



Council Meeting

**WEDNESDAY 16TH FEBRUARY 2011 AT 6.00 p.m.
COUNCIL CHAMBER, PARK NORTH, NORTH STREET, HORSHAM**

To: All Members of the Council

You are summoned to attend the above meeting of the Council for the transaction of the following business (Prayers will be taken immediately before the meeting commences).

Tom Crowley
Chief Executive

AGENDA

	Page No.
1. Apologies for absence.	
2. To approve as correct the record of the meeting of the Council held on 15 th December 2010.	1
3. To receive any declarations of interest from Members.	
4. To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive.	
5. To receive questions from the public.	
6. To receive any petitions, of which due notice has been given in accordance with Part 4J of the Council's Constitution.	
7. To receive recommendations from the meeting of Cabinet held on 27 th January 2011 in respect of: <ul style="list-style-type: none">• Our District Plan Priorities 2011-15 – adoption of District Plan• Replacement Data Centre – revised capital budget	15

(Please note that the reports to Cabinet regarding these items may be viewed online with the Council agenda at: <http://www.horsham.gov.uk/council/3015.aspx> If required, hard copies are available from the Democratic Services Section.)

8. Budget for 2011/12 and Council Tax
(Please note that the report of the Director of Corporate Resources to Cabinet on the Budget 2011/12 is enclosed with this agenda)
- (a) To approve the recommendations from Cabinet **18**
- (b) To approve the formal Council Tax resolution for 2011/12 **22**
- (c) To approve the Council Tax Discounts for 2011/12 **27**
9. To receive questions from Members under Rule 10.2 (Questions by Members on notice)
10. To receive the minutes of the following Committees and, if approved, to adopt any recommendations contained therein:
- | <u>Committee</u> | <u>Date</u>
<u>2010</u> | |
|--|----------------------------|-----------|
| (a) CenSus Joint Committee | 10 th December | 28 |
| (b) Accounts, Audit & Governance Committee | 16 th December | 33 |
- (Explanatory note on Prudential Indicators for Capital Finance and Treasury Management Strategy 2011/12 attached)*
11. To receive the minutes of the meeting of the Scrutiny & Overview Committee held on 17th January 2011 and, if approved, to adopt any recommendations contained therein. **40**
12. To receive the report of the Chief Executive on the Calendar of Meetings for 2011/12 **51**
13. To consider matters certified by the Chairman as urgent.

**EXTRACT FROM THE COUNCIL'S CONSTITUTION REGARDING QUESTIONS
BY MEMBERS**

10. QUESTIONS AND STATEMENTS BY MEMBERS

10.1 On reports of the Executive or committees

A member of the Council may

- (a) ask the Leader, member of the Executive or the chairman of a committee any question without notice upon an item of the report of the Executive or a committee when that item is being received or under consideration by the Council;
- (b) make a statement on such an item as is referred to in Rule 10.1(a).

10.2 Questions on notice at full Council

Subject to Rule 10.3, a member of the Council may ask:

- the Chairman;
- the Leader;
- a member of the Executive;
- the chairman of any committee or sub-committee

a question on any matter in relation to which the Council has powers or duties or which affects the District.

10.3 Notice of questions

A member may only ask a question under Rule 10.2 if either:

- (a) he or she has given notice in writing of the question **no later than 12.00 on the last but one working day** before the meeting to the Chief Executive; or
- (b) the question relates to urgent matters, he or she has the consent of the Chairman to whom the question is to be put and the content of the question is given to Chief Executive by 12.00 on the day of the meeting.

10.4 Response to questions

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

10.5 Supplementary question

A member asking a question under Rule 10.2 may ask one supplementary question without notice of the member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

10.6 Length of questioning

Unless the Chairman specifies otherwise, the time available to the questioner shall be limited to two minutes initially and one minute for supplementary questions. The time available to the respondent shall be limited to five minutes initially and to two minutes for supplementary questions.

10.7 Statement in response by questioner

A member asking a question or questions may make one statement in response to the answer or answers received and, unless the Chairman specifies otherwise, the time available to the questioner shall be limited to five minutes.

10.8 Statements under Rule 10.1b

Unless the Chairman specifies otherwise, the time available to a member making a statement under Rule 10.1(b) shall be limited to five minutes.

HORSHAM DISTRICT COUNCIL
15TH DECEMBER 2010

Present: Councillors: Brian Donnelly (Chairman), Claire Vickers (Vice-Chairman), Roger Arthur, John Bailey, Andrew Baldwin, Clive Burgess, Jonathan Chowen, Philip Circus, George Cockman, Roy Cornell, Christine Costin, Leonard Crosbie, Sheila Dale, Peggy Davies, Ray Dawe, Ross Dye, Duncan England, Alan Fisher, Frank Grantham, Sarah Gray, David Holmes, Ian Howard, David Jenkins, Gordon Lindsay, Chris Mason, Sheila Matthews, Christian Mitchell, Robert Nye, Roger Paterson, Linda Pettitt, Pat Rutherford, Jim Sanson, David Sheldon, Ian Shepherd, David Skipp, Sheila Van Den Bergh, Belinda Walters, Leonard Warner, Kyle Wickens

Apologies: Councillors: Gordon Brown, Sally Horner, Liz Kitchen, Peter Rowlinson, Keith Wilkins

Also present: Mary Jagger, Vice-Chairman of Standards Committee

CO/46 **MINUTES**

The minutes of the meeting of the Council held on 13th October 2010 were approved as a correct record and signed by the Chairman.

CO/47 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CO/48 **PRESENTATION BY PUPILS FROM HERON WAY PRIMARY SCHOOL ON CLIMATE CHANGE ENTREPRENEURS**

The Chairman welcomed a group of pupils from Heron Way Primary School to the meeting. The children presented the action plan they had devised in connection with the Climate Change Entrepreneurs competition for primary schools.

The Chairman and Members thanked the children for their interesting presentation.

CO/49 **ANNOUNCEMENTS**

The Chairman reported on recent civic engagements that he had attended.

CO/50 **QUESTIONS FROM THE PUBLIC**

There were no questions from members of the public.

CO/51 **PETITIONS**

There were no petitions to be received.

CO/52 **RECOMMENDATIONS FROM CABINET**
Budget 2010/11 – Progress Report to October 2010

Cabinet had received the report of the Director of Corporate Resources which highlighted reduced income and additional costs in a number of areas in the current year including significant additional costs and income loss in operational services.

Details of changes to the original budget for 2010/11 and income & expenditure to date were submitted.

Spend on salaries, wages and agency staff was above budget for the period, with the most significant area of overspend being within Operational Services in respect of the implementation of Acorn Plus. Expenditure on vehicle repairs and parts had exceeded the profiled budget to October as a result of the retention of older vehicles during the implementation of Acorn Plus, although this overspend was offset by lower than budgeted spending on the hire and leasing of vehicles. Fuel costs were also above budget, largely as a result of price increases and additional usage during side-loader training. The Chief Executive had commissioned an independent report to analyse the reasons for the variances, including the higher costs incurred on Acorn Plus in the current year, which had been considered by Cabinet at an additional meeting on 9th December 2010 (see Minute No CO/54 below).

As a result of Government cutbacks to grant in 2010/11, the £400,000 budgeted for Planning and Housing Delivery grant was unlikely to be received. Planning, building control and land charges fee income had held up well and might in some cases exceed the annual budget, although the longer term outlook for land charges income was less promising, as the statutory charge for personal searches of the land charges register had been discontinued. However, car park and trade refuse bin fees continued to fall short of budget.

A full list of proposed amendments to the current year's budget was submitted, from which it was noted that, of the net total increase of £1,570,000:

- £400,000 was attributable to loss of Government Housing and Planning Delivery grant
- £195,000 was due to earlier purchase of refuse side-loaders
- £92,000 was due to loss of interest income due to continued depressed interest rates

CO/52 Recommendations from Cabinet - Budget 2010/11 – Progress Report to October 2010 (cont.)

- £211,000 was due to reduced car park income

These were offset by anticipated additional planning fee income of £250,000 and other changes detailed in the report which produced an additional net saving of £79,000. The balance of the increase was for additional expenditure on Operational Services.

The changes required to the 2010/11 budget meant that it would not be possible to contribute to reserves in 2010/11 as had originally been planned, indeed it was now anticipated that reserves of £1,177,000 would be needed to fund expenditure in 2010/11.

Work was continuing on the preparation of the budget for 2011/12 and the Council was currently consulting on proposed savings and increased income of £1,600,000.

Council discussed a number of issues relating to the increased budget and it was agreed that Members would be supplied, by mid-January 2011, with information regarding actions being taken to ameliorate the effects of the overspend in the current year.

RESOLVED

That the budget changes for income and expenditure in 2010/11, resulting in a net total increase of £1,570,170, be approved as submitted.

