



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

Council

Wednesday, 27th April, 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 The Reverend Canon Lisa Barnett, Team Rector of Horsham, before the meeting commences)

You are summoned to the meeting to transact the following business

Jane Eaton
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 9 February, and of the Extraordinary Council meetings held on 1 March and 24 March 2022	
<i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	
a) Ordinary Council Meeting 9 February	7 - 26
b) Extraordinary Council Meeting 1 March	27 - 30
c) Extraordinary Council Meeting 24 March	31 - 34
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. **Petitions**
To receive a petition on Southwater Country Park of which due notice has been given in accordance with Part 4a of the Council's Constitution. The Petition entitled 'Save the Swans Remove the Gate' was started by Amanda Botting and has gathered over 3,300 signatures
7. **Recommendations from Cabinet** 35 - 36
To receive the recommendations from the meeting of Cabinet held on 24 March and, if approved, to adopt the recommendations therein:
- (a) **Highwood Community Centre Development proposal** (the report of the Cabinet Member for Leisure & Culture is available at: [Agenda item 6](#))
- (b) **Developer Transport Modelling: update to Fees Schedule** (the report of the Cabinet Member for Planning & Development is available at: [Agenda item 9](#))
8. **Recommendations from Committees** 37 - 38
To consider the recommendations of the Overview & Scrutiny Committee and, if approved, to adopt the recommendations contained therein:
- Final Report of the Sustainable Travel Task & Finish Group** (report by the Task & Finish Group available at: [Agenda item 7](#))
9. **Water Neutrality Resourcing** 39 - 46
To receive the report of the Cabinet Member for Planning & Development
10. **Appointment of Interim Director of Resources and s.151 Officer** 47 - 50
To receive the report of the Head of Human Resources & Organisational Development
11. **Independent Remuneration Panel** 51 - 54
To receive the report of the Chief Executive
12. **Reports of representatives**
To receive reports from representatives on outside bodies
13. **Notice of Motion** 55 - 56
To consider the attached Notice of Motion submitted by Councillor John Milne in accordance with Rule 4a.26 of the Council's Constitution. The motion proposes measures to reduce domestic energy use with high standards of insulation, both for environmental reasons and to help alleviate fuel poverty
14. **Members' Questions on Notice**
To receive questions from Members under Rules 4a.20(b)-25
15. **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 but 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
9 FEBRUARY 2022

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

Apologies: Councillors: Alan Britten, Jonathan Chowen, Philip Circus, Christine Costin and Tim Lloyd

CO/62 **MINUTES**

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 were approved as correct records and signed by the Chairman.

CO/63 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/64 **ANNOUNCEMENTS**

Councillor David Skipp, Chairman of the Council, announced that this was the Chief Executive Glen Chipp's last Council meeting before his retirement in April.

- Councillor Ray Dawe, Leader of the Council until May 2021, thanked Glen for his professional, calm approach and for helping the administration achieve its goals. He also highlighted how supportive Glen was to staff, and how well he and his team had coped during the Pandemic.
- Councillor Paul Clarke, the previous Leader, also spoke of how supportive, frank and fair he was. He gave a vote of thanks to Glen for his service to the Council.
- The Chairman closed the announcement by thanking Glen for all his support.

Councillor Tony Hogben, Deputy Leader and Cabinet Member for Finance & Parking, announced that the Government's recent £28m energy rebate would benefit 80% of the district's residents. He also thanked Councillor Jonathan Chowen, Leader, for his work with the Leader of West Sussex County Council to enable the continuation of the discretionary Council Tax Reduction Scheme for a further year. To reflect this there were three additional recommendations

to the 2022/23 budget, as set out in the published addendum to the report. Councillor Hogben confirmed that when debating the budget these recommendations would be part of the substantive motion.

Councillor Christian Mitchell, Cabinet Member for Horsham Town, made the following announcements:

- After the success of the Horsham Rec Ice Rink over the Christmas period, with its economic and employment benefits, alternative uses such a roller-skating or discos for the Rec were being considered for Easter and beyond.
- Investment in Horsham town centre public realm: following consultation with Ward Members and other stakeholders, plans had been agreed for enhancing the area around Black Horse Way and The Forum Walk, including resurfacing work using granite that would be undertaken over a phased period.

Councillor Roger Noel, Cabinet Member for Leisure & Culture, stated that details of the Queen's Jubilee celebrations on 4 June would be published shortly. These would centre on the Carfax with associated events, including the Queen's Green Canopy incentive for planting trees across the district.

Glen Chipp said that it was a privilege to have worked with such a great team of officers. He also reflected that during his tenure the only objective within the Council's control that had not been met was the adoption of a new Local Plan. The Council now had an opportunity to adopt one with fewer houses, and he urged Council to do so as soon as possible. He also thanked Councillors for their dedication and for giving back to the community. He was delighted that the Employment Committee recommended Jane Eaton, Director of Corporate Resources, to take over his role.

CO/65 **QUESTIONS FROM THE PUBLIC**

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

CO/66 **RECOMMENDATIONS FROM CABINET**

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

Councillor Tony Hogben, Cabinet Member for Finance & Parking, introduced the annual Budget and outlined details of the report as presented to Cabinet ([Minute No. EX/59 \(27.01.22\) refers](#)). He set out the key points of the budget including: the budget requirement for 2022/23; the proposed Council Tax increase of 2.9% (9p a week for Band D properties); the £10m capital programme; and £1m towards the Council's green agenda; and the Council's financial position 2023/24 and beyond.

Councillor Hogben stated that the three additional recommendations, set out in the published addendum to the report, proposed that working age residents claiming Council Tax Reduction support would continue to benefit from this relief in 2022/23. A budget of £120,000 to enable this would be required. It was noted that this would reduce the budgeted surplus.

These additional recommendations became recommendations (xi) to (xiii) of the substantive motion (as allowed by 4a.28g of the Constitution).

Councillor Louise Potter, Leader of the Opposition, broadly welcomed the budget. She considered it to include good initiatives, but needed to go further and faster both on tackling environmental issues and on helping those in need of financial support or living in temporary accommodation.

Councillor Potter moved that the recommendations regarding the Council Tax Reduction Scheme (recommendation (xi) to (xii) of the substantive motion) be amended so that:

(xi): The discretionary discount of 'up to £150.00' be amended to 'up to £210.00' and the phrase 'within the confines of the overall budget of the scheme.' be added.

(xii) and (xiii): the sum of £120,000 be amended to £300,000.

The amendment was seconded by Councillor Martin Boffey.

