



Overview and Scrutiny Committee

Monday, 18th July, 2022 at 5.30 pm

Conference Room, Parkside, Chart Way, Horsham

Councillors:

Tony Bevis (Chairman)	
Ian Stannard (Vice-Chairman)	
Philip Circus	Tim Lloyd
Paul Clarke	John Milne
Ruth Fletcher	Bob Platt
Billy Greening	Josh Potts
Nigel Jupp	Jack Saheid
Richard Landeryou	David Skipp

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 6
<i>To approve as correct the minutes of the meeting held on 6 June 2022 (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>	
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. Update on the Overview & Scrutiny Committee work programee	7 - 8
To review the current programme and discuss key issues for the year ahead that the Committee wishes to consider and add to the schedule.	
6. Update on Task & Finish Groups	

To consider any issues that have been identified as potentially meriting a working group approach

7. **Training for Committee members**

To consider options for training, including best practice review, to enhance the scrutiny role

8. **Cabinet Forward Plan**

9 - 14

To consider the latest Cabinet Forward Plan, published on July 1st

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 6 JUNE 2022

Present: Councillors: Tony Bevis, Philip Circus, Paul Clarke, Ruth Fletcher, Billy Greening, Nigel Jupp, Richard Landeryou, Tim Lloyd, John Milne, Bob Platt, Josh Potts, Jack Saheid, David Skipp and Ian Stannard

Apologies: Councillors:
Absent: Councillors:

Also Present:

SO/60 ELECTION OF CHAIRMAN

RESOLVED

That Councillor Tony Bevis be elected Chairman of the Overview & Scrutiny Committee for the ensuing municipal year.

SO/61 APPOINTMENT OF VICE CHAIRMAN

RESOLVED

Councillor Ian Stannard be appointed Vice-Chairman for the Overview & Scrutiny Committee for the ensuing municipal year.

SO/62 TO APPROVE THE TIME OF MEETINGS OF THE COMMITTEE FOR THE NEXT YEAR

RESOLVED

That meetings of the Overview & Scrutiny Committee be held at 5.30pm for the ensuing municipal year.

SO/63 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

SO/64 ANNOUNCEMENTS

There were no announcements.

SO/65 MINUTES OF THE PREVIOUS MEETING, 21 MARCH 2022

The minutes of the meeting held on 21 March 2022 were approved as a correct record and signed by the Chairman.

SO/66 **OVERVIEW AND SCRUTINY ANNUAL REPORT**

The Chairman presented a report providing a review of the work of the Overview & Scrutiny Committee during the municipal year 2021/22.

RESOLVED

To refer the report to Council for noting.

SO/67 **COUNCIL CARBON REDUCTION PROGRAMME**

The Environmental Coordination Manager and the Cabinet Member for Environment and Rural Affairs presented the Council Carbon Reduction Programme.

It was reported that HDC aspired to reach carbon neutrality for the emissions that are more directly within the Council's Control by 2030. And reach carbon neutrality for indirect emissions by 2050.

The main changes between emissions in 2019/20 - 20/21 were summarised for the Committee.

Following the completion of a short term action plan carried out between 2020 and 2022 a three year action plan would be carried out from April 2022 to the end of March 2025 that was approved by Cabinet on 24 March 2022.

SO/68 **REPORT ON THE COUNCIL'S FINANCE AND PERFORMANCE IN 2021/22**

The Interim Director of Resources reported on the Council's Finance and Performance in 2021/22.

The Council delivered a £2.1m revenue surplus after allowing for budgets of £16,345 that will be carried over to 2022/23 relating to work in Economic Development that would take place in the first quarter of 2022/23. This surplus was in the context of performance recovering from Covid-19 faster than the cautious budget predicted when it was set in lockdown in January 2021.

The Council received one-off Covid-19 compensation grants from Government for some loss of income and non-ringfenced 'expenditure' grants totalling £1.13m, offsetting the operational budget deficit that was set. The Council's non-operational income from Council tax and these grants meant that an overall surplus of £2.1m was generated in 2021/22.

Capital expenditure amounted to £4.7m which was 56% of the approved £8.3m capital programme.

The General Fund Reserve had not been completed and audited.