CO/53 **CenSus Joint Committee – inclusion of Adur District Council and Worthing Borough Council in the CenSus ICT service**

The Cabinet Member for Finance & Assets reported that the Adur-Worthing Partnership had agreed at their Cabinets on 28th September 2010 their desire to join CenSus ICT by 1st April 2011. The decision on principle had already been made and the CenSus Joint Committee had agreed formally to their request to join at its meeting on 10th December 2010.

In order for this to proceed, it was necessary for all three constituent authorities of the Joint Committee to approve the merger. Approval was therefore being sought from both this Council and Mid Sussex District Council.

In addition, as this Council was the lead authority for ICT, in order to allow for the transfer of staff under the TUPE arrangements Council would need to approve the increase in staffing numbers which would be at no additional cost to this Council due to CenSus funding arrangements.

CO/53 Recommendations from Cabinet - CenSus Joint Committee – inclusion of Adur District Council and Worthing Borough Council in the CenSus ICT service (cont.)

If the proposal were approved there would be quality and economy of scale benefits to the existing Councils from the growth in CenSus ICT and associated reductions in both revenue and capital projects expenditure.

RESOLVED

- (i) That the addition of Adur District Council and Worthing Borough Council to the CenSus ICT service be approved.
- (ii) That the increase in staff numbers to allow for the TUPE transfer of staff be approved.

REASON

To facilitate further scale economies and service improvements in the CenSus ICT organisation.

CO/54 Acorn Plus and Operational Services – Projected Overspend 2010/11

The Chief Executive reported that a report submitted to Cabinet on 25th November 2010 describing the outcomes of the new Acorn Plus refuse and recycling service had highlighted the fact that the objectives set for the new service had been met and exceeded. Recycling rates were now significantly higher than previously and well above the forecast level. The projected annual household recycling rate was now at 57%, which placed the Council amongst the top performing councils in the Country. Feedback from residents had been positive and other benefits included reduced mileage and significant reductions in workforce accidents.

However, the budget monitoring report, which contained projections to the end of the financial year, had shown that of a total overall overspend of £1,570,000, approximately £1,000,000 would be attributable to Operational Services and that £790,000 of that figure was due to the implementation and running costs of the new Acorn Plus service.

Compass Network Associates, a company which specialised in the design of operational services and had advised on the Acorn Plus project at an early stage, had therefore been engaged to provide expert external analysis of the overspend to allow the Council to understand the causes and to ensure that lessons were learned. The consultant's report contained information relating to individuals and a potential contractual dispute which was exempt from the provisions of the Local Government Act and could not

CO/54 Recommendations from Cabinet - Acorn Plus and Operational Services – Projected Overspend 2010/11 (cont.)

therefore be published. However, a redacted version of the report was available on the Council's website.

A breakdown of the Operational Services' overspend to the end of October indicated that 28% was due to items that were unavoidable, could not have been foreseen and could not therefore have been budgeted for; and 44% of the total was attributable to costs that were not avoidable but should have been foreseen and budget provision should have been made. The remaining £164,000 (28% of the total) identified in the Consultant's report as avoidable was attributable to the timing of the redundancy process for the supernumerary loaders. The consultant had advised that the redundancy process could have been initiated in March 2010. However, vulnerability letters had not been delivered until the end of September. It was considered that the delay in issuing vulnerability letters did not mean that the process in total had been delayed by six months as the latter phases of the new service were still being rolled out until late July and it would have been difficult to select and lay off all the supernumerary loaders on a fair basis before then. In addition, starting the redundancy selection process during the school holiday period would have been unreasonable as many affected staff would have been away. It was therefore considered that the earliest the process could have been started was at the beginning of September and the actual delay was in the region of two months. The avoidable cost of a two month delay was therefore approximately £65,000. However, it was also important to note that the unavoidable additional cost of labour during the transition between the old and the new services should have been quantified and budgeted for.

It was considered that the underlying causes for the overspends in operational services were:

- Inadequate budget provision for operational services and for the Acorn Plus project
- Inadequate project management at both departmental and corporate levels
- Inadequate attention to service and project budget monitoring at departmental level
- Ineffective corporate budget monitoring

Actions to address these points, to prevent a recurrence and to protect the council's financial position the following actions were therefore proposed.

It was noted that much of the overspend was attributable to one-off costs, with the ongoing costs relating to the cost of collecting additional recyclates and higher fuel costs. It was also noted that the overspend would have an

CO/54 Recommendations from Cabinet - Acorn Plus and Operational Services –
Projected Overspend 2010/11 (cont.)

impact on the projected level of Council reserves and that further savings might be required in 2011/12.

The Leader indicated that Cabinet was determined to address the reasons for the overspend and to reduce the likelihood of a recurrence.

A number of questions and issues raised by Members on the overspend and information contained within the Chief Executive's report were discussed.

Council considered that it was appropriate that the Scrutiny & Overview Committee should set up a working group to look at the role of Cabinet Members in respect of the Acorn Plus project. It was also acknowledged that the Budget Review Working Group would continue with its scrutiny of the budget issues in respect of the project.

RESOLVED

- (i) That the short term actions that have been identified to reduce Operational Services costs in order to ensure that the projected overspend is contained and, if possible, reduced be noted and endorsed.
- (ii) That an Action Plan to address the key organisational issues identified in the Chief Executive's report and the recommendations contained in the Compass Network Associates' report be prepared and implemented as a matter of urgency.
- (iii) That the Chief Executive, in the light of the Operational Services overspends, should undertake a review of the performance of relevant officers and, if necessary, the Chief Executive be authorised, in consultation with the Leader of the Council, the Chairman of the Personnel Committee and the Leader of the Minority Group, to establish a Committee to consider the results of the performance review and determine any necessary disciplinary action in accordance with the relevant contractual provisions.

CO/54 Recommendations from Cabinet - Acorn Plus and Operational Services –
Projected Overspend 2010/11 (cont.)

REASONS

- (i) To ensure the impact of the overspend is contained.
- (ii) To ensure that lessons are learned.
- (iii) To ensure that responsibilities are understood and any appropriate action is taken.

CO/55 **QUESTIONS FROM MEMBERS UNDER RULE 10.2**

No questions had been received.

CO/56 **MINUTES OF COMMITTEES**

The following minutes were received:

CenSus Joint Committee – 28th September 2010

Licensing Committee – 11th November 2010

RESOLVED

- (i) That the draft Licensing Policy be adopted as submitted as this Council's Licensing Policy with immediate effect (Minute No. LI/12 refers).
- (ii) That:
 - (a) the provisions of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 be adopted.
 - (b) the suggested timetable for implementation of the provisions be agreed, as submitted.
 - (c) the draft Sex Establishment Policy be approved, as submitted.
 - (d) the fees for sex establishment licence applications be approved, as submitted.
 - (e) the Licence Conditions be approved, as submitted (Minute No. LI/13 refers).

CO/56 Minutes of Committees (cont.)

REASONS

- (i) To comply with legislative requirements.
- (ii) To ensure the Council has adequate controls over sexual entertainment venues.

Standards Committee – 8th December 2010

In presenting the minutes, Mary Jagger, Vice-Chairman of the Standards Committee, drew Council's attention to the Committee's view that if the requirements for local authorities to have a standards committee and to adopt a model code of conduct were abolished, as proposed in the Localism Bill, it considered that this Council should retain a voluntary standards committee and that it should adopt a voluntary code of conduct, at the appropriate time. In response, the Leader indicated that before a statutory code of conduct had been introduced this Council had adopted its own voluntary code and it was therefore likely that this would be the case in the future.

CO/57 **MINUTES OF THE MEETINGS OF SCRUTINY & OVERVIEW COMMITTEE OF 8TH AND 17TH NOVEMBER 2010**

The minutes of the meetings of the Scrutiny & Overview Committee held on 8th and 17th November 2010 were received.

CO/58 **NOTICE OF MOTION**

The following Motion, of which notice had been given in accordance with Rule 11.1, was moved by Councillor Robert Nye and seconded by Councillor Jonathan Chowen:

"Local democracy is an essential foundation for our society. Whilst concerns have grown in recent years about the centralisation of power (and it is hoped that the "localism" approach adopted by the government will start to reverse this trend) councillors still play a vital role in shaping and supporting the places for which they are responsible. For some time I have felt that we do not do enough to recognise the contribution made by members, some of whom serve for many years working tirelessly for their communities.

We already (and quite rightly) acknowledge the service given by our officers who are presented with certificates for long service. Nothing similar is done for Members and I propose that from May the Council should formally record its appreciation for those Members who have served for two terms or more and that certificates should be presented to those Members at the annual Council meeting after the elections.

CO/58 Notice of Motion (cont.)

In addition, for outstanding service to the Council I propose that the honorific title of “honorary alderman” should be bestowed. This is provided for in the relevant legislation and many councils operate this policy. The title can only be given to retired councillors and should be reserved for exceptional cases. I propose that a panel comprising the Chairman and the leaders of the parties should be established to consider nominations early in the life of the new Council.

When the panel agrees to put forward a nominee to Council a special meeting would be held and after the formal vote a certificate would be presented by the Chairman. The Honorary Alderman’s name and the date of the award would be recorded on one of the boards behind the dais in the chamber.