Following debate, the amendment was put.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the voting in respect of the motion was recorded and was as follows:

FOR THE MOTION: Matthew Allen, Tony Bevis, Martin Boffey, Mike Croker, Ruth Fletcher, John Milne, Colin Minto, Jon Olson, Bob Platt, Louise Potter, Sam Raby, Belinda Walters

AGAINST THE MOTION: Andrew Baldwin, John Blackall, Toni Bradnum, Chris Brown, Karen Burgess, Peter Burgess, Paul Clarke, Ray Dawe, Brian Donnelly, Billy Greening, Tony Hogben, Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, James Wright, Tricia Youtan

ABSTAINED: Billy Greening, David Skipp,

ABSENT: Alan Britten, Jonathan Chowen, Philip Circus, Christin Costin, Tim Lloyd

The Motion was therefore declared LOST.

Councillor Hogben proposed that the Leader, Chief Executive or himself as Cabinet Member should write to WSCC to ask them to review their Council Tax Reduction Scheme with a view to extending it to help clear all residual Council Tax amounts for band C and band D Council Tax payers on Council Tax Support. He considered that HDC were in a position to pay their share should this be successful.

He stated that the Council Tax Reduction Scheme for 2023/24 would be reviewed as part of the annual review in June.

He also proposed that an additional recommendation (xiv) be added to the recommendations:

‘To delegate to the Director of Corporate Resources in consultation with the Cabinet Member for Finance & Parking the ability to expand the scheme beyond £150.00 to working age claimants should there be headroom in the £120,000 budget with the aim of helping to reduce the residual Council Tax for as many working age claimants as possible.’

Councillor Bevis thanked Councillor Hogben for the proposed additional recommendation and seconded the proposal. There was unanimous agreement that this additional clause be added to the substantive motion.

The amended substantive motion was seconded by Councillor Richard Landeryou.

Following further debate, the substantive motion was put.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the voting in respect of the motion was recorded and was as follows:

FOR THE MOTION: Andrew Baldwin, John Blackall, Toni Bradnum, Chris Brown, Karen Burgess, Peter Burgess, Paul Clarke, Mike Croker, Ray Dawe, Brian Donnelly, Billy Greening, Tony Hogben, Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Bob Platt, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, James Wright, Tricia Youtan

AGAINST THE MOTION: Matthew Allen, Tony Bevis, Martin Boffey, Ruth Fletcher, John Milne, Colin Minto, Jon Olson, Louise Potter, Sam Raby, Belinda Walters

ABSTAINED: David Skipp,

ABSENT: Alan Britten, Jonathan Chowen, Philip Circus, Christin Costin, Tim Lloyd

The Motion was therefore declared CARRIED and it was

RESOLVED

- 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.
- (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.
- (xi) Approve an additional Council tax support discretionary discount of up to £150.00 per household for working age claimants in 2022/23.
- (xii) 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.

- xiii) 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.
- xiv) To delegate to the Director of Corporate Resources in consultation with the Cabinet Member Finance & Parking the ability to expand the scheme beyond £150.00 to working age claimants, should there be headroom in the £120,000 budget, with the aim of helping to reduce the residual Council Tax for as many working age claimants as possible.

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

The Council's current CTR scheme provided financial support for those on low incomes to help them afford their Council Tax payments. The scheme was means tested and helped the more vulnerable in society. There were no proposed changes to the scheme. The proposal was seconded by Councillor Landeryou.

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.

6 (c) **2022/23 Discretionary Rate Relief Scheme**

Horsham District Council provided discretionary rate relief to charities and not-for-profit organisations by reducing their non-domestic rate liability. Councillor Hogben proposed that the current scheme, which was reviewed each year, be amended by extending the charitable rate relief to up to 100% for eligible organisations. This would bring transparency and clarity to the award process and enable relief recipients to receive additional financial support. The proposal was seconded by Councillor Landeryou.

RESOLVED

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.

6 (d) **Modern Slavery and Human Trafficking Statement**

Councillor Liz Kitchen, Cabinet Member for Community Matters, stated that to adopt this Modern Slavery and Human Trafficking statement would reflect how seriously the Council takes this issue and its commitment to tackling modern day slavery in the community and in its supply chain. The principles set out in the statement were included in the Council's procurement process.

The publication of such a statement by local authorities was considered best practice and was likely to become a statutory requirement in the future. The proposal was seconded by Councillor Billy Greening.

RESOLVED

- 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.

CO/67 **COUNCIL TAX RESOLUTION 2022/23**

It was moved by Councillor Hogben, and seconded by Councillor Richard Landeryou that the Council Tax resolution for 2022/23 be approved.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the voting in respect of the motion was recorded and was as follows:

FOR THE MOTION: Andrew Baldwin, John Blackall, Toni Bradnum, Chris Brown, Karen Burgess, Peter Burgess, Paul Clarke, Mike Croker, Ray Dawe, Brian Donnelly, Billy Greening, Tony Hogben, Nigel Jupp, Liz

Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Bob Platt, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, James Wright, Tricia Youtan

AGAINST THE MOTION: Matthew Allen, Tony Bevis, Martin Boffey, Ruth Fletcher, John Milne, Colin Minto, Jon Olson, Louise Potter, Sam Raby, Belinda Walters

ABSTAINED: David Skipp

ABSENT: Alan Britten, Jonathan Chowen, Philip Circus, Christin Costin, Tim Lloyd

The Motion was declared CARRIED and it was

RESOLVED

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)					
Council Tax at Band D					
Parish	Precept Amount £	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	A	B	C	D	E	F	G	H
Authority								
Horsham								
District	108.06	126.07	144.08	162.09	198.11	234.13	270.15	324.18
Council								

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.

CO/68 **RECOMMENDATIONS FROM COMMITTEES**

Councillor Stuart Ritchie, Chairman of Audit Committee, introduced the recommendation regarding the Capital Strategy, which had been approved by Audit Committee as an appropriate overarching strategy for the Council. The report sets treasury investment criteria and limits, which were largely unchanged apart from changes in pooled funds limits, an interest rate sensitivity indicator and long-term investment limits.

The recommendation, as set out in the report, required Council to approve the Treasury Management Strategy and Investment Strategy for 2022/23, which formed part of the overarching Capital Strategy. The proposal was seconded by Councillor John Blackall.

RESOLVED

- 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.

CO/69 **APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE**

Councillor Hogben, Deputy Leader and Member of the Employment Committee presented the recommendation that Jane Eaton be appointed as the Chief Executive and Head of Paid Service and other statutory positions linked with the role. He outlined the appointment process that had been followed and confirmed that the Employment Committee had been unanimous in its decision. The proposal was seconded by Councillor Louise Potter.

