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# Overview and Scrutiny Committee

Monday, 25th September, 2023 at 5.30 pm  
Conference Room, Parkside, Chart Way, Horsham

Councillors:

Paul Clarke (Chairman)	
Anthony Frankland (Vice-Chairman)	
Sam Bateman	Alex Jeffery
Tony Bevis	Liz Kitchen
Philip Circus	Dennis Livingstone
Mike Croker	Jonathan Taylor
Malcolm Eastwood	Belinda Walters
Len Ellis-Brown	Mike Wood
Nigel Emery	

You are summoned to the meeting to transact the following business

Jane Eaton  
Chief Executive

## Agenda

	Page No.
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	3 - 6
To approve as correct the minutes of the meeting held on Monday 17 July 2023 ( <i>Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to <a href="mailto:committeeservices@horsham.gov.uk">committeeservices@horsham.gov.uk</a> at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.</i> )	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members of the Committee	
4. <b>Announcements</b>	
To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. <b>Annual Crime and Disorder Update</b>	7 - 14
To receive a report from the Head of Housing and Community Services	

- |     |   |         |
|-----|---|---------|
| 6.  | <b>Report on the Council's Finance and Performance</b>  | 15 - 32 |
|     | To receive a report from the Director of Resources  |         |
| 7.  | <b>Update from Task and Finish Groups</b>   | 33 - 34 |
|     | To receive an update from the Fair Space Task and Finish Group  |         |
| 8.  | <b>Work Programme</b>   | 35 - 36 |
|     | To review the current Overview and Scrutiny Work Programme  |         |
| 9.  | <b>Cabinet Forward Plan</b>   | 37 - 42 |
|     | To review the current Forward Plan  |         |
| 10. | <b>Urgent Business</b>  |         |
|     | Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances |         |

## Overview and Scrutiny Committee 17 JULY 2023

Present: Councillors: Paul Clarke (Chairman), Sam Bateman, Tony Bevis, Mike Croker, Len Ellis-Brown, Nigel Emery, Alex Jeffery, Liz Kitchen, Dennis Livingstone, Jonathan Taylor, Belinda Walters and Mike Wood

Apologies: Councillors: Anthony Frankland, Philip Circus and Malcolm Eastwood

### SO/14 MINUTES

The minutes of the meeting held on 5 June 2023 were approved as a true record and signed by the Chairman.

### SO/15 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

### SO/16 ANNOUNCEMENTS

There were no announcements.

### SO/17 LOCAL AUTHORITY HOUSING FUND ROUND 2 UPDATE

The Director of Resources gave a verbal update on the Local Authority Housing Fund Round 2. The Council had been offered £760,000 by the government. If accepted, it would need to add just over £1 million to this sum, to give a total of £1.78 million. The purpose of the funding was to purchase four properties: three large properties that would be designated for Afghan refugees who were in bridging accommodation, and a fourth property that would be used as temporary accommodation for the homeless.

The properties would generally be larger than those under the Local Authority Housing Fund Round 1. This meant that they would cost more, however, the rental income would be slightly higher.

The Director of Resources reported that both the Finance and Resources and the Housing, Communities and Wellbeing Policy Development Advisory Groups were supportive of accepting the funding. The Council had to respond to the government by 14 August.

The Director of Resources also gave an update on the Local Authority Housing Fund Round 1. The Council had committed £950,000 to the purchase of two large (four bedroom plus) properties out of a budget of £1.225 million. One purchase had completed and the other was close to exchange of contracts. This left £274,000 unspent on this part of the scheme, of which £137,000 belonged to the government and had to be returned. The Director of Resources'

recommendation was that the remaining £137,000, which belonged to the Council, was transferred to the second part of the scheme.

Of the eleven properties that were under offer as part of the second part of the scheme, eight had two bedrooms and three had three bedrooms. By transferring the unused funds to this part of the scheme, the Council could purchase a further three three-bedroom properties instead of a further three two-bedroom properties, which would result in a better housing mix. The larger properties would also generate a slightly higher rental income. The Council had until the end of November to put these properties under offer. Whilst the Director of Resources expected that the Council would be able to achieve this, he acknowledged that it was becoming increasingly difficult to secure properties.

Members had an opportunity to make comments and ask questions. Among the matters raised were:

- The impact on the Council's housing waiting lists. The Director of Resources explained that the idea was that, once the Afghans and the Ukrainians were in a position to return home or find their own accommodation, the properties would be made available to the homeless and others that were in need.
- What the risks were. The Director of Resources advised that the project could cost the Council more than it expected, however, there was no ultimate risk because the grant would be returned to the government if the Council was unable to spend it. He explained that the Council could consider expanding its search criteria in order to increase its chances of securing properties.
- Whether the purchase of the temporary accommodation property was time limited. The Director of Resources advised that contracts would have to be exchanged before 29 March, which was the same time period applicable to the properties that would be designated for Afghan refugees.
- Whether sustainable travel options were considered when searching for properties. The Director of Resources advised that these were considered. The Council was trying to group properties together and ensure that they were situated in areas where local amenities were within walking distance.
- Whether Afghan refugees would be relocated from local hotels. The Director of Resources advised that the Council was working with West Sussex County Council to determine who the appropriate families were.

Note: The meeting paused at the start of and during this item due to issues relating to the audio.

SO/18 **HOUSING GRANTS UPDATE**

The Director of Resources gave a verbal update on two housing grants that the Council had been offered by the government. These were a Homelessness Prevention Grant of £271,911 and a Home Office Asylum Dispersal Grant of

£72,000. The purpose of the Homelessness Prevention Grant was to assist the Council in supporting Ukrainians move into suitable accommodation, in order to reduce the risk of them becoming homeless. The purpose of the Home Office Asylum Dispersal Grant was to reduce the risk of homelessness of all asylum seekers.

The Housing team was exploring options for spending the grants. Council would need to amend the budget in order for the grants to be accepted and spent.

In response to a question asked as to whether the Housing team would liaise with local Ukrainian support groups to find out what the Ukrainians needed, the Director of Resources confirmed that he would remind them to do so.

#### SO/19 **LAND CHARGES FEES UPDATE**

The Director of Resources gave a verbal update on the Cabinet report on Land Charges fees. West Sussex County Council had increased the amount it charged Horsham District Council for Land Charges searches by £5 (from £21 to £26), and it was proposed that this fee increase be passed on to Horsham District Council's customers, so that the Council was not subsidising it. Council would need to approve the fee change.

A question was asked as to whether the fee increase reflected the rate of inflation. Whilst the Director of Resources did not know when West Sussex County Council last increased its fees, he confirmed that it did not usually increase them by £5 per year.

#### SO/20 **WORK PROGRAMME**

The Chairman invited Councillor Bateman to brief the Committee on her work programme suggestion, details of which had been circulated to members of the Committee prior to the meeting.

The suggestion was to investigate how well outdoor sports and leisure facilities were working for residents, with a particular focus on women and teenage girls. If these facilities were not working well for women and teenage girls, then to understand why not and to determine how the facilities could be made more inclusive.

It was proposed that the process would involve consideration of the Council's policies and planning documents to determine whether these were a barrier to inclusivity, as well as engagement with teenage girls to find out what facilities they wanted.

Members debated the suggestion and among the points raised was a view that the needs of older women should also be considered, as the district had an ageing population and there were significant health benefits to be gained from participation in sport. Some concern was expressed that this might result in the scope of the review becoming too wide.

It was agreed that a Task and Finish Group would be set up with the membership comprising Councillors Bateman, Emery and Wood. The Group would formulate its terms of reference and report these to the next meeting of the Committee.

It was considered that the Group could ask questions of Councillor Olson, the Cabinet Member for Leisure, Culture and Green Spaces. The Group could also seek advice from the Head of Leisure and Culture and the Head of Strategic Planning.

The Overview and Scrutiny work programme was noted.

SO/21 **CABINET FORWARD PLAN**

The Cabinet Forward Plan was noted.

SO/22 **URGENT BUSINESS**

There was no urgent business.