The costs associated with these proposals will be minimal and justifiable in the light of the very valuable service that Members provide to the people of the District.”

A debate on the motion took place.

On being put, the motion was declared **CARRIED**.

CO/59 **DRAFT INTERIM STATEMENT: MANAGING DEVELOPMENT IN HORSHAM DISTRICT**

The Cabinet Member for Strategic Planning reported that the draft Interim Statement ‘Managing Development in Horsham District’ and the accompanying appendices had been prepared for consultation to address the short term delivery of housing and maintain a plan-led approach to the delivery of housing and associated infrastructure in the District.

The Interim Statement approach had been given further consideration following its withdrawal from the agenda for the last Council meeting. It had been prepared in order to bring forward housing in the short term to maintain the housing delivery levels that the Council was obliged to meet through national policy. It was considered that this proactive and managed approach would ensure the most suitable development came forward and delivered the necessary infrastructure for the existing and future community.

The draft Interim Statement had been prepared on the basis of the housing requirements of the South East Plan and the vision, objectives and development strategy of the adopted Horsham District Core Strategy (2007), which focused on development in or adjacent to the most sustainable settlements. It also referred to more recent work on housing needs in a way that sought to minimise the environmental impact of

CO/59 Draft Interim Statement: Managing Development in Horsham District (cont.)

development and provided the necessary infrastructure. The draft Interim Statement included three options of: no planned growth; limited planned growth; and notably planned growth. It set out the implications, risks and opportunities of these options and invited comment on these different approaches.

The Cabinet Member indicated that further work was required, particularly in respect of the consultation questionnaire. He was therefore seeking approval of the draft Interim Statement in principle and a delay to the start of the consultation, probably until 21st January 2011. The proposals within the draft Interim Statement had been prepared in liaison with representatives of the Billingshurst and Southwater communities through Reference Groups and they would continue to be involved with any proposed changes to the wording of the questionnaire. The purpose of the proposed consultation was to involve the wider community and stakeholders in discussion on an Interim Statement approach and the development options being considered.

RESOLVED

- (i) That the Draft Interim Statement: Managing Development in Horsham District be approved in principle for publication for consultation beginning around 21st January 2011, with a closing date for comments of 4th March 2011.
- (ii) That the Cabinet Member for Strategic Planning be authorised to agree the exact timing of the consultation, the wording of the questionnaire and the text of the Sustainability Appraisal/ Strategic Environmental Assessment Scoping Report together with any necessary minor editorial amendments to the text of the Draft Interim Statement: Managing Development in Horsham District.

REASON

It is both necessary and appropriate to invite community and stakeholder involvement in the preparation of the Interim Statement.

CO/60 **DRAFT STATEMENT OF COMMUNITY INVOLVEMENT**

The Cabinet Member for Strategic Planning reported that the Statement of Community Involvement was one of the 'family' of Local Development Framework documents. It has wider significance, however, as the framework for all community engagement work by the Council.

The Statement had originally been published in 2006 and was then reviewed and updated in 2007. A further review had recently been undertaken in order to take account of important developments in a number of areas, namely:

- Changes to the planning system;
- Legislation on community involvement; and
- Work by the Council with its partners to understand better the needs of local communities.

The draft revised Statement of Community Involvement had been considered by the Cabinet Member's Strategic Planning Advisory Group on 30th September 2010 and was now submitted for approval for publication for consultation purposes.

RESOLVED

That the revised Statement of Community Involvement be approved for publication for consultation.

REASON

To enable public consultation to be held in parallel with that for the draft Interim Statement 'Managing Development in Horsham District'. Comments will then be taken into consideration before a revised Statement of Community Involvement is finalised and recommended to Council for adoption.

CO/61 **BEWBUSH STRATEGIC DEVELOPMENT LOCATION – DETERMINATION OF PLANNING APPLICATIONS**

The Chief Executive reported on the details of the proposed decision making arrangements for the determination of the current hybrid planning application for a mixed use development comprising residential, retail, employment, community uses, highway and transport infrastructure (including a new railway station), energy centre and open space on land west of Bewbush (application DC/10/1612 refers).

Details of the background to the joint working between this Council and Crawley Borough Council relating to the preparation of the Joint Area Action

CO/61 Bewbush Strategic Development Location – Determination of Planning Applications (cont.)

Plan for Land West of Bewbush (adopted in July 2009) and leading up to and in connection with the submission of the current application were provided together with details of the reporting and decision making framework agreed by the Council on 10th September 2008.

Since September 2008, further consideration had been given to the principle of a Joint Development Management Committee having regard to the statutory functions available to a local authority and Counsel's advice had been sought on the legal powers available to Horsham District Council to establish a Joint Development Control Committee. The outcome of this advice was that this Council alone had the power to determine the planning application. Consequently it was now recommended that Crawley Borough Council, as a statutory consultee, continued to be engaged in the joint working with Horsham District Council by the following means:

- Officer attendance at steering group and other specialist meetings in connection with the planning application
- The co-option of four members of Crawley Borough Council to Development Control (North) Committee with the power to speak at Committee but with no voting rights in respect of the current hybrid planning application

Following the determination of the application and in the event of a decision to grant planning permission for the development, a further report would be submitted to Council to agree the consultation arrangements in connection with the subsequent reserved matters and other applications.

RESOLVED

- (i) That, whilst Horsham District Council is the determining authority for the application, Crawley Borough Council as a statutory consultee should continue to be engaged in the joint working with Horsham District Council by the following means:
 - (a) Officer attendance at steering and other specialist meetings in connection with the planning application; and
 - (b) The co-option of four members of Crawley Borough Council to Development Control (North) Committee with the power to speak at Committee but with no voting rights in respect of the current hybrid planning application.

CO/61 Bewbush Strategic Development Location – Determination of Planning Applications (cont.)

- (ii) The power to co-opt the four Crawley Members for the determination of the hybrid planning application referenced DC/10/1612 be delegated to the Chairman of Development Control (North) Committee.
- (iii) That, following the determination of the application and in the event of a decision to grant planning permission for the development, a further report be submitted to Council to agree the consultation arrangements in connection with the subsequent reserved matters and other applications.

REASON

To ensure that the Council has appropriate decision making arrangements in place.

CO/62 **GOVERNANCE MODELS FOR EXECUTIVE ARRANGEMENTS**

The Chief Executive reminded Members that, as reported at the last meeting, under the Local Government and Public Involvement in Health Act 2007, the Council was required to select a new model of governance for its political leadership: either a new style Leader and Cabinet or a directly elected Mayor. The chosen governance structure had to be approved before 31st December 2010.

At the last meeting of Council, it had been resolved that the “Strong Leader Plus” and Cabinet governance model be approved as this Council’s preference for consultation purposes.

There had been a total of nine responses to the public consultation of which four favoured the Leader and Cabinet model and five would prefer a directly elected Mayor. Although this was a very low response, it appeared that there was no strong preference for one or other of the two options currently open to the Council for adoption.

RESOLVED

That the “Strong Leader Plus” and Cabinet governance model be approved as this Council’s model of governance.

CO/62 Governance Models for Executive Arrangements (cont.)

REASON

To comply with statutory requirements.

CO/63 **URGENT MATTERS**

There were no urgent matters to be considered.

The meeting closed at 9.06pm having commenced at 6.00pm.

CHAIRMAN

**COUNCIL
16TH FEBRUARY 2011**

CABINET RECOMMENDATIONS

Details of Recommendations to Council (other than the Budget) made at the Cabinet Meeting held on 27th January 2011 are set out below.

RECOMMENDATIONS TO COUNCIL

REPORT BY THE LEADER

EX45 **Our District Plan Priorities 2011**

The Leader reported that the Council's existing Corporate Plan 2008-11 would expire on 31st March 2011. A new draft Plan – called the District Plan – had been prepared for the four year period 2011-15 and was now submitted for approval. The draft District Plan had been subject to consultation with the general public, staff and partner organisations and Councillors. Details of feedback from the consultation were reported.

A report to Cabinet in March 2010 had set out the proposed approach towards producing the new District Plan 2011-15, which involved having a clear political vision for the Council, extending consultation with the local community, including minority groups wherever possible, and using data profiles to underpin the Plan with an evidence base.

Members, Parish & Neighbourhood Councils, Community Partnerships and Council staff had been involved at an early stage in shaping priorities and the Scrutiny & Overview Committee had also reviewed the draft Plan at a meeting in November 2010.

In addition to collating input from consultees, Government policy was tracked following the General Election in May 2010, to identify new policies that would affect the Council's own policy in future years. A key policy shift, on which detail had only recently been published in the Decentralisation and Localism Bill 2010, concerned the Big Society concept and the move to decentralising power from the state to individuals and communities. The impact of this Bill upon the District Plan would need to be assessed once the content had been fully evaluated.