RESOLVED

- i) To note the Employment Committee nomination of Jane Eaton as the new Chief Executive.
- ii) To 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) To 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) To appoint Jane Eaton as the Returning Officer and the Electoral Registration Officer for Horsham District, with effect from 16 April 2022.

REASON

- 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.

CO/70 **APPOINTMENT OF AN EXTERNAL AUDITOR PANEL**

In December 2021 Council had agreed to appoint its own external auditors and instructed officers to establish an independent audit panel (Minute No. CO/56(a) (08.12.21) refers). Councillor Ritchie advised that interviews had taken place and Council were recommended to appoint those selected as its independent External Auditor Panel. Having such a panel would give flexibility and good quality at a competitive price. The proposal was seconded by Councillor Blackall.

RESOLVED

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

REASON

- 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.

CO/71 **DECISIONS ARISING FROM THE COVID-19 EMERGENCY**

The Chief Executive reminded Members that he had been granted emergency powers to ensure that Government grants designed to help recovery from the pandemic could be spent in a timely manner. He reported on decisions he had made during January; the first regarding a change to policy for allocating Additional Restrictions Grant after the reopening of the scheme in January 2022; and the second was the adoption of a discretionary business rates relief policy required by the Government.

In addition, HDC would be receiving £115,721 as part of the national Protect and Vaccinate grant. The Chief Executive sought approval for the setting up of a budget to allow this grant to be spent by the Council's Housing Service.

RESOLVED

- 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.

REASON

- 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.

CO/72 **CHANGES TO COMMITTEE AND PDAG MEMBERSHIPS - JANUARY 2022**

The Head of Legal & Democratic Services introduced the report, which outlined the changes made to Cabinet after the appointment of Councillor Jonathan Chowen as Leader of the Council on 3 December 2021. The Cabinet reshuffle included the creation of a new Environment & Rural Affairs portfolio and the reintroduction of Horsham Town portfolio. The reshuffle meant that a number of memberships on ordinary committees needed to be changed, for the reasons set out in the report. There had also been three by-elections since the memberships of ordinary committees had been confirmed in May 2021. The Head of Legal & Democratic Services confirmed that all the changes had been made in accordance with Article 8 of the constitution.

RESOLVED

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.

REASON

- 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.

CO/73 **CALENDAR OF MEETINGS 2022/23**

The Chief Executive reported on the proposed programme of Council, Cabinet and Committee meetings, including standing Cabinet Member Policy Development Advisory Groups, for 2022/23.

The calendar followed a similar pattern to previous years, and Members and Officers had been consulted to ensure that the proposed programme met the requirements for reporting on statutory matters, and comments received had been taken into account.

RESOLVED

To approve the calendar of meetings for 2022/23 as submitted.

REASON

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.

CO/74 **REPORTS OF REPRESENTATIVES**

There were none to report.

CO/75 **NOTICE OF MOTION**

- (a) Motion proposed by Councillor Bob Platt and seconded by Councillor Mike Croker

Councillor Platt proposed that:

(i) *the 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; and*

(ii) *calls on the Government 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.'*

Councillor Lynn Lambert, Cabinet Member for Planning & Development, proposed that, given the complexity and depth of the subject matter, the Motion be referred to the relevant Policy Development Advisory Groups for full discussion. The proposal was seconded by Councillor Hogben. Councillor Platt agreed to this approach.

(b) Motion proposed by Councillor Paul Clarke and seconded by Councillor James Wright

Councillor Clarke proposed that:

'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.'

The motion was debated. In accordance with Rule 4a.31 (d) of the Council's Constitution, it was requested that the voting in respect of this motion should be recorded.

The voting was as follows:

FOR THE MOTION: John Blackall, Toni Bradnum, Karen Burgess, Peter Burgess, Paul Clarke, Ray Dawe, Brian Donnelly, Tony Hogben, Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, James Wright, Tricia Youtan

AGAINST THE MOTION: Matthew Allen, Mike Croker, Ruth Fletcher, John Milne, Jon Olson, Bob Platt

ABSTAINED: Andrew Baldwin, Tony Bevis, Martin Boffey, Colin Minto, Louise Potter, Sam Raby, David Skipp, Belinda Walters

ABSENT: Alan Britten, Chris Brown, Jonathan Chowen, Philip Circus, Christin Costin, Billy Greening, Tim Lloyd

The Motion was therefore declared CARRIED.

CO/76 **MEMBERS' QUESTIONS ON NOTICE**

Councillor Tony Bevis asked the following question:

'2023 marks the 50th anniversary of two significant events. Firstly the founding of Horsham District Council, will consideration be made of appropriate recognition of this historic event across the District and can the Leader ensure, if possible, that our Honorary Aldermen are made part of that commemoration?

'Secondly the 50th anniversary of the "Plant a Tree in '73" campaign. Will the Leader ensure HDC works with Parish and Neighbourhood Councils to record trees planted then and encourage the planting of a new generation of trees in 2023?'

The question had been intended for the Leader, but in his absence was replied to by Councillor Roger Noel, Cabinet Member for Leisure & Culture:

Councillor Noel confirmed that the 50th anniversary of the founding of Horsham District Council will be recognised and celebrated across the district.

With regards to tree planting, he advised that there was no record of those planted in 1973 but the Parks & Countryside Team will be asking parish and neighbourhood councils if they have their own records. The Queen's Green Canopy will involve extensive tree planning at the end of 2022 with the intention of planting them in every parish and neighbourhood council. Councillor James Wright, Cabinet Member for Environment & Rural Affairs, added that trees would be planted in addition to those for the Queen's Jubilee.

The meeting closed at 9.20 pm having commenced at 6.00 pm

CHAIRMAN

Extraordinary Council Meeting **1 MARCH 2022**

Present: Councillors: Andrew Baldwin, Tony Bevis, John Blackall, Martin Boffey, Toni Bradnum, Karen Burgess, Peter Burgess, Jonathan Chowen, Paul Clarke, Ruth Fletcher, Billy Greening, Tony Hogben (Deputy Leader), Lynn Lambert, Richard Landeryou, Gordon Lindsay, Tim Lloyd, John Milne, Louise Potter, Sam Raby, Ian Stannard, Diana van der Klugt, Claire Vickers, Belinda Walters and Tricia Youtan

Apologies: Councillors: Kate Rowbottom, Matthew Allen, Alan Britten, Chris Brown, Philip Circus, Christine Costin, Michael Croker, Ray Dawe, Brian Donnelly, Nigel Jupp, Liz Kitchen, Colin Minto, Christian Mitchell, Mike Morgan, Roger Noel, Jon Olson, Bob Platt, Josh Potts, Stuart Ritchie, Jack Saheid and James Wright

CO/77 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/78 **ANNOUNCEMENTS**

Councillor Jonathan Chowen, Leader of the Council, asked Councillors to join him in writing to the Prime Minister, Home Secretary and the district's MPs lobbying for all restrictions on Ukrainian refugees entering the UK to be lifted, in line with the EU, so that sanctuary can be offered in these desperate times. This message would also be forwarded to the Ukrainian Embassy. The Chairman confirmed that he would be a signatory to the letter. Councillors were supportive of this proposal.