*The meeting closed at 6.17 pm having commenced at 5.31 pm*

**CHAIRMAN**

## Report to Overview and Scrutiny Committee

25 September 2023  
By Head of Housing and Community Services  
**INFORMATION REPORT**



Not Exempt

### Annual Crime and Disorder Update

## Executive Summary

This briefing aims to give a background to crime and anti-social behaviour across the Horsham District. It contains data covering the period January – December 2022 and is taken from the Safer West Sussex Partnership's (SWSP) Strategic Impact Assessment. That Assessment has used data from Sussex Police and the Office of National Statistics. Because of the way some of the data was recorded by the police, it is not possible to do a direct comparison with earlier years. As a result we have looked at how Horsham compares to other districts and boroughs and the percentage of the West Sussex total.

Horsham District Council has limited or no influence on crimes such as Homicide, Serious Organised Crime, Domestic Abuse, Road Traffic Accidents, Modern Slavery and Trafficking. However, the council can influence anti-social behaviour, neighbour disputes and offer support to younger and older people. The Council, in partnership with Parish and Neighbourhood Councils, enable seven warden schemes across the district. This positively supports the speed of addressing issues such as anti-social behaviour on a local level. It should be noted, however, that the role of the warden schemes isn't solely focused on crime, but also community support and local issues identified by the Parish and Neighbourhood Councils.

Working in partnership, representatives of the Community Services team are active in several forums and boards including:

- Horsham District Community Safety Partnership
- West Sussex Violence Reduction Partnership
- Police Partnership Tactical Tasking & Co-ordination Group
- HASBRAC (Hate and Anti-Social Behaviour Risk Assessment Conference)
- Safer West Sussex Partnership Executive Board
- Peer Group Conferences
- Anti-Social Behaviour Case Reviews (formerly known as Community Triggers)
- Local Community Network
- Anti-Social Behaviour working groups
- Hate Crime Engagement Partnership
- Neighbourhood Warden provision and steering groups
- West Sussex Suicide Prevention Partnership
- Horsham Partnership Advisory Board

Horsham is a relatively affluent district with lower-than-average crime levels, and deprivation among the lowest nationally. Vulnerability is lower than county and national levels and communities are typically more satisfied with their neighbourhoods than other areas of West

Sussex. Horsham was in 2022, and continues to be, one of the safest districts in the county.

### **Recommendation**

Overview and Scrutiny Committee is recommended to note the report.

### **Reasons for Recommendation**

This report is a Statutory Requirement of the Crime and Disorder Act (1998).

### **Background Papers**

N/A

### **Wards affected:**

All Wards

### **Contact:**

Rob Jarvis, Head of Housing & Community Services – 01403 215449



## Key Information

### 1. District Profile

- 1.1 The 2021 Census recorded the population of the Horsham District as 146,800 – an increase of 11.8% from 2011 and the third highest in West Sussex behind Arun and Mid-Sussex. This is higher than the overall increase for England (6.6%).
- 1.2 The Horsham District accounts for 17% of the West Sussex population.
- 1.3 The population is split as 51% female and 49% male.
- 1.4 45% of the population is of working age, between 25 and 59 years.
- 1.5 22% are under 19 years old.
- 1.6 91.2% of residents are satisfied with where they live. This is higher than the average across West Sussex (84.8%).

### 2. Total recorded crimes

- 2.1 Based on total crime per 1000 of the population, Horsham was the second safest district in West Sussex (49 crimes per 1000 population), behind Mid Sussex (44 crimes per 1000).
- 2.2 Compared to the total West Sussex figures and other districts and boroughs, Horsham scored as follows:

Crime type	% of West Sussex total	Rank in County
Total crime	12%	2 <sup>nd</sup>
Violence against the person	12%	2 <sup>nd</sup>
Arson and Criminal Damage	13%	2 <sup>nd</sup>
Vehicle Offences	12%	2 <sup>nd</sup>
Robbery	7%	2 <sup>nd</sup>
Theft	11%	2 <sup>nd</sup>
Public Disorder	14%	3 <sup>rd</sup>
Burglary	14%	3 <sup>rd</sup>
Sexual Offences	15%	3 <sup>rd</sup>
Drug Offences	9%	4 <sup>th</sup>
Anti-Social Behaviour (all types)	13%	4 <sup>th</sup>

### 3. Violent Crime

- 3.1 In a Violent Crime, a victim is threatened with or harmed by violence. Violent Crimes include offences such as assault, rape and sexual assault, and harassment.
- 3.2 Violent crime accounted for 56% of crime in the district. However, Horsham was the 3<sup>rd</sup> lowest in West Sussex and the severity of recorded crime in Horsham was the second lowest in West Sussex. (The severity score reflects the relative harm of the offence rather

than the number of offences.)

<b>Violent Crime</b>	<b>Total</b>	<b>% of West Sussex</b>
Adur	2,165	6%
Mid Sussex	3,788	12%
Horsham	4,020	12%
Chichester	4,102	13%
Worthing	4,754	15%
Arun	6,100	19%
Crawley	7,325	23%

- 3.3 Sexual offences in Horsham were the 3<sup>rd</sup> highest in West Sussex.
- 3.4 Serious Violence accounted for less than 1% of the district's recorded crime and was the 3<sup>rd</sup> lowest in the county. (Serious Violence includes crime types that cause, or are intended to cause, serious injury and includes homicide, knife crime, personal robbery, and gun crime, where these occur in a public place.)
- 3.5 Knife crime accounted for 10% of the county's total (3<sup>rd</sup> lowest). There were 20 gun related incidents in Horsham, which was the highest across West Sussex and accounted for 27% of total county gun crime.
- 3.6 Almost a quarter of Violence Against the Person crimes were committed by young people under age 25. The average age of young people involved in violence was 12 years.
- 3.7 The Serious Violence Duty, which came into effect on 31 January 2023, is part of the Government's broad approach to prevent and reduce serious violence. The key strands are a multi-agency public health approach to understanding the drivers and impacts of serious violence, and a focus on prevention and early intervention. Responsible authorities (also known as "duty holders") who are subject to the Duty include: local authorities, the police, youth offending teams, Integrated Care System, Probation, and the fire service. In addition to the Serious Violence Duty Section 17 of the 1998 Crime and Disorder Act has been amended to make preventing and reducing Serious Violence a statutory requirement for Community Safety Partnerships.
- 3.8. In 2022 the Community Safety Partnership agreed to focus on two key priority areas, accepting that having two priorities which were so broad in nature would make the best use of resources. It also reflects what the group can positively impact, separate to police priorities.
- Young people and mental health support
  - Vulnerable older people

#### **4. Drugs offences**

- 4.1 In 2022 there were 121 drug offences in Horsham District which accounted for 2% of total

crime in Horsham and 9% of all West Sussex drugs crimes. This comprised 93 instances of drugs possession and 28 instances of drugs trafficking and supply.

- 4.2 Horsham Denne Ward, along with Crawley and Chichester, was identified as a Class A drug hotspot.

## 5. Anti-social behaviour

- 5.1 In 2022 the number of anti-social behaviour cases in Horsham logged by the police was 1,308. This is 13% of the West Sussex total and the 4<sup>th</sup> lowest in West Sussex.
- 5.2. Of those 1,308 cases, 1,127 were logged as Nuisance, 114 were Personal, and 67 were Environmental anti-social behaviour.
- 5.3. The vast majority (86%) were regarding neighbour issues/disputes, and this was reflected in the emails coming through to the Community Safety inbox.
- 5.4. **Anti-Social Behaviour Case Review (formerly known as the Community Trigger).** If someone has made three or more qualifying complaints of anti-social behaviour to an agency (HDC, police or social housing provider etc) within the last six months and it has not been dealt with, they can escalate a complaint through the Anti-Social Behaviour Case Review. This was previously called the Community Trigger. If it meets the criteria, a multi-agency meeting is held, and recommendations made. In 2022, HDC received 15 applications through its website, of which 11 were accepted and recommendations made.

## 6. Emerging issues in the Horsham District

- 6.1 The following were emerging issues in 2022 (and continue to remain so) and were regularly discussed at Horsham Peer Group Conferences:
- A group within Horsham town location linked to crime (assault, harassment, drugs, and knife crime).
  - Public perception that young people were gathering in larger groups were all committing crime.
  - Fear of knife crime and belief that all young people carry knives. Driven by social media.
  - Misogyny expressed by young males of school age.
  - Hesitancy or disinclination to report crime.
  - Rise in neighbour disputes.
  - Street racing and car meetings.
  - A high number of sextortion (blackmail by threatening to publish sexual information or photos/videos) and courier fraud was reported. Reports to Action Fraud were the 3<sup>rd</sup> highest in West Sussex. Op Signature cases (police campaign to identify and support vulnerable victims of fraud) were the 2<sup>nd</sup> highest in the County.
  - Of note is a rise of catalytic convertors thefts; with Horsham accounting for the 20% of County crime (2<sup>nd</sup> highest across West Sussex).

