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Overview and Scrutiny Committee

Monday, 13th May, 2024 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

To: All Members of the Overview and Scrutiny Committee

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

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1. Apologies for absence	
2. Minutes	3 - 12
To approve as correct the minutes of the meeting held on Monday 18 March 2024 <i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Committee	
4. Announcements	
To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. Retender of the Arboricultural Contract	13 - 22
To receive a draft Cabinet report from the Cabinet Member for Leisure, Culture and Green Spaces	
6. Refuse Vehicle Refurbishment Tender Award	23 - 32
To receive a draft Cabinet report from the Cabinet Member for Environmental Health, Recycling and Waste	

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| 7. | Overview and Scrutiny Annual Report
To receive a report from the Chairman of the Committee | 33 - 40 |
| 8. | Update from Task and Finish Groups
To receive an update from Task and Finish Groups | |
| 9. | Work Programme
To review the current Overview and Scrutiny work programme | 41 - 42 |
| 10. | Cabinet Forward Plan
To review the current Forward Plan | 43 - 50 |
| 11. | 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 | |

Public Document Pack Agenda Item 2

Overview and Scrutiny Committee 18 MARCH 2024

Present: Councillors: Paul Clarke (Chairman), Sam Bateman (from 5.41pm), Tony Bevis, Philip Circus, Mike Croker, Len Ellis-Brown, Nigel Emery, Alex Jeffery, Liz Kitchen, Dennis Livingstone and Belinda Walters

Apologies: Councillors: Anthony Frankland and Jonathan Taylor

Also Present: Councillors: Jay Mercer and Claire Vickers

SO/53 MINUTES

The minutes of the meeting held on 22 January 2024 were approved as a true record and signed by the Chairman.

SO/54 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

SO/55 ANNOUNCEMENTS

The Chairman announced that there was the potential of receiving a further sum of money from central government for purchasing a number of homes and invited the Director of Resources to provide further details.

The Director of Resources reported that the Council had been informed by government on 7 March that it had been allocated a £1 million grant under the Local Authority Housing Fund (LAHF) Round 3. If accepted, the Council would need to add £1.3 million of its own funds and use the combined sum to purchase five further homes: two standard size resettlement homes, one large resettlement home and two temporary accommodation homes. The scheme was similar to previous LAHF schemes except that there was a proposed uplift of 10% on the government grant if new homes were delivered. The Council had until the end of March to express its interest in the allocation.

Following the update, Members made comments and asked questions. Among the points raised were:

- The total amount involved across the three schemes. The Director of Resources confirmed that the total amount across Rounds 1, 2 and 2.5 was a government grant of £4.2 million and a Council contribution of £5.25 million. Including Round 3, the total government grant was £5.2 million and the total Council contribution was £6.5 million. This was to provide 29 homes.
- Whether the expected financial benefits from Rounds 1 and 2 had been realised. The Director of Resources confirmed that overall the yield for Round 1 was around 5.26% and the yield for Round 2 was 5.16%

(without the government grant the yield would be just under 3%). This exceeded the yield that the Council generally hoped to receive for housing of between 4% and 5%. He advised that he thought the scheme had been worthwhile financially, considering that the Council was receiving perhaps 5% interest on average on funds held in the bank and there was the potential for the interest rate to fall. Additionally, the scheme enabled the Council to provide affordable housing.

- The impact of the scheme on the Council's housing waiting list. The Director of Resources explained that, unlike the first scheme which involved only resettlement homes, later schemes involved a combination of resettlement homes and temporary accommodation homes. In the longer term, it was hoped that those living in resettlement homes would be in a position to return to their homeland or move on from that accommodation. The Director of Communities confirmed that the homes would become Horsham District Homes stock after six years, at which point they could be used for those on the Council's housing waiting list.

SO/56 **DRILL HALL**

The Director of Communities provided an update on the Drill Hall.

The Drill Hall was acquired by the Council in 2001. There was a proposal in 2020 to use the site to build affordable housing, but this was met with significant local concern and the Cabinet agreed to allow a period of time for community organisations to develop a bid to acquire the site.

The Horsham branch of the Royal British Legion submitted a proposal, the terms of which were a 30 year lease with a right to buy at the end of the lease term. This proposal was approved by Council but did not proceed as it was subsequently not supported by the national Royal British Legion as they considered that it did not represent value for money for their members.

The Council was approached by another organisation, Lifespring Church, in May 2023 with a proposal that they acquire the site on the same terms as approved for the Royal British Legion. Lifespring Church was based in Southwater but worshipped in Horsham town on Sundays, and it was proposed that the site would become their new headquarters.

Lifespring Church would invest a significant sum of money into the site and would provide a range of community support including a foodbank, advice services and after school activities. The site would also be available for community organisations to hire.

Lifespring Church had engaged with all current users of the site and only one tenant would not be able to stay as the arrangement that was in place did not fit with their business model. The Council would consider whether it could accommodate this tenant.

The Drill Hall was a failing building. Three of its four boilers had failed and it was no longer possible to purchase spare parts for them. The building would close once the final boiler had failed and would require significant investment if retained by the Council.

The Drill Hall was also an Asset of Community Value which meant that, if Cabinet approved the disposal, there would be a window of opportunity for any other community organisations to express an interest in, and to develop a bid for, acquiring the site. The Council would have to consider any such bid.

The Council would seek to ensure, as part of the sale, that covenants were put in place to secure that the site was used for community purposes in the very long term, as well as overage to secure a financial benefit to the Council or its successors in the event that the site was able to be sold for some other purpose.

A proposal to dispose of the site to Lifespring Church was promoted in September 2023 and community feedback was encouraged. Whilst there had not been a lot of feedback, the main objections were (i) that the site should be owned and managed by the Council and (ii) objections in relation to religious organisations.

