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# Overview and Scrutiny Committee

Monday, 20th November, 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

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	3 - 8
To approve as correct the minutes of the meeting held on Monday 25 September 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>Report on the Council's Finance and Performance</b>	9 - 26
To receive a report from the Director of Resources and to ask questions of the	

Cabinet Member for Finance and Resources

6. **Review of the Council's Medium-Term Financial Strategy Update**  
To receive an update from the Director of Resources and to ask questions of the Cabinet Member for Finance and Resources
7. **Update from Task and Finish Groups**  
To receive an update from the Fair Space Task and Finish Group
8. **Work Programme** 27 - 28  
To review the current Overview and Scrutiny Work Programme
9. **Cabinet Forward Plan** 29 - 34  
To review the current Forward Plan
10. **Urgent Business**  
Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances

## Overview and Scrutiny Committee 25 SEPTEMBER 2023

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

Apologies: Councillors: Philip Circus, Malcolm Eastwood, Liz Kitchen and Mike Wood

### SO/23 MINUTES

The minutes of the meeting held on 17 July 2023 were approved as a true record and signed by the Chairman.

### SO/24 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

### SO/25 ANNOUNCEMENTS

There were no announcements.

### SO/26 ANNUAL CRIME AND DISORDER UPDATE

The Director of Resources introduced the report of the Head of Housing and Community Services. He agreed to pass on any questions on the content of the report that he was unable to answer to the Head of Housing and Community Services in order that a response could be provided.

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

- The Director of Resources clarified that the Council was ranked second out of seven districts and boroughs for total crime and the 'green' rating indicated that the Council was doing relatively well.
- The reasons why the Public Spaces Protection Order was due to lapse on 31 March 2024 and whether that decision could be revisited. The Director of Resources agreed to obtain a written response.
- Whether more areas in the district could be covered by wardens. The Director of Resources advised that wardens were funded by the parish councils, therefore this would depend on whether the parish council wanted to fund it. In the town centre, which was an unparished area, the wardens were funded by the special charge.

The report was noted.

SO/27 **REPORT ON THE COUNCIL'S FINANCE AND PERFORMANCE**

The Director of Resources introduced the report on the Council's finance and performance. The report identified the revenue position as at month four, capital expenditure as at month four, and performance for quarter one.

In terms of revenue performance, the Council's expenditure was being matched by its income. However, the Director of Resources explained that overspends resulting from inflation and salary pressures were being met by additional investment income being received as a result of high interest rates and high treasury management balances. There was a big risk that a reduction in interest rates or treasury management balances could result in there being insufficient income to cover the Council's costs.

In terms of the capital programme, Members were advised that progress remained weak. The budget for the capital programme had been increased by almost £3 million due to the addition of Site A, Site B and the Local Authority Housing Fund Round 2, none of which had been spent yet; however, this was unsurprising given that these were more recent additions to the programme. The Director of Resources considered it highly unlikely that as much as 90% of the capital programme would be spent by 31 March 2024, and he and the Head of Finance and Performance were challenging the forecast received from budget holders.

Notwithstanding the above, spending on the Local Authority Housing Fund Round 1 was largely on track with £2.2 million having been spent as at month four. Of the sixteen properties that were due to be purchased, nine had completed and tenants had begun to move into some of them. The remaining seven properties were under offer. One of those properties was unlikely to meet the completion deadline of 30 November 2023 as a Grant of Probate was required and was unlikely to be received in time, however, the government had agreed to completion taking place at a later date given that the circumstances were beyond the Council's control.

Key performance indicators for the first quarter (where available) were provided in Appendix A to the report. Six key performance indicators were amber and seven were red, which was a slight improvement on the previous quarter where six key performance indicators were amber and eight were red. The Director of Resources highlighted the following:

- Health and wellbeing interventions for working age residents and health and wellbeing interventions for over working age residents: The service had been interrupted by the move to a new premises, and it was hoped that these performance indicators would soon return to green from red.
- Households in temporary accommodation and households in bed and breakfast accommodation: There continued to be a huge demand for accommodation and, despite the actions that the Council had been taking to address that demand, it was expected that these performance indicators would remain red for some time.

- Collection of business rates arrears: This performance indicator had moved from red to green.
- Quality assurance on the local authority error: This area remained red as it continued to present a risk, albeit the service was working through a very detailed improvement plan.
  - 2021/22: £15,000 of the lost subsidy of £65,000 had been reimbursed as a result of an adjustment to underlying entitlement.
  - 2022/23: The pre-audit figure was 0.55%, which exceeded the upper threshold of 0.54% and equated to a loss of subsidy of £123,000. As this figure was pre-audit, any errors found during the audit that were extrapolated would result in additional subsidy being lost.
  - 2023/24: The cumulative error rate as at month five was 0.31%, and it was forecasted that the rate would remain just below the lower threshold of 0.48% at the end of the year. However, this figure was pre-audit and any errors found during the audit could lead to the lower or higher thresholds being exceeded.

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

#### Revenue

- How sensitive the Council's investment income was to interest rates. The Director of Resources explained that there were many variables within the Council's treasury management and the Council's investment strategy sought to spread the risk.
- Whether the Council's investment strategy should be reviewed in view of treasury returns being similar to commercial property returns, and commercial property having more risk attached to it. The Director of Resources advised that the Council tried to maintain a balanced portfolio in order to spread the risk, and the Head of Property and Facilities constantly kept the Council's commercial property investments under review.
- Whether the Council had a policy for writing off bad debts or if this was based on a subjective judgment. The Director of Resources confirmed that it was a professional judgment. He was always reluctant to write off debts, but in some instances there was no prospect of receiving the money. He was hopeful that there would be a resolution to the two largest debts identified in the report. The fourth largest debt identified in the report, which had been outstanding for a number of years, could be written off.

#### Capital Programme

- The three capital forecasts that had not been returned. The Director of Resources advised that he did not think that these were material to the statistics for month four. He would ensure that these forecasts were provided for month six, and that all forecasts were more realistic.
- A request for an update on improvements to rural car parks. The Director of Resources agreed to provide an update later that week.

- Whether the works to Arun House to prepare it for future use should be funded by West Sussex County Council. The Head of Finance and Performance agreed to find out.

