



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

Council

Wednesday, 22nd February, 2023 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 Sam Maginnis, Team Vicar in Horsham Parish based at Holy Trinity Church, 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	
<p>To approve as correct the minutes of the meeting of the Council held on 14 December, and the extraordinary meeting of the Council held on 2 February. <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></p>	
a) Minutes of 14 December	7 - 20
b) Minutes of 2 February	21 - 22
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	87
To receive questions from the public under Rules 4a.2(f) and 4j1.1 – 4j1.12	

6. **Recommendations from Cabinet** 23 - 28
- To receive and, if approved, adopt the recommendations from the meeting of Cabinet held on 26 January:
- (a) The 2023/24 Budget and the Medium-Term Financial Strategy to 2026/27 - the report of the Cabinet Member for Finance and Parking is available at: [Agenda item 6](#)
 - (b) 2023/24 Council Tax Reduction Scheme and Housing Benefit Modified Scheme - the report of the Cabinet Member for Finance and Parking is available at: [Agenda item 7](#)
 - (c) Business Rates Discretionary Charitable Relief 2023/24 - the report of the Cabinet Member for Finance and Parking is available at: [Agenda item 8](#)
 - (d) Local Authority Housing Fund 2022-23 and 2023-24 - the report of the Cabinet Member for Finance and Parking is available at: [Agenda item 11a](#))
7. **Council Tax Resolution 2023/24** 29 - 38
- To receive the report of the Cabinet Member for Finance & Assets and to approve the formal 2023/24 Council Tax Resolution.
8. **Recommendations from Committees** 39 - 42
- (a) To receive the report to the Audit Committee held on 7 December, and if approved, to adopt the recommendations contained therein:

Capital Strategy 2023/24 Incorporating Investment and Treasury Management Strategy – report of the Director of Resources is online at: [Agenda Item 12](#)
 - (b) To receive the report to the Licensing Committee held on 24 January, and if approved, to adopt the recommendations contained therein:

Hackney Carriage Fares – Rate Increase – report of the Head of Environmental Health & Licensing is online at [Agenda Item 5](#)
 - (c) To receive the report to the Governance Committee held on 6 February and, if approved, to adopt the recommendation contained therein:

Interim Review of Polling Places & Constitution Amendment – report of the Returning Officer and Monitoring Officer is online at: [Agenda Item 6](#)
9. **Appointment of External Auditor for 2023/24 to 2027/28** 43 - 46
- To receive the report of the Director of Resources (S151 Officer).
10. **Report of the Independent Remuneration Panel** 47 - 54
- To receive the report of the Independent Remuneration Panel.
11. **Confirmation of Appointment of Deputy Electoral Registration Officers** 55 - 58
- To consider the report of the Chief Executive.

12. **Changes to Cabinet, Committee and PDAG Memberships - February 2023** 59 - 72
To receive the report of the Interim Head of Legal & Democratic Services.
13. **Calendar of Meetings 2023/24** 73 - 84
To receive the report of the Chief Executive.
14. **Reports of representatives**
To receive reports from representatives on outside bodies
15. **Notice of Motion** 85 - 86
To consider the attached Notices of Motion, submitted in accordance with Rule 4a.26 of the Council's Constitution:
- (a) Proposed by Councillor Tricia Youtan: The motion proposes that the Council adopts the definition of antisemitism as set out by the International Holocaust Remembrance Alliance, and adopted by the UK Government, and pledges to combat this anti-Jewish racism.
 - (b) Proposed by Councillor Mike Croker: The motion proposes that the Council asks for explanations regarding the recent decision to delay the Local Plan.
16. **Members' Questions on Notice**
To receive questions from Members under Rules 4a.8(b) – 4a.13
17. **Urgent Business**
To consider matters certified by the Chairman as urgent

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GUIDANCE ON COUNCIL PROCEDURE

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

<p>Addressing the Council</p>	<p>Members must address the meeting through the Chairman. When the Chairman wishes to speak during a debate, any Member speaking at the time must stop. The Chairman will decide whether he or she prefers Members to stand or sit when addressing the Council.</p>
<p>Minutes</p>	<p>Any comments or questions should be limited to the accuracy of the minutes only</p>
<p>Quorum</p>	<p>Quorum is one quarter of the whole number of Members. If there is not a quorum present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If a date is not fixed, the remaining business will be considered at the next ordinary meeting.</p>
<p>Declarations of Interest</p>	<p>Members should state clearly in which item they have an interest and the nature of the interest (i.e. personal; personal & prejudicial; or pecuniary). If in doubt, seek advice from the Monitoring Officer in advance of the meeting.</p>
<p>Announcements</p>	<p>These should be brief and to the point and are for information only – no debate/decisions</p>
<p>Questions from the public (Notice must have been given in writing to the Chief Executive by 12.00 three working days before the meeting)</p>	<p>Directed to Leader, Cabinet Member or Chairman of an ordinary committee and relevant to the business of the meeting. 2 minutes in total to put the question. Appropriate Member to reply. Questioner may ask one supplementary question. Member to reply (max 2 minutes unless Chairman consents to a longer period). Overall time limit for questions of 15 minutes or six questions, whichever is greater. The questioner must be present. If a question cannot be dealt with at the meeting (lack of time or absence of relevant Member), a written reply to be given. No discussion 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
14 DECEMBER 2022

Present: Councillors: Kate Rowbottom (Chairman), Ian Stannard (Vice-Chairman), Matthew Allen, Tony Bevis, John Blackall, Martin Boffey, Toni Bradnum, Karen Burgess, Peter Burgess, Jonathan Chowen (Leader), Philip Circus, Paul Clarke, Michael Croker, Ruth Fletcher, Joan Grech, Tony Hogben (Deputy Leader), Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Tim Lloyd, John Milne, Colin Minto, Christian Mitchell, Roger Noel, Jon Olson, Bob Platt, Louise Potter, Josh Potts, Sam Raby, Stuart Ritchie, Jack Saheid, David Skipp, Clive Trott, Diana van der Klugt, Belinda Walters and Tricia Youtan

Apologies: Councillors: Andrew Baldwin, Alan Britten, Christine Costin, Ray Dawe, Brian Donnelly, Billy Greening, Mike Morgan, Claire Vickers and James Wright

Absent: Councillors: Chris Brown

CO/44 **MINUTES**

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

CO/45 **DECLARATIONS OF MEMBERS' INTERESTS**

Item 7: Councillor Martin Boffey and Councillor Ruth Fletcher were members of the Neighbourhood Forum Steering Group.

Item 10 Notice of Motion: Councillor John Milne declared an interest as a West Sussex County Councillor and sat on the Committee that reviews matters in relation to the highways. Councillors Nigel Jupp and Christian Mitchell also declared that they were West Sussex County Councillors.

CO/46 **ANNOUNCEMENTS**

The Chairman apologised that Councillors were not invited to the staff lunch that took place on the previous day.

The Chairman then announced that Sharon Evans, the Monitoring Officer was leaving Horsham District Council. It was agreed that she would be missed and Members wished her luck for her new role.

The final announcement from the Chairman was that Lieutenant Kevin Milligan, commander of the Horsham Sea Cadets, was in attendance to return the HMS Una crest. Lieutenant Milligan explained that towns, including Horsham, were encouraged to adopt warships to replace those that had been destroyed during World War II. The residents of Horsham raised the finance to commission a

submarine into the fleet and the crest was returned to Horsham District Council, to be displayed.

Councillor Toni Bradnum, Cabinet Member for Recycling and Waste announced that the Cabinet had recommended to increase Fixed Penalty Notice fines to £150, which was the maximum amount allowed by legislation. This was agreed with the aim to discourage littering, and was considered by the Policy Development Advisory Group, as well as the Cabinet. Councillor Bradnum also thanked residents who assisted in clearing roadside litter, as well as the street cleaning services.

Councillor Roger Noel, Cabinet Member for Leisure & Culture made two announcements:

- The new skate park in Horsham Park had opened on 3 December. Members from both parties were in attendance, as well as many members of the public. The project had been a success for the Council, Officers, users and friends of the park.
- The use of Horsham Museum has grown steadily under the new curator. This Christmas there would be several craft opportunities available for members of the public.

CO/47 **QUESTIONS FROM THE PUBLIC**

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

CO/48 **RECOMMENDATIONS FROM CABINET**

UPDATE ON THE COUNCIL'S FINANCIAL POSITION IN 2022/23 AND MEDIUM-TERM FINANCIAL STRATEGY UPDATE 2023/24 TO 2026/27

Councillor Tony Hogben, Cabinet Member for Finance & Parking, stated that a high level of uncertainty around the Medium Term Financial Strategy (MTFS) remains. It was noted that CPI inflation had increased to 11.9% in October, which placed further pressure on costs, in particular building materials and maintenance. The increased interest rates had a positive impact on savings held by Horsham District Council, which would help to cover the higher costs. Councillor Hogben stated that higher parking income and raising other fees and charges would assist with projecting a balanced budget for 2023-24. The Council were awaiting information from the Government about future funding, and although the threshold for holding a referendum on Council Tax increases had been raised, if the funding gap was larger than anticipated, an increase in Council Tax would be unlikely to cover the shortfall. There would be a final report on the budget to Council in February. The proposal was seconded by Councillor Stuart Ritchie.

Councillor Martin Boffey, Shadow Cabinet Member for Finance, noted that he would support the recommendations in the report. He also raised that plans to assist with the cost of living crisis were contingent on the Council moving to a

surplus position, or receiving additional support from WSCC. He highlighted that we were due to enter a steep recession, and that the Council should do more to support residents.

Councillor Tony Hogben advised that issues should have been raised at previous meetings of the Cabinet and the Overview and Scrutiny Committee. He also supported Councillor Boffey's view that the Council should continue to support residents affected by the cost of living.

Members supported the increase in fines, and asked how these changes were due to be publicised in order to effectively act as a deterrent. Councillor Bradnum advised a press release would be issued and further ideas would be welcomed.

Councillor Jonathan Chowen, Leader of the Council, highlighted the initiatives that the Council had undertaken and requested that if Members had ideas to support disadvantaged residents that they are shared with the Cabinet. Members highlighted the positive financial position that the Council was in, in comparison with other local authorities.

It was noted that in relation to the revenue account, it was not unusual to forecast a deficit and not have a plan for how to address it. In relation to the capital budget, it was noted that the Council is in a financially strong position, but there would be a significant demand on this budget in the future.

RESOLVED:

- (ii) That the charges from 1 April 2023 for the garden waste subscription service be increased from £44 for the first bin to £49 and for any subsequent bin increased from £35 to £41.
- (iii) That Fixed Penalty Notices for littering and fly tipping be raised from £75 to £150 with a £110 early payment fee (currently £50).
- (iv) That the car park advertising fees be increased as set out in Appendix 3.
- (v) that the creation of a revenue budget in Leisure services for the Drill Hall of £9,000 income and £27,100 expenditure be approved, which is a net cost of £18,100 in the 2022/23 budget.
- (vi) that the capital budget be increased for the Highwood Community Centre project by £150,000, from £2.75m to £2.9m.

REASON

- (i) The Council needs to acknowledge the effects that high levels of inflation will have on its financial position both in the short and medium-term. This has moved the council from what has been a long-term healthy financial position to one with predicted deficits unless action is taken on fees and charges. Given the level of

uncertainty in the projections, the economy and proposed Government action, the report does not recommend direct action to reduce expenditure at this stage.

- (ii) to iv) Council required to approve fees and charges, as per the constitution.
- (v) Council is required to set the revenue budget, as per the constitution. The budget will enable the Council to continue to operate the Drill Hall for the final quarter of 2022/23.
- (vi) Council is required to set the capital budget, as per the constitution.

REFUSE VEHICLE REFURBISHMENT TENDER AWARD

Councillor Toni Bradnum, Cabinet Member for Recycling and Waste, introduced the report and advised the Council that 21 refuse collection vehicles (RCVs) were in need of refurbishment or replacement. She set out that in line with the Council's carbon reduction targets, the aim was for RCVs to be powered by electric battery or hydrogen although at the current time the cost and functionality of these vehicles meant that they were not viable at the current time. The cost of alternatively fuelled vehicles was between £450,000 and £600,000, and electric vehicles did not have the range to complete a round, before requiring a charge. The proposal to invest in refurbishing the vehicles would allow them to be operational for a further six years during which time it was hoped that alternative fuelled RCVs would become viable. The refurbishment programme would take place over the next 2 years. It was noted that all of the Council's RCVs were powered by HVO fuel, which had 90% lower carbon emissions than diesel. The cost of the refurbishment was £57,000 per vehicle. The proposal was seconded by Councillor van der Klugt.

Councillor Fletcher suggested that electric vehicles could be trialled in the urban areas, and felt that an opportunity had been missed. The Cabinet Member advised that electric vehicles have been adopted for non-HGVs. Due to the cost of the electric HGVs, it would not be economic to adopt at this time.

Councillor Mike Croker offered support for the proposal to reuse existing equipment with improved emissions standards. Members offered support for the proposal due to the economic efficiency, and thanked those operating the vehicles.