Following the update, Members made comments and asked questions. Among the points raised were:

- Lifespring Church's finances. The Director of Communities confirmed that they had a decent level of reserves. He advised that a significant portion of the purchase would be funded from the sale of their current building in Southwater (for which they had received an offer) as well as being partly funded through borrowing. He explained that the individual who would be leading on the project had industry experience in acquiring and transforming similar sites, and the Council had confidence in the ability of Lifespring Church to acquire the site and deliver the works.
- Which RIBA stage Lifespring Church was at. The Director of Communities advised that, whilst he could not recall which stage they were at, they would not be spending any further money on the project until they had a commitment from the Council.
- What extra facilities would be provided for the community. The Director of Communities advised that a survey of the community halls in Horsham town that had been commissioned in 2021 showed that, as well as being in poor condition, the Drill Hall was used less than 20% of its available time. Other community halls in Horsham town and Roffey had usage of at least 60% and typically 80%, so it was expected that a good facility would have significantly more community bookings. He explained that the facility would be a quality music venue, which would provide opportunities for bands and musicians as well as comedians and entertainment. Other services would include debt advice, family advice and after school clubs. The building would also be reconfigured to create smaller rooms that could be used by different organisations.

- How much the Council had paid for the Drill Hall and how much it had received from disposing of the parcels of land to the rear of the Drill Hall, adjusted to current values. The Director of Resources confirmed that those figures would be provided if possible.
- That residents had not been asked if their views had changed on the original proposal in 2020 for the site to be redeveloped to provide affordable housing. The Director of Communities explained that the current proposal was essentially a continuation of the decision taken in 2021 to lease the property to the Royal British Legion. The affordable housing proposal had not been explored further as there was not any political desire to do so, but he considered that it was unlikely to be viable given the increase in the cost of development since 2021.
- Whether exploring the provision of affordable housing would jeopardise the proposal with Lifespring Church. The Director of Communities advised that Lifespring Church needed a decision from the Council, otherwise they would be exploring alternative sites.
- The current status of the development plans for the wider Drill Hall site. The Director of Communities advised that a proposal for the garage area was approved by Cabinet in 2022 or early 2023 and was going through the planning process. The proposal relating to QM Studios was not taken forward.
- Whether Lifespring Church was committed to the Equality Act 2010. The Director of Communities advised that they had given the Council that assurance.

SO/57 **AN ADDITIONAL SERVICE FOR THE ISOLATED PROPERTY ROUNDS**

The Chairman welcomed the Cabinet Member for Environmental Health, Recycling and Waste to the meeting.

The Cabinet Member provided an update on the proposed additional service for the isolated property rounds. This was the refuse collection service that the Council provided to residents who lived in rural locations which could not be accessed by regular sized refuse collection vehicles.

The Cabinet Member reported that the isolated property collection service had been reviewed following an accident that had occurred over the Christmas period and it was concluded that a smaller refuse collection vehicle should be purchased.

The Cabinet report recommended the approval of an additional capital budget which would cover the cost of the new vehicle and an additional revenue budget which would cover the cost of a new member of staff.

The Cabinet Member explained that the new vehicle would either be an electric vehicle or a HVO diesel vehicle. An electric vehicle would cost around £130,000 with fuel and maintenance of around £15,000 a year, whereas a HVO diesel vehicle would cost around £70,000 with fuel and maintenance of around £35,000 a year. As the Council replaced its vehicles over a seven year period,

an electric vehicle would be more cost effective provided that it was suited to the task.

Following the update, Members made comments and asked questions. Among the points raised were:

- Whether the Cabinet Member was satisfied that an electric vehicle would be able to cover the distance that would be required. The Cabinet Member advised that this would be reviewed as part of the procurement process.
- Whether the Council distinguished between long lanes which were driveways and long lanes which were highways in terms of waste collection points. The Director of Communities agreed to request an answer to that question.
- The ability to extend the charging point that would need to be installed if an electric vehicle was purchased. The Cabinet Member advised that the operation of The Depot would need to be reviewed as a result of the proposals for food waste collections so there was an opportunity for the purchase to be made so that it aligned with those plans.

SO/58 **ONE-OFF COST OF LIVING SUPPLEMENT**

The Head of HR and OD provided an update on the proposed one-off cost of living supplement.

The proposal, which was the result of negotiations with Unison, was for employees on up to Grade 4 to receive a one-off payment of £450. This would impact around 200 employees and would cost the Council around £100,000. Payments would be spread over nine months and would stop if the national pay award was agreed within that period. This was affordable as the Council had received some funds in the central government settlement that it had not expected. The proposal had been accepted by Unison.

The Head of HR and OD advised that he was satisfied with the proposal from an equalities perspective.

The Committee resolved to go into exempt session prior to asking, and receiving answers to, questions on the proposals.

RESOLVED that, under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for this item of business, on the grounds that it involves the likely disclosure of exempt information, as defined in Part I of Schedule 12A of the Act, by virtue of paragraph 4 (information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority).

SO/59 **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 ten, capital expenditure as at month ten, and performance for quarter three.

In terms of revenue performance, a surplus of £350,000 was forecasted as at month ten.

In terms of capital expenditure, expenditure as at month ten was £12.2 million, which was 70.5% of the £17 million capital programme. This was an improvement on the previous year when the outturn was £5.2 million or 43%, but there was a concern that performance was slightly masked by Local Authority Housing Fund (LAHF) spend. Excluding the £7.4 million that had been spent on LAHF schemes, performance was £4.75 million, which was 49% of the remaining budget of £9.9 million. The forecasted outturn excluding the LAHF spend was £6.1 million, which equated to 62%. This compared to 78% when the LAHF spend was included. The Director of Resources considered that there was room for improvement and would reiterate to officers the importance of profiling correctly.

The Director of Resources explained that there were still eight schemes to be started in the final quarter and the outturn figures would be adversely impacted by the addition of LAHF Round 2.5 as it was not possible to deliver the spend by the end of the financial year.

The Director of Resources drew Members' attention to three overspends. The first was the purchase of Bramber Brooks which was due to legal fees being higher than anticipated. The second was the LED lighting replacement at The Capitol which was due to additional works being undertaken. The third was the s106 and CIL spend which was due to the budget being set too low; this had, however, been revised for the 2024/25 financial year. In each case, there was sufficient underspend in the portfolio area to offset the overspend.

Key performance indicators for the third quarter (where available) were provided in Appendix A to the report. Only three key performance indicators remained red. These were:

- Quality assurance on the local authority error:
 - 2022/23: The housing benefit audit indicated an extrapolated error of £191,000 of subsidy loss post audit. This was an increase from the previously reported £123,000 pre-audit loss position. This would be reported to the Audit Committee at the end of the month.
 - 2023/24: There was around £45,000 worth of headroom to the lower threshold as at month 11. This was an improvement on the previous year where the upper threshold had already been crossed.
- Fly-tipping incidents
- Households in bed and breakfast accommodation: There had been delays to the Page Court scheme in Horsham which had prevented

nominations to 40 new homes. LAHF Rounds 2.5 and 3 should result in a further four temporary homes.