### Performance

- Whether the potential liability in relation to the local authority error could be quantified. The Director of Resources advised that it could not, as it depended on the outcome of the audit.
- Whether the Council's practices and systems for administering housing benefit were as robust as they could be. The Director of Resources explained that the process would never be perfect, which is why the government allowed a certain amount of tolerable error. The difficulty was that, even though current data could be cleansed, historical errors still had a big impact.
- Whether the length of time to calls being abandoned was measured. The Director of Resources advised that a number of statistics were collected, and he would need to check whether that was one of them.
- How the abandonment rate for calls was determined. The Director of Resources advised that he believed it was an average over three months. The outturn for the year would be provided at the end of the year.
- Whether the performance indicator for incoming calls abandoned included Revenues and Benefits calls and, if not, how these were measured. The Director of Resources confirmed that the figure did not include calls to Revenues and Benefits, which was a service provided by Milton Keynes Council. He agreed to find out what statistics existed for the Revenues and Benefits service and whether these could be provided to the Committee as part of the finance and performance report.
- That the Council did not appear to have a telephone hold message advising that certain tasks could be completed online. The Director of Resources agreed to take that point away.
- In relation to the performance indicator for health and wellbeing interventions for over working age residents, how 'over working age' was defined. The Director of Resources agreed to find out.
- Whether the Council monitored the outcome of complaints to the Information Commissioner in relation to Freedom of Information requests. The Director of Resources confirmed that this was monitored. Heads of Service were reported to monthly and the Senior Leadership Team was reported to quarterly.
- In relation to the performance indicator for income from Horsham District Council owned and managed commercial and industrial estate space, why the target was so low compared to the income. The Head of Finance and Performance explained that this was due a timing difference linked to when the Council invoiced for the income. She confirmed that this would be corrected.
- In relation to the performance indicator for the number of refuse, recycling and garden waste collections confirmed as missed, how the target of 216 was derived. The Director of Resources advised that he would need to report back with regard to the target, but it was very low in

relation to the number of collections and, in his view, needed to be recalculated.

- In relation to the performance indicator for customer assurance, what was meant by 'small' data protection breaches. The Director of Resources explained that one incident involved a third party that had retained deleted council data and had been hacked, and there was a possibility that the data had been accessed. Another incident involved a third party that the Council used for transferring files being hacked. Whilst one data breach was too many and the Council could take steps to mitigate the risk, it could not prevent it from happening.
- Who set the key performance indicators and when the appropriate time to review them was. The Director of Resources explained that there were one or two key performance indicators that reflected government targets, but it was for the Council to choose its key performance indicators, taking into account the Council Plan. The most appropriate time to review them was from 1 April. He suggested that Members might wish to start to give some thought to any changes they wished to make.

The Director of Resources reminded Members that by submitting questions to him in advance, he could bring responses to the Committee.

#### SO/28 **UPDATE FROM TASK AND FINISH GROUPS**

Councillor Bateman presented the Task and Finish Group's Terms of Reference. She advised that the Group had narrowed its Terms of Reference to focus on older girls and teenagers aged 12 to 17, to improve the deliverability of the project. In response to a question asked as to why that particular age group had been chosen, Councillor Bateman explained that a lot of research already existed in relation to that age group and it was felt that it was the most overlooked demographic group. It was also considered that, by focusing on a younger age group, it was more likely that lifelong habits could be changed.

A query was raised as to why the scope of the Task and Finish Group had been limited to a certain age group, as it was felt that people of different ages struggled to engage in exercise. Councillor Bateman explained that she wanted to avoid a blanket approach as a person's needs and wants changed dependent on where they were in their life.

In response to a question asked as to how the data would be gathered, Councillor Bateman explained that, having consulted the Council's Communications team, the proposal was to visit Collyer's and secondary schools in order to speak to groups of people that were within the target age bracket. A comment was made in relation to the importance of not making assumptions when gathering the data.

In response to a question asked in relation to where the policies were that would be subject to review, Councillor Bateman explained that the first step was to identify them.

In terms of the timescale for the Task and Finish Group to complete its work, Councillor Bateman indicated 12 to 18 months. The Democratic Services Officer advised that nearer the 12 months could be worked towards. A Member highlighted that this might not coincide with the progression of the Horsham District Planning Framework (the Local Plan) and suggested exploring whether creating a supplementary planning document was a possibility.

The next step was for the Task and Finish Group to hold its first meeting.

SO/29 **WORK PROGRAMME**

The Chairman advised that he would probably invite the Cabinet Member for Finance and Resources to the Committee's November meeting. He explained that members of the Committee would be asked to submit questions for the Cabinet Member to Democratic Services in advance of the meeting.

A suggestion was made that the Council Plan be added to the Committee's work programme. The Chairman anticipated that this would be considered at either the November or January meeting.

A suggestion was also made that the Council's plan to reach net zero carbon emissions by 2050 be added to the Committee's work programme once it had crystallised.

SO/30 **CABINET FORWARD PLAN**

The Cabinet Forward Plan was noted.

SO/31 **URGENT BUSINESS**

There was no urgent business.

*The meeting closed at 6.46 pm having commenced at 5.30 pm*

CHAIRMAN



## Report to Overview and Scrutiny Committee

Date of meeting 20 November 2023

By Director of Resources

### INFORMATION REPORT

Not exempt



**Horsham  
District  
Council**

## 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 6 of the 2023/24 financial year. There are significant budget pressures. The recently agreed pay settlement is expected to be £0.35m more than the salaries budget. This has not yet been factored into the operational forecast at the individual service level but will feed through when applied and backdated in the December salaries. Development and Building Control is forecasting a £0.85m loss of income as development decisions remain delayed due to water neutrality, and the impact of current economic climate on household applications. Housing is forecasting a £0.15m overspend due to the increased cost of providing B&B and temporary accommodation. There are forecast surpluses of £1.3m on our investment income from the impact of increased interest rates, as well as £0.19m underspends in Strategic Planning because consultancy works on the Local Plan will now take place in 2024/25. Officers currently forecast an operational surplus of £0.35m. However, after including the pay settlement and other additional budget net spent added in 2023/24, the overall funding position is forecast to be £0.25m deficit.