CO/79 **2022-23 COUNCIL TAX REDUCTION SCHEME - AMENDMENT TO THE REGULATIONS AFFECTING THE SCHEME**

Councillor Tony Hogben, Cabinet Member for Finance & Parking, introduced the report that set out the reason why the Council's recently approved 2022-23 Council Tax Reduction Scheme required amending.

As a consequence of the £150 Energy Bill Rebate Scheme, the government had introduced amended regulations on 12 February requiring local Council Tax support schemes to disregard Energy Bills Rebate payments received by applicants.

The Cabinet Member therefore sought approval of an amendment to the Scheme that Council had approved on 9 February. The proposal was seconded by Councillor Tim Lloyd.

Councillor Tony Bevis, Chairman of Overview & Scrutiny, asked the Council to take every opportunity to highlight the potential for scams that may arise from rebates for people who do not pay their Council Tax by direct debit.

RESOLVED

To approve the amendment to the 2022-23 Council Tax Reduction Scheme so that from 1 April 2022, Energy Bills Rebate payments received by applicants are disregarded.

REASON

To comply with the Regulations.

CO/80 **COUNCIL TAX RESOLUTION 2022/23**

Jane Eaton, acting Chief Executive, advised that it was necessary for Council to reaffirm the Council Tax precepts set by West Sussex County Council.

The Council Tax precepts approved by HDC on 9 February included those from the County Council. Their rates had been formally approved at their Council meeting on 28 February, a meeting which had been postponed from earlier that month.

The previous report, which had been considered on 9 February, included details of District-wide Council Tax for 2022/23 and all details within that report remained as published.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the voting in respect of the motion was recorded and was as follows:

FOR THE MOTION: Andrew Baldwin, Tony Bevis, John Blackall, Martin Boffey, Toni Bradnum, Karen Burgess, Peter Burgess, Jonathan Chowen, Paul Clarke, Billy Greening, Tony Hogben, Lynn Lambert, Richard Landeryou, Tim Lloyd, Christian Mitchell, Sam Raby, David Skipp, Ian Stannard, Diana van der Klugt, Claire Vickers, Tricia Youtan

AGAINST THE MOTION: None

ABSTAINED: Ruth Fletcher, Gordon Lindsay, John Milne, Louise Potter, Belinda Walters

ABSENT: Matthew Allen, Alan Britten, Chris Brown, Philip Circus, Christin Costin, Mike Croker, Ray Dawe, Brian Donnelly, Nigel Jupp, Liz Kitchen, Colin Minto, Mike Morgan, Roger Noel, Jon Olson, Bob Platt, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, James Wright

The Motion was therefore declared CARRIED.

RESOLVED

To reaffirm approval of the Council Tax resolution 2022/2023 as shown in report to Full Council of the 9 February 2022 now that the County's Council precept has been formally approved and issued.

REASON

To meet the Council's statutory requirement to set a Council Tax in accordance with the Local Government Finance Act 1992.

The meeting closed at 5.10 pm having commenced at 5.00 pm

CHAIRMAN

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Extraordinary Council Meeting **24 MARCH 2022**

Present: Councillors: Kate Rowbottom (Vice-Chairman), Matthew Allen, John Blackall, Toni Bradnum, Karen Burgess, Ruth Fletcher, Tony Hogben (Deputy Leader), Liz Kitchen, Lynn Lambert, Richard Landeryou, Tim Lloyd, Christian Mitchell, Roger Noel, Diana van der Klugt, Claire Vickers, Belinda Walters and Tricia Youtan

Apologies: Councillors: David Skipp, Andrew Baldwin, Tony Bevis, Martin Boffey, Alan Britten, Chris Brown, Peter Burgess, Jonathan Chowen, Philip Circus, Paul Clarke, Christine Costin, Michael Croker, Ray Dawe, Brian Donnelly, Billy Greening, Nigel Jupp, Gordon Lindsay, John Milne, Colin Minto, Mike Morgan, Jon Olson, Bob Platt, Louise Potter, Josh Potts, Sam Raby, Stuart Ritchie, Jack Saheid, Ian Stannard and James Wright

CO/81 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/82 **ANNOUNCEMENTS**

There were no announcements.

CO/83 **RECOMMENDATIONS FROM CABINET**

Grant Income from Government received late in the 2021/22 Financial Year and extension of Budget for the Drill Hall into June 2022

Councillor Tony Hogben, Cabinet Member for Finance & Parking, introduced the recommendation from Cabinet that related to three separate issues that required the creation of budgets:

- Three grants were received unexpectedly late in the Financial Year and, to enable these to have income streams, budgets needed to be created. It was noted that should the grants not be spent by 31 March they could be carried over to the next Financial Year.
- A budget to enable the Council to operate the Drill Hall for a further three months was required in the light of delays experienced by the Royal British Legion in finalising the new arrangements.

The Director of Corporate Resources confirmed that this was an extension of three months, as stated in the report to Cabinet (not one month, as incorrectly stated on page 5 of the printed Extraordinary Council agenda (subsequently amended)).

- Standards Committee had recommended that Steyning Parish Council required additional support and a review to address ongoing issues. A budget was required to carry out this work.

There was unanimous support for all recommendations.

RESOLVED

- To approve the creation of a revenue budget in 2021/22 of £100,000 which will be spent on cyber security.
- To approve the creation of a £10,047 revenue budget in 2021/22 in strategic planning to be spent on the introduction of biodiversity net gain.
- To approve the creation of a £35,000 revenue budget in 2021/22 in strategic planning to be spent on establishing a business case to support future funding bids.
- To approve the creation of a revenue budget in Leisure services for the Drill Hall of £9,000 income and £18,600 expenditure, which is a net cost of £9,600 in the 2022/23 budget.
- To approve the budget sum of £20,000 in 2022/23 to pay for a review of Steyning Parish Council to be conducted by Hoey Ainscough Associates Ltd.