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

Capital Programme

- Whether capacity to deliver projects was an issue. The Director of Resources advised that capacity was one factor. Other factors included overambition and third parties working to different timescales. He explained that changes had been made but there was room for further improvement. Other local authorities he had looked at delivered around 70% to 80% of their capital programme on average, and the Council was getting closer to that.
- Why the legal fees for the purchase of Bramber Brooks had been more than budgeted. The Director of Communities explained that the Land Registry searches had identified that there were covenants on the site but the Land Registry did not have a record of what those were. The Council had taken out insurance, which involved additional work and expense.
- The idea of sharing legal services with neighbouring local authorities with a view to maximising expertise and minimising costs. The Director of Resources explained that the Council had a shortage of professionals in a number of areas including in the Legal team and he suspected that similar shortages existed in neighbouring local authorities. This meant that sharing services would lead to the shortages being pooled. He explained that when the idea was explored previously, some of the other local authorities chose not to proceed. He was not against exploring the idea again, but there were limited resources in which to do so.
- That the overspend relating to s106 and CIL was indicative of the need for improved communication between the district council and the parish councils.

Performance

- A question was submitted in advance as to whether the Council should be doing more than acquiring CCTV cameras to tackle fly-tipping. The Director of Resources explained that fly-tipping was a constant challenge and CCTV cameras were part of the solution. The Council also had a dedicated environmental enforcement officer who was responsible for investigating fly-tips and issuing fixed penalty notices where possible as well as pursuing significant actions against fly-tippers. In addition, the Council worked with Sussex Police, Trading Standards and the DVSA to target vehicles before fly-tips occurred.
- The importance of emphasising that householders could also be liable for fly-tipping if they used an unlicensed waste carrier.
- Whether the Council still occasionally cleared waste that had been fly-tipped on private land and, if so, whether that was reflected in the statistics provided. It was agreed that officers would find out.
- How many times the Council had prosecuted anyone for fly-tipping within the previous 12 months. It was agreed that officers would find out.

- Whether the requirement to display a notice next to the CCTV cameras would move the fly-tipping to other locations. The Director of Communities confirmed that this was a possibility, however, the CCTV cameras were situated in locations where there was a high volume of fly-tipping and some individuals did not take notice of the signs.
- Whether the increase in fly-tipping incidents had coincided with the decision of West Sussex County Council to move its tips to appointment only. The Cabinet Member for Environmental Health, Recycling and Waste advised that the majority of fly-tipping incidents involved commercial waste and the arrangements at the tips were for domestic waste.
- The impact of the arrangement with Turning Tides on the number of households in bed and breakfast accommodation. The Director of Communities advised that Turning Tides at Roffey Place had helped 49 individuals out of bed and breakfast accommodation so he considered that there had been a positive impact, albeit there were continued pressures on the housing market.
- Whether the Council's parking revenue had been impacted by Sainsburys offering free parking. The Director of Resources confirmed that the Council had started to look at this but it was very difficult to quantify. He advised that there probably had been an impact, albeit not a significant one. It was not, however, known whether Sainsburys would offer free parking indefinitely.
- Whether the 95% target for the number of invoices paid on time was a national target. The Director of Resources confirmed that it was. He was comfortable that this performance indicator was rated 'amber' on the basis that officers were being cautious and checking before making payments so as not to incorrectly pay.
- Whether the consolidation of benefits by central government would have a positive impact on the performance indicator for the quality assurance error through reducing the number of payments the Council had to make. The Director of Resources confirmed that benefit consolidation would reduce the amount of housing benefit the Council had to pay, however, he suspected that the less complex cases would be moved to Universal Credit first, leaving the Council with the more complex cases where errors were more likely to be made.
- Whether the target values for the KPIs would be reviewed. The Director of Resources confirmed that these would be reviewed and he considered that there was room for improvement.

SO/60 **UPDATE FROM TASK AND FINISH GROUPS**

Fair Space Task and Finish Group

The Chairman reported that Councillor Vickers had offered to join the Fair Space Task and Finish Group.

Councillor Bateman provided an update on the Task and Finish Group. She had been working with the Democratic Services Officer on the first draft of a survey

and the Group was scheduled to hold its next meeting the following week. She advised that Councillor Beard had also offered to join the Task and Finish Group.

In response to a question raised as to whether the Group would be looking at a new park that was due to be set up in Holbrook East ward, Councillor Bateman advised that the Group had not been given sight of, or been asked to share opinions on, that new facility.

The Chairman agreed to find some additional Members to join the Task and Finish Group in view of the possibility of Councillor Emery stepping down should he become Chairman of the Council.

Lease Contracts Task and Finish Group

Councillor Walters provided an update on the Lease Contracts Task and Finish Group following its first meeting, where Members had been joined by the Head of Property and Facilities.

She advised that the name had been changed from Building Contracts to Lease Contracts on the basis that it more accurately reflected the purpose of the Task and Finish Group.

She reported that the Head of Property and Facilities had agreed to provide access to six lease agreements that Members had immediate concerns about, and that Members had also decided that they wished to observe an ongoing negotiation on one of the Council's assets.

It had also been agreed that the Head of Leisure and Culture and the Head of Housing and Communities would be invited to a future meeting due to concerns Members had about contracts which did not fall within the remit of the Head of Property and Facilities.

Councillor Walters highlighted a potential resource issue in collating the information that Members were seeking.

Subject to resources being available, the Group was intending to report to the Overview and Scrutiny Committee in July with a view to concluding its work in September.

s106 (Non-Financial) Task and Finish Group

The Chairman reported that there were about seven or eight members who wished to join the s106 (Non-Financial) Task and Finish Group. It was anticipated that the Group would commence its work once the Lease Contracts Task and Finish Group had concluded and reported back to the Overview and Scrutiny Committee.

The Chairman highlighted that the Lease Contracts Task and Finish Group was scheduled to finish in September and the Fair Space Task and Finish Group was scheduled to finish in November.