Capital expenditure at Month 7 was £9.5m (55.8%) of the £16.9m capital programme. By comparison, spend on capital was £2.0m (16.5%) of the £12.1m programme at same period in 2022/23. An outturn of £14.8m or 87.4% is forecast by officers, there are 12 schemes due to start in quarter 4. In 2022/23, the outturn was £5.1m (43%).

An analysis of performance indicators at quarter 2 shows 85% at or close to target and 15% (five) outside of the target. This is an improvement since the last quarter, which had reported six red indicators. The direction of travel is improving. The five outside target are:

- CD23: number of voluntary organisations supported as some of the regular drop-ins and forum meeting were rescheduled until after the summer but are now well underway in quarter 3.
- OP17: the number of missed bins represents approximately 33 bins per 100,000 which is much better than the industry 'target' of 80. Note this KPI is being reviewed for 2024/25 to provide the data per 100,000 bins which will be more easily comparable with other local authorities.
- R&B03 quality assurance LA error current performance is currently below threshold, but remains a red risk as this is pre-audit and the headroom is limited.
- R&B04 collection of business rates performance is being internally reviewed.
- SSC9a: the number of fly tipping incidents. We continue to investigate every fly tip for evidence so that fines can be issued. The use of heat maps allows officers to

identify trends and high-risk areas so that they are able to work with partners on monthly operations to target suspected vehicles.

Work on the Corporate Projects progressed through quarter 2. Of the 26 current projects listed, Horsham Park path and the Athletics track are future items but both will have further updates before the end of the year. The Gatwick Airport development consent order has moved from progressing with issues to in progress because the development consent order has been formally submitted and work on the local impact report has begun. Nineteen projects are progressing with no current issues including work on the local plan which will be presented to Cabinet and Council on the 11 December 2023 and the new telephony system is now live and the upgrade to the Contact Centre solution will be completed in November 2023.

Three projects are currently progressing but with issues. These are work on the Hurst Road Regeneration where discussions are being undertaken with WSCC, the internal carbon reduction action plan which is slow due to the need to understand the budget implications of decarbonising the estate and Parkside office improvements where costings have come back higher than expected and we are assessing options.

## **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. [dominic.bradley@horsham.gov.uk](mailto:dominic.bradley@horsham.gov.uk)

## **Background Papers:**

Appendix A: Key Performance Indicators Q2

Appendix B: Budget Monitoring and Forecast Outturn summary April 2023 to September 23

Appendix C: Capital Budget monitoring and forecast outturn at M7

Appendix D: Revenue Budget monitoring and forecast outturn at M6

Appendix E: Corporate Projects Update Q2

# KPI Report Quarter 2 2023/24

April to June 2023



At or above target : **Green = better or at target = 67% (23/34). Amber = less than 10% away from target = 18% (6/34). Red = Above 10% away from target = 15% (5/34) Data only - 1**

## KPI Movements since Quarter 1 2023/24

### Two remains Red:

OP17 Number of refuse, recycling and garden waste collections confirmed as missed  
R&B03 Quality Assurance: LA Error

### One moved from Amber to Red

R&B04b In Year Collection: Business Rates

### Two moved from Green to Red:

CD23 No of voluntary organisations supported through advice and enablement  
SSC9a No. of fly tipping incidents

### Four remain Amber:

FS07 % of invoices paid on time  
HS18 No of households in temporary accommodation  
R&B04a In Year Collection: Council Tax  
R&B06(a) Direct Debit Payers (%)

### One moved from Green to Amber:

LS01a Attendance at Sports Centres

### One has moved from Red to Amber:

R&B05a Arrears Collection: Council Tax

### Four moved from Red to Green:

CS03 Less than 5% of incoming calls abandoned  
HS19 Of which no of households in B & B accommodation  
HW1 Number of Health & Wellbeing Interventions for working age resident  
HW2 Number of Health & Wellbeing Interventions for over working age residents

### One moved from Amber to Green:

OP14a Recycling rate % (Tonnage) [2025 Resources & Waste Strategy Target 55%] - (Q1 April/May/June 2023/202)

PI Code & Short Name	Q2 2021/2022 Value	Q2 2022/2023 Value	Current Value	Target	Status	Notes
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BT1(i) Percentage of payments made online	80.30%	80.20%	91.80%	85%	green	
CD21 Total number of Community Trigger activations	2	3	3	5	green	
CD23 No of voluntary organisations supported through advice and enablement	68	117	42	56	red	Decrease in Q2 due to a number of services being quieter over the summer period. As such we scheduled less bookable advice sessions / drop ins at the end of July or during August. Some of the more regular drop ins / forums that we run then have been scheduled and are underway in Q3.
Page 12 D24 Number of Volunteers referred via the Voluntary Sector Support Service	108	192	227	66	green	
CS03 Less than 5% of incoming calls abandoned	4.46%	3.97%	4.95%	5%	green	
DM23h Speed of decision - major (Oct 2021 - Sept 2023)		84.60%	91.60%	60%	green	Figure now finalised as of Sept 2023
DM24f Quality of decision - major (Apr 2021 - Mar 2023)		0%	1.20%	10%	green	
DM25h Speed of decision - non-major (Oct 2021 -Sept 2023)		95%	95.30%	70%	green	Figure now finalised as of Sept 2023
DM26f Quality of decision - non-major (Apr 2021 - Mar 2023)		0.20%	0.39%	0.75%	green	
FS07 % of invoices paid on time	86.40%	94.40%	88.80%	95.00%	amber	Annual leave over the summer caused a drop in performance. Payment days improved towards the end of the quarter

FS09c Parking Combined Total Income	£1,516,803	£2,280,228	£2,457,778	£2,363,169	green	
HS18 No of households in temporary accommodation	118	159	145	140	amber	We have seen a delay on the completion of a significant new build scheme in Horsham as the Registered Provider's contractor went into administration. The scheme would have seen a significant number of households on the housing register secure permanent accommodation. As the scheme was near completion the Registered provider is hopeful that it can be completed in early 2024.
HS19 Of which no of households in B&B accommodation	10	41	30	30	green	
HW1 Number of Health & Wellbeing Interventions for working age residents	234	207	233	195	green	
HW2 Number of Health & Wellbeing Interventions for over working age residents	118	165	135	78	green	
LS01a Attendance at Sports Centres	241,601	268,785	270,362	280,000	amber	Attendances are up on the same period last year but there has been a slight decline in general public swimming.
LS04 The Capitol overall ticket sales	17,636	22,063	31,397	20,750	green	
LS05(i) Total attendance at Horsham Museum	0	4,871	6,009	5,500	green	