The format of the District Plan had been determined following the review of other, high-achieving Councils to identify good practice and it had been developed around six main themes:

- Economic Development
- Efficiency and Taxation
- Arts, Heritage and Leisure
- Living, Working Communities

- Environment
- Safer and Healthier

High level priorities had been identified under each theme and more detailed proposals, with SMART targets, would be contained within Service Plans which were currently being developed.

The District Plan had been developed alongside the draft budget, as the importance of having affordable ambitions expressed within the Plan had been recognised. It was proposed that the close link between policy prioritisation and finance would be maintained through a review of the Plan alongside the preparation of the budget each year.

The Leader thanked everyone who had been involved with the development of the new District Plan and, in particular, Councillor Ray Dawe and Jill Scarfield, Head of Strategic Planning & Performance.

RECOMMENDED TO COUNCIL

That the District Plan be adopted.

REASON

To provide a business plan for the Council for the next four years to succeed the existing Corporate Plan.

REPORT BY THE CABINET MEMBER FOR FINANCE & ASSETS

EX47 **Replacement Data Centre**

The Cabinet Member for Finance & Assets reported that the existing Data Centre had been located in Park North for around twenty years. Changes in technology and ways of working now placed a significant burden on the existing infrastructure, which had reached the end of its working life.

There was a significant and increasing risk, which had been identified in the Corporate Risk Register, of service interruption due the failure of the power supply and the air handling units. Whilst these risks had been mitigated, this had been at additional cost. A Data Centre failure at Horsham would also affect the Council's CenSus partners.

Following discussions with Members, three options had been considered for replacing/upgrading the Data Centre based on established technology:

- In-house provision – upgrade and build on existing Data Centre facility

AGENDA ITEM 7

- Local authority partnership – join with West Sussex County Council outsource contract with Capita to use County Hall North
- Outsourcing – Using a third party hosted facility

In addition, options for Disaster Recovery had been assessed against each of these options for recommendation to the CenSus Joint Committee.

Taking into account the advantages, disadvantages, costs and future opportunities of each option, the relocation to County Hall North in partnership with Capita and West Sussex County Council was considered to be the most advantageous option for both the Council and the CenSus Partnership.

RESOLVED

- (i) That Option 2 – West Sussex County Council/Capita Hosted Provision (County Hall North) be approved as the preferred solution for the replacement Data Centre and that the Head of Corporate Support Services be authorised to implement the proposal subject to agreed project management procedures.
- (ii) That the CenSus Joint Committee (via the Programme Management Board) be recommended to incorporate the Disaster Recovery solution for Option 2 into the CenSus ICT Strategic Plan.

RECOMMENDED TO COUNCIL

- (iii) ***That the current capital budget of £450,000 be reduced to £220,000.***

REASON

To allow the replacement Data Centre project to proceed and to incorporate Disaster Recovery into the CenSus/HDC ICT provision.

Report to Cabinet

Date of meeting – 27th January 2011

By the Leader



**Horsham
District
Council**

→ **KEY DECISION/**

Not exempt/

Report Title: Our District Plan Priorities 2011- 15

Executive Summary

The report requests Cabinet to approve the draft District Plan and to recommend its adoption by Council on 16th February 2011.

The Council's existing Corporate Plan 2008-11 will expire on 31st March 2011 and a new draft Plan - called the District Plan - has been prepared for the four year period 2011-15. The draft District Plan has been subject to consultation with the general public, staff and partner organisations and Councillors. The feedback from the consultation is attached in full, along with a summary of the main points arising. A draft District Plan incorporating the recommended changes as shown in the summary is also attached at [Appendix A](#).

Recommendations

The Cabinet is recommended:

- i) To recommend to Council that the District Plan be adopted.

Reasons for Recommendations

- i) To provide a business plan for the Council for the next four years to succeed the existing Corporate Plan

Background Papers: as attached and minutes of Cabinet and Scrutiny and Overview Committee meetings

Consultation: Leader's District Plan Advisory Group, Scrutiny and Overview Committee, all staff, district Councillors, partner organisations and public

Wards affected: all

Contact: Jill Scarfield extension 5303

Background Information

1 Introduction

- 1.1 The Council's existing Corporate Plan 2008-11 will expire on 31st March 2011 and a new draft Plan – called the District Plan – has been prepared for the four year period 2011-15 (see Appendix A).
- 1.2 The report requests Cabinet to approve the draft District Plan and to recommend its adoption by Council on 16th February 2011

2. Statutory and Policy Background

- 2.1 The Local Government Act 2000 – Powers and Duties of Wellbeing, the Local Government and Public Involvement in Health Act 2007, the Duty to Involve 2009. The recent Decentralisation and Localism Bill 2010 affects how local services are delivered, and propose a radical shift of power from the centralised state to local communities.

- 2.2 Relevant Government policy

The Big Society concept is a major policy adopted by the new government, as detailed in the recent Decentralisation and Localism Bill 2010

- 2.3 Relevant Council policy

Council adoption of existing Corporate Plan in 2008
Cabinet report 25th March 2010 on producing a new Corporate Plan

3 Details

- 3.1 The report to Cabinet in March 2010 set out the approach towards producing the new District Plan 2011-15. The approach involved having a clear political vision for the Council, extending consultation with the local community, including minority groups wherever possible, and using data profiles to underpin the Plan with an evidence base.
Accordingly, Parish and Neighbourhood Councils and Community Partnerships were involved at an early stage, as were Council staff, in shaping priorities. Members were involved from the Cabinet, in particular the Deputy Leader, who have had an active involvement in drafting the Plan and shaping its content, to a Leader's Advisory Group which met regularly during the production of the draft Plan. The Scrutiny and Overview Committee also reviewed the draft Plan at a special meeting in November 2010.
- 3.2 As part of the engagement with local communities, Cabinet Members and the Chief Executive met with the Horsham Association of Local Councils (HALC) on several occasions, and also with the Community Partnerships. Action in rural Sussex (AirS) was commissioned to review Parish and Community Plans to identify local priorities.

This review was supplemented by further questionnaires to community groups to provide an opportunity to identify their current priorities. This was seen as necessary given the age of some of the Community Plans. A “Strengthening Engagement” conference was also held in July 2010 to report back on the findings and discuss how to develop engagement across the district, which provided a further opportunity for engagement.

- 3.3 Close working with the Horsham District Community Partnership was also undertaken, and continues, to track emerging District Council priorities with those established within “All Our Futures”, the HDCP Sustainable Community Strategy.
- 3.4 All of the information collated as part of the AirS review, and from the conference, along with maps displaying evidence base data has been made available on the Council’s website.
- 3.5 In addition to collating input from various sources as identified in paragraph 3.1, emerging national government policy was tracked following the General Election in May 2010, to identify new policy which will affect the Council’s own policy in future years. A key policy shift, on which detail has only recently been published in the Decentralisation and Localism Bill 2010, concerns the Big Society concept and the move to decentralising power from the state to individuals and communities. The impact of the Bill upon the District Plan will need to be assessed once the content of the Bill has been evaluated.
- 3.6 The format of the District Plan in a single sheet of A4 with priorities on the front and a series of facts about the Council on the reverse was determined following the review of other, high-achieving Councils to identify good practice. The Plan has been developed around six main themes:
 - Economic Development
 - Efficiency and Taxation
 - Arts, Heritage and Leisure
 - Living, Working Communities
 - Environment
 - Safer and Healthier

High level priorities have been identified under each theme, and more detailed proposals will be contained within Service Plans (see Next Steps below).

- 3.7 The District Plan was developed alongside the draft budget as the importance of having affordable ambitions expressed within the Plan has been recognised. It is proposed that the close link between the policy prioritisation and finance be maintained through a review of the Plan alongside the preparation of the budget each year.

4 Next Steps

- 4.1 The draft District Plan is a high level document, and it has always been the intention that departmental Service Plans will contain more specific detail of how the Plan will be delivered, along with other service activity for the coming year. That work is underway with Corporate Management Team leading the production of Service Plans, which will be agreed with the appropriate Cabinet Members.

5 Outcome of Consultations

- 5.1 Consultation during the drafting of the District Plan has been identified in paragraph 3.

Once a draft had been produced, a six – week period of consultation from October – December 2010 was undertaken, alongside consultation on the budget proposals, with the general public, partner organisations and Councillors and staff. Although the total number of replies was low, a number of them were detailed, covering several themes of the Plan. The points which recurred most often were collated within a summary of the consultation comments along with a proposed response. Where it is felt that the comments should be incorporated, the proposed amendment is shown in italics on the draft District Plan (attached at Appendix A). The summary of consultation feedback and the responses from the three groups of consultees are attached as appendices.

Overview of responses to District Plan consultation, attached at [Appendix B](#).
Consultation feedback from [General Public](#)
Consultation feedback from [Partner Organisations and Councillors](#)
Consultation feedback from [Staff](#)

6 Other Courses of Action Considered but Rejected

- 6.1 The Council could do nothing, which would mean that when the current Corporate Plan expires, the Council will be without a business plan to provide vision and direction in service delivery.

7 Staffing Consequences

- 7.1 There are no direct staffing consequences as a result of the District Plan being adopted.