## 7. Neighbourhood Wardens

- 7.1. HDC manages seven Neighbourhood Warden Schemes across the district on behalf of

Parish and Neighbourhood Councils, who fund the service. Currently the scheme operates in Ashington, Billingshurst, Horsham Town, Pulborough, Southwater, Storrington, and Steyning, Bramber & Upper Beeding.

- 7.2. Wardens work alongside partner agencies to improve the quality of life for everyone and support vulnerable members of the community. They can help deal with social isolation, early intervention, contextual safeguarding and local issues.
- 7.3. They are accredited by the Community Safety Accreditation Scheme, and Sussex Police has delegated certain powers to them.
- 7.4. As well as providing a uniformed patrolling presence, working closely with the police, and dealing with anti-social behaviour, Wardens also establish diversionary activities for young people, attends local clubs and visits schools.

## **8. Perception v reality**

- 8.1 86% of reported ASB was down to neighbour disputes but the perception is that young people are responsible for all ASB.
- 8.2. There is a fear of knife crime and a belief that all young people carry knives. This is incorrect and partly driven by social media.

## **9. Public Space Protection order**

- 9.1. There is a Public Spaces Protection Order (PSPO) in place across the Horsham District. The Order came into effect on 1 April 2018 and lasted three years (the maximum allowed). On 1 April 2021, the Order was extended for a further three years (ending on 31 March 2024) and includes additional prohibitions. We have by far the most prohibitions in West Sussex.
- 9.2. In order to keep or add specific activities in a PSPO, there must be evidence that they are having a detrimental effect on the quality of life for those in the locality (or it is likely that activities will take place and have such an effect); is (or is likely to be) persistent or continuing in nature; is (or is likely to be) unreasonable; and justifies the restrictions being imposed.
- 9.3. Failure to comply with the Public Spaces Protection Order is a criminal offence. Offences carry a maximum penalty upon conviction of a fine (Level 3) of up to £1,000. Breach of a PSPO may be dealt with by a Fixed Penalty Notice if over 18 years. However, there are other ways to deal with these issues without them being in a PSPO, eg Community Protection Warnings and Banning Orders.
- 9.4. The conditions in force across the whole of Horsham District are:
  - Clean up dog fouling.
  - Keep dogs under control.
  - No anti-social use of vehicles.
  - No nuisance behaviour relating to alcohol.
  - No racing of, conducting time trials with, or exercising of a horse and horse-drawn vehicle on any dual carriageway.
  - No intoxication or possession of psychoactive substances.

In Horsham town centre additional conditions are:

- No unauthorised access or nuisance behaviour on buildings or street furniture.
- No unlicensed busking.
- No drinking of alcohol in The Causeway, Gardens of Remembrance and Mill Bay areas.
- No anti-social behaviour or nuisance behaviour in car parks and stairwells.
- No selling of periodicals which include a prize draw competition dependent on skill (excludes the Big Issue).

9.5. The current PSPO expires on 31 March 2024 and, after consultation with the police and the Community Safety Partnership, it was agreed to allow the PSPO to lapse. Should evidence come to light in the future of new or continued anti-social behaviours, a new PSPO can come into effect after public consultation if deemed necessary.

## **10. Relevant Council policy**

10.1 The work programme of the Community Safety Partnership supports the Council Corporate Plan by playing an active role in ensuring our district is a safe and enjoyable place to live. It also enables the Council to work in partnership with other agencies to tackle the causes of crime and disorder and improve the quality of life in our local communities.

## **11. Next Steps**

11.1 A further report will be provided to the Committee within the next 12 months in respect of 2023 data (calendar year).

## **12. Resource consequences**

12.1 There are no associated resource consequences.

## **13. Legal considerations and implications**

13.1 There are no associated legal consequences.

## **14. Risk assessment**

14.1 There are no associated risks.

## **15. Equalities and Human Rights implications / Public Sector Equality Duty**

15.1 None – information report.

## **16. Environmental implications**

16.1 None.

## **17. Other considerations**

17.1 There are no other considerations.

## Report to Overview and Scrutiny Committee

Date of meeting 25 September 2023

By Director of Resources

### INFORMATION REPORT

Not exempt



## REPORT ON THE COUNCIL'S FINANCE AND PERFORMANCE IN 2023/24

### Executive Summary

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

The financial performance is forecast at Month 4 of the 2023/24 financial year. There are significant budget pressures. The pay settlement has not yet been finalised but is expected to be £0.45m more than the salaries budget. This has not yet been factored into the operational forecast at the individual service level. A forecast £0.28m overspend in Investment Properties for long-term vacancies and rent reductions from rent reviews and £0.31m loss of income forecast in planning as developments decisions remain delayed due to water neutrality. This is also affecting building control income. There are forecast surpluses of £1.3m from the impact of increased interest rates on our investment income. Officers are currently forecast an operational surplus of £0.77m which will reduce to £0.32m once the pay settlement has been applied.

Work on the Local Plan is going to take place later than originally budgeted and it is likely that most of the spend will now take place in 2024/25. An underspend of £0.18m is forecast in 2023/24, although there is potential to carry this budget forward into 2024/25 should the operational position remain in surplus.

Once everything has been included, the overall funding position is a £42,000 deficit.

Debt over 90 days is aging and the risk associated is building, albeit being closely monitored by the Planning and Legal departments.

Capital expenditure at Month 4 was £3.3m (19.7%) of the £16.8m capital programme. By comparison, spend on capital was £0.92m (8%) of the £12.1m programme at same period in 2022/23. Most of the capital spend (£2.2m) is from the Local Authority Housing Fund that has purchased 6 of the 16 required homes. The Council will start to receive an income when the tenants move into these homes. A very optimistic outturn of £15.4m or 92% is forecast by officers with several schemes due to start in the Autumn. In 2022/23, the outturn was £5.2m (43%).

An analysis of performance indicators at the end of quarter 1 shows 62% (21) at or above target, 18% (6) close to target and 20% (7) outside of the target.

Of the seven KPIS outside their target, two new ones in Health and Wellbeing reflect the fact that some services were on hold during the move to the new site in Swan Walk. Whilst two KPIs in Revenues and Benefits remain red, a previous third red KPI on the collection of business rate arrears is now within target this quarter; signs that the service is moving in the right direction as improvement actions start to take effect.

Likewise work to increase the number of leased properties in Housing has improved the KPI in households in temporary accommodation, although the number of households in bed and breakfast accommodation currently remains red.

Work on Corporate Projects progressed during quarter one of 2023/24. Of the 26 current projects listed, planning for improvement at Southwater Country Park and the holding of the local election have been completed.

18 projects are progressing without current issues, including work to support residents with the impact of the cost of living, and preparatory work on the improvements to public realm in the Bishopric, Carfax and the Billingshurst investment programme, along with consultation with residents on the climate action strategy.

Four projects are classed as having issues that delaying the projects. A joint project with West Sussex County Council on the Hurst Road Regeneration is awaiting a viability study, a response to the Gatwick Airport Development Consent order was submitted but is awaiting the next stage, we need to understand the budget implications of decarbonising the estate in the internal carbon reduction action plan, and further consultations are being undertaken on the potential Parkside office improvements.