OP14a Recycling rate % (Tonnage) [2025 Resources & Waste Strategy Target 55%] - (Q1 April/May/June 2023/2024)	55%	54.80%	56.9%	50%	green	This represents figures from Q1
OP17 Number of refuse, recycling and garden waste collections confirmed as missed	202	210	330	216	red	Of the 475 reported missed bins in the quarter 330 were genuine missed bins. This represents approximately 33 missed bins per 100,000 collections, which is excellent performance. This PI will be re-written for 2024/25 so that it provides data in a way that is comparable with other local authorities.
OP19 Quality of recycling - % contamination rate	7.56%	5.81%	6.31%	8%	green	
PP09 % of FOI requests responded to within 20 days	95%	95%	98.00%	85%	green	
PS11c Total sickness (excluding leavers sickness) (days per FTE)	5.88	6.03	4.5	6	green	
R&B01 Customer Assurance (%)	100	100	100	80	green	There have been no upheld LGO or Stage 2 complaints and no DPA breaches also during Q2
R&B02 Right Time: Combined Speed of processing for new claims and changes of circumstances (days)	9.3	8.4	10.08	11	green	SoP remains below the target of 11 days.

R&B03 Quality Assurance: LA Error (%)	0.45	0.32	0.29	0.40	red	The LA error is now well below the 0.40% local threshold. However, this is the pre-audit figure, and with the extrapolated year-end figure of 0.43% a high risk does remain that it will exceed the lower threshold of 0.48% post-audit.
R&B04a In Year Collection: Council Tax (%)	56.95%	57.18%	56.76%	57.18%	amber	The CT collection rate continues to be lower than previous years. The service is working on an in-depth analysis of the ongoing position.
R&B04b In Year Collection: Business Rates	54.78%	60.03%	57.49%	60.03%	red	There has been a drop in Business Rates when compared to September 2022. The service is currently conducting an in-depth review and a position statement will be provided ahead of the next service review meeting. This will detail the current steps that we are taking to improve the collection rates, along with proposed new activities.
R&B05a Arrears Collection: Council Tax (%)	28.91%	25.53%	26.66%	28.78%	amber	
R&B05b Arrears Collection: NNDR (%)	44.37%	25.51%	52.53%	47.39%	green	The BR arrears recovery continues to exceed previous years.
R&B06(a) Direct Debit Payers (%)	0.00%	79.48%	79.29%	80.00%	amber	There has been an increase in the number of DD payers during Q2

SSC9a No. of fly tipping incidents	260	319	336	291	red	There is no specific identifiable reason for the increase in fly-tips during the quarter. We continue to investigate every fly tip for evidence of the individual who tipped the waste or the household from where the waste originated in order that fines can be issued, or prosecutions considered, for larger cases. We use digital heat maps to identify trends and have installed portable camera in high-risk areas. We have also been worked with Sussex Police and the Environment Agency on monthly operations to stop all vehicles with the capacity and capability to transport waste at targeted locations.
SSC9c No of Fly Tipping Clearances (DATA ONLY)	134	191	346		DATA ONLY	
VE01a Percentage of total HDC owned and managed commercial and industrial estate space occupied	97.21%	95.88%	97.17%	95%	green	
VE01b Income from HDC owned and managed commercial and industrial estate space	£2,867,651	£2,972,694	£2,738,228	£1,939,598	green	



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

**Monthly Summary:** The operational forecast is a £0.35m (M5 £0.54m) surplus for the year. The £1.3m forecast additional income on investments remains, whilst forecast savings in strategic planning have reduced slightly to £188k as the main spend and associated grant income for the enquiry will now take place in the next financial year. The forecast overspend for unplanned vehicle maintenance has been reduced by £49k due to the number of vehicles being refurbishment in the capital programme. These surpluses are offset by the forecast loss of income in development which has now increased to £846k as the impact of water neutrality on planning decisions continues, alongside a £175k forecast overspend on investment properties. Housing have forecast a £153k overspend due to increased pressures in B&B and Temporary Accommodation. The overall funding position is set to be a £247k deficit after adjusting for the pay award but before any carry over the local plan budgets into the next financial year.

### Revenue Outturn Forecast:

Outturn Forecast	£000s
Corporate Management	0
Resources	(1,323)
Communities	71
Place	905
<b>Total overspend / (surplus)</b>	<b>(347)</b>

### Revenue Monitoring Compliance: 100%

### Forecast overall funding position at M6

2023/24	M6 snapshot of overall budgetary position
13,513	Net exp set in budget
152	Budgets carried over from 22/23
96	Net budget changes: ED & EH staff, trainee QS, PM, Tyres
(347)	forecast surplus
<b>13,414</b>	<b>Forecast net exp</b>
(11,154)	Council tax
(2,129)	Business rates
(12)	Rural services grant
(83)	CTS Government funding
(139)	Revenue Support Grant
<b>(13,517)</b>	<b>Funding</b>
<b>(103)</b>	<b>Net (surplus) / deficit before one-off cost / funding</b>
350	NJC salary increase extra (£1,925 or 3.88% vs 4.5%)
<b>350</b>	<b>One off net funding after costs</b>
<b>247</b>	<b>Overall (surplus) / deficit - smooth via reserves</b>

### Capital Expenditure M7:

#### Budget monitoring compliance: 100%

Spend to date £9.5m (55.8%) of the larger £16.9m capital budget. 12 projects are yet to start spending. Outturn forecast at £14.8m or 87.4%.

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

£5.9m capital budget created to purchase 16 homes.  
Month 7 Summary

#### 2x 4 Bed scheme - completed

Budget committed 97%

#### Other scheme 14 x 2 or 3 bed

Under offer 2

Completed 14

Capital amount committed £5.7m

Budget committed 100%

Properties occupied to date 2

#### Local Authority Housing Fund Round 2 (LAHF R2):

£1.8m capital budget created to purchase 4 homes.