RESOLVED

That the capital budget of £566,520 in 2023/24 and £623,172 in 2024/25 for the refurbishment of 21 vehicles is approved

REASON

- (i) and (ii) To refurbish our RCV fleet over the next two years will enable the vehicles to be used for a further six years to allow alternative fuel

options to be more available at a reasonable cost and refuelling infrastructure to be in place.

- (iii) The constitution requires full Council to set capital budgets.

APPROVAL OF BUSINESS CASE FOR HORSHAM DISTRICT HOMES FOR AFFORDABLE HOMES IN LONDON ROAD, HORSHAM

Councillor Tricia Youtan, Cabinet Member for Housing and Public Protection, introduced the report and highlighted that the homes would be appropriate for the location and deliverable. Rental levels would be appropriate with the local rate, and allocations would be made via the housing register. The proposal was seconded by Councillor John Blackall.

Members queried whether the site was appropriately utilised, and suggested that there was excessive parking given that it was in a town centre location. The Cabinet Member confirmed that this had been considered.

Councillor Martin Boffey asked whether there was scope for the homes to be social rent, rather than affordable rent.

The Cabinet Member confirmed that the rental levels of the finished homes would be set at the appropriate local housing allowance rate for the size and location of the accommodation. This would ensure that those on the lowest incomes and in receipt of income related benefits would receive full support with their rent. It was highlighted that the key concern was to reduce the housing register.

Councillor Tricia Youtan also confirmed that there would be accessible units on the ground floor. She also stated that due to new safety criteria, properties with 4 or more storeys require a lift, which meant that the design remained at 3 storeys. Councillor Tony Hogben also advised that there were also overlooking issues should the building be 4 storeys. The Cabinet Member also confirmed that they wish to maximise the use of the site and would come forward with proposals once it has been approved to ensure value.

Questions were then raised in relation to the financial aspect of the proposal. Members asked whether the business case would be affected if interest rates continue to rise. A further question was raised about whether the capital structure of the subsidiary company could be reviewed, given that a loan for £2.65m at 7% interest was proposed, and the interest expense exceeds rental income. In addition to this, repayments would begin during the construction phase.

The Director of Resources advised that 4% plus base rate was agreed to ensure that it was not a soft loan to a company. It was noted that this can be discussed with the housing company, however he suggested that the recommendation should not be amended. The company are also able to take a loan from a lender other than the Council. It was further noted that this was a decision for the parties to negotiate, and was not a Council decision.

Members offered their support for the proposals due to the urgent need for this type of housing.

RESOLVED

- (a) that the transfer of s106 funds to Horsham District Homes (Holdings) Limited for the purchase, at affordable rent market rate, of the eleven 2-bedroomed homes in London Road, Horsham for a sum of no greater than £2,650,000 plus stamp duty land tax (if applicable given intra-group relief) and agents fees be approved; and
- (b) that the transfer of the homes from Horsham District Homes Limited to Horsham District Homes (Holdings) Limited be approved

REASON

Approval of the recommendations will allow the details of the transactions to be completed so that the affordable rental properties can be delivered for the benefit of households on the housing list.

CO/49 **APPOINTMENT OF INTERIM HEAD OF LEGAL & DEMOCRATIC SERVICES/MONITORING OFFICER**

Councillor Jonathan Chowen introduced the report and recommended that Council appoint Lauren Kelly to the post of Interim Head of Legal & Democratic Services/Monitoring Officer. Lauren had worked for the Council for a number of years and had an impressive CV. Councillor Martin Boffey, Leader of the Opposition, seconded the proposal.

RESOLVED:

- i) That the appointment of Lauren Kelly to the position of interim Head of Legal and Democratic Services with effect from 2 January 2023 be agreed, in accordance with the recommendation of the Employment Committee;
- ii) that the designation of Lauren Kelly as interim Monitoring Officer of Horsham District Council under Section 5 of the Local Government and Housing Act 1989, be agreed, with effect from 2 January 2023;
- iii) that the duration of the interim post be agreed 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.

REASON:

- i) To comply with the provision of Section 5 of the Local Government and Housing Act 1989 in respect of the appointment of the Monitoring Officer.
- ii) To ensure a timely and smooth transition until a permanent appointment can be made

CO/50 **REPORTS OF REPRESENTATIVES**

Councillor van der Klugt provided an update on the South Downs National Park Authority. The SDNP were reliant on Government grants and had undertaken a restructure to balance its budget, and therefore would focus on its core programmes. The SDNP were pleased with the quality of responses to the consultation on the Shoreham Cement works, and the area action plan would be merged as a chapter in the SDNP local plan review, instead of remaining as a separate document. This would bring an 18 month delay in progressing the plan, but would account for water neutrality and be less resource intensive to review. This would also take into account the changes being implemented by the Levelling Up Act in relation to how action plans are dealt with.

CO/51 **HORSHAM BLUEPRINT BUSINESS NEIGHBOURHOOD DEVELOPMENT PLAN**

Councillor Lynn Lambert, Cabinet Member for Planning and Development introduced the report. She advised the Council that on 20 October 2022 residents and businesses voted in favour of the Blueprint Plan. Following the successful referendum, the plan must be made and the Horsham Blueprint Neighbourhood Development Plan would gain statutory status as part of the Council's development plan to determine future planning applications within the Neighbourhood Forum Area. The Cabinet Member thanked the volunteers and forum members who worked on the project. Councillor Tim Lloyd seconded the proposal.

Councillor Martin Boffey thanked all those who played a role, and shared their ideas. Members highlighted the importance of Neighbourhood Development Plans.

RESOLVED:

- i) That the following Neighbourhood Plan be formally made as part of the statutory Development Plan for Horsham District and apply the policies within the plan for the purpose of determining planning applications within the relevant neighbourhood area:

1. Horsham Blueprint Business Neighbourhood Development Plan 2019 - 2036

CO/52 **NOTICE OF MOTION**

One motion had been received, as set out in the agenda.

- (a) Motion Proposed by Councillor John Milne and seconded by Councillor Ruth Fletcher

The West Sussex Speed Limit Policy which applies across Horsham District is being reviewed. If implemented, this revised Policy will mean that our residents will only be able to seek reduced limits in areas which already have relatively low speeds.

For example, the Policy states that a 30mph limit can only be introduced in roads where the average speed is already less than 35mph. If the risk is much greater – for example, if average speeds exceed 40mph – then it's likely no action will be taken. This Policy therefore proposes to do nothing where the safety risks are greatest, while concentrating scarce Highways funds into the areas which need them least.

We move that this Council requests that West Sussex County Council reconsider their new Speed Limit Policy, such that Horsham District residents will be able to reduce speeds in the roads where need is greatest.

The proposer spoke in support of the motion and proposed to amend the motion to the following:

The West Sussex Speed Limit Policy which applies across Horsham District is being reviewed.

In the light of recent evidence that speed limit reductions have significantly higher impact on speeds and collisions than previously believed, we move that this Council requests that West Sussex County Council reconsider their new Speed Limit Policy to put greater emphasis on reducing speeds on those roads where need is greatest. We also request it to reconsider the delivery mechanism to accelerate efficient rollout both across existing roads and for new developments.

The seconder also spoke in support of the amended motion.

Councillor Tricia Youtan, Cabinet Member for Housing and Public Protection, highlighted that this was a complex issue and there was limited time available at the meeting of the Council. She therefore proposed to REFER the Motion to the Housing and Public Protection Policy Development Advisory Group for consideration, without further debate (under rule 4a.16(f) of the Constitution). The proposal was seconded by Councillor Jonathan Chowen.

The proposal to refer the Motion was put to the vote and was CARRIED.

CO/53 **MEMBERS' QUESTIONS ON NOTICE**

(a) Councillor Mike Croker asked Jonathan Chowen, Leader of the Council, the following question:

Following last week's press release and subsequent ministerial statement from the Department for Levelling Up, Housing and Communities, what is the cabinet members view on their likely effect on the forward plan (published on 1st December 2022) regarding the timing of decisions on the Horsham District Local Plan 2022-2039 and the Horsham District Local Plan - Local Development Scheme 2022-2025?

The Leader replied:

On 5th December, Michael Gove wrote a letter to all MPs regarding changes to the Levelling Up and Regeneration Bill. This has slightly muddied the water for us in Horsham District as we are very close to publishing our long awaited Regulation 19 Local Plan, which will give us additional protection, along with Water Neutrality, from Developer Lead Speculative development. The letter is however, very welcome as its intentions strengthens our proposed Local Plan.

We welcome the suggestion of the removal of the legal duty to co-operate, although this is not until the end of 2024 and it being a less onerous legal bar. Whilst water neutrality may not be specifically mentioned, our legal advice is this will count as a genuine constraint and allow us to mitigate against the current Standard Methodology and our old housing targets of 1,100, to a locally evidenced based target of 600 homes a year for 5 years of current permissions to an average of 800 per year, in a stepped allocated process that delivers on our own Local Plan and Neighbourhood Plans. Or less, with continuing water neutrality and water availability.

Recently, DLUHC confirmed that having an adopted, up to date plan, is always the best way to avoid unwanted speculative development. One very important revision to the NPPF by DLUHC for us is the inclusion of Transitional Arrangements. That give Local Authorities two years to make changes to their housing targets if required. This can only be done if the Local Plan is at an advanced stage. Legal advice has confirmed that "plans at an advanced stage" are those which have reached Regulation 19.

This transitional arrangement will allow us to scrutinise the interpretation of "genuine constraints", local character, landscape issues along with water stress to our drinking water and sewage disposal through treatment plants and into our rivers and estuaries.

Conversely, the lack of a five year supply, and no prospect of rectifying it without a local plan, will leave the Council and District increasingly

vulnerable to speculative development. This is because we have our Part C Mitigation Strategy in place and in the public domain with Developers working hard to produce possible solutions to Water Neutrality. As seen in the Duckmoor Development at Billingshurst.

Another welcome announcement was a change to increase the time neighbourhood plans are protected. I am sure residents don't know that their hard won neighbourhood plan has only limited protection at the moment of 2 years. So the suggested increase to 5 years is very welcome. However for Neighbourhood Plans to avoid speculative development, this Council will still be required to have a 3 year housing supply and without new sites coming forward in a Regulation 19 Local Plan, this will leave communities with neighbourhood plans and those in the process, vulnerable to widespread piecemeal speculative development. All that time and effort by local parishes and volunteers will be to no avail.

As a Leader of a neighbouring authority informed me recently, "what is not to like for a developer than an area of high value housing with no plan in place.". In his authority the developers picked off smaller lucrative sites that required less infrastructure, roads, schools and community facilities, with fewer affordable homes and with no consideration for biodiversity and landscape, all on unplanned greenfield sites. Let alone the cost of defending these appeals £850,000 they now need to fund the missing infrastructure.

I can imagine many such vulnerable sites across our district, towns and villages. It would be destructive piecemeal development of our District. Not a great legacy for future generations.

So while I am Leader of Horsham District Council I will champion along with members and officers, our Plan, a Local one taking advantage of our unique, exceptional constraints of water neutrality to have a local plan here in this District, for our communities rather than a Developer Led Plan. Officers will release a more detailed explanation with legal advice after tonight's meeting.

Councillor Croker I hope that answers your question and you will join me in championing your Local Plan and all its additional environmental, ecological protection and local control. It's our plan.

In reply, Councillor Croker asked whether there was any indicative timing for when the matter would be considered by the Council, and Cabinet. Councillor Chowen confirmed it would be considered in January 2023.

(b) Councillor John Milne asked Lynn Lambert, Cabinet Member for Planning and Development, the following question:

"At the Council meeting of 13 October 2021 a Motion was unanimously agreed setting out a policy to provide homes for Social Rent in the

forthcoming Local Plan. It proposed that a report is to be prepared which would identify 'how best to deliver Affordable Housing that ensures each new development maximises Social Rented homes on new sites to achieve at least 35%.'

However, the brief given to consultants Icenl did not specify this. As a result, the report as presented to the Planning PDAG in October 2022 instead contains recommendations on how to achieve a minimum provision of 25% First Homes and 5% Shared Ownership, which are entirely different categories of tenure.

The report does affirm that Social Rent housing is both justified and necessary to improve affordability in Horsham District. But far from guaranteeing 35%, it sets no minimum quota at all. It asks only that homes for social rent should be provided 'as a priority' from the remaining 70% of the affordable quota.

Effectively this is just a continuation of our existing policy, which has failed to deliver a single home for social rent for the last 10 years. There's no reason to expect it to perform any better in the future.

The proposed housing tenure policy is therefore in direct contradiction of an approved council Motion. Given that Council Motions are binding this would be unconstitutional.

We very much hope the Cabinet will choose to keep faith with their promises. Can the Cabinet Member for Planning confirm what action will be taken to avoid this situation arising?"

The Cabinet Member replied:

Thank you for your question Councillor Milne. Firstly, I would like to make it clear that the Notice of Motion was included in the brief and the aims and aspirations of the Council were clearly apparent to the appointed consultants.