## **Recommendations**

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

## **Reasons for Recommendations**

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

**Consultation:** Senior Leadership Team, Cabinet Members.

**Wards affected:** All

**Contact:** Dominic Bradley, Director of Resources. 01403 215302

## **Background Papers:**

Appendix A: Key Performance Indicators Q1

Appendix B: Budget Monitoring and Forecast Outturn summary at M4

Appendix C: Capital Budget monitoring and forecast outturn at M4

Appendix D: Revenue Budget monitoring and forecast outturn at M4

Appendix E: Corporate Projects Update Q1



# KPI Report Quarter 1 2023/24

April to June 2023



Traffic Light:  at or above target - 62% (21/34)  near target – 18% (6/34)  below target – 20% (7/34)  Data only - 1

## KPI Movements since Quarter 4 2022/23

### Five remain Red:

CS03 Less than 5% of incoming calls abandoned, HS19 Of which no of households in B & B accommodation, OP17 Number of refuse, recycling and garden waste collections confirmed as missed, R&B03 Quality Assurance: LA Error, R&B05a Arrears collection: Council Tax

### Two moved from Green to Red:

HW1 Number of Health and Wellbeing Interventions for working age residents, HW2 Number of Health and Wellbeing interventions for over working age residents.

### Four remain Amber:

FS07 % of invoices paid on time, R&B04a In year Council Tax collects, R&B04b In year Business Rate Collections, R&B06a Direct Debit Payers (%)

### One moved from Green to Amber:

OP14a Recycling rate % (figures for quarter 4)

### One has moved from Red to Amber:







HS18 No of households in temporary accommodation,

### Two moved from Red to Green:













SSC9a No. of fly tipping incidents, R&B05b Arrears Collection: NNDR









### Two moved from Amber to Green:










OP19 Quality of recycling % contamination rate, VE01a Percentage of HDC owned and managed commercial and industrial estate space occupied.

PI Code & Short Name	Q1 2021/22	Q1 2022/23	Q1 2023/24			Notes
	Value	Value	Value	Target	Status	
BT1(i) Percentage of payments made online	84.4%	86%	88.7%	85%		
CD21 Total number of Community Trigger activations	1	4	2	5		
CD23 No of voluntary organisations supported through advice and enablement	30	65	65	56		
CD24 Number of Volunteers referred via the Voluntary Sector Support Service	209	87	148	66		
CS03 Less than 5% of incoming calls abandoned	4.77%	4.62%	13.49%	5%		<p>Turnover of staff has hampered performance. Onboarding four new staff takes time and decreases the productivity of the trainers, whilst new staff can take time to gain a wider understanding of their role. Garden waste renewals and more latterly, the renewals of the annual car parking discs have also driven up the call rate. In addition, in part due to some addresses being only partially printed, a larger number of garden waste stickers failed to be delivered by Royal Mail, resulting in more calls than normal.</p> <p>We also received higher call volumes as the government announced various fuel payment schemes. We were unable to help directly as these were being distributed by Revenues and Benefits, but resulted in higher level of admin for the team as we transferred the details of the calls over to Revs and Bens for a response. We have identified that call lengths have also increased as residents are calling in with multiple and complex issues that take longer to resolve. We are investigating the detailed trends behind this data.</p>
DM23h Speed of decision - major (Oct 2021 - Sept 2023)		76.9%	90.5%	60%		

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PI Code & Short Name	Q1 2021/22	Q1 2022/23	Q1 2023/24			Notes
	Value	Value	Value	Target	Status	
DM24f Quality of decision - major (Apr 2021 - Mar 2023)		0%	1.2%	10%		
DM25h Speed of decision - non-major (Oct 2021 -Sept 2023)		94.8%	95.1%	70%		
DM26f Quality of decision - non-major (Apr 2021 - Mar 2023)		0.17%	0.32%	10%		
FS07 % of invoices paid on time	92.90%	94.80%	86.90%	95.00%		Invoices delayed due to staff absences across the Council over the Easter period. This led to delays in coding and approving invoices.
FS09c Parking Combined Total Income	£641,479	£1,129,145	£1,243,908	£1,217,436		
HS18 No of households in temporary accommodation	107	152	153	140		Increased demand for service. This number is increasing as we lease more properties as an alternative to B&B.
HS19 Of which no of households in B & B accommodation	4	36	36	30		Increased service demand being replicated across all other district and boroughs. Mitigating this with increased leased properties as a B&B alternative.
HW1 Number of Health & Wellbeing Interventions for working age residents	304	207	158	195		Some services on hold in transition to new location. Service now relocated to hub at Swan Walk.
HW2 Number of Health & Wellbeing Interventions for over working age residents	125	140	61	78		Slight reduction due to temporary hold on Falls Prevention programme which has been subject to countywide procurement for renewed service for the next three years.
LS01a Attendance at Sports Centres	158,006	285,346	288,896	275,000		
LS05(i) Total attendance at Horsham Museum	0	4,237	5,819	5,000		
LS04 The Capitol overall ticket sales	8,080	27,199	20,926	20,750		

PI Code & Short Name	Q1 2021/22	Q1 2022/23	Q1 2023/24			Notes
	Value	Value	Value	Target	Status	
OP14a Recycling rate % (Tonnage) [2025 Resources & Waste Strategy Target 55%] (Quarter 4 Jan, Feb & March 2023)	49%	48%	46%	50%		This KPI reports from the previous quarter as we have to wait for conformation from WSCC. This represents a seasonal drop in recycling rate. The recycling rate varies through the year as a large proportion (C. 50% pa) comes from garden waste. The amount of Garden waste drops substantially in the winter months, hence the drop in recycling rate in Q4.
OP17 Number of refuse, recycling and garden waste collections confirmed as missed	186	155	255	216		The number of missed collections represents 0.026% of all collections. We are looking to change the reporting form so we can accurately reflect the number of genuine missed bins against properties we go back and collect from. We will go back to properties where genuine mistakes are made by the residents and we have the trucks in the vicinity, but this is currently recorded as a missed bin.
OP19 Quality of recycling - % contamination rate	6.72%	6.82%	6.31%	8%		
PP09 % of FOI requests responded to within 20 days	96%	96%	97%	85%		
PS11c Total sickness (excluding leavers sickness)	5.84	5.93	4.8	6		
R&B01 Customer Assurance	100	100	80	80		During Q1, the service has had to respond to three small data protection breaches, caused by third party suppliers.
R&B02 Right Time: Combined Speed of processing for new claims and changes of circumstances	7.09	8.09	8.96	11		
R&B03 Quality Assurance: LA Error	0.24%	0.23%	0.48%	0.4%		In addition to significant and ongoing training and quality assurance, the operation has put in an extra assurance process to quality check all overpayments above £500 to further scrutinise classification. This will allow the service to ensure all overpayments classified as LA error are correct and review the underlying entitlement in these cases.

PI Code & Short Name	Q1 2021/22	Q1 2022/23	Q1 2023/24			Notes
	Value	Value	Value	Target	Status	
R&B04a In Year Collection: Council Tax	29.12%	29.28%	29.15%	29.28%		There has been a slight dip in the C-Tax collection rate in the month of June and the service will continue to monitor this.
R&B04b In Year Collection: Business Rates	23.24%	28.66%	27.48%	28.66%		There has been a slight dip in the Business Rates collection rate in month for June. The service is continuing to push forward with service improvements. In addition the service has diverted further resource to the recovery team to ensure we have additional recovery resource.
R&B05a Arrears Collection: Council Tax	17.55	16.08	14.11	15.92		There has been a downturn in the collection of C-Tax arrears over the last three financial years, which is likely to be linked to the impact of Covid-19 and then the cost of living crisis. Now that the arrears for Business Rates has recovered to above target, we will be switching our attention to the recovery of C-Tax arrears.
R&B05b Arrears Collection: NNDR	21.43	15.77	27.77	15.76		
R&B06(a) Direct Debit Payers (%)		79.6%	79.26%	80%		During Q1 there has been a slight increase in the number of customers paying by Direct Debit from quarter 4.
SSC9a No. of fly tipping incidents	282	233	282	291		
SSC9c No of Fly Tipping Clearances	74	136	285			
VE01a Percentage of total HDC owned and managed commercial and industrial estate space occupied	96.55%	98.59%	95.68%	95%		
VE01b Income from HDC owned and managed commercial and industrial estate space	£1,917,431	£1,965,027	£1,920,632	£969,799		

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## Budget Monitoring and Forecast Outturn – April to July 2023

**Monthly Summary:** The operational forecast is a £0.77m surplus for the year. £1.3m additional income is forecast on investment income as they continue to perform better than expected due to interest rate rises. A £194k surplus has been forecast in strategic planning as the main spend for the enquiry will now take place in the next financial year. These surpluses are offset by a £281k forecast overspend on investment properties due to a rent reduction and a vacancy until January 2024. The forecast loss of income in planning and building control has doubled to £400k as the impact of water neutrality on planning decisions continues. The overall funding position is set to be a £42k deficit after adjusting for the likely pay award and carrying over the local plan budgets into the next financial year.