#### Month 7 Summary

#### 1x TA unit

Completed 1

#### 3x 3+bed scheme

Completed 1

Under offer 2

### Debtors

The Council was owed £2.15m at 13 October 2023 of which £2.04m was >30 days. The table lists a breakdown of the oldest debts.

Age Group	13 Oct 2023 £k	15 Sept 2023 £k
Current	452	129
>30 Days	111	15
>60 Days	13	176
>90 Days	1,577	1,418
	<b>2,153</b>	<b>1,738</b>
<b>&gt;90 Days top 7 = £1,234k (78%)</b>		
<b>*Developer Ltd CIL due</b>	<b>347</b>	347
<b>**Developer CIL due</b>	<b>220</b>	220
<b>***Developer CIL due August 2022</b>	<b>194</b>	194
<b>Leisure provider – Q4 22/23 Management fee</b>	<b>139</b>	137
<b>Developer S106 due in 2016 and 2017 – and July 2023 - with legal</b>	<b>166</b>	116
<b>Commercial rent</b>	<b>128</b>	64
<b>Commercial rent</b>	<b>40</b>	40

\* Site may become 100% affordable housing which will remove the CIL charge due.

\*\* Repayment plan over 36 months being finalised

\*\*\* Repayment plan in place, payments currently delayed, by 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 7 Ytd	Budget	% of Budget	P7 Forecast Outturn	Start date (estimate for spend. Project work commences before this)
Housing, Communities & Wellbeing	HIGHWOOD COMMUNITY CENTRE	7,476	250,000	3%	10,000	Project being reviewed
Leisure, Culture and Green Space	WARNHAM NATURE RESERVE CAFÉ IMPROVEMENTS	0	15,000	0%	10,000	Spend expected in Q3/Q4
Leisure, Culture and Green Space	ROFFEY RECREATION GROUND REGENERATION PROJECT	17,643	81,134	22%	79,547	Just awaiting quotes for installation works. Retention of £1587 for 24-25
Leisure, Culture and Green Space	HORSHAM SKATE PARK	1,950	8,651	23%	1,950	Retention (May 24)
Leisure, Culture and Green Space	NORTH HORSHAM NEIGHBOURHOOD PLAY AREA IMPROVEMENTS	18,349	25,000	73%	24,657	Q3 23/24
Leisure, Culture and Green Space	RURAL PLAY AREA IMPROVEMENTS	0	25,000	0%	25,000	Q3 23/24
Leisure, Culture and Green Space	RIVERSIDE WALK BOARDWALK - BEN'S ACRE	0	30,000	0%	0	Nov/Dec 23
Leisure, Culture and Green Space	BENNETTS FIELD IMPROVEMENTS	0	40,807	0%	0	Consultation ended, works now likely to slip into Q1 2024/25
Local Economy & Place	SITE SECURITY MEASURES	386	20,000	2%	20,000	Q4 23/24
Leisure, Culture and Green Space	HORSHAM PARK POND - BEACH & FENCE	55,210	66,186	83%	64,586	Works completed, awaiting invoice
Leisure, Culture and Green Space	CAPITOL - LED LIGHTING (TO IMPROVE ENERGY EFFICIENCY)	193,893	213,056	91%	193,893	Ordered. Installation Nov 23
Leisure, Culture and Green Space	HOLBROOK EAST PLAY IMPROVEMENTS (NORTH HORSHAM PLAY)	0	78,375	0%	15,000	Consultation ended, works will slip into Q1 2024/25
Leisure, Culture and Green Space	BENNETTS ROAD FOOTBALL PITCH DRAINAGE IMPROVEMENTS	0	26,375	0%	0	Start date TBC
Leisure, Culture and Green Space	HILLS FARM CEMETERY EXTENSION	9,410	195,000	5%	229,125	Tender more than budget, viement in progress
Leisure, Culture and Green Space	SITE A	1,498	392,000	0%	392,000	Purchase in progress - should complete soon
Housing, Communities & Wellbeing	PUBLIC SPACE CCTV CAMERA REPLACEMENT PROGRAMME	0	60,561	0%	50,345	Q3 2023/24
	<b>Other Community and Culture projects</b>	<b>298,340</b>	<b>1,277,145</b>	<b>23%</b>	<b>1,106,103</b>	
Environmental Health, Recycling	VEHICLES - NEW	746,402	1,367,000	55%	1,367,000	Vehicles on order, awaiting delivery
	<b>Vehicle Fleet</b>	<b>746,402</b>	<b>1,367,000</b>	<b>55%</b>	<b>1,367,000</b>	
Environmental Health, Recycling	BIN WEIGHING TECHNOLOGY & EQUIPMENT	22,004	32,810	67%	30,000	In progress.
Local Economy & Place	HORSHAM DISTRICT EXPERIENCE APP & WEBSITE	0	25,000	0%	0	scope of works being reviewed
Local Economy & Place	RURAL ENGLAND PROSPERITY FUND	91,000	217,750	42%	217,750	Expenditure circa March 24
Local Economy & Place	INITIATIVES TO IMPROVE LOCAL BUSINESSES	75,284	238,545	32%	238,545	Works on Health & Wellbeing hub complete
	<b>Economic Development initiatives</b>	<b>166,284</b>	<b>481,295</b>	<b>35%</b>	<b>456,295</b>	
Housing, Communities & Wellbeing	96 ACT-DISABLED FACILITY GRANT	624,710	1,372,495	46%	1,372,495	
Housing, Communities & Wellbeing	ACT-HOME REPAIR ASSIST. GRANT	33,997	60,000	57%	60,000	