8 Financial Consequences

- 8.1 The district plan has been developed alongside budget proposals and the extensive consultation that has been undertaken in producing the draft Plan is seen as particularly important in identifying priorities in times of financial constraint.

Appendix 1

Consequences of the Proposed Action

<p>What are the risks associated with the proposal?</p> <p>Risk Assessment attached Yes/No</p>	
<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>Crime and disorder features prominently as it forms part of the “Safer and Healthier” theme, particularly within the priority to “Reduce crime, fear of crime and anti-social behaviour”</p>
<p>How will the proposal help to promote Human Rights?</p>	
<p>What is the impact of the proposal on Equality and Diversity?</p> <p>Equalities Impact Assessment attached Yes/No/Not relevant</p>	<p>Recognition of the importance of social inclusivity is identified within a number of priorities, but particularly within the Sustainable Communities theme.</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>Sustainability is recognised throughout the Plan, most noticeably “Sustainable Communities” and “Environment”</p>

1 Economic Development

Plan for a successful local economy with high levels of employment

1. Support the Government's new Local Enterprise Partnership (LEP) policies.

- Work with business partners, including Gatwick and WSCC, to deliver action plans tailored to support our town and village economies

2. Help our local businesses and increase employment

- Enable high quality training for skills and enterprise for both residents and workers
- Encourage home-based and start up businesses, supported by the development of hi-tech premises and business parks
- In partnership do everything we can to increase broadband speeds & coverage especially in rural areas

3. Improve our public areas, retail environment and economic vitality

- Research, consult and develop plans to improve the commercial viability and retail performance of Horsham Town
- Guide forward looking development plans for town centres by identifying potential improvement and redevelopment locations
- Encourage visitor growth wherever there is capacity & infrastructure to cope
- Make the most of economic and community opportunities from the 2012 Olympics with local facilities and sports opportunities

4. Support our communities

- Assist our town and village groupings to develop their own action plans to improve local economic and retail performance
- Develop the greatest possible economic & community benefits from the South Downs National Park

2 Efficiency and Taxation

Delivering excellent value and high performance

1. Keep Council Tax low

- Increase *website use and* transactions to improve efficiency and reduce costs
- Increase our income through sponsorship and external funding
- Get the best return on all Council assets

2. The customer at the heart of what we do

- Make sure all communication with our communities is clear and consistent, coordinated and good value
- Consult residents, businesses and staff regularly and provide feedback
- Promote a service culture which puts the customer's needs first

3. Redesign the way we deliver services

- Increase efficiency & performance through effective business process improvements
- Manage projects *and procurement* well
- Consider alternative ways of delivering each of our services

3 Arts, Heritage and Leisure

Build an arts, leisure and culture reputation that also supports our economy

1. Promote local arts & culture to both our residents & visitors

- Establish an annual arts programme which links to and supports community events
- Set up a District wide initiative to steer the long term quality and future development of our arts, culture and heritage

2. Maintain the excellent range, quality & value of our leisure services

- Carry out a full review of our District wide provision of leisure planned to enable all residents to enjoy and access local facilities

4 Living, Working Communities

Working together to support the life of local communities

1. Strengthen relationships and listen to our communities

- Work closely with communities to understand their needs and deliver appropriate services
- Identify and understand the needs of vulnerable people and those who have difficulty accessing services

2. Provision of housing to meet local and economic needs

- Provide access to *appropriate* and affordable housing to meet local needs
- Encourage 'value for money' energy efficiency initiatives

3. Consider wider community consequences of development in the District

- Ensure there is appropriate *design which enables good community interaction*
- Review planning policy on household parking for new housing

4. Access to services

- Work with partners to reduce social isolation
- Maximise potential of community transport
- Make services easier to access for vulnerable residents and those who have difficulty accessing services

5. Support Strong Local Communities

- Foster community spirit & promote local organisations
- Make the best use of voluntary organisations to help deliver services

5 Environment

A better environment for today and tomorrow

1. Provide a cleaner, greener Horsham District using "Intelligently Green" policies

- Speedy removal of fly tipping and graffiti
- Encourage cost effective, renewable energy schemes within our communities
- Take action to improve air quality and reduce emissions
- Take action to improve energy efficiency, *both in-house and across the District*

2. Minimise waste, maximise recycling

- Find cost effective ways of reducing waste and increasing recycling with more emphasis on business waste

3. Retain the special character of our District through effective planning policies

- Ensure through review of implementation of planning policy that the impact of development proposals is minimised

6 Safer and Healthier

Improving health and well being

1. A Healthy District

- Push for improved and accessible healthcare, including hospital provision in the north of the District
- Determine and address future needs for a healthy district
- *Promote healthy lifestyles through public health, culture and leisure initiatives*

2. Reduce crime, fear of crime and anti-social behaviour

- Work with local communities through the Community Safety Partnership to reduce crime and antisocial behaviour
- Promote joint working with the police, parking wardens and street scene officers to reduce crime, fear of crime and anti social behaviour

It's your Council. But did you know....?

- ✓ Horsham District Council (HDC) provides over 130 different public services for our communities – from air quality monitoring to youth services which all help support the delivery of our priorities
- ✓ Around 130,000 people live in our District. Over 47,000 of these live in Horsham town and its immediate area.
- ✓ Population projections for our District show that between 2006 and 2026, the number of residents aged over 65 will increase by 60%. Currently 17.8% of residents are aged over 60.
- ✓ Weekly recycling and refuse collections are provided to over 54,000 households. Acorn Plus, the new recycling scheme has been rolled out across our District and has increased the 2009/10 recycling rate of 42% to 57% for doorstep recycling, decreasing the amount of waste sent to landfill
- ✓ Your Council investigates around 453 abandoned cars each year
- ✓ Each year, 73 tonnes of dog mess is removed from designated bins in our District
- ✓ Crime rates are low and continue to fall. Overall crimes in 2009/10 were down by 10.9% over the previous year and burglary rates have fallen by 15%. Our District remains one of the safest in the country to live in
- ✓ Our District is considered to be the 7th most resilient economic area in Britain
- ✓ There are around 6,200 VAT registered businesses in our District

- ✓ While HDC is responsible for collecting all Council Tax for the District and County Councils, the Police Authority, and Parish Councils, it only keeps around 10% to fund District Council services. In 2009/10, the average cost of providing Horsham District services was £2.68 per week per household
- ✓ HDC manages around 450 acres of countryside in our District
- ✓ Volunteers put in over 12,000 hours of work on the Council's behalf on our Parks and Countryside sites
- ✓ In 2010, over 800 schoolchildren took part in Warden-led educational school visits
- ✓ Your Council runs a Leisure Access Card scheme, which enables residents on low incomes to reduced price access to leisure services. Around 2200 cards are issued each year.
- ✓ Your Council receives around 1,750 planning applications each year ranging from small house extensions, to major development proposals like the West of Horsham site, and handles around 27,000 letters about them.
- ✓ Ensuring that planning and building regulations are properly adhered to is an important aspect of our services. Our planning compliance team deals with around 700 complaints each year, and issues around 650 enforcement actions.
- ✓ Around 1754 Building Regulation applications are received each year

- ✓ Our District has more than 1,800 Listed Buildings protected by the Council and 37 urban Conservation Areas, where development is restricted.
- ✓ In March 2010, the average price of a house in our District was £307,835, compared with the South East average of £208,035.
- ✓ Your Council provides a housing service, working with Registered Social Landlords to provide homes for families and individuals. Homelessness enquiries are increasing significantly: 686 enquiries were made in 2009/10.
- ✓ In 2009/10, 97.07% of Homelessness applications were determined by your Council in less than 33 days
- ✓ Around 41% of residents live inside our District and travel out to work, and 29% of commuters live outside our District and travel into our District to work.
- ✓ Your Council provides work experience for around 40-50 young people from schools, colleges and post university backgrounds each year.
- ✓ Your Council has leisure & swimming centres across the District. The centres are visited around 970,000 times in a year.
- ✓ Each month, over 750 Penalty Charge notices are served on drivers who contravene parking regulations on our District's streets.
- ✓ Around 360 food safety inspections are carried out each year on restaurants, shops and other premises in our District.

- ✓ There are around 500 requests each year for wasp removals from residential premises.
- ✓ Over 1600 people aged between 18 and 104 use the Community Link Alarm Service
- ✓ Your Council delivers around 3500 sessions of activities each year for children and young people; around 950 sessions specifically for the elderly or infirm, around 450 sessions for people with disabilities and 55 sessions for people with mental health problems
- ✓ Around 155 stray dogs were collected over the year; in 2009/10 126 were returned to their owners and 28 were re-homed.
- ✓ Around 96% of invoices received by your Council are paid on time and 67% paid within 10 days
- ✓ Around £450,000 in Lottery and non-Lottery grants are sought and awarded to support leisure, economic development and cultural events
- ✓ Each year around 1,350,000 cars are parked in car parks in our District.
- ✓ Almost 100% of the total Council owned and managed commercial and industrial estate space is occupied
- ✓ Your Council owns six sheep that graze the countryside sites in Horsham

More information about all our Horsham Council Services can be found on our website:

www.horsham.gov.uk

Report to Cabinet

27th January 2011

Cabinet Member for Finance & Assets



**Horsham
District
Council**

KEY DECISION

Not exempt

Replacement Data Centre

Executive Summary

The existing Data Centre has been located in Park North for around twenty years. Changes in technology and ways of working now place a significant burden on the existing infrastructure, which had reached the end of its working life.