### Revenue Outturn Forecast: ●

Outturn Forecast	£000s
Corporate Management	0
Resources	(1,382)
Communities	37
Place	573
<b>Total overspend / (surplus)</b>	<b>(773)</b>

### Monitoring Compliance: 100% ●

budget holders returned their revenue budget forecasts. But 3 capital forecasts were not returned.

### Forecast overall funding position at M4 ●

2023/24	M4 snapshot of overall budgetary position
13,513	Net exp set in budget
152	Budgets carried over from 22/23
42	Changes to net budget. ED & EH staffing
(773)	forecast surplus
<b>12,934</b>	<b>Forecast net exp</b>
(11,154)	Council tax
(2,129)	Business rates
(12)	Net Collection Fund 'surplus' after using reserve
(83)	CTS Government funding
(139)	Revenue Support Grant
<b>(13,517)</b>	<b>Funding</b>
<b>(583)</b>	<b>Net (surplus) / deficit before one-off cost / funding</b>
450	NJC Salary Increase (£1,925 or 5.5% vs 4.5%)
175	Potential Local plan budget carry forward
<b>625</b>	<b>One off net funding after costs</b>
<b>42</b>	<b>Overall (surplus) / deficit - smooth via reserves</b>

### Capital Expenditure: ●

Spend to date £3.3m (19.7%) of the larger £16.8m capital budget. Capital budget has been added for 3 new projects; (LAHF Round 2 and two property purchases).

30 projects are yet to start spending.

### Local Authority Housing Fund Round 1 (LAHF R1): ●

£5.9m capital budget created to purchase 16 homes.

#### Month 4 Summary

#### 2x 4 Bed scheme - completed

Budget committed 89%

#### Other scheme

Under offer 7

Completed 4

Outstanding 3

Capital amount committed £3.6m

Budget committed 78%

### Salaries position ●

The initial pay offer of £1,925 or 3.88% on grades above G8 is estimated to cost £350k more than the budget set - this is the minimum impact. Each additional 1% paid above the 3.88% offered will impact the operational outturn. For example, a £1,925 or 5.5% pay offer will cost an additional £450k compared to the original budget.

### Debtors ●

The Council was owed £1.55m at 11 August 2023 of which £1.50m was >30 days. The table lists a breakdown of the oldest debts.

Age Group	11 Aug 23 £k	18 July 23 £k
<b>Current</b>	<b>45</b>	<b>743</b>
<b>&gt;30 Days</b>	<b>220</b>	<b>261</b>
<b>&gt;60 Days</b>	<b>261</b>	<b>293</b>
<b>&gt;90 Days</b>	<b>1,021</b>	<b>949</b>
	<b>1,548</b>	<b>2,246</b>
<b>&gt;90 Days top six = £898k (88%)</b>		
<b>* Developer CIL due</b>	<b>347</b>	<b>261</b>
<b>** Developer CIL due August 2022</b>	<b>194</b>	<b>194</b>
<b>Leisure provider Q4 2022/23 Management fee</b>	<b>137</b>	<b>-</b>
<b>Developer S106 due in 2016 and 2017 – with legal</b>	<b>116</b>	<b>116</b>
<b>Commercial rent</b>	<b>64</b>	<b>64</b>
<b>Commercial rent</b>	<b>40</b>	<b>42</b>

\* A further instalment for £86k has now passed 90 days due. Site may become 100% affordable housing which will remove the CIL charge due. Discussions ongoing.

\*\* Repayment plan in place. Payments currently delayed in agreement with HDC while the compliance team investigate discharge of pre-commencement conditions.

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APPENDIX C - Capital expenditure in 2023/24