	<b>Grants - Environmental health</b>	<b>658,706</b>	<b>1,432,495</b>	<b>46%</b>	<b>1,432,495</b>	On track to deliver throughout year
Housing, Communities & Wellbeing	HOUSING ENABLING GRANTS	0	694,000	0%	0	Payment for Page Court delayed due to contractor.
Housing & Public Protection	LAHF - Local Authority Housing Fund	5,368,498	5,866,000	92%	5,736,000	Delivery by 30 Nov 2023
Housing & Public Protection	LAHF 2 - Local Authority Housing Fund 2	805,626	1,780,000	45%	1,780,000	Delivery by end of financial year
Finance & Resources	LOANS - PROPERTY DEV CO	0	500,000	0%	0	Pre-application works started on developments
Planning & Infrastructure	S106 / CIL INFRASTRUCTURE SPEND	494,431	200,000	247%	500,000	Spend exceeds budget, funded from s106
	<b>Other Grants &amp; loans</b>	<b>6,668,556</b>	<b>9,040,000</b>	<b>74%</b>	<b>8,016,000</b>	
Finance & Resources	RURAL CAR PARK IMPROV - BILLINGSHURST LIBRARY & SIX BELLS	0	75,000	0%	0	Project to commence in 2024/25
Finance & Resources	RURAL CAR PARK IMPROV - STEYNING NEWMANS GARDENS	0	205,090	0%	280,090	A viement from ANPR may be required pending detailed numbers from QS.
Finance & Resources	STORRINGTON MILL LANE - RURAL CAR PARK IMPROVEMENTS	259	3,997	6%	3,997	Retention to pay
Finance & Resources	ANPR REPLACEMENT	0	250,000	0%	175,000	Contract awarded. Funds may be vired to Steyning Newmans Gardens
Finance & Resources	EV CHARGING POINTS	0	15,000	0%	15,000	Started, awaiting invoice
	<b>Car Parks Fabric and Equipment</b>	<b>259</b>	<b>549,087</b>	<b>0%</b>	<b>474,087</b>	
Planning & Infrastructure	ALBION WAY CONNECTIVITY - WORTHING ROAD	5,146	147,223	3%	0	Budget to be used for Public Realm 2
Planning & Infrastructure	LOCAL CYCLING AND WALKING INFRASTRUCTURE	0	18,507	0%	0	Budget to be used for Public Realm 3
Planning & Infrastructure	HORSHAM TOWN CENTRE CYCLING STUDY	30	3,410	1%	485	Project started
Planning & Infrastructure	PUBLIC REALM PROJECTS - TOWN CENTRE VISION	7,683	28,354	27%	28,354	Surveys commissioned
Planning & Infrastructure	PUBLIC REALM STRATEGY STAGE 2 - DESIGN DEVELOPMENT DELIVERY	67,465	250,000	27%	250,000	Q3 2023/24
	<b>Strategic Planning projects</b>	<b>80,323</b>	<b>447,494</b>	<b>18%</b>	<b>278,839</b>	
Local Economy & Place	CORPORATE PROVISION - ASSET ENHANCEMENT	28,249	65,000	43%	65,000	Started
Local Economy & Place	COMMERCIAL ESTATES - GENERAL	400	100,000	0%	100,000	Started
Local Economy & Place	PARKSIDE IMPROVEMENTS	3,428	150,000	2%	10,000	Staff consultation ongoing. Expect to slip into 2024/25.
Local Economy & Place	MILLSTREAM EXTENSION	89,362	100,096	89%	100,096	Project nearly complete
Leisure, Culture and Green Space	PARK BARN - ENERGY EFFICIENCY IMPROVEMENTS	4,444	11,630	38%	11,630	Project started
Local Economy & Place	SWAN WALK - REPLACE TOP DECK MEMBRANE	0	0	n/a	0	Works started, issues with ramp repairs
Leisure, Culture and Green Space	HOUSING NET CARBON RESIDUAL PORTFOLIO - HOUSE FOR DECANT	5,420	209,087	3%	200,000	Tender back more than budget, looking into viement options
Leisure, Culture and Green Space	HOUSING NET CARBON ZERO (3 HOUSES PER YEAR + 1)	2,945	150,000	2%	150,000	Going out to tender shortly
Local Economy & Place	ARUN HOUSE - PREPARE FOR FUTURE USE	36,194	97,311	37%	97,311	Q3 2023/24
Local Economy & Place	BLATCHFORD IND ESTATE - IMPROVE DRAINAGE & ENERGY ISSUES	0	62,400	0%	0	Limited capacity in team - works to commence in 24/25
Local Economy & Place	FORUM FOUNTAIN UPGRADE	0	120,000	0%	0	Further consultation required
Local Economy & Place	BURTON COURT BIN STORE	0	93,233	0%	73,000	Works to progress soon
Local Economy & Place	ENERGY EFFICIENCY IMPROVEMENTS	309	100,000	0%	30,000	Not identified yet
Local Economy & Place	FIRE DOORS TEMP ACCOMMODATION	5,885	20,000	29%	20,000	Project started
Finance & Resources	LIGHTING RURAL CAR PARKS	0	120,000	0%	120,000	Review of procurement options
Local Economy & Place	SITE B - 37 THE BISHOPRIC	633,343	675,000	94%	675,000	Site purchased - £50k works to be completed
	<b>Miscellaneous properties spend</b>	<b>809,978</b>	<b>2,073,757</b>	<b>39%</b>	<b>1,652,037</b>	
		<b>9,458,329</b>	<b>16,951,083</b>	<b>55.8%</b>	<b>14,822,856</b>	<b>87.4%</b>