There is a significant and increasing risk (identified in the Corporate Risk Register) of service interruption due to the failure of the power supply and the air handling units. Whilst these risks have been mitigated, this has been at additional cost. A Data Centre failure at Horsham affects our CenSus Partners also.

Following discussions with Members three options have been considered for replacing / upgrading the Data Centre based on established technology:

- In-house provision – upgrade and build on existing Data Centre facility
- Local authority partnership – join with WSCC outsource contract with Capita to use County Hall North
- Outsourcing – Using a third party hosted facility

In addition, options for Disaster Recovery have been assessed against each of these options for recommendation to the CenSus Joint Committee.

Taking into account the advantages, disadvantages, costs and future opportunities of each Option, the relocation to County Hall North in partnership with Capita/WSCC proves to be the most advantageous option for Horsham District Council and the CenSus Partnership.

Sufficient Capital Budget exists to support the recommended option and the project will be managed using the HDC Prince2 lite methodology.

Recommendations

The Cabinet is **recommended**:

- i) to **approve** that Option 2 - WSCC / Capita Hosted Provision (County Hall North) is the preferred solution for the replacement Data Centre and that the Head of Corporate Support Services be delegated to implement the proposals subject to agreed project management procedures.

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- ii) to **recommend** to the CenSus Joint Committee (via the Programme Management Board) that the Disaster Recovery solution for Option 2 be incorporated into the CenSus ICT Strategic Plan
- iii) to agree the current capital budget of £450,000 be reduced to £220,000

Reasons for Recommendations

- i) To allow the replacement Data Centre project to proceed
- ii) To incorporate Disaster Recovery into the CenSus / HDC ICT provision

Background Papers:

Cost analysis spreadsheets

Meeting minutes / notes

Tender analysis

Consultation:

CenSus Partners

Wards affected:

All

Contact: Peter Dawes, Head of Corporate Support Services, Extn 5406.

Background Information

1 Introduction

The purpose of this report

- 1.1 This report outlines three options for replacing or upgrading the existing ICT Data Centre located in Park North and recommends next steps for implementation.

Background/Actions taken to date

- 1.2 The current Data Centre has been located in Park North for around 20 years, originally based around a mainframe / terminal (or thin client) provision. Over the years the move has been to a client / server provision (or fat client) which, coupled with the addition of many more ICT systems has placed considerable strain on the existing infrastructure.
- 1.3 This infrastructure is vulnerable to disruption, either through limited power supply or the failure of air handling systems. These significant risks have been mitigated as far as possible although additional costs have been incurred as a result of doing so.
- 1.4 The risks have a greater impact now because of the CenSus Partnership for which Horsham is the lead authority for ICT. A Data Centre failure at Horsham impacts on three other authorities of the Partnership.
- 1.5 Three options have been explored and, as far as possible, costed for consideration. It is of course open to Members to “do nothing” and continue to accept the current level of risk. This is not an option which would be recommended by your officers due to the critical requirement for system availability.

2 Statutory and Policy Background

Statutory background

- 2.1 S111, Local Government Act 1972
Local Government Act 1999

Relevant Government policy

- 2.2 The current (and previous) Government has a stated objective of making services available online and encourages and supports local authorities to do likewise. The provision of a more resilient Data Centre will ensure continuity of provision.

Relevant Council policy

- 2.3 The Council has a stated objective (District Plan) of increasing the number of services and transactions available online. In addition, the Risk Management Strategy requires significant risks to be reduced, mitigated or eliminated.

3 Details

Options for Consideration

- 3.1 There are many different options for the provision of ICT Data Centre services and there is a mature market for external hosting. There are also interesting developments on the horizon (such as “cloud” computing).
- 3.2 However, local government ICT is particularly complex due the wide range of applications which need to be supported and this challenges the often submitted (though overly simplistic) view of just renting space in another data centre. Security requirements, such as GCSx also create a complication for local government
- 3.3 Following discussions with Members, the options considered are, therefore, based on existing and well established provision:
- In-house provision – upgrade and build on existing Data Centre facility
 - Local authority partnership – join with WSCC outsource contract with Capita to use County Hall North
 - Outsourcing – Using a third party hosted facility

3.4 Option 1 - In-House Provision

This option is to build a new server room in the HDC Park North Offices adjacent to the existing server room. Costs have been obtained through competitive tender based on a specification agreed with specialist consultants.

The cost over five years = £789k (£704k Horsham, £85k CenSus) – see Para 8.

Advantages

- Financial
 - The in-house solution does not require any additional WAN connections – currently included within budget
- Reliance on Third Party
 - There is zero reliance on any 3rd party hosting contractor – no unknown future contract costs
- Service elements
 - Meets CenSus Service availability requirements of 98% per month (Tier 1 service).
 - Provides dual UPS
 - Provides backup generator (single generator) – emergency power to all of Park North
 - Provides N+1 air conditioning
 - Security – fire + intrusion
 - 24 x 7 hour access 365 days per year
- Strategy
 - This option room option fits in with CenSus ICT strategy of a North / South server room strategy
 - This option does not inhibit the CenSus partnership from joining or using other services across West Sussex and does not tie CenSus into a service which would be difficult to exit from
- Performance

- No network performance issues will be experienced

Disadvantages

- Financial
 - This option is more expensive than the County Hall outsourcing option even when taking into account the lowest cost of building a server room
- Operational
 - HDC do not reclaim any office space.

3.5 Option 2 - WSCC / Capita Hosted Provision (County Hall North)

This option is based on initially co locating 4 racks of ICT equipment to the WSCC / Capita server room in County Hall North. To reduce costs it is proposed to run HDC owned fibre optic cabling between the HDC Park North Building and the WSCC County Hall North Building. The fibre cabling reduces any ongoing costs such as those associated with the installation of 3rd party WAN services, it also allows efficiencies and reduced costs by retaining the backup element of the service in-house.

The cost over five years = £481k (£406k Horsham, £75k CenSus) – see Para 8.

Advantages

- Financial
 - Lowest cost of the 3 options presented
 - Main significant cost saving over the other outsourcing option is from not having to install additional WAN circuits – the connection between the HDC office and County North will be based on a HDC owned fibre cable connection between the 2 locations (no ongoing rental cost).
- Reliance on Third Party
 - Location – within Horsham - ease of access and less travel (reduced cost)
 - Backup and recovery - changing of tapes and storage of media retained by CenSus hence less reliance on contractor and reduced cost
- Service elements
 - Meets CenSus Service availability requirements of 98% per month (Tier 1 service).
 - Provides dual UPS
 - Provides backup generator (single generator)
 - Provides N+1 air conditioning
 - Security – fire + intrusion
 - 24 x 7 hour access 365 days per year
 - Resilient dual comm's circuits into the server room facility i.e. both WAN and a fibre link from the Park North HDC offices
- Strategy
 - The County North server room option fits in with CenSus ICT strategy of a North / South server room strategy.
 - This option does not inhibit the CenSus partnership from joining or using other services across West Sussex and does not tie CenSus into a service which would be difficult to exit from.

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- Fits in with Better Together West Sussex IT Managers ICT project i.e. the implementation of a shared WAN infrastructure based on the WSCC new WAN which will be available in 6 months time – by locating the HDC and CenSus servers in County Hall North early indications from Capita are that CenSus ICT can take advantage of the WSCC new WAN without increasing their current WAN costs
- Performance
 - Due to the close proximity of the customer and service provider offices no additional expenditure is required ensure application performance is maintained as the fibre connection between offices is an extension of the HDC and CenSus LAN
- Other
 - HDC reclaim 70 square metres of office space

Disadvantages

- Expandability
 - The County Hall Server room facility has only enough room for 6 racks of CenSus ICT equipment. It is calculated that 6 racks will be enough to support the CenSus and HDC servers (3 – 4 racks) and will also provide additional capacity for D/R (disaster recovery)(6 racks). The CenSus ICT service could expand (at a cost) to alternative options i.e. utilise other existing partnership facilities (expand the WBC server room) or utilise spare resources in the WSCC Chichester data centre
- Infrastructure
 - With this option there is no allowance for the provision of a generator to supply backup power for the HDC Park North building which is factored into the In-House option for emergency planning purposes.
- WSCC WAN Dependency
 - There is a dependency on the use of the WSCC new WAN infrastructure – final decision to use this service yet to be made – waiting for final cost and service levels. Early indications are that the cost of the service will be less than CenSus partners currently pay for WAN services and the recommendation from the Telecoms consultancy is for all West Sussex LAs to use this service

3.6 Option 3 - Outsourcing – Using a third party hosted facility

This option is based on moving the HDC and CenSus servers to a third party hosting facility based at Woking which is the nearest of their facilities capable of supporting the CenSus service requirements of ICT equipment hosting and provision of operation backup tasks (changing and storing tape backups). It is recognised that there are other providers and should this option be chosen we would need to undertake a separate tendering exercise for the service.

