



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

Finance & Resources Policy Development Advisory Group

Monday, 15th January, 2024 at 5.30 pm

Via Remote Access

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend and may speak, both at the discretion of the Chairman and subject to providing advance written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors: Mark Baynham (Chairman)

Tony Bevis
Paul Clarke
Mike Croker
Len Ellis-Brown
Anthony Frankland

Warwick Hellawell
Tony Hogben
Richard Landeryou
Mike Wood

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Notes of previous meeting	3 - 6
To receive the notes of the meeting held on 13 November 2023	
To receive the following items relating to the policy development process:	
3. Annual Plan 2024/25	7 - 20
To receive an update from the Head of Finance and Performance on the Council's Annual Plan 2024/25 as per the draft report.	
4. Fletchers Croft Car park Steyning - Maximum Stay change	21 - 24
To receive the report from the Parking Manager to consider suggestions to	

extend Fletchers Croft car park's maximum stay from 4 to over 8 hours, accompanied by adjusted charges during specific hours, aiming to accommodate visitors to Steyning without time constraints.

5. **2024/25 Budget and Medium Term Financial Strategy** 25 - 42
To receive an update from the Director of Resources on the Council's Budget and Medium-Term Financial Strategy as per the draft reports.
6. **Local Authority Housing Fund - Round 3** 43 - 48
To receive an update from the Director of Resources.
7. **Council Tax Premiums - Long-term Empty Property Council Tax Premium and Second Home Council Tax Premium** 49 - 54
To receive an update from the Director of Resources on the Council Tax Premiums to include Long-term Empty Property Council Tax Premium and Second Home Council Tax Premium as per the draft report.
8. **Council Tax Reduction and Housing Benefit modified schemes 2024/25** 55 - 58
To receive an update from the Director of Resources on the Council Tax Reduction and Housing Benefit modified schemes as per the draft report.
9. **Business rates - Discretionary Rate Relief 2024/25** 59 - 62
To receive an update from the Director of Resources on the Business rates Discretionary Rate Relief as per the draft report.
10. **Forward Plan Extract for the Finance & Resources Portfolio** 63 - 66
To note the Forward Plan extract for the Finance & Resources portfolio

Finance & Resources Policy Development Advisory Group
13 NOVEMBER 2023

Present: Councillors: Mark Baynham (Chairman), Tony Bevis, Paul Clarke, Mike Croker, Len Ellis-Brown, Anthony Frankland, Warwick Hellawell, Tony Hogben, Richard Landeryou and Mike Wood

Apologies: Councillors: Malcolm Eastwood

Also Present: Councillors: Ruth Fletcher, Martin Boffey and Jay Mercer

18 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting were received.

19 **UPDATE ON THE COUNCIL'S FINANCIAL POSITION IN 2023/24 AND MEDIUM-TERM FINANCIAL STRATEGY (MTFS) 2024/25 TO 2029/30**

The Director of Resources updated the PDAG on the council's financial position in 2023/24, Medium-Term financial planning and assumptions, and comparison to the budget set in February 2023.

An update was provided on current performance, next year and future years.

Economic uncertainty and the cost of living crisis was continuing to put significant pressure on balancing the budget. Pressure from sustained high levels of inflation in services, materials, utilities and salary increases is creating a high level of gross expenditure. The Council has however kept high levels of reserves and is not a borrowing authority and is able to fund some of the rising costs with the interests from investments.

A balanced budget is currently estimated in 2024/25 and the Council will need to increase fees and charges which could affect those residents that are struggling with the cost of living crisis.

The PDAG were advised that the medium-term remained uncertain due to the Government settlement, inflation, associated costs attributed to the environment and decarbonisation, lack of clarity on future Government funding regarding business rates and levelling up and the recent announcement for providing mandatory domestic food waste collection by March 2026. Sizeable deficits are forecast in future years.

The PDAG acknowledged the Council would need to work on solutions for the future and carefully consider projects and future ambitions affecting the capital reserves.

Members discussed the increase in multi-storey car park pass tariffs and potential effect on users, potential increases in external audit fees, the garden waste subscription service and the proposed increase to Council tax.

Consideration was also given to the increased pressures and risks to Revenues and Benefits and looking at future opportunities to use assets for additional income and additional revenue streams.

Members requested additional information on the potential Mowbray cemetery which would be provided to Members as soon as available.

20 **PRINT DYNAMIC PURCHASING SYSTEM (DPS) PROCUREMENT 2024**

The Senior Procurement Officer updated the PDAG on the Print Dynamic Purchasing System (DPS) procurement. The current Framework Agreement for both general print requirements and the current DPS for specialist print requirements will expire in March 2024.

These agreements were set up by Crawley Borough Council and used collaboratively with Horsham District Council, Mid Sussex and Mole Valley District Council's to provide for those printing requirements not performed in-house. The current DPS also covered Electoral print and mail requirements and these will now not be dealt with and tendered for separately.

Horsham District Council will be the lead procuring Authority and will reorganise and update the current framework and remaining categories to form one single and new DPS.

Information was provided on the new DPS structure and printing categories, anticipated expenditure and timetables. The PDAG were also advised that suppliers wishing to join the DPS would need to demonstrate an acceptable minimum standard on quality control, equipment and plant, resourcing, turnaround times, supply chain contingencies and carbon footprint mitigation efforts.

Members acknowledged that the DPS was a positive example of the Joint Procurement Strategy put into action. Discussion considered those suppliers that joined the DPS requiring quality assessment compliance and meeting minimum standards alongside competitive pricing. Although the Sustainable Procurement Charter was not in direct effect, Members were advised that all those joining the DPS had to provide details on carbon footprint requirements.

The Chairman thanked the Senior Procurement Officer for updating the PDAG and the information in the report was duly noted.

21 **FORWARD PLAN EXTRACT FOR THE FINANCE & RESOURCES
PORTFOLIO**

The Forward Plan Extract for the Finance & Resources portfolio was noted.

The meeting closed at 6.30 pm having commenced at 5.30 pm

CHAIRMAN

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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 02 January 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.	Electoral Print Tender	Cabinet	25 Jan 2024	Part exempt	Electoral Registration Officer (jane.eaton@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)
2.	2024/25 Budget and Medium-Term Financial Strategy to 2029/30	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)
3.	2024/25 Council Tax Reduction Scheme and Housing Benefit Modified Scheme	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)
4.	2024/25 Business Rates Discretionary Charitable Relief	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)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
5.	Council Tax Premiums	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.	Council Tax Resolution 2024/25	Council	21 Feb 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)
13.	HDC/CBC/MSDC/MVDC Print Dynamic Purchasing System (DPS) 2024 Setup	Cabinet	6 Jun 2024	Part exempt	Director of Resources (dominic.bradley@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)