 40+ employers with vacancies.
		Work with our schools and colleges to help get their students ready for work and to offer training courses that help.	▶	Economic Development	The Y-WISH Youth hub is working with schools and colleges to provide any support that may be required by school leavers (18+). We have also partnered with WSCC Youth Careers advisers to support 16-18 year old NEETS.
		As a Council, recruit our workforce and buy goods and services from our local communities whenever we can.	▶	Human Resources; Procurement	Procurement regulations have not allowed the Council to restrict competition to the local area however the Procurement Policy Note issued by the Cabinet Office allows Council's to 'reserve' contracts for either SMEs or local suppliers dependent on a set of criteria being met which includes the contract value being below a set value. We continue to work to ensure we attract the local supply chain in our competitive procurement processes. The Council is relatively consistent in the proportion of expenditure with local suppliers with 22% of the total spent in West Sussex and 8% in Horsham, the next analysis will take place later this year.
A Strong, safe & healthy community	Continue to be the safest district in West Sussex.	Create a new 'Horsham District Safe and Well Partnership' to work	▶	Housing and Communities	Safe and Well partnership not met again yet since last update. Separate Health group created and due to meet to identify health inequalities.

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
Page 23		together with public sector partners and the voluntary sector to address issues such as violent crime and support for young people in the district.			
		Address anti-social behaviour within our communities etc	▶	Housing and Communities	A further project Southwater session has been undertaken and focus session in Storrington.
		Work with Parish and Neighbourhood Councils to prevent crime etc	▶	Housing and Communities	New warden supervisor appointed. Some moves within the services means there are a couple of vacancies. Will be out for advert imminently.
		Use regulatory powers to maintain the safety standards of premises and taxis.	▶	Environmental Health	Taxi renewal continuing apace, and the revised policy now adopted and going live from November 21
		Work with event organisers to make events as safe and as well organised as possible	▶	Housing and Communities; Economic Development; Environmental Health; Leisure and Culture	Now that events are beginning to be put forward across the district, the communication with numerous event organisers regarding the instalment and lifting of lockdowns, revised event guidance is being implemented.
A Strong, safe & healthy community	We will increase the supply of affordable	Work with partner organisations to	▶	Housing and Communities	Housing & Homelessness strategy adopted by Council 13/10/21

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
Page 24	homes and reduce rough sleeping.	minimise rough sleeping and prevent homelessness			
		Use our affordable housing company to build affordable homes in areas of high demand	▶	Housing and Communities	On site in Billingshurst, Member consultation taken place on Dukes Square
		Work with our local Registered Providers to help them increase the supply of affordable homes.	▶	Housing and Communities	Cobblers planning application approved. Request for funding likely.
A Strong, safe & healthy community	Residents of all ages, including those in need, enjoy improved levels of health and wellbeing.	Expand our Community Link service to support vulnerable people and help them live independently.	▶	Environmental Health	The transformation to a new digital platform is forming part of our ongoing business planning and will form an integral part of our long-term plan for the department culminating in the transition to digital in 2024
		Help people to adapt their homes so they can continue to live independently.	▶	Environmental Health	The Housing Team continue to offer grants and facilitate adaptations to applicants in spite of covid restrictions through the Better Care Fund. We anticipate distributing the full grant received for 21/22
		Encourage participation in sport.	▶	Leisure and Culture	Leisure centres are open again and attendance is at 85% (compared to pre-pandemic levels) which is very positive. Sports development activities have returned with a particular focus in supporting marginalised groups.
		Deliver targeted	▶	Housing and Communities	Staff appointed following vacancy. Due to join in December. Five year

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
		health initiatives to help people lose weight, stop smoking and become more active.			funding agreement confirmed with Public Health.
		Support our partners to ensure that all residents can access basic health facilities such as GP surgeries	▶	Strategic Planning	Active engagement with CCG ongoing - outcomes from Local Plan perspective dependent of Member decisions.
A strong, safe & healthy community	An empowered and independent voluntary sector that has the capacity to tackle local priorities.	Support the voluntary sector with grants that help them reach more people.	▶	Housing and Communities	About to "go live" with grants for 2022
		Launch and promote our Council lottery to raise funds for local good causes	▶	Housing and Communities	Follow up audit completed with Substantial assurance. On target to raise £60k annually across all good causes and HDC
		Promote opportunities for volunteering and increase the number of volunteers in the District.	▶	Housing and Communities	Following Community Services and Community Development amalgamation additional capacity within the team in the front line has been secured. Work with West Sussex Voluntary Community Sector Infrastructure Alliance has also now resulted in funds being directed to HDC via Billingshurst Community Partnership for direct recruitment.
A cared for environment	Prioritised protection of the environment and increased	Undertake a carbon audit to understand the Council's current	✔	Community Services	An annual update will be produced for September 2021. This will form part of a report to O&S with progress on the carbon reduction action plan. An annual update will be produced.