The estimated cost over five years = £1m (£590k Horsham, £410k CenSus) – see Para 8.

Advantages

- Service Elements

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- The service meets and exceeds the CenSus ICT service availability target of 98.8% monthly availability (Tier 3 service).
- Exceeds Dual UPS
- Backup power – (5 x generators)
- Provides N+1 air conditioning
- Security – fire and intrusion
- 24 x 7 hour access 366 days per year
- Other
 - HDC reclaim 70 square metres of office space

Disadvantages

- Financial
 - Due to additional comm's cost and the high cost of the hosting fee this is the most expensive of the 3 options
- Reliance on Third Party
 - Due to the distance involved from HDC to the third party offices there is more of a reliance on the contractor to carry out tasks at the Woking site which will occur as yet unforeseen additional costs overtime as the CenSus ICT service changes in time.
 - The contractor's involvement in the backup and recovery element of the service contributes to the higher cost of this option.
- Strategy
 - This option allows the CenSus partnership to implement its own partnership data centre strategy i.e. a North / South divide and to join in with the other partnership strategies across West Sussex. The main issue being the cost of the WAN link between the HDC offices and Woking as this would always be an additional cost to the partnership regardless
- Performance
 - CenSus and HDC user application response times could be affected i.e. run slower as all HDC and CenSus data traffic would run across the WAN link to Woking. There is potential that an additional cost would be required to purchase networking equipment to accelerate data performance across the link.
 - Additional server equipment is required to provide local logins and printing services to enable faster logins and to reduce data traffic across the WAN link.

3.7 Disaster Recovery (DR) and Business Continuity (BC)

- 3.7.1 One of the greatest risks with the current provision is the lack of a comprehensive DR plan. There are elements of the service which are provided for (e.g. Revenues and Benefits) but there is not comprehensive recovery provision in the event of a major and sustained service interruption.
- 3.7.2 BC is not an ICT issue but rather one for a corporate response. For example, there is limited advantage in having ICT systems available if there is nowhere for staff to work! For this reason, BC outside the context of ICT has been excluded from consideration in this report.
- 3.7.3 The changing nature of ICT provision makes it difficult to be precise about the costs of DR without having first settled on the service option. Each of the three considered

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in this report have different solutions and each have options within to further complicate matters.

3.7.4 It is also worth noting that DR is an issue for the CenSus Joint Committee in the first instance as any solution would need to be one for the whole partnership.

3.7.5 However, for completeness, each option has been assessed for the best indicative DR solution and the costs over five years are as follows (see also Para 8):

- Option 1
 - In-House /R provision from an upgraded WBC server room facility + WSCC facility
 - Total five year cost = £514k (£128k per CenSus Partner (incl. WBC))
- Option 2
 - DR delivered from either of the WSCC Chichester or Horsham sites
 - Total five year cost = £364k (£91k per CenSus Partner (incl. WBC))
- Option 3
 - DR supplied by third party from their Crawley office
 - Total five year cost = £576k (£144k per CenSus Partner (incl. WBC))

3.7.6 It should be stressed that these are indicative costs only as there are a number of variables to take into account for each option. However, indications are that Option 2 is the cheapest solution so would fit well with the costs for the replacement Data Centre.

4 Recommendations & Next Steps

Recommendations

- 4.1 Based on the analysis and research regarding service provision and overall costs, it is **RECOMMENDED** that Cabinet approve that Option 2 - WSCC / Capita Hosted Provision (County Hall North) is the preferred solution for the replacement Data Centre and that the Head of Corporate Support Services be **DELEGATED** to implement the proposals subject to agreed project management procedures. Sufficient Capital Budget exists to support this recommendation.
- 4.2 In addition, it is **RECOMMENDED** that Cabinet **recommend** to the CenSus Joint Committee (via the Programme Management Board) that the Disaster Recovery solution for Option 2 be incorporated into the CenSus ICT Strategic Plan.

Next Steps

- 4.3 Subject to CenSus Partnership agreement:
- Finalise a service agreement with Capita (Feb 2011)
 - Create a Project plan with Capita (Feb 2011)
 - Place orders (Feb 2011)
 - Install fibre link between HDC (Park North) and County Hall North (Mar 2011)

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- Implement and test data backup process across new fibre link (April 2011)
- Install new Storage Area Network Device (additional separate project - April 2011)
- Start further consolidation of HDC and CenSus Servers from 7 server racks to 4 (April 2011).
- Move HDC and Capita Server equipment to County Hall North (August Bank Holiday Weekend).
- Carry out planned adjustments to old computer room area (September 2011).
- Switch to the Capita WAN – October 2011

5 Outcome of Consultations

- 5.1 There have been a number of consultations with third party stakeholders, CenSus partners and other interested parties. No information has been forthcoming from those discussions to change the recommendation

6 Other Courses of Action Considered but Rejected

- 6.1 The option to maintain the status quo has been considered, but as mentioned earlier in this report, the corporate risk is considered too great to retain as a viable proposition.

7 Staffing Consequences

- 7.1 There are considered to be no direct staffing consequences as a result of the recommendations. However, the CenSus ICT Manager is charged with seeking cost reductions and efficiencies as a result of the addition of Adur DC / Worthing BC and the overall financial pressures.

8 Financial Consequences

- 8.1 The costs below are summarised. They are supported by detailed working papers which are available to Members if required.

Option 1

In-house - Build New Server room - Horsham D.C.	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	£	£	£	£	£	£
HDC only cost (incl CenSus element)	629,470	18,813	18,813	18,813	18,813	704,720
3 x CenSus partner cost	16,988	16,988	16,988	16,988	16,988	84,938
Total	646,458	35,800	35,800	35,800	35,800	789,658
In-House D/R Option						
In-House D/R provision from an upgraded WBC server room facility + WSCC facility	463,234	12,734	12,734	12,734	12,734	514,170
CenSus partnership split - 4 ways	115,809	3,184	3,184	3,184	3,184	128,543

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Option 2

	Year 1 £	Year 2 £	Year 3 £	Year 4 £	Year 5 £	Total £
Hosting - County Hall North						
HDC only cost (incl CenSus element)	229,600	44,100	44,100	44,100	44,100	406,000
3 x CenSus partner cost	15,075	15,075	15,075	15,075	15,075	75,375
	244,675	59,175	59,175	59,175	59,175	481,375
Capita DR Option						
DR delivered from either of the WSCC Chichester or Horsham sites	313,234	12,734	12,734	12,734	12,734	364,170
CenSus partnership split - 4 ways	78,309	3,184	3,184	3,184	3,184	91,043

Option 3

	Year 1 £	Year 2 £	Year 3 £	Year 4 £	Year 5 £	Total £
Third Party Outsourcing - Woking						
HDC only cost (incl CenSus element)	250,855	84,855	84,855	84,855	84,855	590,275
3 x CenSus partner cost	82,128	82,128	82,128	82,128	82,128	410,640
	332,983	166,983	166,983	166,983	166,983	1,000,915
Third Party DR Option						
DR supplied by third party from their Crawley office	367,552	52,252	52,252	52,252	52,252	576,560
CenSus partnership split - 4 ways	91,888	13,063	13,063	13,063	13,063	144,140

No allowance has been made within these proposals for external project management.

Savings

For all options there would also be power, rental, air handling and maintenance savings which is estimated as £62,000 per annum. Of this £42,000 is payable by Horsham DC, the remainder is recharged to our CenSus Partners.

When taking these savings into account, the net full year cost of the recommended Option 2 is as follows:

	Year 1 £	Year 2 £	Year 3 £	Year 4 £	Year 5 £	Total £
Hosting - County Hall North						
HDC only cost (incl CenSus element)	229,600	44,100	44,100	44,100	44,100	406,000
3 x CenSus partner cost	15,075	15,075	15,075	15,075	15,075	75,375
	244,675	59,175	59,175	59,175	59,175	481,375
Less estimated savings	62,000	62,000	62,000	62,000	62,000	310,000
Net Cost / (saving)	182,675	(2,825)	(2,825)	(2,825)	(2,825)	171,375

Financial Appraisal of Options

A comparison of Options 1 and 2 is attached as Appendix 2. It compares the net present value of the costs of Option 1 and Option 2 over 10 years and demonstrates that Option 2 is the more advantageous.

Capital Budget

There is a capital budget of £450,000 available for the new data centre. The capital costs of Option 2 amount to £185,500, though it is considered prudent to allow a contingency for the project. It is therefore recommended that the capital budget be reduced to £220,000.