As you are already aware, it is a requirement that all Local Plan policies must be supported by clear evidence. Without this in place, policies will not succeed at Examination, however much we might wish them to.

The brief to consultants asked for a clear analysis of the need for social rented housing, and at what level this could be set.

The results of the study do show that there is a strong moral argument for social rented housing. However, we must demonstrate that our Local Plan policy is deliverable, so we asked the consultants how social rented housing can best be delivered, together with supporting evidence.

The nature of affordable housing has changed in recent years, with an increase in the variety of options (social rented, affordable rented, shared ownership and first homes), all of which are aimed at different types of personal situations. The current funding streams for the provision of

affordable housing are limited, and social housing is the most expensive to deliver.

We have therefore tested whether the delivery of 35% social rented housing is financially viable. Unfortunately, this clearly shows that having a 35% target for social rented would make the vast majority of development sites in the District either unviable or unacceptably marginal.

This would prevent most development sites from coming forward and would ultimately reduce the number of any type of affordable housing delivered.

The result would be that fewer households would be able to access any form of affordable housing. The housing register would grow even faster than it is currently, and more people would end up being housed in unsuitable accommodation.

Whilst I accept that social housing rental costs are lower than those for households paying affordable rent, for the majority of these lower income households, rental costs are met through the payment of housing benefit. As the rent for these households is covered by other means, the difference in tenure has no impact on the remaining income of affected households.

At a time when housing waiting lists are growing, and the housing crisis is worsening, my view is that the focus should be on helping as many local people as possible to access affordable housing and that this can best be achieved through strengthening our policy wording to prioritise social rented ahead of affordable rented, but not to the point where housing delivery is compromised. The Local Plan policy will be worded accordingly.

In reply, Councillor Milne questioned whether the local plan could be challenged, should a target of at least 35% for social rented not be set. The Cabinet Member advised that if the policy required 35% social rent that there would be significantly less affordable housing and therefore fewer residents would be removed from the housing register. Councillor Milne concluded by saying:

The fact is that a case can be made for a lower number of course, but to drop from 35% all the way down to zero is not acceptable. I further note that the consultant's report back to members has been tremendously delayed a whole year in the making. Now that it's finally here it's been circulated to councillors as a statement of fact or decision, as if that commitment never existed.

There's been no attempt to explore and understand other options with councillors. The 35% guarantee was a unanimous decision by all of us. As it stands we there all therefore all share a moral and constitutional

obligation to respect the outcome of that vote. Any version of the local plan which doesn't include this commitment could be vulnerable to challenge by anyone who didn't get the decision they wanted. You may say that's unlikely, but we can't afford the slightest chance because the stakes are so high. I fully understand the pressure on section 106 funds but the fact remains the report is wrong because the brief was wrong. As a result the focus on first homes has sucked up so much of the subsidy that there isn't enough left to go around for any other form of tenure. We are being told that we have no option but that can't be true councils, such as Bath, face exactly the same dilemma as us with high house prices and limited section 106 funds but instead of sacrificing their entire social rent sector both are looking to balance one lead against another including homes for social rent but we haven't even discussed this.

Our obligations are clear so notwithstanding the answer given today I ask the Cabinet to reconsider their decision before progressing the Local Plan any further.

CO/54 **URGENT BUSINESS**

There was no urgent business.

The meeting closed at 8.16 pm having commenced at 6.00 pm

CHAIRMAN

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Council 2 FEBRUARY 2023

Present: Councillors: Kate Rowbottom (Chairman), Ian Stannard (Vice-Chairman), Tony Bevis, John Blackall, Martin Boffey, Chris Brown, Jonathan Chowen, Philip Circus, Paul Clarke, Michael Croker, Ray Dawe, Ruth Fletcher, Joan Grech, Tony Hogben (Deputy Leader), Nigel Jupp, Richard Landeryou, Gordon Lindsay, Tim Lloyd, John Milne, Colin Minto, Mike Morgan, Roger Noel, Jon Olson, Bob Platt, Josh Potts, Sam Raby, Stuart Ritchie, Jack Saheid, Diana van der Klugt, Claire Vickers, Belinda Walters and Tricia Youtan

Apologies: Councillors: Matthew Allen, Andrew Baldwin, Christine Costin, Brian Donnelly, Billy Greening, Liz Kitchen, Christian Mitchell, Louise Potter, David Skipp and James Wright

Absent: Councillors: Toni Bradnum, Alan Britten, Karen Burgess, Peter Burgess, Lynn Lambert and Clive Trott

CO/55 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/56 **ANNOUNCEMENTS**

There were no announcements.

CO/57 **APPOINTMENT OF LEADER**

It was moved by Councillor Josh Potts and seconded by Councillor Roger Noel that Councillor Claire Vickers be appointed Leader of the Council. There were no other nominations.

Councillors Martin Boffey stated that he did not have confidence in the proposal, and raised concerns about a change in leadership prior to the upcoming elections.

Councillor Hogben responded by stating that the Conservative Group had a wealth of experience, and the proposal for Leader was one who has a good track record and would provide continuity of leadership.

Councillor Michael Croker further stated that he considered the circumstances regarding the resignation of Councillor Jonathan Chowen as demeaning to the democratic process.

It was moved by Councillor Martin Boffey and seconded by Councillor Jon Olson that the vote be recorded, in accordance with Rule 4a.19 (d) of the Council's Constitution.

FOR THE MOTION: John Blackall, Chris Brown, Philip Circus, Paul Clarke, Ray Dawe, Tony Hogben, Nigel Jupp, Richard Landeryou, Gordon Lindsay, Tim Lloyd, Roger Noel, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, Tricia Youtan

AGAINST THE MOTION: Tony Bevis, Martin Boffey, Jonathan Chowen, Michael Croker, Ruth Fletcher, Joan Grech, John Milne, Colin Minto, Jon Olson, Bob Platt, Sam Raby, Belinda Walters

ABSTAINED: Mike Morgan

ABSENT: Matthew Allen, Andrew Baldwin, Toni Bradnum, Alan Britten, Karen Burgess, Peter Burgess, Christine Costin, Brian Donnelly, Billy Greening, Liz Kitchen, Lynn Lambert, Christian Mitchell, Louise Potter, David Skipp, Clive Trott, James Wright

The Motion was therefore declared CARRIED and it was RESOLVED that Councillor Claire Vickers be appointed Leader of the Council.

The meeting closed at 6.14 pm having commenced at 6.00 pm

CHAIRMAN

COUNCIL
22 February 2023
CABINET RECOMMENDATIONS

Recommendations to Council made at the Cabinet meeting held on 26 January 2023

(a) The 2023/24 Budget and the Medium-Term Financial Strategy to 2026/27

The report set out details of the proposed 2023/24 revenue and capital budgets following the receipt of the provisional financial settlement from Government on 19 December 2022. The Council is budgeting for breakeven in 2023/24. The net budget requirement for 2023/24 at £13.5m is £1.2m higher than (£12.3m) in 2022/23, reflecting the significant impact of annual inflationary and salary cost-pressures. Despite the significant cost increases, good financial management and healthy reserves put the Council in a good position to sensibly invest both now and in the future.

Recognising that times are tough for some of our residents, it is intended to use £1m of reserves to support residents during 2023/24 who are finding it difficult as the cost of living rises. The report advised that the Council are also continuing to maintain really good quality services, voluntary grants and protecting all our non-statutory services, including for example, the work undertaken by our community services that is so greatly appreciated by our residents. Horsham District Council continues to charge the lowest council tax in West-Sussex.

An ambitious £8.5m capital programme is set, providing infrastructure and facilities for residents. In addition, although difficult to fully quantify at present, work on the de-carbonisation action plan to date has identified a significant cost to achieving the aspirational target of the Council's direct emissions being carbon neutral. This key priority as well as the replacement of capital infrastructure and the reduction of carbon output of many Council owned buildings, will be significant through to 2030.

This report prudently recommends moving the New Homes Bonus earmarked reserve to an Environment and Infrastructure earmarked reserve, in order to tackle improvements to the environment, decarbonisation and the ongoing replacement of significant infrastructure that will serve the needs of the district's residents.

The report set out a Medium-Term Financial Strategy 2023-26 using the latest information. Although the two-year provisional settlement helps us plan a little better to 31 March 2025 at least, the outlook remains extremely uncertain. Future Medium-Term Financial Strategy deficits reflect continuing high levels of inflation and a gradual reduction in Government funding after 1 April 2025. There is a risk that all Business Rate grant is taken away more quickly than that and the Council could face a significant funding drop in 2025/26 in the context of Government saying 'difficult economic decisions' must be made.

The report stated that there was no certainty on when the Council would be required to implement the collection of food waste and how much and for how long funding would be received. Due to the ongoing delay, the Medium-Term Financial Strategy now assumes implementation from Autumn 2025, rather than Autumn 2024, which helps to reduce the expected budget deficit in 2024/25. Should Government announce a speedier implementation timetable, it was hoped that incentivising funding of some sort would be

Continued/...

available to offset some of the implementation costs in 2024/25. To help mitigate this concern, the report proposed to earmark some of the Governments Funding Guarantee grant in 2023/24 for this purpose.

Balancing future budgets will require a combination of three things. The continuing delivery of a programme to maximise efficiency and effectiveness primarily focused around digital transformation, although noting that this programme has already yielded large savings and cannot continue to do this at the same rate. Secondly, the Council could invest to generate income, and has already made some decisions about using its property portfolio, particularly for Affordable Housing. However, commercial investment heightens the risk from prudential and treasury management code changes. Thirdly, the Council provides a large number of services to its residents in excess of statutory levels and reprioritising these could be required in order to tackle the projected future deficits. The good news is that these decisions do not have to be taken right now.

The report also set out a series of prudential indicators that are a statutory requirement to demonstrate that the Council's capital programme is affordable, and prudent in the context of the Council's overall finances. The report also included the Chief Finance Officer's statement on the robustness of reserves.

RECOMMENDED TO COUNCIL

- (i) That the level of Council Tax for 2023/24 increases from £162.09 by £4.85 (2.99%) to £166.94 at Band D.
- (ii) That the net revenue budget set out in Appendix A for 2023/24 of £13.513m is approved.
- (iii) That Special Expenses of £336,920 set out in Appendix C and a Band D charge of £27.53 are agreed in respect of the unparished area for 2023/24.
- (iv) That the capital programme for 2023/24 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 2024/25 to 2026/27 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 2023/24 to 2026/27 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 to I(iii) are approved.
- (x) That the New Homes Bonus earmarked reserve is renamed to an Environment and Infrastructure earmarked reserve
- (xi) That the £2.9m Funding Guarantee grant received in 2023/24 is earmarked for £1m to help support residents in need through the cost of living, £1.6m food waste

collection implementation, £0.3m for a new path around Horsham Park in the capital programme and £50,000 is used in 2023/24 to fund the painting of the street furniture in Horsham town centre in time for the Coronation on 6 May 2023.

REASON

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

(b) 2023/24 Council Tax Reduction Scheme and Housing Benefit Modified Scheme

The Council Tax Reduction Scheme decides which working age residents the Council will help with paying their Council Tax. The policy also decides how much each group of residents should be helped. Each year, the Council reviews the policy and sets a new policy for the following financial year. This report provided Cabinet with an overview of Horsham's current Council Tax Reduction scheme, along with a recommendation that no changes are made to the scheme for 2023/24. It also requests approval for continuing without change, the modified scheme for the voluntary disregard of war disablement pensions and war widow pensions in Housing Benefit claims. Cabinet was asked to refer these proposals for approval at full Council.

RECOMMENDED TO COUNCIL

- (i) That there are no changes in the Council Tax Reduction scheme for 2023/24, other than the updates prescribed by Government to reflect changes in the wider benefits system.
- (ii) That there are no changes to the modified schemes under Housing Benefit subsidy whereby the Council locally and voluntarily disregards war disablement pensions or war widow pensions in the housing benefit calculation.

REASON

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

(c) Business Rates Discretionary Charitable Relief 2023/24

The report provided a recommendation not to change the existing Discretionary Rate Relief scheme for charities and not for profit organisations. The current scheme grants charitable relief up to 100% for eligible organisations.

RECOMMENDED TO COUNCIL

That the Discretionary Rate Relief scheme for 2023/24 as detailed in the appendix to the report be approved.

REASON

Discretionary rate relief is an annual scheme and therefore requires an annual review and approval.

(d) Local Authority Housing Fund 2022-23 and 2023-24

Government has announced a £500m scheme to support authorities who are helping with providing accommodation to families fleeing conflict in Ukraine and Afghanistan. As well as helping to fulfil the UK's humanitarian duties to assist those fleeing war, the fund will create a lasting legacy for UK nationals by providing a new and permanent supply of accommodation for local authorities to help address local housing and homelessness pressures. The Council is proposing to accept the allocation of £2.656m funding from Government and add £3.21m of its own funding to provide 14 standard homes and 2 larger homes by the 30 November 2023 deadline. The Council can also passport part or all of the funding to Registered Providers should the Council not be able to provide the total number of homes. Registered Providers are able to help meet the demand provided they add the relevant share of the match funding as well. The Council can also return unspent funding to the Government should it wish or be unable to deliver all the housing from the allocation.