REASON

- The funding will be used on the delivery of our Cyber Treatment Plan and actions to reduce risk created by the use of legacy operating systems.
- The funding will be used in our preparations for the introduction of a mandatory Biodiversity Net Gain requirement, which is due to come into force in 2023.
- The funding will be used to establish a business case to support future funding bids to create a collaborative co-working space in Horsham Town.
- The budget will enable the Council to continue to operate the Drill Hall in the first quarter of 2022 whilst discussions with the Royal British Legion are finalised.
- The Budget will allow for alternative action to be taken for dealing with the ever-increasing and continuing code of conduct complaints that have been received from Steyning Parish Council.

CO/84 **URGENT BUSINESS**

There was no urgent business.

The meeting closed at 6.54 pm having commenced at 6.45 pm

CHAIRMAN

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COUNCIL
24 March 2022
CABINET RECOMMENDATIONS

Recommendations to Council made at the Cabinet meeting held on 24 March 2022

(a) Highwood Community Centre Development proposal

The report to Cabinet outlined the business case for the construction of a new community centre and nursery in Highwood, West Horsham. Extensive work had been undertaken in preparing the proposal, including a review of existing facilities within Denne and the surrounding areas and consultation with local residents. There had also been a review of daytime users, including nurseries, with the intention of adding daytime vibrancy and creating a commercial investment.

The proposal is not recommended on financial grounds because it has a revenue cost to the Council, as detailed in the report; the recommendation to approve the scheme is on social grounds as a community centre will be important to this large new community of over 1000 homes, as it grows and develops over time.

RESOLVED

- i) To approve the building of a community facility and nursery at Highwood.

RECOMMENDED TO COUNCIL

- ii) To approve a capital budget of £2.75m for this purpose, allocated £2.5m in 2022/23 and £250,000 in 2023/4.

REASON

- i) To provide community facilities in accordance with the Land West of Horsham Masterplan 2008.

(b) Developer Transport Modelling: update to Fees Schedule

In March 2019 the Council had commissioned a Strategic Transport Model to support ongoing work on the Local Plan. The proposals set out in the report give an opportunity to recoup some of the cost of this work by making the Transport Model available to developers for a fee. Where engaged, it will provide prospective developers with a baseline technical model only and shall not infer any pre-determination or advantage over others.

RECOMMENDED TO COUNCIL

- i) That the proposed new Schedule of Fees with supporting Protocol for third party access to the Horsham Transport Model as set out in [Appendix A of the report](#) be approved.

Continued/...

REASON

- i) To ensure that the Council is appropriately reimbursed for expenses incurred in the development of the Horsham Transport Study Model by those seeking commercial use of the model and supporting data, to promote development.

COUNCIL
27 April 2022
COMMITTEE RECOMMENDATIONS

Recommendation to Council made at the Overview & Scrutiny Committee on 21 March

Final report of the Sustainable Travel Task & Finish Group

The [report of the Sustainable Travel Task & Finish Group](#) summarises work they have undertaken between July 2021 and February 2022. The Group comprised Councillors Mike Croker (Chair), Ruth Fletcher, Gordon Lindsay, Tim Lloyd, Tony Hogben and Bob Platt.

The Terms of reference of the Group were to consider: the Council's relationship with WSCC Highways with regard to specifying and implementing sustainable travel infrastructure within Horsham District; how sustainable transport provision proposals are evaluated; and what internal changes would help the Council meet the ambitions of Gear Change (a document that has recently been produced by the Government).

The recommendations sought to: implement a highways screening process for planning applications; to improve Policy 41 – Sustainable Transport – in the current draft of the Horsham District Local Plan; and to progress the Horsham LCWIP (Local Cycling and Walking Infrastructure Plan).

The four recommendations to the Overview & Scrutiny Committee are set out below. The Committee resolved that these recommendations should be taken to Council for consideration.

RECOMMENDED TO COUNCIL

- (i) For Horsham District Council to consider pursuing implementation of a highway matters screening method similar to that employed by Mid-Sussex District Council for planning applications.
- (ii) For Horsham District Council to consider:
 - a. the Group's recommendations for specific changes to Policy 41 in the draft Horsham District Local Plan as laid out in Appendix 5 of the report
 - b. a much stronger emphasis on sustainable transport, as required by NPPF para 112, incorporating themes expressed in Appendix 6, are reflected in the Local Plan and in supporting design and other planning policy guidance.
 - c. focussing initial capital investment on a single LCWIP project meeting LTN1/20 standards and of sufficient scale to enable people to cycle more complete trips and to act as a flagship for further routes.
- (iii) For Horsham District Council to pursue and enable policy and measures to reduce the need to travel (especially by private car), including shifting trips from private car to active travel and public transport, reducing trip length and enabling the option of working from home.

- (iv) For Horsham District Council to develop and to support local groups to develop further LCWIPs, especially for larger villages across the District.

REASON

- (i) Recommendation (i) will harness local Members' knowledge of potential highway issues associated with proposed development, leading to better decisions from the Highways Authority.
- (ii) Recommendation (ii) reflects the Group's view that, whilst the draft Reg.19 policy 41 is stronger than that at Reg.18, the changes do not go far enough to enable walking and cycling within Horsham district as a whole. Accordingly, both detailed changes to the current Reg.19 draft and, ideally, a rewrite of Policy 41 to better reflect central government policy, are recommended.
- (iii) Recommendation (iii) concerns HDC's own operation, where the Group seeks to encourage further policy changes as part of the 2030 net zero carbon target.
- (iv) Finally, although the Group recognised the funding limitations around LCWIPs, Recommendation (iv) should ensure that the LCWIP process follows central government's policy ambitions, avoiding excessive focus on Horsham town.

Report to Council

27 April 2022

By Cabinet Member for Planning & Development

DECISION REQUIRED



Not Exempt

Water Neutrality Resourcing

Executive Summary

Natural England requires any development in the Sussex North Water Resource Zone to demonstrate that it does not increase the use of mains water in order to minimise harm to the internationally protected species and habitats of the Arun Valley. This is known as water neutrality. This area is the first in the Country to be affected by such matters and additional work is needed to prepare an appropriate mitigation strategy. This work is being undertaken jointly by all affected authorities.

West Sussex County Council has been awarded £100,000 grant from the Local Enterprise Partnership on behalf of the councils in the Sussex North Water Resource Zone, to enable the recruitment of essential staff to assist in the delivery of the necessary Water Neutrality Mitigation Strategy.

This report seeks agreement for this Council to set up the budgetary arrangements to spend up to £100,000 in the current financial year and receive compensatory payment from West Sussex County Council from the LEP grant income.

It is appropriate for Horsham District Council to be the host authority because it is the only authority in the Sussex North Water Resource Zone that is wholly affected by the issue of water neutrality and is centrally located within this area.