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
Page 26	biodiversity	carbon footprint.			
		Work in partnership with local communities, parish and neighbourhood councils to promote Adopt a Street etc	▶	Parking and Waste	268 individuals have been signed up since Sept 2020. 45 people are currently being processed.
		Invest in our enforcement programme to reduce fly-tipping and other environmental crimes.	▶	Parking and Waste	The new environmental enforcement officer will start on the 1st of November. 2 FPN's have been issued in the last 3 months.
		Continue to protect our trees and ancient woodland and work with Sussex Wildlife Trust to enhance our natural environment.	▶	Community Services; Leisure and Culture	Wilder Horsham District project working successfully with landowners and community groups. Demand is starting to outstrip capacity; need to prioritise the work to ensure effectiveness and manage expectations.
		Produce an action plan to move towards a carbon neutral organisation	▶	Community Services	Business case being produced for decarbonising parts of the fleet, with implementation in 2022/23 and then 2023/24. Audits completed for several residential and non-residential properties. Will be used as the basis for some pilots and developing a retrofit programme. Presentation to Members now in November (O&S)
		Work with partners towards becoming a carbon neutral District.	▶	Community Services	Stakeholder Group has met 3 times. Four subject areas still to discuss and agree actions. Intention is to produce action plan early 2022

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
Page 27		Continue to work with residents to improve the energy efficiency of their homes		Environmental Health	Our Housing Team continued to be successful in accessing group purchase schemes helping local householders gain the benefits of solar power. We are looking to roll out the next generation of LAD (Local Authority Delivery) Scheme to enable householders to improve the energy efficiency of their homes.
		Continue to work to reduce fuel poverty.		Environmental Health	We continue to provide access to schemes and have been successful in gaining access to new purchase schemes for the coming year to help local householders gain the benefits of solar power.
		Investigate working with landowners and partners to develop a plan to improve the ecology and biodiversity of the District.		Community Services; Leisure and Culture	This activity has been completed as the Wilder Horsham District project is now up and running.
		Work with our communities and partners to monitor air quality and target improvement of our air quality management areas.		Environmental Health	Renewed interest in Air Quality from both residents and members has been noted. Whilst levels in pollutants are only validated annually it is likely that the continued improvements seen previously will continue.
		Improve the ecology, wildlife and biodiversity of our parks, open spaces and countryside.		Community Services; Leisure and Culture	Nature Recovery Network document now available. Work commenced on how changes/improvements to management of HDC land can contribute to the delivery of the NRN.

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
		Embed biodiversity into our planning policies for a sustainable built environment etc		Strategic Planning; Leisure and Culture	Revised local plan policies will seek to deliver enhanced biodiversity and contribution to a wider Nature recovery network. Carbon audit outcomes have fed into preparation of the local plan.
A cared for environment	Improved award-winning parks and open spaces.	Prepare management plans to guide investment in our parks and open spaces.		Leisure and Culture	The overview of Horsham Park management plan will be presented to the Leisure and Culture PDAG in November.
		Promote our parks and open spaces as great places to visit.		Leisure and Culture	Parks and open spaces continue to be promoted when appropriate. During the pandemic all open spaces have received very high visitor numbers, so the challenge has been to manage the spaces and numbers effectively.
		Inspire the next generation to enjoy our open spaces by providing new and exciting play areas and opportunities for play.		Leisure and Culture	Horsham Park skate park procurement is underway and will be installed in Spring/Summer 2022. Bluebell Park play area is currently being upgraded and will be complete by March 2022.
A cared for environment	Minimise waste, increase re-use and recycling.	Increase recycling rates to above 55%.		Parking and Waste	Quarter one saw us reach the target of 55% however it is possible that this could reduce in quarter two due to the seasonal reduction in garden waste tonnage, with this tailing off further towards the end of the financial year. This is likely to bring the average down for 2021/22. The introduction of small electricals, textiles and batteries collection in May and Reuse in August will provide a small boost, with further options for increasing recycling through kerbside schemes currently being explored. In addition, HDC are

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
Page 29					awaiting results of a Countywide Waste Composition Analyses which is expected to show some Mixed Dry Recycling (MDR) within the residual waste stream. This insight will form the basis for a communications campaign for residents to move this material into the recycling stream.
		Work with other West Sussex councils to develop a strategy for dealing with food waste.	▶	Parking and Waste	The trail has commenced with a 78% take up off the service in week 4 with 800 kg of food waste collected from the participating households so far.
		Continue to develop our existing re-use service.	▶	Parking and Waste	The hub will continue as a collection point, with storage and distribution from the MT garages. Online sales being developed.
		Investigate the introduction of kerbside collection of textiles and electrical goods.	▶	Parking and Waste	2,896 WEEE & Textiles collections from inception of the service. 2,855 electrical and 5,400 textile bags collected. Kerbside battery collections are proving popular.
A modern and flexible council	People and businesses can deal with us online when they choose to.	Ensure digital technology strategy is up-to-date, efficient and effective.	▶	Customer and Digital	Under continuous review.
		Enhance our online services and make them more accessible through cloud	▶	Customer and Digital	Continuously being improved. Move of Environmental Health and Licensing planned for late winter will secure the "off site" system for these services.