The Overview and Scrutiny work programme was noted.

SO/62 **CABINET FORWARD PLAN**

The Cabinet Forward Plan was noted.

SO/63 **URGENT BUSINESS**

There was no urgent business apart from the Local Authority Housing Fund Round 3 which had been considered under 'Announcements'.

The meeting closed at 7.41 pm having commenced at 5.30 pm

CHAIRMAN

Report to Cabinet

Wednesday, 22 May 2024

By the Cabinet Member for Leisure, Culture and Green Spaces



**Horsham
District
Council**

DECISION REQUIRED

Partially Exempt – Exempt Appendix A under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972

Retender of the Arboricultural Contract

Executive Summary

In April 2021 the Council entered into a contract for the provision of Arboricultural Services to carry out tree works on Council owned land.

This contract was terminated by mutual agreement between the Council and the supplier for the reasons contained in Appendix A.

As such, a new contractor needs to be procured and this report seeks approval for the retender process to commence, and, to enter into the associated contract. This will reduce the delay in the commencement of the new contract.

Recommendations

That the Cabinet is recommended to:

- i) Approve that a procurement exercise be undertaken to identify a supplier to provide Arboricultural services on council owned land.
- ii) Approve the award of the contract to the winning bidder on standard market terms.
- iii) Delegate authority to the Director of Communities in consultation with the Cabinet Member for Leisure, Culture and Greenspaces to finalise the terms of and enter the contract for the provision of arboricultural services.

Reasons for Recommendations

- i) To ensure the provision of arboricultural services on council owned land.

Background Papers

Tender of the Council's contract for arboricultural services. Report to Cabinet 25 November 2021

Wards affected: All.

Contact: Helen Peacock, Head of Sustainability and Greenspaces
(helen.peacock@horsham.gov.uk)

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Background Information

1 Introduction and Background

1.1 The procurement process for an arboriculture contract was completed and reported to Cabinet in November 2021, with the contract in place from 1 April 2022. The purpose of the contract was to manage the Council's tree stock throughout the District, including trees within the urban landscape, parks, open spaces, hedgerows, and areas of ancient woodland. Its scope included:

- Tree inspections and reporting;
- Routine maintenance – the management of trees identified through inspection as being dead, dying and/or dangerous and presenting a serious risk to the safety of the public and property; or in need of pro-active management to prevent them from becoming so;
- Emergency response – to deal with dangerous or fallen trees caused by storm damage or other unpredictable events;
- Ash-Dieback disease management – providing best value solutions to address the impact of the disease.

1.2 This was a joint procurement process with Crawley Borough Council. A separate procurement process was undertaken for a Grounds Maintenance contract.

1.3 In December 2023 the arboricultural contract was terminated by mutual consent with the supplier for the reasons contained in Appendix A. Therefore, the arboricultural contract now needs to be retendered. This report seeks approval for the retender process to commence, to give more emphasis on quality when evaluating the tender submission and for delegated approval to award the contract once the fully compliant procurement process has been completed. This will reduce the delay in the commencement of the new contract.

2 Relevant Council policy

2.1 The Council Plan 2023-27 has four themes. Two of these are relevant to this report. Inspiring greener futures includes initiatives to reduce carbon emissions and improve biodiversity. Always listening, learning, and improving recognises the need to reduce costs to support our services.

3 Details

3.1 The contract has an annual value of £240k and the procurement process takes several months. An interim solution for tree inspections and works was, therefore, required to ensure that these services were continuous, particularly given the safety implications of not providing this statutory service. Several Sussex based contractors that provide a good standard of work are undertaking the statutory tree work. The work is spread amongst these contractors on a case-by-case basis.

3.2 The arboricultural contract commenced on 1 April 2022 and was due to run for seven years, with the option for the Council to extend the contract by up to a further seven years. This aligned with the grounds maintenance contract which would allow

both contracts to be retendered together in the future if necessary, forming one contract.

- 3.3 Although the termination of the contract means that the grounds maintenance and arboricultural contract will not be running to the same timeframes, experience locally, and across the market, suggests that a single large contract does not necessarily deliver the best outcomes, certainly in the current market.
- 3.4 It is, therefore, recommended that a seven-year contract be procured on the basis that this reflects industry best practice as it allows contractors to depreciate their equipment over this period.
- 3.5 The objectives of the previous contract will still be relevant. These include:
- A collaborative long-term partnership to the mutual benefit of both parties;
 - Continuous improvements in service provision, best practice, quality, and cost control;
 - A focus on sustainability and reduction in carbon emissions across the contract term;
 - Value for money, with an open and transparent approach to operating the contract;
 - An excellent responsive service to the Council and other stakeholders;
 - The use of technology to support effective service delivery;
 - An experienced and effective management team to successfully provide the full range of services listed;
 - A highly skilled flexible workforce
- 3.6 This approach also aligns with the introduction of the new Procurement Act in October 2024, which encourages the use of local and Small and Medium Enterprise suppliers.
- 3.7 The previous contract included tree inspections. As part of the pre-procurement process, consideration will be given to alternative methods of delivering this element of the contract. The options are to: -
- bring this element in-house which would require the recruitment of an additional officer;
 - have one contract covering tree inspections and tree works;
 - have a separate contract for the tree inspections.

4 Next Steps

- 4.1 Work is already under way to review the current contract and specification to ensure it meets the needs of the service and will deliver the best outcomes. Before the tender is formally advertised, a market engagement process will also be undertaken. This will gauge interest from local suppliers and inform a different approach to the contract. For instance, rather than appointing one contractor for all of the work, a framework could be used with pre-selected contractors which could be drawn on for different types of tree work.

4.2 The broad timescales for the project are as follows but these will be subject to change as the process will need to be comply with the new Procurement Act 2023 which is expected to come into force in October 2024:-

- May/June 2024 - complete review of previous contract and specification
- July 2024: Market engagement
- August/September 2024 - formalise contract documentation.
- October 2024- advertise tenders
- December 2024/January 2025 - evaluation of tenders and contract award.

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

5.1 The views of the Leisure, Culture and Greenspaces Policy Development Advisory Group are awaited following its meeting on 9 May.

5.2 Consultations have taken place with the Monitoring Officer and the Director of Resources to ensure legal and financial probity, as well as the Procurement Manager. Their comments have been incorporated in this report.