Recommendations

That the Council is recommended:

- i) To agree an expenditure budget of £100,000 in 2022/23 to enable the recruitment of a Water Neutrality Project Manager and other support staff which may be required, and the income budget of £100,000 from West Sussex County Council that it sourced from the LEP.

Reasons for Recommendations

Additional resourcing is required to deliver the Mitigation Strategy for Water Neutrality. Horsham District has the largest geographical area affected by this issue and is a central location within the Sussex North Water Resource Zone. It therefore is logical to act as the host authority for the additional post. As West Sussex County Council initially secured LEP funding for this additional resource it will be necessary to recharge the County Council to access the agreed funds.

Background Papers:

Natural England Water Neutrality Position Statement
Sussex North Water Resource Zone Map

Wards affected: All

Contact: Catherine Howe, Head of Strategic Planning x 5505

Background Information

1 Introduction and Background

- 1.1 Horsham District Council, Chichester District Council and Crawley Borough Council have been collaborating since 2020 to produce Local Plans which are Water Neutral following advice received from Natural England by the respective authorities.
- 1.2 In September 2021 the Local Authorities in the Sussex North Water Resource Zone received a formal Position Statement from Natural England. In addition to the authorities identified in para 1.1, this also included the South Downs National Park Authority and West Sussex County Council.
- 1.3 The Position Statement outlines that development within the Sussex North Water Resource Zone is increasing the demand for drinking water, which it is thought to be harming habitats and species in the Arun Valley protected under the Habitat Regulations. Natural England advise that for development to proceed, it must be “water neutral”. This means the amount of water extracted from the aquifer at Hardham cannot increase above existing levels.
- 1.4 The result of the advice is that the authorities must be satisfied that all new development achieves water neutrality including developments coming forward before the Local Plans are finalised. This is severely limiting the amount of development which can take place in the affected area. The need to seek a solution is therefore ongoing and urgent.

2 Relevant Council policy

- 2.1 The preparation of a new Local Plan and the protection of the environment are key priorities set out in the Council’s Corporate Plan. The preparation of a Mitigation Strategy for Water Neutrality will help ensure that the Local Plan can be progressed in a way that delivers the necessary environmental protections.

3 Details

- 3.1 The work to deliver the water neutrality solution is resource intensive involving significant officer time across the affected authorities. The work also involves liaison with key third parties necessary to delivering the solution including Southern Water, Natural England, the Environment Agency and Government Departments. This is taking officers away from other roles and commitments. All affected authorities require additional resourcing to support the additional workload that has been generated by the requirement for Water Neutrality.
- 3.2 The affected Authorities have been seeking means by which the additional resources required can be secured. It is noted that the Government has recently made funds of up to £100,000 available to Local Authorities affected by the issue of Nutrient Neutrality, which whilst different to Water Neutrality has similar outcomes on limiting the level of development which can proceed. The impacted authorities have therefore raised this with Government and are seeking parity on this matter.

- 3.3 Acting on behalf of the affected authorities, WSCC has successfully bid for £100,000 from the Local Enterprise Partnership (LEP) for the 2022/23 period. This will help provide much needed resource to develop the Mitigation Strategy, including the business case for its longer-term implementation and delivery. It has been agreed that this funding will help support a project manager and some administrative support to help co-ordinate the work of consultants, Local Authorities and other relevant organisations, securing necessary agreements, governance and additional resourcing required to deliver this project.
- 3.4 Horsham District is the largest geographical area affected by the Water Neutrality requirement and is also the central authority within the Sussex North Water Resource Zone. It is considered that HDC would be well placed to host the additional posts to ensure that all authorities are well served by the role.
- 3.5 Whilst it may be possible to secure the additional support required through a procurement process for environmental consultancy support, this is likely to exceed the £100,000 grant within a short space of time and is therefore unlikely to help deliver the outputs required. The appointment of an officer 'in-house' is likely to be more cost effective to deliver the ongoing support which is necessary over the next 12 months. Further detail on this is set out under financial implications.

4 Next Steps

- 4.1 If Horsham District Council is to host the Water Neutrality Project Manager role (and/or other posts which are feasible within the grant award) it is necessary to agree that budgetary provision be made for this spend, prior to recouping this money from WSCC (who will receive the funding from the LEP). Given the urgency of securing additional resource, it is considered that agreement to enable recruitment to take place is required immediately.

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

- 5.1 All Member training and updates have been provided to Members on the issue of Water Neutrality. The Planning & Development PDAG has also been advised of the £100,000 award from the LEP. There is support for the necessary resourcing to be put in place to deliver the strategic solution and to help unlock development in the affected authority areas.
- 5.2 There is ongoing discussion in the development of the Water Neutrality Project Manager post with all the affected authorities in accordance with the agreed Governance structure.
- 5.3 The Director of Corporate Resources and monitoring officer have been consulted and their comments and feedback has been incorporated into this report.

6 Other Courses of Action Considered but Rejected

- 6.1 Whilst WSCC has secured the funding from the LEP, it has been considered whether they or other authorities may be able to host any role. In addition to the geographical rationale set out in para 3.4, it is also appropriate that a District or Borough lead this work as the primary purpose of the Water Neutrality mitigation strategy is to unlock the delivery Local Plans, which is not a WSCC responsibility.

7 Resource Consequences

- 7.1 As set out earlier in this report, WSCC has secured £100,000 LEP funding to provide resources to deliver a water neutrality mitigation strategy. If HDC hosts this role, this funding would be recouped from WSCC and ultimately this resource would be cost neutral to the authority.
- 7.2 In the short term, however there are 'up front' costs attached to supporting such a role/s. To date work undertaken on appointing additional resources has focussed on the Project Manager role. Estimated costs are as follows:

Salary and oncosts – Based on G10 post this would be approximately £68,000 for a full year.

Recruitment advertising– budgetary provision has been made for recruitment advertising within the Strategic Planning budget which would cover this – estimates are for £500 to £1,000 depending on the extent of the advertising required.

Day to Day support – Once in post some additional spend would be incurred (e.g., laptop provision). This is estimated at £2,000. As all Water Neutrality meetings are held online, travel re-imburement is currently estimated to be nil.

Total costs that the Council might incur for the Project Manager before being reclaimed are therefore estimated to be £71,000 in total, leaving £29,000 for any other admin support or consultancy.

- 7.3 Current estimates are therefore within the £100,000 grant award. Whilst other resourcing (eg admin support) has been identified as being necessary this could not go over the £100,000 agreed at the current time. In the longer-term other sources of funding for the role/s may become available (eg Government funds or other sources identified as part of the business case for the implementation of the strategy).
- 7.4 If the expenditure is below £100,000 during 2022/23 and the work continues into 2023/24, any budget would be carried forward up to the £100,000 limit.
- 7.5 Due to the specialist nature of the post and the fixed term it may be difficult to recruit to. Secondments from other authorities would be considered. Appointees with reckonable continuous service will have full employment rights from their start date and any termination of contract due to the end of the fixed term (or otherwise) may attract costs, which cannot be quantified here.