RECOMMENDED TO COUNCIL

- (i) To proceed with (i) the application for, and, (ii) receipt of the grant allocation for the Council to provide or facilitate the provision of 14 standard properties and 2 larger homes ("the Housing).
- (ii) To approve capital spend of up to £5.866m in the 2023/24 capital programme; the amount to be added being based on whether the Council decide to or is not able to proceed with the full amount and / or passporting to a Registered Provider/s.
- (iii) To delegate to the Director of Resources, in consultation with the Cabinet Member for Finance and Parking and Cabinet Member for Housing and Public Protection, the decision to provide the Housing through whichever means, or work with Registered Provider/s to provide the Housing and in both instances, to enable the use of the grant funding to be maximised.

REASON

- (i) To use the grant to help purchase / provide more affordable homes for the district.
- (ii) Full Council must approve the capital budget.
- (iii) Further work is needed at this stage to establish whether the Council can source sufficient properties at the right price.

Budget Addendum: Government Funding changes following receipt of the Final Settlement.

The Final Settlement allocation was published on 6 February 2023. The consultation changed our funding slightly in three places but with no overall net effect. £1k was added to the Rural Services delivery grant, an additional £3k in the services grant for contingency and a £4k reduction when the Funding Guarantee was recalculated to account for any additional grant funding within Core Spending Power for local authorities. The three changes are highlighted below in blue.

2023/24		2022/23
£000		£000
13,513	Net expenditure	12,188
-	Contribution to / (from) general reserves	596
13,513		12,784
(12)	Rural grant	(11)
(139)	Revenue Support Grant	-
(83)	<u>Less</u> service grant / Council tax support grant	(141)
-	Add payment for CTS £150 scheme	120
(824)	New homes bonus	(2,097)
824	<u>Less</u> contribution to new homes bonus reserve	2,097
(2,891)	Funding Guarantee (*) / Lower tier grant	(1,518)
2,895	<u>Less</u> contribution to earmarked reserve	1,518
(2,129)	Business Rates retention scheme baseline	(2,052)
11,154	Expenditure to be financed from District Council Tax	10,700
(337)	<u>Less</u> funding by Special Charge taxpayers	(323)
10,816	Expenditure to be funded from District Council Tax	10,377
64,792.5	Estimated band D equivalent properties	64,021.5
£166.94	Council Tax at band D	£162.09
£3.21	Cost per week at band D	£3.12

Table 3 – Council Tax for 2023/24. Minor rounding errors may apply. (*) note £50k of Funding Guarantee grant awarded taken into net revenue expenditure to fund painting of Horsham Town centre street furniture in revenue budget.

Note: (income shown in brackets).

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Report to Council

Date of meeting 22 February 2023

By the Cabinet Member for Finance and Assets



DECISION REQUIRED

Not exempt

COUNCIL TAX RESOLUTION 2023/24

Executive Summary

This report seeks approval to the formal 2023/24 Council Tax resolution, setting out the Council Tax to be levied in each parish and for each property band. It is proposed to increase the District-wide Council Tax by £4.85 from £162.09 to £166.94 and to set the Special Charge in the unparished area at £27.53. Precepts from West Sussex County Council, West Sussex Police and Crime Commissioner and parishes have been received and form part of the overall Council Tax.

Note that West Sussex County Council will formally approve the County's Council Tax precept at their Council meeting on 17 February 2023.

Recommendations

The Council is recommended to resolve:

1. The Council Tax Base 2023/24 be noted
 - a. for the whole Council area as 64,792.5 (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	2023/24 tax base
Amberley	337.6
Ashington	1,159.3
Ashurst	143.3
Billingshurst	4,484.9
Bramber	415.1
Broadbridge Heath	2,334.8
Coldwaltham	476.1
Colgate	1,958.5
Cowfold	871.1
Henfield	2,735.6
Itchingfield	784.5
Lower Beeding	556.9
North Horsham	8,819.4
Nuthurst	1,074.4
Parham	128.7
Pulborough	2,598.8
Rudgwick	1,450.7
Rusper	945.9
Shermanbury	317.4
Shipley	642.5
Slinfold	970.6
Southwater	4,773.0
Steyning	2,583.9
Storrington & Sullington	3,349.6
Thakeham	1,143.5
Upper Beeding	1,456.9
Warnham	1,005.3
Washington	1,120.5
West Chiltington	2,220.3
West Grinstead	1,315.9
Wiston	104.1
Woodmancote	275.9
Horsham Town	12,237.4
Total	64,792.5

2. That the Council Tax requirement for the Council's own purposes for 2023/24 (excluding Special Expenses and Parish precepts) is £166.94

2. That the following amounts be calculated for the year 2023/24 in accordance with Sections 31 to 37 (excluding sections 32 and 33 which are applicable to Wales only) of the Act:
 - (a) £99,589,198 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) £84,328,628 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £15,260,570 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) £235.53 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) £4,443,795 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
- (f) £166.94 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

(g)				
Parish	Precept Amount £	Council Tax at Band D		
		Parish Precept / Special charge for Unparished Area £	Basic Amount of District Council Tax £	Total £
Amberley	34,857.00	103.25	166.94	270.19
Ashington	102,984.00	88.83	166.94	255.77
Ashurst	13,400.00	93.51	166.94	260.45
Billingshurst	490,586.00	109.39	166.94	276.33
Bramber	33,334.56	80.30	166.94	247.24
Broadbridge Heath	137,928.00	59.07	166.94	226.01
Coldwaltham	17,168.00	36.06	166.94	203.00
Colgate	32,687.00	16.69	166.94	183.63
Cowfold	72,564.00	83.30	166.94	250.24
Henfield	304,789.00	111.42	166.94	278.36
Itchingfield	63,000.00	80.31	166.94	247.25
Lower Beeding	38,880.00	69.82	166.94	236.76
North Horsham	365,346.00	41.43	166.94	208.37
Nuthurst	52,410.00	48.78	166.94	215.72
Parham	5,907.40	45.90	166.94	212.84
Pulborough	277,323.00	106.71	166.94	273.65
Rudgwick	109,500.00	75.48	166.94	242.42
Rusper	46,619.00	49.29	166.94	216.23
Shermanbury	26,325.00	82.94	166.94	249.88
Shipley	31,638.86	49.24	166.94	216.18
Slinfold	66,220.00	68.23	166.94	235.17
Southwater	485,772.00	101.77	166.94	268.71
Steyning	338,997.00	131.20	166.94	298.14
Storrington & Sullington	277,730.00	82.91	166.94	249.85
Thakeham	69,954.00	61.18	166.94	228.12
Upper Beeding	222,463.00	152.70	166.94	319.64
Warnham	95,950.68	95.44	166.94	262.38
Washington	42,830.00	38.22	166.94	205.16
West Chiltington	156,600.00	70.53	166.94	237.47
West Grinstead	74,500.00	56.62	166.94	223.56
Wiston	4,156.00	39.92	166.94	206.86
Woodmancote	14,455.00	52.39	166.94	219.33
Horsham Town - Special charge	336,920.00	27.53	166.94	194.47

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 Act 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	1,088.94	1,270.43	1,451.92	1,633.41	1,996.39	2,359.37	2,722.35	3,266.82

Band Authority	A	B	C	D	E	F	G	H
Sussex Police and Crime Commissioner	159.94	186.60	213.25	239.91	293.22	346.54	399.85	479.82

The Horsham District Figures are shown below:-

Band Authority	A	B	C	D	E	F	G	H
Horsham District Council	111.29	129.84	148.39	166.94	204.04	241.14	278.23	333.88

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 Act, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2023/24 for each part of its area and for each of the categories of dwellings:

BAND	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Amberley	1,429.00	1,667.18	1,905.34	2,143.51	2,619.84	3,096.19	3,572.51	4,287.02
Ashington	1,419.39	1,655.96	1,892.52	2,129.09	2,602.22	3,075.36	3,548.48	4,258.19
Ashurst	1,422.51	1,659.60	1,896.68	2,133.77	2,607.94	3,082.12	3,556.28	4,267.54
Billingshurst	1,433.09	1,671.95	1,910.79	2,149.65	2,627.34	3,105.05	3,582.74	4,299.29
Bramber	1,413.71	1,649.33	1,884.94	2,120.56	2,591.80	3,063.05	3,534.27	4,241.13
Broadbridge Heath	1,399.55	1,632.82	1,866.07	2,099.33	2,565.85	3,032.38	3,498.89	4,198.67
Coldwaltham	1,384.21	1,614.92	1,845.61	2,076.32	2,537.72	2,999.14	3,460.53	4,152.64
Colgate	1,371.30	1,599.85	1,828.40	2,056.95	2,514.05	2,971.16	3,428.25	4,113.90
Cowfold	1,415.70	1,651.66	1,887.60	2,123.56	2,595.46	3,067.37	3,539.26	4,247.12
Henfield	1,434.45	1,673.53	1,912.60	2,151.68	2,629.82	3,107.98	3,586.12	4,303.35
Itchingfield	1,413.71	1,649.33	1,884.94	2,120.57	2,591.80	3,063.05	3,534.27	4,241.13
Lower Beeding	1,406.71	1,641.17	1,875.62	2,110.08	2,578.98	3,047.89	3,516.79	4,220.15
North Horsham	1,387.79	1,619.09	1,850.38	2,081.69	2,544.28	3,006.89	3,469.47	4,163.37
Nuthurst	1,392.69	1,624.81	1,856.92	2,089.04	2,553.27	3,017.51	3,481.73	4,178.08
Parham	1,390.77	1,622.57	1,854.36	2,086.16	2,549.75	3,013.35	3,476.93	4,172.32
Pulborough	1,431.31	1,669.87	1,908.42	2,146.97	2,624.08	3,101.19	3,578.28	4,293.94
Rudgwick	1,410.49	1,645.58	1,880.65	2,115.74	2,585.90	3,056.08	3,526.23	4,231.48
Rusper	1,393.03	1,625.20	1,857.37	2,089.55	2,553.89	3,018.24	3,482.57	4,179.09
Shermanbury	1,415.46	1,651.38	1,887.28	2,123.20	2,595.02	3,066.85	3,538.66	4,246.40
Shipley	1,393.00	1,625.17	1,857.33	2,089.50	2,553.84	3,018.18	3,482.50	4,179.01
Slinfold	1,405.65	1,639.93	1,874.21	2,108.49	2,577.04	3,045.60	3,514.14	4,216.97
Southwater	1,428.02	1,666.03	1,904.03	2,142.03	2,618.04	3,094.06	3,570.05	4,284.07
Steyning	1,447.63	1,688.91	1,930.18	2,171.46	2,654.00	3,136.56	3,619.09	4,342.91
Storrington & Sullington	1,415.45	1,651.36	1,887.26	2,123.17	2,594.99	3,066.82	3,538.62	4,246.35
Thakeham	1,400.95	1,634.45	1,867.94	2,101.44	2,568.42	3,035.41	3,502.39	4,202.87
Upper Beeding	1,461.97	1,705.63	1,949.29	2,192.96	2,680.28	3,167.61	3,654.92	4,385.91
Warnham	1,423.80	1,661.10	1,898.40	2,135.70	2,610.30	3,084.91	3,559.50	4,271.41
Washington	1,385.65	1,616.60	1,847.54	2,078.48	2,540.37	3,002.26	3,464.14	4,156.97
West Chiltington	1,407.19	1,641.73	1,876.25	2,110.79	2,579.85	3,048.93	3,517.98	4,221.58
West Grinstead	1,397.91	1,630.90	1,863.88	2,096.88	2,562.85	3,028.83	3,494.79	4,193.75
Wiston	1,386.79	1,617.92	1,849.05	2,080.18	2,542.44	3,004.72	3,466.97	4,160.37
Woodmancote	1,395.10	1,627.62	1,860.13	2,092.65	2,557.68	3,022.73	3,487.75	4,185.30
Horsham Town - Special charge	1,378.52	1,608.28	1,838.03	2,067.79	2,527.30	2,986.82	3,446.32	4,135.58

6. To note that the Council's basic amount of Council Tax for 2023/24 is not excessive in accordance with principles approved under Section 52ZB of the Act.

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

2022/23	2023/24	Council Tax increase
£167.14	£172.14	£5.00 (or 2.99%)

As the billing Authority the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2023/24 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

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

Reasons for Recommendations

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

Background Papers **Report to Cabinet 26 January 2023**

Consultation **None**
Wards Affected **All**
Contact **Dominic Bradley, Director of Resources.**
 Samantha Wilson, Head of Finance and Performance
 01403 215309

Background Information

1 Introduction

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2023/24.

Background / actions taken to date

- 1.2 The Cabinet met on 26 January 2023 and received a report from the Cabinet Member for Finance and Parking and the Director of Resources on the 2023/24 Budget and the Medium-Term Financial Strategy. The report was accepted and recommendations made to Council to agree the revenue and capital budgets for 2023/24 and the Special Expenses for the unparished area. The recommendation was to increase the District-wide Council Tax by £4.85 from £162.09 to £166.94 and set the Special Charge on the unparished area at £27.53.