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
		technology.			
		Use technology to make it easier for our residents to report problems to us including missed bin collections and overflowing dog bins.		Customer and Digital	Online system for reporting problems such as missed bin collections and overflowing dog bins is in place. We are constantly reviewing and update the Web Site and take on board feedback from residents.
A modern and flexible council	People with more complex enquiries can talk to someone to help them find solutions.	Hold surgeries for people facing housing difficulties so we can support them to prevent them from becoming homeless.		Housing and Communities	Service continues to be delivered remotely. Housing Services Manager continues to review the situation and the impact on other services
		Provide face-to-face support to people claiming benefits.		Revenue and Benefits	Parkside reopened to the public on 8 November. Vulnerable customers are able to book appointments to have help with their applications.
		Make appointments and telephone contacts available for people who have fallen behind with their Council Tax etc		Revenue and Benefits	The service continues to offer support via email, phone and on-line forms to support customers struggling with their Council Tax. With Parkside reopened face to face appointments can be arranged if needed.
		Liaise with partners such as, Parish and Neighbourhood		Housing and Communities	There have been changes to how terms the wardens work and how their work is prioritised. In addition, the winding down of COVID hubs has led to new groups

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
		Councils and the voluntary sector, to explore new ways to promote joint working and greater mutual understanding of issues.			being created and some reprofiling of Parish Councils and Community Partnerships work streams or community focus.
A modern and flexible council Page 31	The Council continues to provide the quality, value for money services that people need throughout the 2020s.	Improve our website to transact with customers online, making our services available to people when it's most convenient to them.	▶	Customer and Digital	Continuously being worked on.
		Make our computer systems easier to use, through artificial intelligence and voice recognition etc	▶	Customer and Digital	Continuously being looked at.
		Encourage electronic payment using cards or direct debits to reduce how much it costs us to collect money.	▶	Finance and Performance	The COVID-19 pandemic has encouraged people to pay electronically.
		Continue to manage	▶	Finance and Performance	M5 reporting indicates a £1m surplus in 202/22 (reduction in support

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Theme	Measure of Success	Activities and Projects	Sub-Actions Status Icon	Theme assigned to	Progress update
		our finances prudently and identify new sources of revenue to balance our budgets etc			needed to leisure provider). An updated MTFS reported to Cabinet in September 2021 indicates that 2022/23 should balance, but a £1m+ step change is likely due to the introduction of collecting food waste in 2023/24. But that the levels of uncertainty are high. Regular review of assumptions will happen as information emerges from Government.
A modern and flexible council	The Council attracts local people to work for us and motivates them to stay. The Council attracts local people to work for us and motivates them to stay.	Offer apprenticeships to local people wanting to start a career in local government etc		Human Resources	We have let a multi-year contract for manager apprenticeships and development for NVQ levels 3, 5 and 7. The programme builds skills for existing staff and also adds to the attractiveness of the council as an employer. We continue offering apprenticeships to people entering the job market and most typically these roles are taken up by local people.
		Offer retraining to attract people back into the workforce or to change career, especially in those professions which are hard to recruit locally.		Human Resources	We are planning for a new campaign to start this autumn.
		Develop a workforce plan to ensure we have the skills we need to deliver the services our residents need in the future		Human Resources	We have started a "hybrid" working trail to run to March 2022. In support, new skills at officer and manager levels will be needed to effectively adapt to new ways of working. The workforce plan this autumn will add corporate initiatives to support managers in managing remote working, such as flexible working policies review, health and wellbeing offers, improved e-learning options.

FORWARD PLAN

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

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

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

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

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

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

To contact Committee Services:

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

Tel: 01403 215123

Published on 01 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)
2.	Community Advice Partnership Agreement	Cabinet	25 Nov 2021	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Community & Wellbeing (Councillor Claire Vickers)
3.	Service Provision of the Revenues and Benefits from April 2023	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.	Arboriculture Contract Award	Cabinet	25 Nov 2021	Part exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
5.	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)
6.	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)
Page 36	Council Tax Reduction Scheme	Cabinet	27 Jan 2022	Open	Dominic Bradley, Head of Finance & Performance dominic.bradley@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)
		Council	9 Feb 2022		
8.	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)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
9.	Highwood Community Centre	Cabinet Council	27 Jan 2022 9 Feb 2022	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
10.	Procurement of Horsham Park skate park	Cabinet	27 Jan 2022	Part exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
11.	Traffic Management Contract Award	Cabinet	27 Jan 2022	Part exempt	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Environment, Waste, Recycling & Cleansing (Councillor Philip Circus)
12.	Tyre procurement in collaboration with other Local Authorities	Cabinet	27 Jan 2022	Part exempt	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Environment, Waste, Recycling & Cleansing (Councillor Philip Circus)

	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)
13.	Adoption of Conservation Area Appraisals and Management Plans for London Road and Richmond Road, Horsham, and Horsham Town Centre	Cabinet	27 Jan 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning & Development (Councillor Lynn Lambert)
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)
16.	Further Provision of the Internal Audit Service	Cabinet	24 Mar 2022		Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance & Assets (Councillor Richard Landeryou)