6 Other Courses of Action Considered but Rejected

6.1 An alternative course of action would be for the statutory tree works to be carried out in-house. However, there are benefits to the Council in retaining a contracted service. These include financial efficiencies due to the market's greater buying power, the ability for scaling up and down (which is particularly important with seasonal pressures and Ash Dieback disease), broader knowledge of a specialist market and easy access to technical knowledge and advice. Contractors will have more resilience in order to manage peaks in service and handle issues relating to staff turnover.

7 Resource Consequences

7.1 There will be staff resource implications for the Parks and Countryside team, the Joint Procurement Service, and the Legal team in completing the re-tender process. There is sufficient existing staff resource to complete this work.

7.2 The 2023/24 expenditure for general tree works was £210k. In 2024/25 this was increased to £256k for general tree works and £149k to deal with trees with Ash Die Back. It is not possible to know if this budget will be sufficient until the arboricultural contract has been retendered. However, the previous contract was valued at £3.367m which equates to approximately £240k per annum.

8 Legal Considerations and Implications

8.1 The Council will comply with all necessary Procurement Regulations and the Council's Procurement Code. In-house legal resources will be used to complete the legal documentation.

9 Risk Assessment

- 9.1 Horsham District Council is responsible for around hundreds of trees and woodland across a range of sites, from those in the countryside to those in key parks and open spaces where there is a high use of the space by residents and visitors. It is vital that the Council has robust measures in place to ensure the risk to the public is minimised. This risk is being managed through the use of four local contractors. This contract will ensure that the risk continues to be effectively managed and controlled.
- 9.2 The termination of the previous contract has led to short term increased costs for the service, and it is important that a contract is put in place to reduce additional expenditure and ensure good levels of service delivery.

10 Procurement implications

- 10.1 In order to comply with the Council's Procurement Code and given the value of the previous contract (£3.367m) an above threshold Tender Process will be required. The Procurement Manager is aware of the need for the retender process and a project team, led by a Procurement Officer has been established to commence the work. It is anticipated that the advertisement to tender the contract will take place in the autumn.

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

- 11.1 The tender documents and contract that will be in place after the procurement process will ensure that the successful contractor complies with all equalities legislation and pays due regard to any possible future impacts on human rights.

12 Environmental Implications

- 12.1 Reductions in carbon emissions, water, chemical use and waste, as well as improvements to sustainable practices were incorporated into the previous contract and these will be carried forward into the retender contract.

13 Other Considerations

- 13.1 The proposed contract will ensure that the council maintains the arboriculture service to a good standard and is compliant with statutory requirements.
- 13.2 The contract requires the new contractor to ensure GDPR and data protection processes are in place and compliant with all relevant legislation.

13.3 Crime and disorder incidents do happen in parks and open spaces. The arboriculture contractor will be required to report to the Council, and other relevant authorities, any concerns regarding evidence of anti-social or criminal behaviour.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Report to Cabinet

Wednesday, 22 May 2024

By the Cabinet Member for Environmental Health,
Recycling and Waste

DECISION REQUIRED



**Horsham
District
Council**

Partially Exempt

**Appendices A & B exempt under Paragraph 3 of
Part 1 of Schedule 12A to the Local Government
Act 1972**

Refuse Vehicle Refurbishment Tender Award

Executive Summary

The purpose of this report is to seek approval to award a contract for the refurbishment of our remaining un-refurbished fleet of thirteen Refuse Collection Vehicles (RCVs) following the termination of the contract with the previous contractor.

In January 2023, the Council entered into a contract with a contractor to refurbish 22 of our RCVs. This contract has been terminated by mutual agreement between the Council and the contractor for the reasons contained in the exempt appendix A to this report.

The RCVs are all reaching the end of their useable life and are increasingly costly to maintain which leads to more time off the road when we can't use them.

Therefore, a procurement exercise was undertaken to identify a replacement contractor and the council now needs to award the subject contract to the winning bidder as detailed in the exempt appendix B to this report.

Recommendations

Cabinet is recommended to:

- i) Approve the award of the contract for refurbishing the Refuse Collection Vehicles to the supplier named in Appendix B and on the terms contained in that Appendix.
- ii) Delegate authority to the Director of Communities in consultation with the Head of Legal & Democratic Services to finalise terms and conditions of and enter into the contract for the refurbishment of the Refuse Collection Vehicles.

Reasons for Recommendations

- i) To ensure that the RCV fleet is refurbished without further delay. This will extend their usability for another six years, providing an opportunity for alternative fuel options to become more accessible at a reasonable price.

Background Papers

None

Wards affected: All wards

Contact: Laura Parker, Head of Recycling & Waste, laura.parker@horsham.gov.uk

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Background Information

1 Introduction and Background

- 1.1 Horsham District Council manages a fleet of 22 Refuse Collection Vehicles (RCVs) which are used to provide recycling and waste collections. RCVs typically have a usable life span of seven years before they need to be replaced. Our current fleet are seven years old and therefore were due to be replaced. In line with the Council's objective to be carbon neutral by 2030, there is a need to shift away from diesel/HVO powered vehicles and to move towards either electric vehicles, or other alternative fuels.
- 1.2 At its meeting on 24 November 2022, Cabinet considered a report that recommended that all of the Council's RCVs be refurbished in both their bodies and cabs in order to prolong their operational lifespan while minimising downtime and maintenance expenses. The purpose of this investment was to give more time for the market to develop alternative fuelled RCVs that could be acquired towards 2030. This approach also fits in with the Council's re-use strategy.
- 1.3 As such, the Council approved the award of a contract for the refurbishment of the RCVs. However, that contract was terminated by mutual agreement between the Council and the contractor for the reasons noted in the exempt appendix A to this report.

2 Relevant Council policy

- 2.1 Inspiring Greener futures - Refurbishing these vehicles to become an integral part of the collection fleet will help work towards helping businesses and residents to waste less and recycle more.

3 Details

- 3.1 The rationale for seeking approval for the refurbishment of the RCV fleet is contained in the report to Cabinet dated 24 November 2022.
- 3.2 Only eight vehicles have been refurbished to date under the previous contract, leaving thirteen incomplete. Therefore, we needed to engage a supplier through appropriate procurement procedures to carry on with the refurbishments and fulfil the planned objectives.
- 3.3 Accordingly, a procurement exercise was undertaken to identify a suitable supplier as detailed in appendix B.