2 Statutory and Policy Background

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

3 Details

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

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

4 Other courses of action considered but rejected

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

5 Resource consequences

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

6 Legal consequences

- 6.1 The legal consequences have been detailed in the body of this report.
- 6.2 Otherwise, the Council Tax in England and Wales is provided for and governed broadly by the provisions of the Local Government Finance Act 1992, as amended by the Localism Act 2011. Within the Act, the Council is designated as a “Billing Authority”, responsible for the billing, collection and enforcement of Council Tax.

7 Risk assessment

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

8 Equalities and Human Rights implications / Public Sector Equality Duty

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

9 Environmental implications

- 9.1 There are no environmental consequences from these decisions.

10 Other considerations

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

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COUNCIL
22 February 2023
COMMITTEE RECOMMENDATIONS

Recommendation to Council made at the meeting of the Audit Committee held on 7 December

Capital Strategy 2023/24 incorporating Investment and Treasury Management Strategy

The committee report gave an overview of how capital expenditure, capital financing, treasury and other investment activity contribute to the provision of local public services, how the associated risks are managed and the implications for future financial sustainability. The strategies set limits and indicators that embody the risk appetite that the Council believes to be prudent.

The strategies are set against the Council's own mid-term financial strategy, the context of the UK economy and projected interest rates. The report reflects revisions made by CIPFA to its Treasury Management and Prudential Codes last year. These have introduced new indicators and requirements designed to deal with risks perceived in the local authority sector.

The report sets treasury investment criteria and limits which are largely unchanged in real terms. A number of limits are increased in line with inflation as they have remained unchanged for some years. Limits for sovereign and secured bonds have been extended reflecting an assessment of the risk they are exposed to. The interest rate sensitivity indicator is increased from £250,000 to £300,000 reflecting higher cash balances.

The investment strategy pulls together information on service loans and commercial property to demonstrate the Council's risk management approach in that area. The overall strategy is unchanged apart from an increase in the service loans to accommodate expected activity by the Council's Housing Company. The commercial property portfolio was largely recovering from any pandemic effects but risks to income persist especially in the retail part of the portfolio due to the present recession.

Audit Committee RESOLVED

- (i) To approve this Capital Strategy as an appropriate overarching strategy for the Council while leaving the full Council to approve the updated Capital Strategy that will accompany the 2023/24 budget to Council.

RECOMMENDED TO COUNCIL

- (ii) To recommend that the full Council approve the Treasury Management Strategy for 2023/24 and the associated limits and specific indicators included in section 4 and appendix B of this report.
- (iii) To recommend that the full Council approve the Investment Strategy for 2023/24 and the associated limits and specific indicators included in section 4 and appendix C of this report.

REASONS

- (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 and Prudential Code for Capital Finance that require 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 2018 that the Council is required to have regard to.

Recommendation to Council made at the meeting of the Licensing Committee held on 24 January

Hackney Carriage Fares – Rate Increase

Due to the significant increase with the price of fuel and general cost of living, a proposal has been made by the Horsham Licensed Carriage Association and many of the independent hackney drivers to increase the taxi fares.

The appendix to the report set out the proposed increases in Tariffs 1 through to 6 equating to an increase from £6.20 to £7.00 (12.9%) over an average 2-mile journey. This proposal would see the fares set by Horsham District Council in line with other neighbouring authorities for a 2-mile journey – particularly, Arun and Mid Sussex who impose charges of £7.20 and £7.40 respectively. A proposed change to Tariff 2 is also made to adjust the hours effective for hiring from 23:30 to 23:00 hours in line with other neighbouring authorities. The expiry time would remain at 06:59 hours. A soilage charge of £100 is proposed to be added in writing to the tariff card.

Licensing Committee RESOLVED

- (i) To agree the changes to Tariffs 1 – 6 as set out at Appendix 1 and the addition of a soiling charge, for statutory consultation with the hackney trade and public.
- (ii) To agree to advertise the proposed fare increases contained in Appendix 1.

RECOMMENDED TO COUNCIL

- (iii) That, subject to satisfactory consultation procedure and there being no representations TO RECOMMEND TO COUNCIL the approval of the fares contained in Appendix 1.

REASONS

- (i) To set standard fares throughout the district.
- (ii) To prevent fraud and overcharging of passengers.

- (iii) To ensure openness and transparency in decision-making.

Recommendation to Council made at the meeting of the Governance Committee held on 6 February

Interim Review of Polling Places and Constitutional Amendment

Since the statutory review of polling places that took place in 2019, some venues allocated in the schedule are no longer available or suitable for use. An interim review has been undertaken to determine a proposed schedule of polling places and polling stations to be used at the elections on 4 May 2023. A consultation was undertaken with ward members, and parish councils.

Given that venues can become unavailable at short notice, an amendment to the constitution is recommended to enable the Returning Officer to make temporary changes to the schedule of polling places and polling stations for a particular election to ensure voters have appropriate places to vote.

Governance Committee RESOLVED

- (i) That the revised schedule of polling places and polling stations for elections on 4 May 2023, as set out in Appendix 1, be approved following the consultation carried out this year.
- (ii) That an amendment is made to the constitution to delegate authority to the Returning Officer, in consultation with Ward Members, to make temporary changes to the schedule of polling places and polling stations

RECOMMENDED TO COUNCIL

- (iii) To approve the proposed amendment to the constitution at Paragraph 3.5.1, namely:

“1(a) Will, in consultation with relevant Ward Members, redesignate new Polling Places, where such becomes unavailable or unsuitable before an election.”

and if approved authorise the Monitoring Officer to make the required changes to the Constitution.

REASONS

To ensure that polling places and polling stations are relevant and fit for purpose.

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Report to Council

22 February 2023

By the Director of Resources (S151 Officer)

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Appointment of external auditor for 2023/24 to 2027/28

Executive Summary

In December 2021, the Council opted out of the Public Sector Audit Appointments (PSAA) Limited national collective. Instead, it sought to independently appoint an external auditor to audit its accounts for the five-year period from 2023/24 to 2027/28 with the aim of improving the timeliness of the audit.

Despite setting up an independent audit panel and running a procurement exercise, only one bid was received, which was subsequently withdrawn. The Council faced the prospect of not having an external auditor in place.

The Council informed the Secretary of State of their inability to appoint their own auditor by 31 December 2022. The Secretary of State has directed PSAA to appoint an external auditor to the Council.

Recommendations

That the Council is recommended:

- i) to accept the appointment of its auditor through Public Sector Audit Appointments (PSAA) Ltd for the period 2023/24 to 2027/28.

Reasons for Recommendations

- i) The Council was unable to procure an external auditor through an independent appointment. Folding back into PSAA will result in that appointment being made. The Council is required have an external auditor.

Background Papers

Provision of the External Audit of the Annual Accounts – 1 December 2021 Audit Committee report, approved by full Council on 8 December 2021.

Wards affected: all

Contact: Dominic Bradley, Director of Resources, 01403 215300.

Background Information

1 Introduction and background

- 1.1 In December 2021, the Council opted out of the Public Sector Audit Appointments (PSAA) Limited national collective. Instead, it sought to independently appoint an external auditor to audit its accounts for the five-year period from 2023/24 to 2027/28 with the aim of improving the timeliness of the audit.
- 1.2 Despite setting up an independent audit panel and running a procurement exercise, only one bid was received, which was subsequently withdrawn. The Council faced the prospect of not having an external auditor in place.
- 1.3 The decision to opt out of the PSAA contract in December 2021 was finely balanced and the report of December 2021 stated that it carried the risk that the Council will not be able to appoint an auditor at all and the Secretary of State will do so. This risk has turned into reality.

2 Relevant Council policy

- 2.1 This report supports the Corporate Plan priority of ensuring financial sustainability by taking a route most likely to secure the optimal combination of price and quality for external audit services.

3 Details

- 3.1 A full tender exercise inviting all nine of the eligible external audit firms was run in the Spring / Summer of 2022. The Council received one only response, which was subsequently withdrawn. Informal feedback from several audit firms indicated a lack of capacity to undertake the audit as one of the key reasons they had not put a bid forward.
- 3.2 Following this, having deemed it unlikely that a second procurement exercise would yield any different result, the Director of Resources wrote to the Department of Levelling Up, Housing & Communities in August 2022 requesting permission from the Secretary of State to return the Council into the PSAA. The response is summarised in paragraphs 3.3 to 3.5 below.
- 3.3 Under Section 12(2)(aa) of the Local Audit and Accountability Act 2014 (the 2014 Act) as modified by paragraph 7(b) of the Schedule to the Local Audit (Appointing Person) Regulations 2015 (the 2015 Regulations), if it appears to the Secretary of State that a principal authority which is not an 'opted-in' authority has failed to appoint a local auditor in accordance with Part 1 of the 2014 Act, then the Secretary of State has the power to direct Public Sector Audit Appointments Ltd (PSAA) (as appointing person' specified in accordance with regulation 3(2) of the 2015 Regulations) to appoint a local auditor for that authority.
- 3.4 The Council, which is a principal authority that was not an opted-in authority, notified the Secretary of State that it had failed to appoint a local auditor in accordance with Part 1 of the 2014 Act.

- 3.5 The Secretary of State, in accordance with section 12(4) of the 2014 Act (as modified by paragraph 7e of the Schedule to the 2015 Regulations) wrote to the Director of Resources on 20 December 2022, advising him that the Secretary of State was minded to direct PSAA to appoint a local auditor to Horsham District Council.
- 3.6 Subsequent informal conversations with PSAA and an audit firm indicate that a swift appointment should be possible such that an external auditor should be appointed before 31 March 2023.

4 Next steps

- 4.1 This report recommends the Council accepts the appointment of its auditor through the Public Sector Audit Appointments arrangements and delegate to the Director of Resources to enter into the scheme on behalf of the Council after being satisfied as to the terms and conditions. If the Council approves this recommendation, the Director of Resources will confirm this to Public Sector Audit Appointments Ltd as soon as possible.

5 Outcome of consultations

- 5.1 The Audit Committee were updated with the situation on 7 December 2022. At that time, The Director of Resources had informed the Department of Levelling Up, Housing & Communities requesting permission from the Secretary of State to return the Council into the PSAA, but no Directive had been received from the Secretary of State. The Audit Committee were supportive of the position and agreed that the Chairman of the Audit Committee would write immediately, on behalf of the Council, chasing a response.
- 5.2 The Chairman of the Audit Committee and the Cabinet Member for Finance and Parking were consulted and supported the proposal. The Monitoring Officer has been consulted and her views are included in the report to ensure legal probity. The officer Senior Leadership Team have been consulted and support the proposal.

6 Other courses of action considered but rejected

- 6.1 Running an independent re-tender exercise again was considered but rejected as the view of the Director of Resources and the Audit Committee is that this would be unlikely to result in a competitive bid, or indeed, any bids at all.

7 Resource consequences

- 7.1 There is no direct financial consequence from this report. PSAA provide a scale fee for the audit. The result of the national collective retendering exercise has indicated that the scale fees will increase in the region of 150% from 2023/24. This would have happened anyway whether within the PSAA framework originally, or had the Council been able to attract an independent tenderer. The consultation on the proposed scale of audit fees for 2023-24 will begin in Autumn 2023.
- 7.2 Officer time was spent on the failed procurement exercise and £1,000 was spent on the independent audit panel. However, this cost will be removed in future, as PSAA provide on-going management of the contract.

8 Legal considerations and implications

- 8.1 The legal implications of this recommendation are referred to in the body of the report.

9 Risk assessment

- 9.1 Appointing Public Sector Audit Appointments Ltd substantially reduces the key risks associated with appointing an external auditor. If the Council accepts this decision we do not consider there are any medium or high risks of not appointing an auditor or achieving sub-optimal price or quality from the service.

10 Procurement implications

- 10.1 There are no procurement implications from this report as the procurement has effectively been undertaken by Public Sector Audit Appointments Ltd.

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

- 11.1 There are no Equalities or Human Rights implications of Public Sector Equality Duty matters associated with this report.

12 Environmental implications

- 12.1 The only environmental implications of our external audits are the distances travelled by our auditors. In a public procurement, these are not matters we are likely to be able to control, but most audit firms undertake part of their audits remotely.

13 Other considerations

- 13.1 External auditors are allowed full access to all data held by the Council. However, we do not have any significant concerns about GDPR as the central list of external audit firms that can be appointed by PSAA helps ensure arrangements that they meet the full requirements of UK Data Protection Law. There are no Crime & Disorder implications arising from this report.

Report to Council

Wednesday, 22 February 2023

By the Chief Executive

DECISION REQUIRED



Not Exempt

Report of the Independent Remuneration Panel

Executive Summary

When deciding the allowances payable to Members, the Council is required to seek recommendations from an Independent Remuneration Panel ("IRP"). Although not obliged to follow those recommendations the Council must have regard to them.