Cabinet Member for:	Detailed Description	Period 4 Ytd	Budget	% of Budget	P4 Forecast Outturn	Start date (estimate for spend. Project work commences before this)
Property & the Local Economy	HIGHWOOD COMMUNITY CENTRE	6,567	250,000	3%	10,000	Project being reviewed
Leisure and Culture	WARNHAM NATURE RESERVE CAFÉ IMPROVEMENTS	0	15,000	0%	15,000	Q1 23/24 Installation likely to slip into
Leisure and Culture	ROFFEY RECREATION GROUND REGENERATION PROJECT	0	81,134	0%	8,100	Q1 2024/25
Leisure and Culture	HORSHAM SKATE PARK	1,950	8,651	23%	8,651	Retention (May 24)
Leisure and Culture	NORTH HORSHAM NEIGHBOURHOOD PLAY AREA IMPROVEMENTS	0	25,000	0%	25,000	Q3 23/24
Leisure and Culture	RURAL PLAY AREA IMPROVEMENTS	0	25,000	0%	25,000	Q3 23/24
Leisure and Culture	RIVERSIDE WALK BOARDWALK - BEN'S ACRE	0	30,000	0%	30,000	Nov/Dec 23
Leisure and Culture	BENNETTS FIELD IMPROVEMENTS	0	40,807	0%	4,100	Likely to slip into Q1 2024/25
Property & the Local Economy	SITE SECURITY MEASURES	0	20,000	0%	20,000	Q4 23/24
Leisure and Culture	HORSHAM PARK POND - BEACH & FENCE	0	66,186	0%	66,186	Works completed, awaiting invoice
Leisure and Culture	CAPITOL - LED LIGHTING (TO IMPROVE ENERGY EFFICIENCY)	0	213,056	0%	213,056	Ordered. Installation Nov 23
Leisure and Culture	HOLBROOK EAST PLAY IMPROVEMENTS (NORTH HORSHAM PLAY)	0	78,375	0%	78,375	Q4 2023/24
Leisure and Culture	BENNETTS ROAD FOOTBALL PITCH DRAINAGE IMPROVEMENTS	0	26,375	0%	26,375	Being investigated
Property & the Local Economy	HILLS FARM CEMETERY EXTENSION	1,585	160,000	1%	160,000	Out to tender
Leisure and Culture	SITE A	0	392,000	0%	392,000	NEW BUDGET
Community Matters	PUBLIC SPACE CCTV CAMERA REPLACEMENT PROGRAMME	0	60,561	0%	60,561	Q3 2023/24
	<b>Other Community and Culture projects</b>	<b>3,535</b>	<b>1,242,145</b>	<b>0%</b>	<b>1,132,404</b>	
Recycling & Waste	VEHICLES - NEW	404,137	1,367,000	30%	1,367,000	Dependent on lead times.
	<b>Vehicle Fleet</b>	<b>404,137</b>	<b>1,367,000</b>	<b>30%</b>	<b>1,367,000</b>	
Recycling & Waste	BIN WEIGHING TECHNOLOGY & EQUIPMENT	22,004	32,810	67%	32,810	In progress.
Property & the Local Economy	HORSHAM DISTRICT EXPERIENCE APP & WEBSITE	0	25,000	0%	25,000	Dec-23
Property & the Local Economy	RURAL ENGLAND PROSPERITY FUND	0	217,750	0%	217,750	Expenditure circa March 24
Property & the Local Economy	INITIATIVES TO IMPROVE LOCAL BUSINESSES	0	238,545	0%	238,545	Awaiting first invoices
	<b>Economic Development initiatives</b>	<b>0</b>	<b>481,295</b>	<b>0%</b>	<b>481,295</b>	
Community Matters	96 ACT-DISABLED FACILITY GRANT	346,852	1,250,000	28%	1,250,000	On track to deliver throughout
Community Matters	ACT-HOME REPAIR ASSIST. GRANT	26,651	60,000	44%	60,000	year
	<b>Grants - Environmental health</b>	<b>373,502</b>	<b>1,310,000</b>	<b>29%</b>	<b>1,310,000</b>	
Housing and Public Protection	HOUSING ENABLING GRANTS	0	694,000	0%	594,000	Q3 2023/24
Housing and Public Protection	LAHF - Local Authority Housing Fund	2,246,716	5,866,000	38%	5,736,000	Delivery by 30 Nov 2023
Housing and Public Protection	LAHF 2 - Local Authority Housing Fund 2	0	1,780,000	0%	1,780,000	NEW BUDGET
						Pre-application works started on developments
Finance & Parking	LOANS - PROPERTY DEV CO	0	500,000	0%	0	
Property & the Local Economy	S106 / CIL INFRASTRUCTURE SPEND	139,982	200,000	70%	200,000	On track
	<b>Other Grants &amp; loans</b>	<b>2,386,697</b>	<b>9,040,000</b>	<b>26%</b>	<b>8,310,000</b>	
Environment & Rural Affairs	RURAL CAR PARK IMPROV - BILLINGSHURST LIBRARY & SIX BELLS	0	75,000	0%	75,000	May slip into 2024/25
Environment & Rural Affairs	RURAL CAR PARK IMPROV - STEYNING NEWMANS GARDENS	0	205,090	0%	205,090	Final costs being confirmed
Environment & Rural Affairs	STORRINGTON MILL LANE - RURAL CAR PARK IMPROVEMENTS	259	3,997	6%	3,997	Retention payment
Property & the Local Economy	ANPR REPLACEMENT	0	250,000	0%	200,000	Tender outcome in September
Property & the Local Economy	EV CHARGING POINTS	0	15,000	0%	15,000	Started
	<b>Car Parks Fabric and Equipment</b>	<b>259</b>	<b>549,087</b>	<b>0%</b>	<b>499,087</b>	
Horsham Town Centre	ALBION WAY CONNECTIVITY - WORTHING ROAD	3,262	147,223	2%	147,223	Project started
Horsham Town Centre	LOCAL CYCLING AND WALKING INFRASTRUCTURE	0	18,507	0%	18,507	Project started
Horsham Town Centre	HORSHAM TOWN CENTRE CYCLING STUDY	30	3,410	1%	3,410	Project started
Horsham Town Centre	PUBLIC REALM PROJECTS - TOWN CENTRE VISION	7,633	28,354	27%	28,354	Project started
Horsham Town Centre	PUBLIC REALM STRATEGY STAGE 2 - DESIGN DEVELOPMENT DELIVERY	0	250,000	0%	200,000	Q3 2023/24
	<b>Strategic Planning projects</b>	<b>10,924</b>	<b>447,494</b>	<b>2%</b>	<b>397,494</b>	
Property & the Local Economy	CORPORATE PROVISION - ASSET ENHANCEMENT	3,076	100,000	3%	100,000	Started
Property & the Local Economy	COMMERCIAL ESTATES - GENERAL	3,571	100,000	4%	100,000	Started
Property & the Local Economy	PARKSIDE IMPROVEMENTS	0	150,000	0%	30,000	Staff consultation ongoing. Expect to slip.
Property & the Local Economy	MILLSTREAM EXTENSION	89,362	100,096	89%	100,096	Project nearly complete
Property & the Local Economy	PARK BARN - ENERGY EFFICIENCY IMPROVEMENTS	4,444	11,630	38%	11,630	Project started
						Works started, contract payments settled in 2022/23
Property & the Local Economy	SWAN WALK - REPLACE TOP DECK MEMBRANE	0	0	n/a	0	
Property & the Local Economy	HOUSING NET CARBON RESIDUAL PORTFOLIO - HOUSE FOR DECANT	3,279	209,087	2%	209,087	Out to tender
Property & the Local Economy	HOUSING NET CARBON ZERO (3 HOUSES PER YEAR + 1)	0	150,000	0%	150,000	Going out to tender shortly
Property & the Local Economy	ARUN HOUSE - PREPARE FOR FUTURE USE	1,000	97,311	1%	97,311	Q3 2023/24
Property & the Local Economy	BLATCHFORD IND ESTATE - IMPROVE DRAINAGE & ENERGY ISSUES	0	62,400	0%	62,400	No update provided
Property & the Local Economy	FORUM FOUNTAIN UPGRADE	0	120,000	0%	0	Further consultation required
Property & the Local Economy	BURTON COURT BIN STORE	0	93,233	0%	93,233	Works to progress
Property & the Local Economy	ENERGY EFFICIENCY IMPROVEMENTS	0	100,000	0%	100,000	Not identified yet
Property & the Local Economy	FIRE DOORS TEMP ACCOMMODATION	1,925	20,000	10%	20,000	Project started
Property & the Local Economy	LIGHTING RURAL CAR PARKS	0	120,000	0%	120,000	Review of procurement options
Property & the Local Economy	SITE B	0	675,000	0%	675,000	NEW BUDGET
	<b>Miscellaneous properties spend</b>	<b>106,656</b>	<b>2,108,757</b>	<b>5%</b>	<b>1,868,757</b>	
		<b>3,314,283</b>	<b>16,828,588</b>	<b>19.7%</b>	<b>15,408,847</b>	

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# Revenue Budget 2023 24

Month 4 : April to July 2023

Service Area Table in £000's	Spend	Annual Budget	Spend % Budget	Income	Annual Budget	Income % Budget	Net Spend	Forecast Over / (under) Spend	Comments	Change to Previous Month	Previous Month Forecast
DEVELOPMENT	694	2,231	31%	-380	-2,010	19%	313	310	Income reduced by £270k as developments not commencing due to water neutrality. Some use of agency staff due to staff shortages	200	110
INVESTMENT PROPERTIES	174	425	41%	-1,935	-4,149	47%	-1,761	281	Empty rates paid and rental income not expected for Arun House until January. £32k reduction in rent for the Rec Rooms due to timing of new lease. Rent reduction on unit in The Forum backdated for one year.	0	281
ECONOMIC DEVELOPMENT	217	569	38%	-449	-278	162%	-232	178	Removed SPF capital income budgeted in revenue budget	0	178
BUILDING CONTROL	260	828	31%	-218	-883	25%	42	90	Fee income is significantly down (£150k) due to impact on economical climate and water neutrality, offset by savings on vacant posts	0	90
STREET SCENE & FLEET	1,302	3,803	34%	-82	-215	38%	1,221	82	Forecast overspends on vehicle hire, tyres and repairs and maintenance due to availability of replacement parts	19	63
LEGAL & DEMOCRATIC	680	1,670	41%	-52	-327	16%	628	58	Loss of income on s106 legal work due to outsourcing the staffing. Savings from vacant posts offset with costs of agency staff and Counsel advice	44	14
HOUSING	1,065	3,182	33%	-1,082	-2,541	43%	-17	46	Increased cost of landscaping and reduction in rents received	45	1
COMMUNITY SAFETY	245	853	29%	33	-559	-6%	278	33	Community Safety Partnership income incorrectly invoiced twice in 2022/23. Correcting this will wipe out the budgeted income in 2023/24	33	0
ENVIRONMENTAL STRATEGY	101	538	19%	0	-124	0%	101	21	Cost of climate change report	20	1
PERFORMANCE AND PROJECTS	33	70	47%	0	0	0%	33	12	Cost of Lighthouse subscription paid by Performance (IT forecast reduced accordingly)	0	12
ENVIRONMENTAL SERVICES/LEISURE	632	1,858	34%	-238	-748	32%	394	10	Reduced income due to less take up in food hygiene courses and delays in recovering burial costs from deceased estates	6	4
BENEFIT PAYMENTS	7,558	23,600	32%	-6,223	-23,850	26%	1,335	0		0	0
COMMUNICATIONS	135	390	35%	-5	-15	32%	130	0		0	0
COMMUNITY DEVELOPMENT	348	849	41%	-6	-298	2%	342	0		0	0
CORPORATE MANAGEMENT	380	1,326	29%	-32	-26	123%	348	0		0	0
CUSTOMER SERVICES	120	381	31%	-0	0	0%	120	0		0	0
HUMAN RESOURCES & ORGANISATION	215	621	35%	-1	0	0%	214	0		0	0
LEISURE & CULTURE	85	286	30%	-1	0	0%	84	0		0	0
PROPERTIES & FACILITIES	146	550	27%	3	-19	-15%	149	0		0	0
REVS & BENS ADMIN	2	1,958	0%	-281	-900	31%	-279	0		0	0
LEISURE SERVICES	119	402	30%	73	-889	-8%	192	-1		4	-5
PARKS & COUNTRYSIDE SERVICES	501	2,015	25%	-139	-456	30%	362	-2		-2	0
FINANCE ACCOUNTANCY	294	962	31%	9	-13	-70%	303	-4		0	-4
HEALTH AND WELLBEING	262	459	57%	-16	-428	4%	247	-6		-6	-0
TECHNOLOGY	851	2,105	40%	0	-128	0%	851	-10	Pentana not being renewed - Lighthouse subscription paid by performance	0	-10
MUSEUMS	78	231	34%	-6	-32	19%	72	-20	Rates charge less than previous year / budget due to 2023 rating revaluation	0	-20
CAPITOL	674	1,986	34%	-768	-1,589	48%	-95	-45	Better than expected advance sales on amateur dramatic and pantomime productions	-26	-20
WASTE & RECYCLING	1,775	5,316	33%	-2,545	-4,177	61%	-770	-80	Savings from reduced disposal costs due to disposing less trade waste	-84	4
OPERATIONAL PROPERTIES	466	1,821	26%	-57	-152	37%	410	-92	Rates charge less than previous year / budget due to 2023 rating revaluation	0	-92
PARKING SERVICES	1,082	2,454	44%	-2,182	-5,880	37%	-1,100	-130	Rates charge less than previous year / budget due to 2023 rating revaluation. Increased income from rural discs and town centre car parks	27	-157
STRATEGIC PLANNING	377	1,755	21%	12	-234	-5%	389	-194	Budget savings from Local plan work taking place in next financial year	-186	-8
FINANCE CORPORATE	571	687	83%	-977	-2,404	41%	-405	-1,308	Investment income performing better than budgeted due to rate increases being greater than expected	-82	-1,226
<b>Grand Total</b>	<b>21,444</b>	<b>66,183</b>		<b>-17,545</b>	<b>-53,321</b>		<b>3,899</b>	<b>-773</b>		<b>12</b>	<b>-785</b>