4 Next Steps

- 4.1 All legal work will be undertaken to give effect to the award of the RCV refurbishment contract.

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

- 5.1 The Senior Leadership Team have been consulted on the contract termination and also on the plan to seek a new supplier.
- 5.2 The Monitoring Officer and the Director of Resources were both consulted to ensure legal and financial probity.

6 Other Courses of Action Considered but Rejected

- 6.1 The Council could have continued with the current contract, but this was rejected for the reasons contained in the exempt appendix A to this report.
- 6.2 The Council can continue using the current RCVs and not continue with the refurbishment plan but this is not recommended as they are becoming unreliable, are costlier to maintain and need to have their economic life extended.

7 Resource Consequences

- 7.1 The total costs to finish the thirteen refurbishments will be approximately £702,000 based on a quote of around £54,000 per vehicle inclusive of Framework charges.
- 7.2 We already have a capital budget set for the initial refurbishment contract and will ensure that the new supplier remains within this budget. Therefore, we are not requesting the approval of any further funds.
- 7.3 The new contract should help to stabilise the escalating revenue costs in maintenance and hire costs.

8 Legal Considerations and Implications

- 8.1 A Waste Collection Authority ("WCA") in England is a District Council. Section 30 Environmental Protection Act 1990 ("EPA 1990").
- 8.2 A WCA must arrange for the collection of household waste in its area. Sections 45-48 EPA 1990.
- 8.3 A WCA must arrange for the collection of commercial waste from a premises in its area if requested to do so by the occupier of the said premises. Section 45(1)(b) EPA 1990.
- 8.4 Every statutory provision conferring or imposing a function on a Local Authority confers a power to enter into a contract for the provision of services in connection with the discharge of the function by the Local Authority. Section 1 of Local Government (Contracts) Act 1997.
- 8.5 Section 1 of the Localism Act 2011 allows Local Authorities to do anything that individuals generally may do. Therefore, a Local Authority has the power to arrange for the collection of commercial waste otherwise than under section 45(1)(b) of the EPA 1990.
- 8.6 Section 135 of the Local Government Act 1972 allows Local Authorities to make standing orders about contracts.

- 8.7 The Council's Constitution and Procurement Code make provision for the (i) making of contracts, and, (ii) procurement regime.
- 8.8 Otherwise, in-house legal resources will be used to complete the legal documentation to facilitate the award of the RCV refurbishment contract.

9 Risk Assessment

- 9.1 If the proposed options are not approved, then there is a significant risk of the current revenue budgets being affected due to increased costs of repairing and maintaining our aging fleet. There is also a significant risk to the Council Operators Licence which has strict guidelines on the upkeep and maintenance of our heavy goods vehicles.
- 9.2 Assumptions
1. Technology will improve within next 5 to 6 years including vehicles and batteries
 2. Alternative technologies such as Hydrogen (already in use in Scotland and N America) will become available for larger vehicles (RCVs and large sweepers)
 3. Charging infrastructure will improve with a move toward smart charging at charge-points to manage demand in real-time.
 4. Introduction of lower time of use (ToU) tariffs using multiple charge-points not exceeding maximum power capacity at the site.
 5. Advancement of different types of ultra-low emission vehicles (ULEVs) including zero emission, extended range electric vehicles, plug-in hybrids for larger (HGV) and fuel cell electric (FCEV- hydrogen vehicle)

10 Procurement implications

- 10.1 The Council has complied with all necessary Procurement Regulations and the Council's Procurement Code. The procurement processes have been overseen by the Council's Procurement Senior Procurement Officer, supported by the Senior Solicitor ensuring compliance.

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

- 11.1 The recommendation has no negative impact on any particular groups and an Equalities Impact Assessment is not required.

12 Environmental Implications

- 12.1 The utilisation of HVO instead of conventional diesel results in emission reductions. Repurposing existing vehicles also aligns with our sustainability and environmental strategy.

13 Other Considerations

- 13.1 The procurement will ensure GDPR and data protection processes are in place and compliant with all relevant legislation.
- 13.2 Crime and disorder incidents are unlikely to occur but do need to be taken into consideration for potential vehicle or infrastructure vandalism. Monitoring processes are in place to deter this behaviour.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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Report to Overview and Scrutiny Committee

Monday 13 May 2024

By the Chairman of the Overview and Scrutiny Committee

INFORMATION REPORT

Not Exempt



Horsham
District
Council

Overview and Scrutiny Annual Report

Executive Summary

This report provides a summary of the work of the Overview and Scrutiny Committee during the 2023/24 municipal year.

Recommendations

The Committee is recommended to refer the report together with the Overview and Scrutiny work programme to Full Council for noting.

Reasons for Recommendations

The Council's Constitution requires the Committee to report to Full Council on an annual basis with regard to the discharge of the overview and scrutiny function and its future work programme.

Background Papers

Minutes of the Overview and Scrutiny Committee from June 2023 to March 2024

Notes of the Fair Space Task and Finish Group from November 2023 to March 2024

Notes of the Lease Contracts Task and Finish Group from March 2024

Wards affected: None

Contact: Bradley Daymon, Democratic Services Officer, 01403 215466

Background Information

1 Introduction and Background

- 1.1 Councils operating executive governance arrangements are required under the Local Government Act 2000 to have at least one Overview and Scrutiny Committee.
- 1.2 The Overview and Scrutiny Committee provides a check on the actions of the executive (the Cabinet) and has powers to examine and report on policy and areas of concern.
- 1.3 The Council's Constitution requires the Committee to report to Full Council on an annual basis with regard to the discharge of the overview and scrutiny function and its future work programme.

2 Relevant Council policy

- 2.1 Overview and scrutiny contributes to all Council policies.

3 Details

3.1 Role of the Overview and Scrutiny Committee

- 3.1.1 The role of the Overview and Scrutiny Committee, as set out in paragraph 6.2.1 of Article 6 of the Council's Constitution, is as follows:
 - a) Assist in the strategic development of policy.
 - b) Review issues of local concern.
 - c) Review the policy of others within and outside the Council.
 - d) Call-in Cabinet decisions.
 - e) Scrutinise the Council's decision-making processes.
 - f) Monitor the internal and external delivery of services.
 - g) Review specific services.
 - h) Monitor and scrutinise the activities of outside bodies.