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# Revenue Budget 2023 24

Month 6 : April to September 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	1,016	2,231	46%	-511	-2,010	25%	505	715	Income reduced by £685k as developments not commencing due to water neutrality. Some use of agency staff due to staff shortages	205	510
ECONOMIC DEVELOPMENT	291	569	51%	-449	-278	162%	-158	178	Removed SPF capital income budgeted in revenue budget	0	178
INVESTMENT PROPERTIES	321	425	75%	-2,904	-4,149	70%	-2,584	175	Empty rates paid and rental income not expected for Arun House until January. Rent reduction on unit in The Forum backdated for one year offset by rental income from new lettings at Park House and rent reviews in High Street Billingshurst	-106	281
HOUSING	1,439	3,182	45%	-1,633	-2,541	64%	-194	153	Increased cost of providing B&B accomodation, landscaping and maintenance, as well as reduction in the amount of income recovered from the tenancy deposit scheme.	66	87
LEGAL & DEMOCRATIC	889	1,670	53%	-76	-327	23%	813	134	Loss of income on s106 legal work due to outsourcing the staffing. Savings from vacant posts offset with costs of 3x locum staff and Counsel advice	-16	151
BUILDING CONTROL	368	828	44%	-283	-883	32%	85	134	Income is significantly down (£190k) due to impact on economical climate and water neutrality, offset by savings on vacant posts.	3	131
STREET SCENE & FLEET	1,923	3,803	51%	-111	-215	52%	1,812	55	Forecast overspends on vehicle hire and unplanned repairs and maintenance due to availability of replacement parts, overspend slightly reduced at M6 due to roll out of vehicle refurbishments reducing the need for reactive maintenance.	-49	103
COMMUNITY SAFETY	358	853	42%	33	-559	-6%	391	36	Community Safety Partnership income incorrectly invoiced twice in 2022/23. Correcting this has affected the budgeted income for 2023/24	0	36
ENVIRONMENTAL STRATEGY	168	538	31%	-1	-124	1%	167	21	Cost of climate change report	0	21
PERFORMANCE AND PROJECTS	46	70	65%	0	0	0%	46	13	Cost of Lighthouse subscription paid by Performance (IT forecast reduced accordingly)	0	13
PARKS & COUNTRYSIDE SERVICES	782	2,015	39%	-211	-456	46%	570	8	Increase in cemeteries NDR costs	6	2
CUSTOMER SERVICES	181	381	47%	-0	0	0%	181	8	Increased post and packaging costs	8	0
TECHNOLOGY	1,294	2,180	59%	0	-128	0%	1,294	8	Increase costs due to extension of Ring Central contract as well as forecast increase on mobile call spend	17	-10
ENVIRONMENTAL SERVICES/LEISURE	956	1,858	51%	-369	-748	49%	586	6		-4	10
HUMAN RESOURCES & ORGANISATION	357	621	57%	-1	0	0%	356	5		0	5
BENEFIT PAYMENTS	11,453	23,600	49%	-9,600	-23,850	40%	1,853	0		0	0
COMMUNICATIONS	181	390	46%	-5	-15	32%	176	0		0	0
COMMUNITY DEVELOPMENT	409	849	48%	-9	-298	3%	400	0		0	0
CORPORATE MANAGEMENT	597	1,326	45%	-31	-26	117%	566	0	Overall no significant movement forecast	0	0
LEISURE & CULTURE	118	286	41%	-1	0	0%	117	0		0	0
PROPERTIES & FACILITIES	223	550	41%	0	-19	-1%	223	0		0	0
REVS & BENS ADMIN	3	1,958	0%	-343	-900	38%	-340	0		0	0
FINANCE ACCOUNTANCY	509	934	55%	9	-13	-70%	519	-5		0	-5
HEALTH AND WELLBEING	332	459	72%	-18	-428	4%	315	-9		0	-9
MUSEUMS	108	231	47%	-12	-32	36%	97	-20	Rates charge less than previous year / budget due to 2023 rating revaluation	0	-20
LEISURE SERVICES	193	402	48%	37	-889	-4%	230	-44	Dual use payment receipt - Steyning Leisure Centre	0	-44
CAPITOL	991	1,986	50%	-1,074	-1,589	68%	-83	-60	Better than expected sales on amateur dramatic pantomime productions and professional productions	-14	-45
WASTE & RECYCLING	2,611	5,316	49%	-2,881	-4,177	69%	-269	-75	Some loss of income in trade waste projections due to marketing delays as well as increased disposal costs, offset with an increase in garden waste income.	18	-94
OPERATIONAL PROPERTIES	679	1,821	37%	-87	-152	57%	592	-109	Rates charge less than previous year / budget due to 2023 rating revaluation. Increased income from electricity recharges.	-17	-92
PARKING SERVICES	1,370	2,454	56%	-3,068	-5,880	52%	-1,699	-177	Rates charge less than previous year / budget due to 2023 rating revaluation. Increased income from rural discs and PCN's now that enforcement team is fully staffed.	-11	-166
STRATEGIC PLANNING	570	1,755	32%	11	-234	-5%	581	-188	Budget savings from Local plan work taking place in next financial year. M6 Movement is due to loss of grant income relating to Local Plan Reg 19 work	86	-274
FINANCE CORPORATE	614	640	96%	-1,682	-2,404	70%	-1,068	-1,308	Investment income performing better than budgeted due to rate increases being greater than expected	0	-1,308
<b>Grand Total</b>	<b>31,347</b>	<b>66,183</b>		<b>-25,270</b>	<b>-53,321</b>		<b>6,077</b>	<b>-347</b>		<b>194</b>	<b>-541</b>

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Project Name	Project Description	Service Area	Major Project	Budget (Approved/Required/No Budget)	Start Date	Due Date	Status	Update November 2023
Local Plan	Completion of the local plan	Strategic Planning	Yes	Approved	Ongoing	TBC in 2024	In Progress	The Local Development Scheme (local plan timetable) was agreed at Cabinet in September. The local Plan is programmed for consideration at a Meeting of Cabinet / Council on 11 December 2023. Evidence base updates are on track for completion within required timescales together with ongoing updates to the Plan.
Bishopric & Worthing Road Public Realm	Develop to final design stage and deliver scheme	Public Realm	Yes	Approved	2023 Q2	2025 Q4	In Progress	RIBA Stage 1 Report (Design Scope) received. RIBA Stage 2 – Concept Design (October 2023 – February 2024) Design concept to be developed in line with the client's vision, brief and budget. Stage 2 Survey commissions in hand: Topographical, Aboricultural, Ecological, Drainage and Utilities.
Carfax	Develop to final design stage	Public Realm	Yes	Approved	2023 Q2	2025 Q4	In Progress	RIBA Stage 1 Report (Design Scope) received. RIBA Stage 2 – Concept Design (October 2023 – February 2024) Design concept to be developed in line with the client's vision, brief and budget. Stage 2 Survey commissions in hand: Topographical, Aboricultural, Ecological, Drainage and Utilities.
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 WSCC regarding a joint venture approach to the development of this site so that HDC land is combined with the fire station. This maximises the potential value of the site. We are still awaiting a viability assessment that is being prepared by WSCC's professional advisors.
Gatwick Airport Ltd (GAL) Northern Runway DCO	Development Consent Order(DCO) –HDC Mitigation Requirements, S106 Agreement, Infrastructure Provision	Strategic Planning	Yes	Approved	2022	2024	In Progress	DCO formally submitted and accepted by PINS (Planning inspectorate). HDC Relevant Representation and Principal Areas of Disagreement Summary Statement ("PADSS") submitted to PINS on 27 Oct 23. Work on the Local Impact Report commenced. Further Statement of Common Ground (SoCG) meetings expected to be scheduled.
Queen St/Queensway Public Realm	Agreed design consulted and agreed. Tenders in process - funding TBA.	Public Realm	Yes	Required	2023	2023/24	In Progress	Works package being amended for final agreement and contract start.