Overall no significant movement forecast

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Project Name	Project Description	Service Area	Major Project	Budget (Approved/Required/No Budget)	Start Date	Due Date	Status	Update September 23
Local Plan	Completion of the local plan	Strategic Planning	Yes	Approved	Ongoing	TBC	In Progress	Administration seeking to progress to consideration of a regulation 19 document in December 2023. Local Development scheme outlining the timetable to be considered at the Cabinet and Council meeting of September /October 2023. Evidence base updates are being commissioned with support from procurement and legal, and updates to the plan are ongoing to reflect liberal democrat priorities.
Bishopric & Worthing Road Public Realm	Develop to final design stage and deliver scheme	Public Realm	Yes	Approved	2023 Q2	2025 Q4	In Progress	Project started, Requests for Information being completed whereupon Pick Everard will produce Royal Institute of British Architects (RIBA) Stage 1 report for consideration and sign off before proceeding top more detailed design stages. Active Travel components being identified and tested.
Carfax	Develop to final design stage	Public Realm	Yes	Approved	2023 Q2	2025 Q4	In Progress	Project started, Request for Information being completed whereupon Pick Everard will produce RIBA Stage 1 report for consideration and sign off before proceeding top more detailed design stages. Active Travel components being identified and tested.
Hurst Road Regeneration	Assess development options and feasibility as a pre-cursor to partial and/or comprehensive redevelopment	Property	Yes	Required	2022	ongoing	Progressing with issues	Discussions have been held with West Sussex County Council (WCSS) regarding a joint venture approach to the development of this site so that Horsham District Council land is combined with the fire station. This maximises the potential value of the site. A viability assessment is being prepared by WSSC's professional advisors.
Gatwick Airport Ltd (GAL) Northern Runway DCO	Development Consent Order –HDC Mitigation Requirements, S106 Agreement, Infrastructure Provision	Strategic Planning	Yes	Approved	2022	2024	Progressing with issues	Development Consent Order formally submitted and accepted by the Planning Inspectorate. S55 advisory letter issued to Gatwick Airport Limited (GAL). Gatwick Officers Group (GOG) pushing for Issues Trackers from GAL prior to S56 Notice and Relevant Repts submissions. GOG to agree dates with GAL for any further Statement of Common Ground (SoCG) Meetgs.
Queen St/Queensway Public Realm	Agreed design consulted and agreed. Tenders in process - funding TBA.	Public Realm	Yes	Required	2023	2023	In Progress	City Fibre have confirmed they will not be undertaking works to Queens Parade shops so HDC can now complete works scope and final contract for scheme delivery in 2023/24

Billingshurst Investment Programme	Work with Parish and Local Groups to develop and deliver community and public realm improvements.	Public Realm	Yes	Required	2023	2025	In Progress	Regular liaison meetings established with Parish and Billingshurst Sports and Recreation Association (BRSA). Potential schemes identified to be brought forward and supported: Men's Shed, New skate ramp, Jubilee Fields improvements.
Drill Hall	British Legion unable to progress. Fresh Cabinet mandate required post May.	Leisure and Culture	Yes	No budget required	Ongoing	tbc	In Progress	Current bid received from LifeSpring Church. Members are looking to engage with users and the wider public before any decisions are made.
Cemetery extension	To ensure we have enough burial spaces	Leisure and Culture	Yes	Approved	2023	installation Q3/Q4	In Progress	Project was delayed as waiting for Southern Water to confirm whether ground water was an issue. Have received confirmation that no permit is needed. On Planning committee agenda in September.
Horsham Park path	Accessible path plus works	Leisure and Culture	Yes	Approved	2023	tbc installation probably 2024/25	Future	Project planned to start in 2024.
Athletics track possible options	Options depends on political decision	Leisure and Culture	Yes	No budget required	tbc	political decision Q2/Q3	Future	Lead Cabinet Members being briefed in September. Ready for discussions with wider Cabinet and other Members as to possible options.
Southwater Country Park	Scoping master planning improvements	Leisure and Culture	Yes	No budget required	2022	political decision Q2/Q3	Complete	No masterplan needed. Consultation results are all in and public are happy with the park. Improved toilets to go into the capital bids for 2024/25. Review of additional toilet facilities near the playground to be looked into.
Shared Prosperity Fund, Rural England Prosperity Fund (SPF)	Grants and projects to support businesses and rural communities	Ec Dev	Yes	Approved	2023	2024/25	In Progress	Rural England Prosperity Fund - currently assessing a number of full applications and expressions of interest. Shared Prosperity Fund - recruiting for resources to work up year 3 projects. Project Team meeting monthly.
The Capitol Potential improvements	Options appraisal possible investment	Leisure and Culture	Yes	No budget required	2022	political decision Q2/Q3	In Progress	Consultants reports are complete. Members are receiving briefings and decisions around next steps.
Cost of Living Interventions	Supporting residents with the increasing cost of living challenges. Working in partnership with Citizens Advice we have invested in software form Policy and Practise to enable us to proactively identify and direct support to households that are entitled to it. Also offering additional support to households facing homelessness with hardship fund and grant funding for local groups to deliver localised support.	Housing & Community Services	Yes	Approved	Jun-23	Ongoing	In Progress	Co-ordinator starts in September. System live. First 3 campaigns identified around Universal Credit update, Pension Credit update and households to be identified with severe disablement premium. Citizen Advice resource to start September.