3.2 Committee membership

- 3.2.1 The following Members were appointed to the Committee at the May 2023 meeting of Full Council: Councillors Sam Bateman, Tony Bevis, Philip Circus, Paul Clarke, Mike Croker, Malcolm Eastwood, Len Ellis-Brown, Nigel Emery, Anthony Frankland, Alexander Jeffery, Liz Kitchen, Dennis Livingstone, Jonathan Taylor, Belinda Walters and Mike Wood.
- 3.2.2 Councillor Paul Clarke was elected as Chairman of the Committee for the 2023/24 municipal year at the May 2023 meeting of the Committee. Councillor Anthony Frankland was elected as Vice-Chairman of the Committee for the 2023/24 municipal year at the same meeting.
- 3.2.3 Councillor Malcolm Eastwood ceased to be a member of the Committee during the municipal year, having sadly passed away.

3.2.4 Councillor Mike Wood also ceased to be a member of the Committee during the municipal year, having resigned as a councillor.

3.3 Summary of work undertaken by the Committee

3.3.1 The Council's Finance and Performance

The Committee received and asked questions on reports from the Director of Resources throughout the year on the Council's finance and performance. There had been an improvement in capital programme performance compared to the previous year, albeit this had been helped by the Local Authority Housing Fund spend. Key performance indicators had also improved, with nine 'red' indicators at the end of year 2022/23 reducing to three 'red' indicators in the third quarter of 2023/24.

3.3.2 Local Authority Housing Fund

The Committee received updates from the Director of Resources throughout the year on the Local Authority Housing Fund. The Committee considered a number of factors including the financial costs and benefits of the scheme and the impact it had on the Council's housing waiting list.

3.3.3 Housing Grants

The Committee received an update from the Director of Resources at its July meeting on a Homelessness Prevention Grant and a Home Office Asylum Dispersal Grant that the Council had been offered by the government.

3.3.4 Land Charges Fees

The Committee received an update from the Director of Resources at its July meeting on a proposed Land Charges fee increase.

3.3.5 Annual Crime and Disorder Update

The Committee received a report of the Head of Housing and Community Services on crime and disorder in the Horsham district at its September meeting. The report noted that Horsham was the second safest district in West Sussex in the reporting period.

3.3.6 Review of the Council's Budget and Medium-Term Financial Strategy

The Committee received an update from the Director of Resources on the Medium-Term Financial Strategy at its November meeting and asked questions of the Cabinet Member for Finance and Resources who had been in attendance.

The Committee also received an update from the Cabinet Member for Finance and Resources on the proposed Budget and Medium-Term Financial Strategy at its January meeting.

3.3.7 Swan Walk Car Park

The Committee received an update from the Property Management Team Leader at its November meeting on the works to the Swan Walk car park, and asked questions on the works and on maintenance of the Council's facilities generally.

3.3.8 Parking Policy

The Committee received an update from the Head of Strategic Planning on parking policy at its January meeting. A study that had been undertaken as a result of the recommendations of the Off Street Parking Task and Finish Group had been due to be progressed into further guidance but this had not happened. It was agreed that a timetable as to the possible next steps would be prepared and the Chairman would look to bring the item back to the Committee in June 2024.

3.3.9 Climate Action Strategy

The Committee heard from the Cabinet Member for Climate Action and Nature Recovery on the proposed Climate Action Strategy at its January meeting and asked questions thereon. The Committee is scheduled to consider the Strategy in more detail in September 2024.

3.3.10 Capitol Theatre Refurbishment

The Committee heard from the Cabinet Member for Leisure, Culture and Green Spaces on the proposed Capitol Theatre refurbishment at its January meeting and asked questions thereon.

3.3.11 Annual Plan 2024/25

The Committee heard from the Head of Finance and Performance on the proposed Annual Plan 2024/25 at its January meeting and asked questions in relation to key performance indicators.

3.3.12 Drill Hall

The Committee heard from the Director of Communities on the proposal for the Drill Hill at its March meeting and asked questions thereon.

3.3.13 An Additional Service for the Isolated Property Rounds

The Committee heard from the Cabinet Member for Environmental Health, Recycling and Waste on the proposed additional service for the isolated property rounds at its March meeting and asked questions thereon.

3.3.14 One-Off Cost of Living Supplement

The Committee heard from the Head of HR and OD on the proposed one-off cost of living supplement at its March meeting and asked questions thereon.

3.4 Summary of work undertaken by Task and Finish Groups

3.4.1 Fair Space Task and Finish Group

The Committee agreed at its July meeting to set up this Task and Finish Group, as suggested by Councillor Bateman. The Group is looking at outdoor sports and leisure provision in the Horsham district for older girls and teenagers aged 12 to 17.

The current members of the Group are Councillors Bateman, Beard, Emery, Frankland and Vickers. The Group is chaired by Councillor Bateman.

The Group's Terms of Reference are as follows:

- 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.*

The Group has held three meetings so far and has heard from a number of officers including the Director of Communities, the Head of Strategic Planning, a Senior Planning Officer, the Head of Sustainability and Green Spaces, the Parks and Countryside Development Manager and the Digital Communications Manager.

The Group has considered existing policies and a draft survey has been prepared. The Group is seeking to hold focus groups at Collyer's, Steyning Grammar School, The Weald and Horsham Youth Forum.

3.4.2 Lease Contracts Task and Finish Group

The Committee agreed at its January meeting to set up this Task and Finish Group, as suggested by Councillor Walters. The Group is looking at arrangements relating to the leasing of the Council's assets.

The current members of the Group are Councillors Bevis, Ellis-Brown, Hogben, Jeffery, Landeryou and Walters. The Group is chaired by Councillor Walters.

The Group's Terms of Reference are as follows:

- 1. To review a sample of Horsham District Council's existing lease contracts and to evaluate the outcome of each contract in terms of cost effectiveness, potential profit and benefit of existing and acquired assets to the Council and the community.*
- 2. To recommend a revised and/or new governance structure to be put in place to ensure that decisions made by the Head of Property and Facilities to enter into or renew lease contracts meet the needs of the Council and its residents.*

The Group has held two meetings so far and has heard from the Head of Property and Facilities, the Head of Leisure and Culture and the Head of Housing and Communities.