SO/69 **UPDATE ON CURRENT TASK & FINISH GROUPS**

The Chairman reported that there were no updates from Task & Finish Groups.

SO/70 **SCRUTINY WORK PROGRAMME FOR 2022/23**

Members agreed that the Cabinet Member for Housing and Public Protection should be invited to the meeting in which the Crime and Disorder Annual update would be discussed. Following this, Members agreed that the Police and Crime Commissioner and the Local Police Operational Manager be invited to be interviewed.

Members agreed that training sessions for Members of the Overview and Scrutiny Committee be scheduled throughout the year.

SO/71 **CABINET FORWARD PLAN, UPDATED MAY 2022**

Members noted the contents of the Cabinet Forward Plan.

SO/72 **URGENT BUSINESS**

There was no urgent business.

The meeting closed at 7.45 pm having commenced at 5.30 pm

CHAIRMAN

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Agenda Item 5

Scrutiny Work Programme 2022/23 - Updated July 2022

Date of Meeting	Items for Meeting
June 2022	<ul style="list-style-type: none">• Election of Chair & Vice Chair• O&S Annual report• Council Carbon Reduction Programme• Update on Task & Finish Groups• Update on Work Programme• Cabinet Forward Plan
July 2022	<ul style="list-style-type: none">• Update on Work Programme• Update from Task & Finish Groups• Cabinet Forward Plan
September 2022	<ul style="list-style-type: none">• Crime & Disorder Annual Update• Report on the Council's Finance & Performance Q1• Update on Work Programme• Update from Task & Finish Groups• Training for Committee Members• Cabinet Forward Plan
November 2022	<ul style="list-style-type: none">• Report on the Council's Finance & Performance Q2• Review of the Council Budget and Medium-Term• Financial Strategy• Update from Task & Finish Groups• Update on Work Programme• Cabinet Forward Plan
January 2023	<ul style="list-style-type: none">• Review of the Council Budget and Medium Term• Financial Strategy• Update from Task & Finish Groups• Update on Work Programme• Cabinet Forward Plan
March 2023	<ul style="list-style-type: none">• Report on the Council's Finance & Performance Q3• Draft Corporate Plan Priorities Finance & Performance• Report• Overview and Scrutiny Work Programme• Update from Task & Finish Groups• Update on Work Programme• Cabinet Forward Plan

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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 may also include 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 July 2022

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 and Date of Policy Development Advisory Group for consultation	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.	Tendering of Residential Management Services	Cabinet	21 Jul 2022	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
2.	Park Place Bin Store	Cabinet Council	21 Jul 2022 7 Sep 2022	Open	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
3.	Norfolk Square - proposed Conservation Area	Cabinet	21 Jul 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)
4.	CIL Governance for the unparished area of Horsham Town	Cabinet Council	21 Jul 2022 7 Sep 2022	Open	Emma Parkes, Head of Development & Building Control emma.parkes@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
5.	Extension of Parking Charge Increases to Additional Car parks	Cabinet Council	21 Jul 2022 7 Sep 2022	Open	Marc Rankin, Head of Environmental Health & Licensing and Interim Head of Parking marc.rankin@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
6.	Procurement of Contractor - Highwood Community Centre	Cabinet	21 Jul 2022	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
7.	Steyning Neighbourhood Development Plan	Council	7 Sep 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)
8.	Budget and Medium-Term Financial Strategy update	Cabinet	29 Sep 2022	Open	Dominic Bradley, Interim Director of Resources dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)

	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.	Housing Register review	Cabinet Council	29 Sep 2022 14 Dec 2022	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Housing and Public Protection (Councillor Tricia Youtan)
10.	Proposed Conservation Area – Wells Cottages and Rusper Conservation Area review	Cabinet	29 Sep 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)
11.	Budget and Medium-Term Financial Strategy update	Cabinet Council	24 Nov 2022 14 Dec 2022	Open	Dominic Bradley, Interim Director of Resources dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
12.	Budget and Medium-Term Financial Plan	Cabinet Council	26 Jan 2023 22 Feb 2023	Open	Dominic Bradley, Interim Director of Resources dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)

	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.	Council Tax resolution 2023-24	Council	22 Feb 2023	Open	Dominic Bradley, Interim Director of Resources dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)