8 Legal Considerations and Implications

- 8.1 It is a legal requirement that Horsham District Council prepare a Local Plan which respects the position of Natural England to ensure water neutrality and comply with the requirements and obligations of the Habitats Regulations.

- . Additional resourcing will help secure a mitigation strategy that enables this legal requirement to be met.

9 Risk Assessment

- 9.1 It is critical that a solution to water neutrality is found as quickly as possible. A key risk is therefore unnecessary delays in decision making which could slow the recruitment of the additional resource and ultimately the solution to this issue. Insufficient speed with recruitment could also lead to the loss of availability of LEP funding which is available to be spent in the 2022/23 period. Decision making to support recruitment is therefore required in a timely manner.

10 Procurement implications

- 10.1 There are no specific procurement implications arising from this report. In the event that additional resourcing is secured through an environmental consultancy this would be carried out in accordance with the Council's procurement policies and procedures.

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

- 11.1 Delivery of a water neutrality mitigation strategy will ensure continued access to adequate water supplies to all.

12 Environmental Implications

- 12.1 There are no direct environmental implications arising from this report. However, it is clear that the additional resourcing towards the delivery of a water neutrality mitigation strategy will ensure that key habitats and species are protected.

13 Other Considerations

- 13.1 There are no GDPR, data protection or Crime and Disorder implications arising from this report.

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Report to Council

27 April 2022

By the Head of HR & Organisational Development

DECISION REQUIRED

Not Exempt



Appointment of an Interim Director of Corporate Resources & Chief Finance Officer

Executive Summary

The purpose of this report is to seek approval for the appointment of an Interim Director of Corporate Resources and to the statutory position of Chief Finance Officer (CFO), under Section 114 of the Local Government Finance Act 1988 and under Section 151 of the Local Government Act 1972 ("s.151 Officer"), for Horsham District Council.

Recommendations

Council is recommended to:

- i) note the Employment Committee nomination of Dominic Bradley as the Interim Director of Corporate Resources and s.151 Officer;
- ii) agree the appointment of Dominic Bradley to the position of Interim Director of Corporate Resources with effect from 28 April 2022, at a salary of £94,270 p.a. (subject to national cost of living award);
- iii) agree the designation of Dominic Bradley as Chief Finance Officer, s.151 Officer, of Horsham District Council with effect from 28 April 2022.
- iv) agree the duration of the interim post to be six months, in which to start the appointment process to the substantive role, and as necessary until such date as a substantive appointment is made and the appointee commences their duties.

Reasons for Recommendations

- i) To comply with the legal requirements set out above, to appoint a person responsible for the Council's financial affairs ("s.151 Officer").
- ii) To ensure a timely and smooth transition to the Director of Corporate Resources and s.151 Officer role, following the appointment of the previous postholder Jane Eaton as Chief Executive on 16 April 2022, until a permanent appointment can be made.

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 appointment of Jane Eaton as Chief Executive with effect from 16 April 2022, the role of Director of Corporate Resources is vacant. That role also incorporates the council's statutory s.151 Officer duties.
- 1.2 The council must appoint a s.151 Officer, and until such time that a full recruitment process can commence and conclude, the council must make suitable interim arrangements.

2 Details

- 2.1 Section 151 of the Local Government Act 1972 requires every local authority to make arrangements for the proper administration of their financial affairs and requires one officer to be nominated to take responsibility for the administration of those affairs.
- 2.2 The s.151 Officer must be a qualified accountant belonging to one of the recognised chartered accountancy bodies.
- 2.3 The s.151 Officer has a number of statutory duties, including the duty to report any unlawful financial activity involving the authority (past, present or proposed) or failure to set or keep to a balanced budget.
- 2.4 The s.151 Officer also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit.
- 2.5 The Employment Committee that was established for the Chief Executive appointment discussed interim arrangements to ensure a timely and smooth transition, until such time that a substantive appointment is made, and the appointee takes up that post.
- 2.6 The Employment Committee decided to advertise the role of Director of Corporate Resources and s.151 Officer within six months of the commencement of interim arrangements, to allow good time for the recruitment process, as well as internal continuity.
- 2.7 Subject to Council's agreement, the interim role has been offered to Dominic Bradley, Head of Finance and Performance, who is a chartered accountant and has held the Deputy s.151 Officer role at Horsham District Council for six years.
- 2.8 A conditional offer of the interim position was made to Dominic Bradley and accepted.
- 2.9 A summary of Dominic Bradley's career history is attached as Appendix 1.

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

3.1 Not applicable.

4 Other Courses of Action Considered but Rejected

4.1 Not applicable.

5 Resource Consequences

5.1 There are no additional resource consequences.

6 Legal Considerations and Implications

6.1 Legal requirements have been complied with, as listed in section 2, above.

7 Risk Assessment

7.1 Not applicable.

8 Procurement Implications

8.1 There are no procurement issues, as this is an internal process.

9 Equalities and Human Rights implications / Public Sector Equality Duty

9.1 As this is a process of appointing the internal Deputy s.151 Officer on an interim basis as Director of Corporate Resources and s.151 Officer, a full external recruitment process will be undertaken in due course, taking all relevant equality legislation into account.

9.2 An Equalities Impact Assessment is not applicable.

10 Environmental Implications

10.1 Not applicable.

11 Other Considerations

11.1 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.

APPENDIX 1

Summary of Dominic Bradley's career history:

Dominic Bradley, BA, CPFA

BA (hons) History, Durham University

Chartered Member of the Chartered Institute of Public Finance & Accountancy

EMPLOYMENT

2020 to date: Horsham District Council

Head of Finance and Performance

Deputy s.151 Officer

2015 - 2020: Horsham District Council

Head of Finance

Deputy s.151 Officer

2012 - 2015 Grant Thornton UK LLP

Senior Manager, Public Sector Assurance

2001 - 2012: Audit Commission

Manager, Public Sector Assurance

Report to Council

27 April 2022

By the Chief Executive



DECISION REQUIRED

Not Exempt

Appointment to the Independent Remuneration Panel

Executive Summary

The Council is required to appoint an Independent Remuneration Panel (IRP) comprising at least three people every four years in order to consider Members' allowances. The current IRP completed a full review last year and their final report was submitted to Council in April 2021.