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	Skate Park and Men's Shed S106 funding agreed. Replacement skate park planning application submitted. Ongoing project discussions.
Drill Hall	British Legion unable to progress. Fresh Cabinet mandate required post May.	Leisure and Culture	Yes	No budget required	Ongoing	2024	In Progress	Engagement underway with public looking for feedback on the LifeSpring proposal.
Cemetery extension	To ensure we have enough burial spaces	Leisure and Culture	Yes	Approved	2023	Installation Q3/Q4	In Progress	Received approval from Planning, appointment of successful bidder in October, installation to start Winter 2023.
Horsham Park path	Accessible path plus works	Leisure and Culture	Yes	Approved	2023	TBC installation probably 2024/25	Future	Awaiting new corporate project officer to start in post
Athletics track possible options	Options depends on political decision	Leisure and Culture	Yes	No budget required	TBC	Political decision Q2/Q3	Future	Cabinet to be briefed on options in December 2023.
Southwater Country Park	Scoping master planning improvements	Leisure and Culture	Yes	No budget required	2022	Political decision Q2/Q3	Complete	Complete
Shared Prosperity Fund, Rural England Prosperity Fund	Grants and projects to support businesses and rural communities	Ec Dev	Yes	Approved	2023	2024/25	In Progress	2 grants issued. REPF reopened to new applications.
The Capitol Potential improvements	Options appraisal possible investment	Leisure and Culture	Yes	No budget required	2022	Political decision Q3	In Progress	Cabinet currently considering a Council report with recommendations in February 2024.
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 has started in post. Pension credit campaign has gone live with Universal Credit campaign beginning in small phases in the coming weeks. The Severe Disability Premium campaign is one that can just be administered by Revenues & Benefits team so relevant data for this has been shared.



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. Implementation for HDC will focus on implementing Biodiversity Net Gain via planning & identifying HDC land that could take credits generated by development. Also an ongoing element of changing management regimes on HDC land.	Sustainability	Yes	Approved	2020	Q1 to Q3	In Progress	Work commenced on the natural capital study of HDC land. Results due by mid-December. Staff and Member talks planned over the next few months. Annual report finalised.
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	Work programme and associated costs being developed for decarbonising the estate. Some progress with buildings but remains slow due to the 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	Analysis of residents and business survey being finalised. Report from consultant on targeted engagement due by mid November. These will influence the content of the final Strategy, which will go to Cabinet in Jan 2024 for final approval.
Water Neutrality Implementation Scheme	Development and implementation of Water Neutrality implementation scheme	Strategic Planning	Yes	Required	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	Teams Telephony is live and implemented. Contact Centre solution on track for beginning of November
Laptop Device Management Roll out	Device Management	Customer and Digital Services	Yes	No budget required	Q2 2023	Q2 2023	In Progress	All laptops are in the device management system. Need to test rolling out software via this mechanism
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	Target Go-Live date December 2023 depending on supplier delivering on required development work. HMLR Data Hub project started to link all HDC data to national system.

Elections	Delivery of May 2023 Election	Legal	Yes	Approved	2022	04/05/23	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	No budget required	Apr-23	Q2	In Progress	The new web pages on the corporate HDC website went live at the start of July 2023. 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	Approved	Aug-23	Mar-24	Progressing with issues	Following consultation a floor layout has been agreed. Costings have come back higher than expected and we are now working with the architects to assess options.

## Overview and Scrutiny Work Programme

Date of Meeting	Items for Meeting
JANUARY	<ul style="list-style-type: none"><li>• <b>Review of the Council's Budget and Medium-Term Financial Strategy</b></li><li>• <b>Annual Plan 2024/25</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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## 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 November 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>Update of the Council's Financial Position in 2023/24 and Medium-Term Financial Strategy update 2024/25 to 2029/30</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)
2.	<b>Hills Cemetery Lodge Refurbishment and Decarbonisation Project</b>	Cabinet	23 Nov 2023	Part exempt	Head of Property & Facilities (brian.elliott@horsham.gov.uk)  Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)
3.	<b>Creation of a new Head of Service Post</b>	Cabinet Council	23 Nov 2023 13 Dec 2023	Open	Chief Executive (jane.eaton@horsham.gov.uk)  Leader of the Council (Councillor Martin Boffey)
4.	<b>Shelley Memorial Partnership</b>	Cabinet	23 Nov 2023	Open	Director of Communities (paul.anderson@horsham.gov.uk)  Cabinet Member for Leisure, Culture and Green Spaces (Councillor Jon Olson)

	<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>Horsham District Local Plan - Regulation 19</b>	Cabinet Council	11 Dec 2023 11 Dec 2023	Open	Director of Place (barbara.childs@horsham.gov.uk)  Deputy Leader and Cabinet Member for Planning and Infrastructure (Councillor John Milne)
6.	<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)
7.	<b>Electoral Print Tender</b>	Cabinet	25 Jan 2024	Part exempt	Electoral Registration Officer (jane.eaton@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
8.	<b>2024/25 Budget and Medium-Term Financial Strategy to 2029/30</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	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)
9.	<b>2024/25 Council Tax Reduction Scheme and Housing Benefit Modified Scheme</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
10.	<b>2024/25 Business Rates Discretionary Charitable Relief</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
11.	<b>Designation of proposed Wells Cottages Conservation Area</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Head of Strategic Planning (catherine.howe@horsham.gov.uk)  Deputy Leader and Cabinet Member for Planning and Infrastructure (Councillor John Milne)
12.	<b>Council Tax Resolution 2024/25</b>	Council	21 Feb 2024	Open	Director of Resources (dominic.bradley@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)
13.	<b>Cleaning Services Contract</b>	Cabinet	21 Mar 2024	Open	Director of Place (barbara.childs@horsham.gov.uk)  Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)