3.4.3 s106 (Non-Financial) Task and Finish Group

The Committee agreed at its January meeting to set up this Task and Finish Group, as suggested by Councillor Clarke. The Group will look at the delivery of the non-financial aspects of s106 agreements and will be set up in 2024/25 municipal year.

3.5 Summary of training provided to the Committee

3.5.1 The Centre for Governance and Scrutiny delivered a training session to members of the Committee on 'How can we make a difference through scrutiny?' on 31 May 2023.

3.5.2 The Chairman of the Overview and Scrutiny Committee attended a training programme by the Local Government Association (LGA) on 'Leadership Essentials: Effective Scrutiny' on 15 and 16 February 2024.

3.5.3 Members of the Committee were notified of the following LGA webinars which took place throughout the year:

- 'An introduction to scrutiny for councillors' - 19 January 2024
- 'Data and managing council performance' - 1 February 2024 and 1 March 2024
- 'Leading good governance and assurance' - 11 March 2024

4 Next steps

4.1 The Committee is recommended to refer the report together with the Overview and Scrutiny work programme to Full Council for noting.

5 Other courses of action considered but rejected

5.1 The Council's Constitution requires the Committee to report to Full Council on an annual basis. No other course of action is considered appropriate.

6 Resource consequences

6.1 There are no resource consequences.

7 Legal considerations and implications

7.1 The Council is required to have an Overview and Scrutiny Committee under the Local Government Act 2000, as it has a Leader and Cabinet (executive) model of governance.

7.2 The Overview and Scrutiny Committee is required by the Council's Constitution to report annually to Full Council.

8 Risk assessment

8.1 The Overview and Scrutiny Committee provides a check on the actions of the Cabinet.

9 Procurement implications

9.1 There are no procurement implications.

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

10.1 There are no equalities or human rights implications.

11 Environmental implications

11.1 There are no environmental implications.

12 Other considerations

12.1 There are no apparent GDPR or data protection consequences.

12.2 The Committee receives an annual crime and disorder update as part of its work programme.

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Agenda Item 9

Overview and Scrutiny Work Programme 2024/25

Date of Meeting	Items for Meeting
JUNE	<ul style="list-style-type: none"> • Report on the Council's Finance & Performance – Outturn • Parking Policy Update • Animal Welfare Policy • Transformation Fund and Productivity Plan 2024/25 • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
JULY PROVISIONAL MEETING	<ul style="list-style-type: none"> • Update from Lease Contracts Task & Finish Group
SEPTEMBER	<ul style="list-style-type: none"> • Report on the Council's Finance & Performance Q1 • Crime and Disorder Annual Update • Climate Action Strategy • Lease Contracts Task & Finish Group Final Report • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
NOVEMBER	<ul style="list-style-type: none"> • Report on the Council's Finance & Performance Q2 • Review of the Council's Medium-Term Financial Strategy Update • Fair Space Task & Finish Group Final Report • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
JANUARY	<ul style="list-style-type: none"> • Review of the Council's Budget and Medium-Term Financial Strategy • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
MARCH	<ul style="list-style-type: none"> • Report on the Council's Finance & Performance Q3 • Follow Up to Task & Finish Group Report on Use of Consultants • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan

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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) or by contacting Committee Services at the Council Offices.

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

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

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

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

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

Published on 01 May 2024

What is a Key Decision?

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

(i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
1.	Purchase of Two 12 tonne Refuse Collection Vehicles	Cabinet	22 May 2024	Part exempt	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Environmental Health, Recycling and Waste (Councillor Jay Mercer)
2.	Retender of the Arboricultural Contract	Cabinet	22 May 2024	Part exempt	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Leisure, Culture and Green Spaces (Councillor Jon Olson)
3.	Housing Grants - Approval of Budget	Cabinet Council	22 May 2024 5 Jun 2024	Open	Head of Housing & Community Services (andrew.smith@horsham.gov.uk) Cabinet Member for Housing, Communities and Wellbeing (Councillor Sam Raby)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
4.	Refuse Vehicle Refurbishment Tender Award	Cabinet	22 May 2024	Part exempt	Head of Recycling & Waste (laura.parker@horsham.gov.uk) Cabinet Member for Environmental Health, Recycling and Waste (Councillor Jay Mercer)
5.	Pay Policy Statement - Financial Year 2024/25	Council	5 Jun 2024	Open	Head of HR & OD (robert.laban@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)
6.	Animal Welfare Policy	Cabinet	26 Jun 2024	Open	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Environmental Health, Recycling and Waste (Councillor Jay Mercer)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
7.	Community Event Parking Policy	Cabinet Council	26 Jun 2024 17 Jul 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)
8.	HDC/CBC/MSDC/MVDC Water (Supply & Drainage)	Cabinet	26 Jun 2024	Part exempt	Director of Place (barbara.childs@horsham.gov.uk) Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)
9.	Update of the Green Spaces Strategy	Cabinet	26 Jun 2024	Open	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Leisure, Culture and Green Spaces (Councillor Jon Olson)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
10.	Procurement of a Microsoft Licensing Partner	Cabinet	26 Jun 2024	Open	Head of Customer & Digital Services (andrea.curson@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)
11.	People's Budget	Cabinet	26 Jun 2024	Open	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Housing, Communities and Wellbeing (Councillor Sam Raby)
12.	Transformation Fund and Productivity Plan 2024/25	Cabinet	26 Jun 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
13.	Concessions Policy Update	Cabinet	26 Jun 2024	Open	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Leisure, Culture and Green Spaces (Councillor Jon Olson)
14.	Biodiversity Net Gain - Monitoring Fees	Cabinet Council	26 Jun 2024 17 Jul 2024	Open	Head of Planning & Development (emma.parkes@horsham.gov.uk) Deputy Leader and Cabinet Member for Planning and Infrastructure (Councillor John Milne)
15.	HDC/CBC/MSDC/MVDC Print Dynamic Purchasing System (DPS) 2024 Setup	Cabinet	25 Sep 2024	Part exempt	Director of Resources (dominic.bradley@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
16.	Update on Council's financial position in 2024/25 and MTFS 2025/26 to 2029/30	Cabinet Council	25 Sep 2024 16 Oct 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)