Wilder Horsham District	Partnership with Sussex Wildlife Trust. Help wildlife thrive across the District by establishing a nature recovery network, working with landowners, community groups and Parish Councils	Sustainability	Yes	Approved	2020	Implementation for HDC will focus on implementing Biodiversity Net Gain via planning & identifying HDC land that could take credits generated by development. Q1 to Q3. Also an ongoing element of changing management regimes on HDC land	In Progress	Some delays due to capacity issues. Tender for study of potential Biodiversity Net Gain (BNG) units on Horsham District Council land about to be issued. Landowner engagement progressing well. Developing stronger links with Weald to Wave project and Adur River Recovery project. Parks and Countryside assessing sites for changing the mowing regime in 2024
Internal carbon reduction action plan	One year into 3 year plan to reduce carbon from Council operations, fleet and buildings	Sustainability	Yes	Required	Ongoing	Links to vehicle replacement programme, decarbonisation of properties, working with main contractors in the supply chain.	Progressing with issues	Town centre electric sweepers operational. Electric Vehicle (EV) charge points installed at the Depot for next EV's. Some progress with buildings but remains slow. Still a need to understand the budget implications of decarbonising the estate.
Draft Climate Action Strategy	Strategy for the whole are to become carbon neutral and climate resilient	Sustainability	Yes	Required	2023	First phase is a consultation and engagement process across the summer. Detailed delivery programme needs to be developed	In Progress	Consultation via resident survey progressing well - good response rate. Business survey and targeted engagement will take place Sept/Oct. Need to ensure the Strategy is linked to the emerging Corporate Plan and the associated annual plans.
Water Neutrality Implementation Scheme	Development and implementation of WN implementation scheme	Strategic Planning	Yes		Ongoing	ongoing	In Progress	Work continues - since June further schemes require water neutrality following the outcome of a legal case (CG Fry). Challenges continue regarding adequate funding of the scheme, further meetings held with DEFRA in August 2023. Prioritisation strategy in draft, and updated FAQs drafted.
Teams Telephony and Contact Centre	To replace RingCentral and NICE Contact Centre with a MS Teams based solution	Customer and Digital Services	Yes	No budget required	Q1 2023	Q2 2023	In Progress	Work is progressing. Currently on track for end Sept.
Laptop Device Management Roll out	Device Management	Customer and Digital Services	Yes	No budget required		Q2 2023	Q2 2023	Replacement systems. There will be some down time for some services. Planning, lken, file services aim to do as much out of hours as poss. Customer services will have a shutter in. Coms will be busy supporting everyone else and planning for new website. By May 2024 will need to have a new replacement for workbench and all the forms - waste will be highly effected. Andrea will look to list out the forms for each service area.

Appendix E  
Corporate Project Update Report  
September 2023

PRS system & HMLR Land Charges Hub Integration.	Uniform Replacement. Work on installing new system in building Control will take place in Q2-Q4 2023. Installation for Planning & Land Charges will take place in Q1-Q4 2024 and HMLR Q4 2023.	Customer and Digital Services & Development and Building control	Yes	Approved	Q1 2020	Q2 2023	In Progress	Out of date software. So we will be looking at how people access remotely. Look to implement in October.
Elections	Delivery of May 2023 Election	Legal	Yes		Ongoing	04/05/2023	Complete	Complete
Procurement Act	Implementation of Procurement Act	Procurement	Yes	No budget required	Apr-23	Oct-24	In Progress	The new act is now coming in in October 2024. Groundwork being laid.
Website transfer	The service is in the processing transferring its webpages to the HDC website	Revenues & Benefits	Yes		Ongoing	Q1 23	In Progress	The new web pages on the corporate Horsham District Council website went live at the start of July 23. There is one final phase of the project, which is to deliver a full comm strategy. However, we are waiting for the telephony project to complete before we do this so we can update both the new website and the new telephone number at the same time.
Parkside improvements	Changes to Parkside offices	Property	Yes		Aug-23	Dec-23	Progressing with issues	Further consultation with officers took place over the summer, feeding in to the final design options.



## **Fair Space Task and Finish Group**

### Terms of Reference:

- 1) Identify policies that will be subject to detailed review on the basis of sex-based equality and inclusivity.
- 2) Gather data to determine public perceptions and impacts of current public space provision in terms of sex-based inclusivity.
- 3) Identify the needs and wants of older girls and teenagers (aged 12 to 17) in terms of outside space and leisure provision.
- 4) Create new policy to sit alongside existing policies. New policy will help shape the provision of outdoor space and leisure facilities going forward. Where prudent, existing policies (from 1) due for renewal will be updated to incorporate the new policy.

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## Overview and Scrutiny Work Programme

Date of Meeting	Items for Meeting
NOVEMBER	<ul style="list-style-type: none"> <li>• <b>Report on the Council's Finance &amp; Performance Q2</b></li> <li>• <b>Review of the Council's Medium-Term Financial Strategy Update</b></li> <li>• Update from Task &amp; Finish Groups</li> <li>• Update on Work Programme</li> <li>• Cabinet Forward Plan</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• <b>Review of the Council's Budget and Medium-Term Financial Strategy</b></li> <li>• Update from Task &amp; Finish Groups</li> <li>• Update on Work Programme</li> <li>• Cabinet Forward Plan</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>• <b>Report on the Council's Finance &amp; Performance Q3</b></li> <li>• Update from Task &amp; Finish Groups</li> <li>• Update on Work Programme</li> <li>• Cabinet Forward Plan</li> </ul>
JUNE	<ul style="list-style-type: none"> <li>• <b>Report on the Council's Finance &amp; Performance – Outturn</b></li> <li>• <b>Overview and Scrutiny Annual Report</b></li> <li>• Update from Task &amp; Finish Groups</li> <li>• Update on Work Programme</li> <li>• Cabinet Forward Plan</li> </ul>

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

## **FORWARD PLAN**

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

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

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

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

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

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

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

Published on 01 September 2023

**What is a Key Decision?**

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

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

	<b>Subject and Date of Policy Development Advisory Group for consultation</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
1.	<b>Household Support Fund Grant</b>	Council Council	6 Sep 2023 6 Sep 2023	Open	Director of Communities (paul.anderson@horsham.gov.uk)  Cabinet Member for Housing, Communities and Wellbeing (Councillor Sam Raby)
2.	<b>Council Plan 2023-27, Annual Plan 2023/24 and their resourcing</b>	Cabinet Council	28 Sep 2023 11 Oct 2023	Open	Chief Executive (jane.eaton@horsham.gov.uk)  Leader of the Council (Councillor Martin Boffey)
3.	<b>Conservation Area Assessment and Designations; Horsham (Park Terrace Gardens)</b>	Cabinet	28 Sep 2023	Open	Head of Strategic Planning (catherine.howe@horsham.gov.uk)  Deputy Leader and Cabinet Member for Planning and Infrastructure (Councillor John Milne)
4.	<b>Horsham District Council - Local Development Scheme</b>	Cabinet Council	28 Sep 2023 11 Oct 2023	Open	Head of Strategic Planning (catherine.howe@horsham.gov.uk)  Deputy Leader and Cabinet Member for Planning and Infrastructure (Councillor John Milne)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
5.	<b>Electricity and Gas Procurement Contract</b>	Cabinet	28 Sep 2023	Open	Director of Place (barbara.childs@horsham.gov.uk)  Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)
6.	<b>Cleaning Services Contract</b>	Cabinet	28 Sep 2023	Open	Director of Place (barbara.childs@horsham.gov.uk)  Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)
7.	<b>Parking Services Business and Charity Discount Policy</b>	Cabinet	28 Sep 2023	Open	Parking Manager (Rob.Leet@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
8.	<b>ANPR Procurement Bid</b>	Cabinet	28 Sep 2023	Part exempt	Parking Manager (Rob.Leet@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
9.	<b>Supply of Tyres and associated Parts &amp; Services for Horsham District Council &amp; Crawley Borough Council</b>	Cabinet	28 Sep 2023	Part exempt	Director of Communities (paul.anderson@horsham.gov.uk)  Cabinet Member for Environmental Health, Recycling and Waste (Councillor Jay Mercer)



	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
10.	<b>Shared Procurement Service - Joint Procurement Strategy 2024 - 2030</b>	Cabinet	28 Sep 2023	Open	Director of Resources (dominic.bradley@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
11.	<b>Horsham Business Improvement District (BID) Proposal</b>	Cabinet	28 Sep 2023	Open	Director of Place (barbara.childs@horsham.gov.uk)  Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)
12.	<b>Possible Purchase of Site C</b>	Cabinet  Council	28 Sep 2023  11 Oct 2023	Part exempt	Director of Communities (paul.anderson@horsham.gov.uk)  Cabinet Member for Climate Action and Nature Recovery (Councillor Colette Blackburn)
13.	<b>Update of the Council's Financial Position in 2023/24 and Medium-Term Financial Strategy update 2024/25 to 2027/28</b>	Cabinet  Council	23 Nov 2023  13 Dec 2023	Open	Head of Finance & Performance (samantha.wilson@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
14.	<b>Electoral Print Tender</b>	Cabinet	23 Nov 2023	Part exempt	Electoral Registration Officer (jane.eaton@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
15.	<b>Review of Polling Districts and Polling Places</b>	Council	13 Dec 2023	Open	Returning Officer (jane.eaton@horsham.gov.uk)  Leader of the Council (Councillor Martin Boffey)