One of the current IRP has had to step down because he has become a member of staff at Horsham District Council and the role precludes applicants who are HDC staff.

Whilst a full review of Members' Allowance will not be required until 2025, the IRP recommended that they reconvene each year to carry out an interim review of current allowances and consider any appropriate changes.

Officers identified a suitable candidate who has been interviewed by three Councillors: Jonathan Chowen, Leader; Louise Potter, Leader of the Opposition at the time of the interview; and Lynn Lambert, Cabinet Member for Planning & Development. They all support her appointment to the IRP.

Recommendations

The Council is recommended:

- (i) to delegate to the Chief Executive the approval of the appointment of Cinzia D'Amico to sit on the Independent Remuneration Panel;
- (ii) that the appointed Panel Members each be paid a sum, to be determined by the Director of Corporate Resources, proportionate to the work undertaken at the conclusion of an interim review and that any travelling and subsistence expenses should be paid at the current approved rate for Members.

Reasons for Recommendations

- (i) To comply with statutory requirements, in particular (i) the Local Government and Housing Act 1989 and (ii) the Local Authorities (Members' Allowances) (England) Regulations 2003
- (ii) The IRP received £700 each at the conclusion of the full review in 2021, a sum benchmarked with other local authorities. It is reasonable to remunerate Panel Members for further work undertaken.

Background Papers

Reports to Council: 14 October 2020 and 28 April 2021

Wards affected: All

Contact: Liz de Pauley, Senior Democratic Services Officer, 01403 215121

Background Information

1 Introduction and Background

- 1.1 The Council is required to provide for Members' allowances to be considered by an Independent Remuneration Panel at least every four years.
- 1.2 Councils are obliged to appoint an IRP to consider the level of allowances that are appropriate for the various responsibilities that Members undertake, including a basic allowance for all Members.
- 1.3 One of the IRP members, Ian Dewar, became a member of HDC staff in October 2021. It is therefore necessary to replace him so that the IRP can carry out an interim review during the Municipal Year 2022/23.
- 1.4 The Monitoring Officer interviewed Cinzia D'Amico for a different role two years ago. The Monitoring Officer recommended her as a suitable candidate for the IRP. Councillors Jonathan Chowen, Louise Potter and Lynn Lambert interviewed Cinzia D'Amico on 14 March and they all consider her to be suitable for the role.

2 Relevant Statutory policy

- 2.1 The Local Authorities (Members Allowances) Regulations 2003 require the Council to appoint an Independent Remuneration Panel at least every four years to review Members' allowances. The Panel must comprise at least three people.

3 Details

- 3.1 In October 2020 Council approved the appointment of a new IRP comprising Ian Dewar, Alan Ladley and Martin Loates. They completed a full review of Members Allowances in April 2021. In October 2021 Ian Dewar was recruited as a member of HDC staff and therefore his position on the Panel became untenable.
- 3.2 The IRP's recommendation to Council in 2021 included an interim review of allowances, to be undertaken during the Municipal Year 2022/23. It is therefore necessary to recruit a new IRP member to help carry out this review.

4 Next Steps

- 4.1 Once the IRP is fully recruited, it will be able to undertake an interim review, as recommended and agreed at the Council meeting in April 2021.

5 Outcome of Consultations

- 5.1 The Monitoring Officer and Director of Corporate Resources have been consulted.

6 Other Courses of Action Considered but Rejected

- 6.1 The Council is required by statute to appoint an Independent Remuneration Panel and, as such, there are no alternative courses of action that can be taken. Whilst a full review is not required for some time, having a fully appointed IRP will allow any interim reviews to be carried out.

7 Resource Consequences

- 7.1 There are no direct financial consequences relating to the setting-up of the Panel but the Council has in the past paid a fee to each member of the Panel in recognition of their work. At the time of the last full review in 2021 this amounted to £700 for each Panel member. It is proposed that the IRP should be paid a proportionate sum upon conclusion of an interim review during 2022. The next full review is likely to take place in 2025 and the one-off payment for this will be determined at that time.
- 7.2 There may also, in due course, be financial consequences arising from the recommendations of the Panel.

8 Legal Considerations and Implications

- 8.1 The appointment of an Independent Remuneration Panel is required to comply with statutory requirements, in particular (i) the Local Government and Housing Act 1989 and (ii) the Local Authorities (Members' Allowances) (England) Regulations 2003.

9 Risk Assessment

- 9.1 If the Council does not appoint an Independent Remuneration Panel, its scheme of Members' Allowances would become ultra vires after four years of a full review.

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

- 11.1 The review of allowances will help ensure that a fair scheme of remuneration is in place for all Members to reflect their respective responsibilities.

12 Environmental Implications

- 12.1 The proposal will have no impact in this respect.

13 Other Considerations

- 13.1 The proposal will have no impact in respect of Crime and Disorder. Consideration will be given to the requirements of the General Data Protection Regulations.

Motion for consideration by Council on 27th April 2022

Proposed by: Councillor John Milne

This Council believes that the need to reduce domestic energy use has never been greater, both for environmental reasons and to help alleviate fuel poverty.

To help achieve this, all housing in our area should be insulated to a minimum of EPC C standard with good quality loft insulation, cavity wall insulation, double-glazing and draught exclusion. Council notes the Government target to upgrade all housing to this standard by 2030.

Steps have been taken to upgrade council owned properties but this is a very small number overall.

Council appreciates the scale of this challenge but at the same time makes a commitment to end fuel poverty and excess carbon emissions from poorly insulated homes and develop a strategy to achieve this.

This Council therefore commits to:

- Strengthen its procedures to enforce minimum standards of energy efficiency in the private rented sector – making sure landlords without an EPC certificate for their properties are fined, and properties with an inadequate EPC rating are prevented from being rented.
- Publish a statement of intent and set locally appropriate eligibility criteria to access Energy Company Obligation funding via Local Authority Flexibility arrangements – allowing more vulnerable and low-income households in our area to access funding to better insulate their homes.
- Ensure new housing is built to the highest possible energy efficiency standards through reviewing Local Plan policies and introducing additional Supplementary Planning Guidance to ensure the use of low-carbon materials, heat pumps rather than gas heating systems, and renewable energy as much as possible.

Council instructs the Chief Executive to write to the Secretary of State for Environment, Food and Rural Affairs asking that the Government adopt the recommendations relating to retrofitting homes and buildings in the Blueprint for a Green Recovery report published in January 2021.

Council finally instructs the Chief Executive and Cabinet Members with responsibility for housing, communities and the environment to bring a report on progress to Full Council every 6 months, and refers the issue to the Council's Overview and Scrutiny Committee to be placed in the Council's scrutiny work programme.

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