Council staff received a pay rise of £1,925 following a central government announcement in November 2022. Accordingly, the Council instructed the IRP to consider how and whether such an increase should be reflected in Members' Allowances.

The IRP completed its review in January 2023 and its recommendations are set out in the Appendix attached to this report.

Councillors are requested, therefore, to (i) consider the IRP's recommendations, and, (ii) agree the level of Members' Allowances in order to adopt a suitable Members' Allowances Scheme. Councillors can decide to accept (fully or partially), reject or amend the IRP's recommendations.

Recommendations

The Council is recommended:

- i) To note the report and recommendations of the Independent Remuneration Panel contained in the Appendix attached to this report; and
- ii) To (i) agree and adopt the Members' Allowances Scheme contained in the Appendix (which includes an uplift of 4.90% to be applied to Basic Allowances, Special Responsibility Allowances and the Co-optees' and Representatives' Allowances), and, (ii) approve that the 4.90% increase is backdated to 1 April 2022.

Reasons for Recommendations

- i) It is a statutory requirement that the Council instructs the IRP in relation to Members' Allowances.
- (ii) The Council must have regard to the IRP's recommendations when agreeing Members' Allowances.

- ii) It is a function of Full Council to adopt a scheme for Members' Allowances.

Background Papers: None

Wards affected: All

Contact: Lauren Kelly, Interim Head of Legal & Democratic Services and Monitoring Officer

Background Information

1 Introduction and Background

- 1.1 The Council is required to adopt a Members' Allowances Scheme detailing the level of allowances payable to Members. Legislation requires the scheme to set out the level of Basic Allowance payable to Councillors and may include a Special Responsibility Allowance for Members occupying particular positions within the council structure such as Chairmen of Committees and Cabinet responsibilities. The Scheme may also provide for other allowances such as Dependent Carers' Allowance and Travelling and Subsistence Allowance.

2 Relevant Council policy

- 2.1 To adopt a scheme of Members' Allowances to ensure statutory compliance.

3 Details

- 3.1 In November 2022, the Local Government Association announced that local government employees would be offered a £1,925 pay rise backdated to 1 April 2022.
- 3.2 Accordingly, the Council instructed the IRP (comprising Alan Ladley, Cinzia D'Amico and Martin Loates) to consider whether and how the £1,925 employees' pay rise should be reflected in Members' Allowances.
- 3.2 The IRP has completed its review and its report is attached. The report contains, inter alia, the IRP's recommendations and methodology for computing the uplift in Members' Allowances.
- 3.3 The Council must have regard to the IRP's recommendations when agreeing Members' Allowances. The Council is not obliged, however, to adopt the IRP's recommendations and/or can do so fully or in part.
- 3.4 This review has been undertaken in addition to the interim review that is presently being undertaken.

4 Next Steps

- 4.1 To agree the level of Members' Allowances, having regard to the IRP's recommendations in order that a suitable scheme can be adopted.

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

5.1 Not applicable.

6 Other Courses of Action Considered but Rejected

6.1 Not considering the IRP's recommendations was considered but rejected as this approach would contravene statutory requirements.

7 Resource Consequences

7.1 If Council agrees all of the IRP's recommendations it will result in an additional full year spend of £18,470.70 or 4.9% increase of the full year budget for Members' Allowances.

7.2 Costs for the 2022/23 financial year will be effective from the start of the municipal year on the 26 May 2022.

8 Legal Considerations and Implications

8.1 The legislative framework for Members' Allowances is contained in the Local Government and Housing Act 1989 ("the 1989 Act"), the Local Government Act 2000 ("the 2000 Act") and the Local Authorities (Members' Allowances) (England) Regulations 2003.

8.2 Section 18 of the 1989 Act, as amended by section 99 of the 2000 Act, make a provision in relation to basic, special responsibility and childcare dependents' carers' allowances for members of local authorities. The Secretary of State can make regulations under this section requiring local authorities to make a scheme of allowances for their members and to establish and maintain a panel to make recommendations to the council about the same.

8.3 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations") have been made under these provisions. The Regulations provide that it is for each local authority to decide its scheme and the amounts to be paid under that scheme.

8.4 Local Authorities are required to establish and maintain an IRP (of at least three individuals) which will broadly provide the local authority with advice on its scheme, the amounts to be paid. Local Authorities must have regard to this advice.

8.5 Local Authorities must include in their scheme of allowances a basic allowance, payable to all members, and may include provision for the payment of special responsibility allowances and a dependants' carers' allowance.

8.6 By virtue of section 100 of the 2000 Act, the Regulations allow the inclusion of a co-optees' allowance within an allowances scheme.

- 8.7 The Regulations allow Local Authorities to backdate allowances to the beginning of the financial year in which they are paid, subject to the recommendations of the IRP.
- 8.8 The Regulations require that as soon as reasonably practicable after receiving a report from the IRP which sets out recommendations, Local Authorities must ensure that copies of the report are available for inspection at their principal office at all reasonable hours and publish a notice in at least one newspaper circulating in the area which (i) states the Local Authority has received recommendations about the scheme of allowances, (ii) states that copies of the report are available for inspection, (iii) states the address of the principal office, and, (iv) describes the features of the IRP's recommendations including the amounts of allowances the IRP has recommended should be payable to elected members.
- 8.9 The Regulations provide further that as soon as reasonably practicable after determining a scheme of allowances, Local Authorities must ensure that copies of the scheme are available for inspection at their principal offices at all reasonable hours and publish a notice in at least one newspaper circulating in their area which (i) states that the Local Authority has adopted a scheme of allowances and the period for which that scheme has effect, (ii) states that copies of the scheme are available for inspection, (iii) states the address of the principal office, (iv) describes the main features of the scheme including the amounts payable to elected members under the scheme, (v) states that in determining the scheme the Local Authority had regard to the recommendations of an IRP, and, (vi) describes the main features of the IRP's recommendations including the amounts of allowances the IRP has recommended should be payable to their elected members.

9 Risk Assessment

- 9.1 The Council must adopt an approved Members' Allowances Scheme in order to ensure statutory compliance.

10 Procurement implications

- 10.1 Not applicable.

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

- 11.1 Public sector equalities duties have been considered by the IRP as part of its deliberations.

12 Environmental Implications

- 12.1 Not applicable.

13 Other Considerations

- 13.1 None.

Horsham Independent Remuneration Panel

Report to Horsham District Council on the impact of the 2022-23

Officers pay award on Members Allowances

Background

In the last report of the Independent Remuneration Panel (IRP), it was recommended that the Basic Allowance, the Special Responsibility Allowances (SRAs) and the Co-optee / Representative roles continue to be increased in line with the annual pay award for officers. Additionally the panel recommended that the Basic Allowance and the SRA for the Leader be increased by 10% as well as a 10% reduction in the SRA for the Leader of the Opposition. All these recommendations were approved by Full Council in April 2021 but with a decision to delay implementation for 12 months.

Accordingly, the current rates payable are as shown on the authorities' website and have been payable since 25 May 2022. For ease these are reproduced at Appendix 1 to the report.

Officers pay award for 2022/23

For this year, agreement was reached for Local Authority staff to receive a fixed sum of £1,925 each regardless of the position on the pay scale. The result is that employees at the higher end receive a smaller percentage increase than those at the lower end. This award, although only agreed very recently, is to be backdated to April 2022.

Clearly this causes complications with regard to the agreed method for increasing members allowances in line with officers' annual pay awards. Accordingly, the authority has asked the IRP to consider a solution and make recommendations for the Full Council.

The panel has researched the approach taken by other authorities and spoken with South East Employers, the organisation supporting public sector organisations across the South East. The common approach is to take the median point of the pay scale for employees and calculate the percentage increase using the £1,925 award. This percentage is then used to calculate the increase for relevant Members Allowances. In the case of Horsham District Council, the median spinal point is at £41,154 which equates to a 4.9% increase.

In considering whether this is appropriate for this authority we have taken into account that although the latest allowances, as published, have only been implemented since May 2022 they were in fact delayed for over a year from the original agreement in April 2021. Apart from the agreed increases to the Basic Allowance and the Leaders SRA, none of the other allowances were increased in the April 2021 report and therefore would have remained unchanged since April 2020.

Additionally, the panel are aware of the desire by the authority to continue to encourage a wide demographic in its elected members and therefore any erosion in the allowance's payable may have a negative impact on an individual's ability to run or remain as a Councillor.

As a result, the panel make the following recommendations:

- 1) Councillors receive an increase in relevant allowances of 4.9%**
- 2) This be applied to the following allowances;**
 - a) Basic Allowance**
 - b) All Special Responsibility Allowances**
 - c) The Co-optees and Representatives allowance**
- 3) The increases be backdated to April 2022.**

We recognise issues surrounding the cost-of-living crisis and that councillors may be concerned about the impact of receiving an apparent large increase in their allowances. Although by virtue of two completely separate processes, the delayed increase from the 2021 review and those from this proposal, it may be seen by others as a single 9.9% increase in the Basic Allowance for all members and a 14.9% increase in the SRA for the Leader. However, consideration to delay implementation as happened with the April 2021 recommendations, will further complicate matters as the next round of staff pay negotiations is underway nationally and is likely to result in a further pay award from April this year.

If the Council were minded to reject all the recommendations, then it should be considered against the fact that none of the SRAs (apart from the that for the Leader) have increased since April 2021.

In presenting this report the panel recognises that it is a matter for the council whether to accept all or some of these recommendations and similarly, individual members may choose not to take any or part of their entitlement.

The impact of these recommendations is shown in a table at the end of this report.

Submitted for consideration.

Alan Ladley

Martin Loates

Cinzia D'Amico

Independent Remuneration Panel

January 2023

Impact of recommendations – basic and special responsibility Allowances

	£	Allowance	£
	25/05/2022	4.90%	25/02/2023
Basic Allowance per Councillor	£5,470.50	£268.05	£5,738.55
Total for 48 Councillors	£262,584.00	£12,866.40	£275,450.40
Leader of the Council	£15,587	£763.80	£16,350.80
Deputy Leader of the Council	£8,925	£437.30	£9,362.30
Leader of the Minority Group	£3,857	£189	£4,045.50
Per Cabinet Member	£7,285	£357	£7,642
Plus 6 Cabinet Members	£43,710	£2,142	£45,852
Chair of the Council	£5,310	£260.20	£5,570.20
Vice Chair of the Council	£1,780	£87.20	£1,867.20
Chair of the Overview & Scrutiny Committee	£5,310	£260.20	£5,570.20
Vice Chair of the Overview & Scrutiny Committee	£1,775	£87	£1,862
Chair of the Planning Committee North	£4,000	£196	£4,196
Vice Chair of the Planning Committee North	£1,345	£65.90	£1,410.90
Chair of the Planning Committee South	£4,000	£196	£4,196.00
Vice Chair of the Planning Committee South	£1,345	£65.90	£1,410.90
Chair of the Licensing Committee	£2,535	£124.20	£2,659.20
Chair of the Governance Committee	£2,535	£124.20	£2,659.20
Chair of the Audit Committee	£2,535	£124.20	£2,659.20
Chair of the Standards Committee	£2,535	£124.20	£2,659.20
Totals for the Special Responsibility Allowances	£114,369	£5,604.30	£119,972.80
Grand total of all allowances	£376,952.50	£18,470.70	£395,423.20

Note: Co-optees and Representatives are variable and have therefore not been included in the table above.

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Report to Council

Wednesday, 22 February 2023

Chief Executive and Electoral Registration Officer

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Appointment of Deputy Electoral Registration Officers

Executive Summary

This report seeks Council's approval to appoint two Deputy Electoral Registration Officers. If appointed, the deputies will be able to perform and exercise duties and powers of the Electoral Registration Officer ("ERO"). Jane Eaton (Chief Executive) is the ERO for Horsham District Council and was formally appointed as such by Council on 9 February 2022.

Recommendations

That Council is recommended:

- (i) To appoint Lauren Kelly (Monitoring Officer) and Aisha Nottage (Elections Manager) to act as Deputy Electoral Registration Officers with immediate effect.

Reasons for Recommendations

To enable the ERO to delegate functions of the role to the two deputies.

To ensure that officers are in place to discharge effectively and efficiently the functions of the ERO at all times and within requisite legislative timeframes.

Background Papers: None

Wards affected: All

Contact: Jane Eaton Chief Executive and Electoral Registration Officer

Background Information

1 Introduction and Background

- 1.1 The report seeks to appoint two Deputy Electoral Registration Officers to ensure that necessary resource is in place to discharge the functions of the ERO. Examples of such functions are listed at paragraph 8.5.
- 1.2 Primarily, the ERO would like to ensure that adequate resource is in place in relation to the newly introduced voter ID requirements.

2 Relevant Council policy

- 2.1 To ensure the effective and efficient discharge of the ERO's functions at all times and within statutory timeframes.

3 Details

- 3.1 The Elections Act 2022 has introduced the requirement for electors to present photographic identification at polling stations for voting at Parliamentary general elections, recall petitions, local elections in England, local referendums in England and Police and Crime Commissioner elections in England and Wales.
- 3.2 Accepted forms of photo identification include, for example, passports and driving licences issued by the UK. Where an individual does not have or does not wish to use one of these accepted forms of photographic ID, they can apply for a Voter Authority Certificate. This is a document containing an elector's name and photograph which can be obtained free of charge from the ERO, following verification of an applicant's identity.
- 3.3 For valid applications made before the deadline, but that are determined and issued after 5pm, 6 working days before an election, a temporary Voter Authority Certificate can be issued, should the ERO be satisfied that the applicant may not receive their permanent Certificate in time for polling day. EROs will have the option to print a temporary Voter Authority Certificate up until 5pm on polling day. This temporary document will be valid only for the relevant polling day and the onus will be on the applicant to collect it from the ERO's office (or other delivery or collection arrangement as agreed with the ERO). This document requires the signature of an ERO, or Deputy ERO.

4 Next Steps

- 4.1 To appoint the two deputies, and these posts will become effective immediately if the recommendation is approved.

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

- 5.1 The views of the PDAGs are not considered relevant given it is a statutory requirement that the ERO discharges all relevant functions aligned with that role.

6 Other Courses of Action Considered but Rejected

- 6.1 Not appointing the two deputies was considered but this is not a viable option given the Council will lack the necessary resource to deal with, inter alia, (i) the issue of (temporary) Voter Authority Certificates, and, (ii) applications, appeals and hearings in relation to the electors and absent voter's list, thus, rendering possibly the ERO in breach of statutory functions.

7 Resource Consequences

- 7.1 The staffing resource must therefore be at a level that is both appropriate and sufficient to enable the ERO to deliver what is required of them pursuant to statute especially against the backdrop of the introduction of the voter identification requirements.
- 7.2 There are no adverse resource consequences save that the two deputies will be empowered to assist the ERO to discharge all necessary functions as required.

8 Legal Considerations and Implications

- 8.1 Section 8 of the Representation of the People Act 1983 ("RPA 1983") requires a local authority to appoint an officer of the council as the ERO for the area.
- 8.2 Section 52 of the RPA 1983 provides that any of the duties and powers of the ERO may be performed and exercised by any deputy for the time being approved by the Council which approved the ERO's appointment.
- 8.3 The duties and responsibilities of the ERO are set out in legislation. Further duties can be imposed by a direction of the Secretary of State (section 52 RPA 1983).
- 8.4 These duties include, among other things, (i) maintaining a register of electors, (ii) taking reasonable steps to obtain information for those purposes and to ensure that persons who are entitled to be registered (and no others) are, (iii) conducting an annual electoral registration canvass and giving invitations to register to vote, (iv) taking steps to encourage participation by electors in the electoral process, and, (v) ensuring all those who are eligible and wish to vote are able to do so by administering the Voter Authority Certificate process. (Sections 9 9A, 9D, 9E of the RPA 1983 and regulations 18 and 19 of the Voter Identification Regulations 2022/1382).
- 8.5 If EROs breach their official duty to administer the process in accordance with the legislative provisions, they shall be liable on summary conviction to a fine (section 63 RPA 1983).

9 Risk Assessment

9.1 Failure by the Council to provide sufficient staff and resources to the ERO to fulfil statutory functions could bring about the following risks:

- (i) The ERO being liable on summary conviction to an unlimited fine;
- (ii) Inaccurate and incomplete registers of electors;
- (iii) Legal challenge;
- (iv) Reputational damage to the Council and ERO;
- (v) Failure to deal with electoral registration applications and hearings in a timely manner; and
- (vi) Failure to deal with the issue of Voter Authority Certificates in a timely manner.

9.2 The appointment of the two deputies will provide the resource to ensure statutory compliance with all relevant functions pertaining to the role of ERO.

10 Procurement implications

10.1 There are no procurement implications.

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

11.1 There are no such implications in relation to the appointment of the two deputies. That said, the ERO and two deputies will ensure that all functions are carried out in accordance with relevant statutory provisions.

12 Environmental Implications

12.1 There are no environmental implications.

13 Other Considerations

13.1 There are no other considerations.

Report to Council

Wednesday, 22 February 2023

By the Interim Head of Legal & Democratic Services

INFORMATION REPORT



**Horsham
District
Council**

Not Exempt

Changes to Cabinet, Committee and PDAG Memberships - February 2023

Executive Summary

On 2 February 2023, Councillor Claire Vickers was elected as Leader of the Council. Subsequently, she appointed her Cabinet and instituted changes to the Cabinet portfolios.

The portfolios are as follows: (i) Economic Development, (ii) Environment & Rural Affairs, (iii) Finance & Assets, (iv) Horsham Town, (v) Housing & Communities, (vi) Leisure & Culture, (vii) Planning & Development, and (viii) Recycling & Waste.

The appointment of a new Cabinet has rendered unconstitutional the membership of some existing Committees and Policy Development Advisory Groups (PDAGs). This is because, for example, a Cabinet Member cannot be a member of the Overview & Scrutiny Committee.

In addition to these changes, one further Councillor has become an Independent Member and another has moved from the Liberal Democrat Group to the Conservative Group.

Recommendations

That Council notes:

- a) Changes to the (i) Cabinet, (ii) Cabinet Portfolios (and functions and responsibilities thereunder) and (iii) Committee and PDAG memberships, as set out in Appendices 1 and 2 to this report and which have arisen as a result of the appointment of a new Cabinet by the Leader; and
- b) That the Monitoring Officer will revise the constitution to reflect the above changes pursuant to Article 13.3 (b) 3 of the Constitution.

Reasons for Recommendations

- i) Article 7.1 (b) of the Constitution states that the Cabinet will consist of at least two but not more than nine Councillors appointed to the Cabinet by the Leader. In order to more effectively discharge the work of the Cabinet, the Leader has reconfigured the Cabinet portfolios.

- ii) To confirm to the Council the changes that have been made to the (i) Cabinet, (ii) Cabinet portfolios, and, (iii) Committees and PDAG membership.

Background Papers

The Council's Constitution.

Wards affected: (All Wards);

Contact: Aisha Nottage, Democratic Services and Elections Manager.

Background Information

1 Introduction and Background

- 1.1 The purpose of this report is for Council to note the changes which have been brought about by the appointment of a new Leader.

2 Relevant Council policy

- 2.1 Article 7 and 8 of the Constitution.

3 Details

- 3.1 Councillor Claire Vickers was appointed Leader on 2 February 2023.

- 3.2 Subsequently, Councillor Vickers appointed a new Cabinet and reconfigured some of the Cabinet portfolios. The portfolios remain the same save for the following: (i) the “Community Matters” and “Housing & Public Protection” portfolios have been merged to create “Housing & Communities”, (ii) the “Finance & Parking” portfolio has been renamed “Finance & Assets”, and, (iii) “Local Economy” has been renamed “Economic Development”. The functions and responsibilities for each are detailed in Appendix 1 to this report.

- 3.3 The Cabinet members responsible for each portfolio are as follows:

- (i) Recycling and Waste – Councillor Philip Circus;
- (ii) Housing & Communities – Councillor Tricia Youtan;
- (iii) Finance & Assets – Councillor Paul Clarke;
- (iv) Economic Development – Councillor Richard Landeryou;
- (v) Environmental & Rural Affairs – Councillor Josh Potts;
- (vi) Horsham Town – Councillor Tony Hogben;
- (vii) Leisure & Culture – Councillor Roger Noel; and
- (viii) Planning & Development – Councillor Liz Kitchen.

- 3.4 Some existing Committees and PDAG memberships became consequently unconstitutional. This is because, for example, (i) Cabinet Members cannot sit on the Overview & Scrutiny Committee, and, (ii) the Licensing Committee was no longer politically balanced.

- 3.5 Since the Annual Council Meeting in May 2022, there have been a couple of changes in the political composition of the parties. The first being that Councillor Jonathan Chowen has become an independent Member and the second being that Councillor Alan Britten has left the Liberal Democrat Group and joined the Conservative Group. Therefore, the Conservatives held an additional seat on the Licensing Committee, making it politically unbalanced. As such, a change to the membership, as detailed in Appendix 2 has been made.

- 3.6 Article 8 of the Constitution allows for in-year changes to Committees when there is a resignation and subsequent vacancies to fill.

- 3.7 Accordingly, to ensure political balance and constitutional compliance, the Group Leaders, independent Members, and other party Members were consulted, as far

as possible and where relevant, regarding changes to the Committee and PDAG memberships as detailed in Appendix 2.

4 Next Steps

- 4.1 Members were notified of the Cabinet reshuffle on 3 February 2023. This report asks Council to note these changes and consequential changes to the Overview & Scrutiny Committee, Licensing Committee and a number of PDAGs.

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

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

6 Other Courses of Action Considered but Rejected

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

7 Resource Consequences

- 7.1 None.

8 Legal Considerations and Implications

- 8.1 The legal implications have been incorporated into this report. Otherwise, there are none.

9 Risk Assessment

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

10 Procurement implications

- 10.1 None.

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

11.1 None.

12 Environmental Implications

12.1 None.

13 Other Considerations

13.1 None.

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3.3 Delegation of Cabinet Functions by the Leader of the Council

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

3.3.2 Functions of the Leader of the Council

- a) Community leadership.
- b) Co-ordination of strategy and policy on behalf of the Cabinet and overall responsibility for performance.
- c) Overall responsibility for the development and proper functioning of partnerships with the public, private and voluntary sectors.
- d) Overall responsibility for the development, implementation and review of the Council's Sustainable Community Strategy under the Local Government Act 2000 Part I.
- e) Overall responsibility for information management including data protection, data security, documents and records retention, environmental information, freedom of information, reuse of public sector information.
- f) Overall responsibility for the development, implementation and review of the Council's Corporate Plan.
- g) Monitoring the implementation of and compliance with the Council's Corporate Plan.
- h) Overall responsibility for the standards and methods of delivery to the public of the Council's services and their improvement.
- i) Overall responsibility for organisational development and business transformation.
- j) Overall responsibility for the Council's Communication, Consultations and Complaints Strategies and their development, implementation and review.
- k) Appointing representatives to joint authorities, joint committees and other outside bodies unless the appointment is a Cabinet function or has been delegated by the Council.

3.3.3 Functions of the Cabinet Member for the Economic Development

- a) Overall responsibility for strategic economic development.

- b) Provision of support and training to Members of the Council.
- c) Overall responsibility for corporate health and safety.
- d) Any other executive functions not specifically delegated or foreseen under this scheme.
- e) Overall responsibility for liaising with local businesses for the development of a strong local economy including sustaining and improving the retail experience across the District.
- f) Overall responsibility for liaising with the Chief Executive and Director of Place to retain/expand existing employment and to secure new jobs and investment: Making Horsham District more attractive for job creation and attracting new companies to come here.
- g) Overall responsibility for liaising with outside bodies (such as Gatwick Diamond and LEP) regarding the development, implementation and review of policies to develop and improve the economic dynamism of the District.
- h) Overall responsibility for liaising with outside bodies regarding the development and implementation of initiatives to improve skills and life long learning.
- i) Overall responsibility for the development, implementation and review of the Council's strategy for tourism.

3.3.3 Functions of the Cabinet Member for Finance and Assets

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

- k) Overall responsibility for the development, implementation and review of the Council's strategy for on and off-street parking including the provision and management of the Council's car parks.
- l) Overall responsibility for the proper management of the Council's property assets including authorisation, subject to the key decision framework, of the acquisition, disposal and dealing with any property assets and the development, implementation and review of the Council's Asset Management Plan.
- m) Overall responsibility for the provision of facilities management to the Council's offices.

3.3.4 Functions of the Cabinet Member for Housing & Communities

- a) Overall responsibility for the development and championing, implementation and review of policies for social wellbeing, including those relating to people, local community needs, community transport and community development.
- b) Responsibility for securing the improvement of the health of those who live or work in the District.
- c) The determination of applications for financial and other assistance, including voluntary sector funding and arrangements, excluding applications for discretionary rate relief.
- d) Overall responsibility for working with voluntary sector organisations to promote and deliver the Council's priorities for the District's Communities.
- e) Overall responsibility for equality and diversity.
- f) Overall responsibility for the provision, management and maintenance of the Council's housing stock.
- g) Overall responsibility for the discharge of the Council's functions relating to the allocation of housing and homeless services.
- h) Overall responsibility for the development and review of the Council's priorities for environmental health.
- i) Responsibility of liaison with the Council's Affordable Housing Companies.
- j) Overall responsibility for the development, implementation and review of the Council's Crime and Disorder Reduction Strategy.
- k) Responsibility for emergency planning and business continuity.

3.3.6 Cabinet Member for Environment and Rural Affairs

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

3.3.7 Functions of the Cabinet Member for Recycling and Waste

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

3.3.8 Functions of the Cabinet Member for Leisure and Culture

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

3.3.9 Functions of the Cabinet Member for Planning and Development

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

3.3.10 Functions of the Cabinet Member for Horsham Town

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

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

local wardens and joint safety groups.

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

Cabinet Reshuffle February 2023
Group Leader Nominations – effective from 14 February

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

<u>Conservative (10):</u> Cllr Andrew Baldwin Cllr John Blackall Cllr Chris Brown Cllr Ray Dawe Cllr Billy Greening Cllr Tim Lloyd Cllr Ian Stannard (Vice-Chair) Cllr Nigel Jupp Cllr Jack Saheid Cllr Diana van der Klugt	<u>Liberal Democrat (4):</u> Cllr Tony Bevis (Chair) Cllr Ruth Fletcher Cllr John Milne Cllr David Skipp <u>Green (1):</u> Cllr Bob Platt
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LICENSING COMMITTEE

<u>Conservative (10):</u> Cllr John Blackall (Chair) Cllr Peter Burgess Cllr Karen Burgess Cllr Billy Greening Cllr Lynn Lambert Cllr Roger Noel Cllr Richard Landeryou (Vice-Chair) Cllr Josh Potts Cllr Kate Rowbottom Cllr Diana van der Klugt	<u>Liberal Democrat (4):</u> Cllr Christine Costin Cllr Jon Olson Cllr Louise Potter Cllr Clive Trott <u>Green/Independent (1):</u> Cllr Mike Morgan
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AMENDED PDAG MEMBERSHIPS

HOUSING AND COMMUNITIES PDAG

<u>Conservative (7) including Cabinet Member</u> Cllr Tricia Youtan Cllr John Blackall Cllr Andrew Baldwin Cllr Chris Brown Cllr Billy Greening Cllr Kate Rowbottom Cllr Ian Stannard	<u>Liberal Democrat (3):</u> Cllr Colin Minto Cllr Sam Raby Cllr Belinda Walters <u>Green/Independent (1):</u> Cllr Mike Morgan
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Continued/...

ENVIRONMENT & RURAL AFFAIRS PDAG

<p><u>Conservative (6)</u> including Cabinet Member Cllr Josh Potts Cllr Paul Clarke Cllr Gordon Lindsay Cllr Roger Noel Cllr Kate Rowbottom Cllr Diana Van der Klugt</p>	<p><u>Liberal Democrat (3):</u> Cllr John Milne Cllr Sam Raby Cllr Clive Trott</p> <p><u>Green/Independent (2):</u> Cllr Joan Grech Cllr Bob Platt</p>
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HORSHAM TOWN PDAG

<p><u>Conservative (7):</u> including Cabinet Member Cllr Tony Hogben Cllr Toni Bradnum Cllr Karen Burgess Cllr Peter Burgess Cllr Christian Mitchell Cllr Stuart Ritchie Cllr Ian Stannard</p>	<p><u>Liberal Democrat (4):</u> Cllr Christine Costin Cllr Jon Olson Cllr Clive Trott Cllr David Skipp</p>
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LEISURE AND CULTURE PDAG

<p><u>Conservative (7)</u> including Cabinet Member Cllr Roger Noel Cllr Peter Burgess Cllr Billy Greening Cllr Richard Landeryou Cllr Gordon Lindsay Cllr Josh Potts Cllr Kate Rowbottom</p>	<p><u>Liberal Democrat (3):</u> Cllr Martin Boffey Cllr Ruth Fletcher Cllr Louise Potter</p> <p><u>Green/Independent (1):</u> Cllr Bob Platt</p>
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PLANNING AND DEVELOPMENT PDAG

<p><u>Conservative (7)</u> including Cabinet Member Cllr Liz Kitchen Cllr Karen Burgess Cllr Paul Clarke Cllr Nigel Jupp Cllr Tim Lloyd Cllr Josh Potts Cllr Diana Van der Klugt</p>	<p><u>Liberal Democrat (3):</u> Cllr Ruth Fletcher Cllr John Milne Cllr Jon Olson</p> <p><u>Green/Independent (1):</u> Cllr Mike Croker</p>
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RECYCLING & WASTE PDAG

<p><u>Conservative (7)</u> including Cabinet Member Cllr Philip Circus Cllr Toni Bradnum Cllr Alan Britten Cllr Karen Burgess Cllr Paul Clarke Cllr Tim Lloyd Cllr Diana Van der Klugt</p>	<p><u>Liberal Democrat (2):</u> Cllr Christine Costin Cllr John Milne</p> <p><u>Green/Independent (2):</u> Cllr Mike Croker Cllr Mike Morgan</p>
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Report to Council

Wednesday, 22 February 2023

By the Chief Executive

DECISION REQUIRED

Not Exempt



Calendar of Meetings 2023/24

Executive Summary

This report proposes a programme of Council, Cabinet and Committee meetings for 2023/24. The programme takes into account, where possible, the dates of bank holidays and school holidays.

As in previous years, the calendar for 2023/24 is based on a two-monthly cycle for Council, Cabinet and Overview & Scrutiny Committee.

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

Cabinet Member Policy Development Advisory Group (PDAG) meetings usually take place in the fortnight before each Cabinet meeting. A timetable of six meetings, per Group, per year, will be agreed, in consultation with Cabinet Members, for the new Municipal Year after the ordinary election of District Councillors on 4 May 2023.

Recommendations

The Council is recommended to approve the calendar of meetings for 2023/24 as submitted.

Reasons for Recommendations

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

Background Papers

None.

Wards affected: None

Contact: Aisha Nottage, Democratic Services and Elections Manager, 01403 215562

Background Information

1 Introduction and Background

- 1.1 A draft calendar was prepared for initial consultation with officers to ensure that any statutory requirements/deadlines could be met during the year. Amendments were made in response to comments received. The draft was then circulated to all Members for comment.

2 Relevant Council policy

- 2.1 The Council's Constitution, Part 4a.2, provides that "Ordinary meetings of the Council will take place in accordance with the notice of meetings decided at the Council's Annual Meeting." However, it has been the Council's practice to agree a calendar for all Council, Cabinet, Committee and PDAG meetings at an earlier Council meeting. This is to ensure the dates are available to Councillors and the public before the next Municipal Year. Dates for the PDAG meetings, which members of the public cannot attend, will be confirmed once details of the Cabinet Portfolios have been established after the District Council elections in May 2023.

3 Details

- 3.1 A draft calendar of meetings for 2023/24 has been prepared for Members' approval and is attached to this report as **Appendix 1**.
- 3.2 The proposed programme takes into account, where possible, the dates of bank holidays and school holidays.
- 3.3 As in previous years, the calendar for 2023/24 is generally based on a two-monthly cycle. Extraordinary Council or additional Cabinet/Committee/sub-committee meetings may also be called during the year as necessary. Standards Committee is to meet on a three-monthly cycle, as in previous years, with sub-committees to be called as and when required. Planning Committees continue to meet monthly.
- 3.4 It is proposed that the Licensing Committee should continue to meet only as required. Licensing sub-committees will also continue to be called as and when necessary. It is proposed that meetings of the Governance Committee should continue to be called as and when required.
- 3.5 As in previous years, Overview & Scrutiny Committee is scheduled to meet on the Monday of the same week as Cabinet, which meets on Thursdays.
- 3.6 Members briefings and seminars for training or development purposes will be arranged during the year on an ad-hoc basis as and when required.
- 3.7 The PDAGs will continue to take place in the fortnight before each Cabinet meeting where practical. The number of PDAGs will reflect the number of Cabinet portfolios and dates will be agreed, in consultation with Cabinet Members, after the 4 May elections.

- 3.8 The draft calendar also shows possible dates for the first two months of the 2024/25 Council year, for information only (please note that these may change when the final calendar for that year is prepared).

4 Next Steps

- 4.1 Once the calendar of meetings has been approved by the Council, the dates for 2023/24 will be published in the calendar of meetings on the Council's website. Councillors will be given instructions for adding these dates to their own Outlook Calendars.

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

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

6 Other Courses of Action Considered but Rejected

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

7 Resource Consequences

- 7.1 There are no resource consequences.

8 Legal Considerations and Implications

- 8.1 Paragraph 4a.1 of Part 4a (Council Procedure Rules) provides that the Annual Meeting will approve a programme of ordinary meetings of the Council for the year.
- 8.2 The Council must approve a calendar of meetings for the Cabinet and other committees and groups in order to ensure that Council business is transacted and done so in an open and transparent manner.

9 Risk Assessment

- 9.1 If the Calendar were not agreed at this stage there would be a risk to the Council's reputation, as it would not be seen to be operating in an open and timely manner.

10 Procurement implications

- 10.1 There are no procurement implications.

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

- 11.1 The approval of a programme of meetings for the year will enable its publication in advance. This will ensure that this information can be made available to members of the public who may wish to attend and/or address meetings of the Council and its

Committees or the Cabinet in exercise of a number of the convention rights, including a Right to a Family Life and Freedom of Expression.

12 Environmental Implications

12.1 There are no environmental implications.

13 Other Considerations

13.1 There are no positive or negative impacts arising from this proposal in relation to crime and disorder.

Calendar of Meetings 2023/24

Times of meetings (based on 2020/21)

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

- one scheduled, others added as required

MAY 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
	25 April Planning Committee (South)	26 April COUNCIL	27 April	28 April		
1 EARLY MAY BANK HOLIDAY	2 Planning Committee (North)	3	4 DISTRICT AND PARISH ELECTIONS	5	6	7
8 CORONATION BANK HOLIDAY	9 No meetings between	10 elections and Annual	11 Council meeting	12	13	14
15	16	17	18	19	20	21
22	23	24 COUNCIL – ANNUAL MEETING Audit Committee	25 Planning Committee (South) **	26	27	28
29 SPRING BANK HOLIDAY	30 {school half-term -----	--- 29 May – 2 June ---	-----			

** Planning Committee (South) moved to Thursday so it's after the Annual Meeting

JUNE 2023

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

JULY 2023

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

AUGUST 2023

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

SEPTEMBER 2023

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

OCTOBER 2023

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

NOVEMBER 2023

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

DECEMBER 2023

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

JANUARY 2024

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

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

FEBRUARY 2024

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

MARCH 2024

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

APRIL 2024

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

MAY 2024 (PDAG dates provisional)

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
		1	2	3	4	5
6 EARLY MAY BANK HOLIDAY	7	8	9	10	11	12
13	14 Planning Committee (North)	15	16	17	18	19
20	21	22	23	24	25	26
27 SPRING BANK HOLIDAY	28	29 COUNCIL – ANNUAL MEETING Audit Committee	30 Planning Committee (South) +++	31		
	{school half-term -----	---- 27 May – 31 May ---	-----			

+++ May Planning South – Moved to Thursday so it’s after the Annual Meeting

JUNE 2024 (provisional for information only – not part of the approved calendar)

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

JULY 2024 (provisional for information only – not part of the approved calendar)

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
1	2 Planning Committee (North)	3	4	5	6	7
8	9	10 Audit Committee	11	12	13	14
15 Overview & Scrutiny Committee	16 Planning Committee (South)	17	18 Cabinet	19	20	21
22	23 {school holidays start	24 23 July	25	26	27	28
29	30	31				

(a) Proposed by Councillor Tricia Youtan

Horsham District Council expresses alarm at the rise in antisemitism across the UK in recent years. The International Holocaust Remembrance Alliance (IHRA) guidelines on antisemitism, negotiated and agreed at an international level, were adopted by the UK Government in 2016. These guidelines define antisemitism thus:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor.
- Applying double standards by requiring of it a behavior not expected or demanded of any other democratic nation.

Continued/...

Motions for consideration by Council on 22 February 2023

- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis
- Holding Jews collectively responsible for actions of the state of Israel.

This Council hereby adopts the above definition of antisemitism as set out by the International Holocaust Remembrance Alliance, and adopted by the UK Government, and pledges to combat this anti-Jewish racism.

(b) Proposed by Councillor Mike Croker

This Council regrets the recent contested decision by the majority group in a private meeting to further delay the revised Local Plan and asks that reasons/explanations should be provided to them (without breaching confidentiality):

- 1) in order that Council understands the reason for the delay, and
- 2) as to why this was not brought to Full Council so that a decision could be taken by all Members on whether or not to proceed to Regulation 19, as laid out in the January 2023 Forward Plan.

Question from Mr Russell Shaw

I'm Russell Shaw, Chair of Plans Advisory Committee for Henfield. At our most recent meeting, we were considering the Government's consultation paper called 'Levelling Up and Regeneration Bill'. In this, there is significant emphasis on the importance and key role of Local Plans. It seems all the more extraordinary therefore that the Cabinet members of HDC have decided not to bring forward to full Council a Local Plan for Horsham that can be moved to Regulation 19 stage. We believe this leaves Henfield and other rural parishes especially, more vulnerable to speculative development and, as such, wanted to leave you in no doubt how disappointing we find this.

Can I ask relevant Councillors why this decision was taken in secret and without public scrutiny and why you feel that the risks of leaving us open to undesirable speculative developers are worth taking? Additionally, I imagine there has been a huge quantity of work undertaken by Council officers in working to draft a Local Plan - it must be demoralising not to have all of that work discussed and voted upon by Full Council. How are you explaining this to your staff members and what are you doing to keep them motivated to continue their important work? Thank you.

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