Appendix 1

Consequences of the Proposed Action

<p>What are the risks associated with the proposal?</p> <p>Risk Assessment attached Yes/No</p>	<p>The fibre cable installation between the Park North and County Hall North Buildings is a risk (no redundancy built in) if used solely on its own to connect ICT services between the buildings.</p> <p>The mitigating options are:</p> <ul style="list-style-type: none"> (1) Install the fibre optic cabling and don't use this cabling until CenSus move to the new Capita WAN in October 2011. (2) Install and start using the fibre optic cabling and connect to the Capita WAN in October 2011. (3) Including contingency within the project budget <p>To delay using the fibre optic cabling prolongs the current HDC server room power issue.</p>
<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>N/A</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>N/A</p>
<p>What is the impact of the proposal on Equality and Diversity?</p> <p>Equalities Impact Assessment attached Yes/No/Not relevant</p>	<p>N/A</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>The recommendation will result in lower power requirements and greater energy efficiency, thereby reducing CO² emissions and costs</p>

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											APPENDIX 2	
Comparison of Net Present Value of Option 2 compared to Option 1	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	TOTAL	
	1	2	3	4	5	6	7	8	9	10		
	£	£	£	£	£	£	£	£	£	£	£	
Option 1 In-house - Build New Server room - Horsham D.C.												
HDC only cost	629,470	18,813	18,813	18,813	18,813	18,813	18,813	18,813	18,813	18,813	18,813	
CenSus partner cost (each partners currently pays £6250 for data centre services)	16,988	16,988	16,988	16,988	16,988	16,988	16,988	16,988	16,988	16,988	16,988	
	646,457	35,800	35,800	35,800	35,800	35,800	35,800	35,800	35,800	35,800	35,800	
Net present value of cost of Option 1 over 10 years	646,457	31,862	30,058	28,357	26,752	25,238	23,809	22,461	21,190	19,991	19,991	876,175
Option 2 Capita Hosting - County Hall North												
HDC only cost	229,600	44,100	44,100	44,100	44,100	44,100	44,100	44,100	44,100	44,100	44,100	
CenSus partner cost (each partner currently pays £6250 for data centre services)	15,075	15,075	15,075	15,075	15,075	15,075	15,075	15,075	15,075	15,075	15,075	
	244,675	59,175	59,175	59,175	59,175	59,175	59,175	59,175	59,175	59,175	59,175	
Net present value of cost of Option 2 over 10 years	244,675	52,666	49,684	46,872	44,219	41,716	39,355	37,127	35,026	33,043	33,043	624,383
Cumulative cost/saving(-) of Option 2	-401,782	20,804	19,626	18,515	17,467	16,478	15,546	14,666	13,836	13,052	13,052	-251,792

Report to Cabinet
27th January, 2011
By the Director of
Corporate Resources
RECOMMENDATION TO
COUNCIL REQUIRED
Not exempt



Horsham
District
Council

BUDGET 2011/12 AND MEDIUM TERM FINANCIAL STRATEGY

EXECUTIVE SUMMARY

The budget for 2011/12 has been prepared against the background of a Council decision that the budget should not rely on any use of reserves for day to day expenditure. Due to the severity of the reductions in government grant, a balanced budget for 2011/12 is only achievable by making significant cuts in a wide range of budgets and in some cases it has involved redundancies. Most of the savings proposals included in the draft budget have previously been the subject of extensive consultations but the higher than anticipated cut in government grant has necessitated further savings to be identified since that time. In terms of reserves, the Medium Term Financial Strategy still assumes that at least £4m will be available by the end of the original period, that is 2013/14.

The financial settlement is for two years and it is difficult to know what reductions, if any, in grant will occur in the following two year period, that is 2013/14 and 2014/15. My projections are estimated so that the total reduction in grant over the period of the Medium Term Financial Strategy will be nearer to 40% rather than the 25% assumed when the original savings list was drawn up.

Uncertainty around the state of the economy remains and a significant part of the Council's budget is the generation of income from various services. Clearly it will be necessary to monitor levels of income closely so that we can be sure that any action required to maintain the budget in balance is undertaken at an early stage. It is imperative that the Council monitors its financial position closely and continues to look at more efficient ways of working.

RECOMMENDATIONS

Cabinet is RECOMMENDED TO PROPOSE THE FOLLOWING FOR CONSIDERATION BY COUNCIL ON 16th FEBRUARY 2011:-

- (i) That the level of Council tax for 2011/12 remains at that for 2010/11 equating to £135.54 at Band D.

- (ii) That Special Expenses of £263,980 (equating to a Band D equivalent of £23.72) be agreed in respect of the unparished area for 2011/12 . Details are provided in Appendix E.
- (iii) That the net revenue budget for 2011/12 of £12.801m be approved (attached as Appendix A).
- (iv) That the revised budget of £15.782m for 2010/11 be approved
- (v) That the repair and renewals programme be approved (attached as Appendix B).
- (vi) That the capital programme be approved (attached as Appendix C).
- (vii) To confirm the Medium Term Financial Strategy as agreed last year and endorse the need to make every effort to secure further efficiency savings so the Council is best placed to respond to the current financial outlook.
- (viii) To note the schedule of charges for 2011/12 (attached as Appendix D).

REASONS FOR RECOMMENDATIONS

To meet the Council's statutory requirement to approve a budget.

Background papers	Consultation	Wards affected	Contact
		All	Tony Higgins Ext 5300

BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2011/12

Introduction and Financial Outlook

1. Background

- 1.1. The state of the country's finances is well documented and the coalition government has introduced unprecedented cuts in expenditure in order to reduce the public sector deficit. At this time last year, the Council was considering a Medium Term Financial Strategy which assumed cuts in revenue support grant of up to 15% over 3 years. In the event, the actual cuts in grant announced over the next two years reflect a cut of 28.4% in Horsham's grant, made up as follows :-

	2010/11 £000	2011/12 £000	2012/13 £000
Comparative Revenue Support Grant	5,464	4,458	3,912
Represents a cut of		18.4%	12.2%
Total reduction over the two years		28.4%	

- 1.2. The government has admitted that it has "frontloaded" the cuts in this two year settlement. A further two year settlement will be announced in late 2012 for the years 2013/14 and 2014/15. For the purpose of financial projections, it has been assumed that Horsham's grant will be cut by a further 5% in each of those years.

2. Action taken since budget for 2010/11 was approved

- 2.1. Once the coalition government was formed, it soon became clear that local government was going to see significant cuts in grant and, as a start, the Council were informed that the Planning and Housing Delivery Grant would be significantly reduced, if not completely removed. £400k had been included in the Council's budget for 2010/11 but nothing for 2011/12.

A report to Cabinet in July 2010 illustrated that the financial outlook was such that the Council would need to find savings of around £4.6m a year in the four years of the Medium Term Financial Strategy if use of reserves was to be avoided. The immediate consequence was for the Council to prepare an Action Plan of savings to ensure the 2011/12 budget could be prepared on the basis of no use of reserves. On a revised assumption at that time that government revenue support grant would be cut by 25% over four years (as opposed to the original 15% assumption) a list of savings and additional income was prepared to close the gap, assessed at the time as £1.6m.

2.2. The original list of savings ideas was widely distributed to Members, staff, stakeholders and the public for consultation. Details of the savings proposals and the comments received are available on the following links :-

<http://www.horsham.gov.uk/council/public-spending-review.aspx>

<http://www.horsham.gov.uk/files/Budget-Consultation-Results.pdf>

A summary of the main comments and proposed response from the Council is provided below: -

Public

Comments	Response
There were mixed views about Discretionary Rate Relief and concerns that grants to organisations such as Age Concern were reduced.	There is now no proposal to reduce Discretionary Rate Relief or the grant to Age Concern.
Some concern was expressed about reduction in floral displays and more general amenities provided in Horsham park and woodland management.	Whilst efficiency savings are being made in these areas, such as on supplies of materials, it is not expected that the overall level of service provided to the public will significantly reduce. With respect to open spaces in general, the Council is working with local volunteers to assist in the general upkeep of these amenities.
In many cases comments were received favourably towards efficiency savings proposed by the Council. Only in the area of charging for countryside car parking were a number of unfavourable comments received.	The savings identified in the budget are necessary to provide the Council with a balanced budget and it is good that the public recognise the necessity for some of these actions. Part of the budget strategy is to increase fees and hence the move to charge for countryside car parking.
The reductions in CCTV maintenance may have a negative impact on crime levels.	The Council will still have a significant level of CCTV coverage. It is proposed to make more efficient use of existing equipment. Monitoring will continue as at present as provided by Sussex Police.

Staff

Comments	Response
<p>Many of the efficiency savings identified in the budget have been developed with the help of staff and so there are lots of positive comments about how the Council is trying to achieve a balanced budget. Nevertheless, there were two main areas of concern:-</p> <p>1) There were many responses received on the draft proposal to stop payment of professional subscriptions. Staff are unlikely to receive a pay award for two years and it was felt that not paying for professional subscriptions would effectively mean a pay cut for staff.</p> <p>2) Concern has been expressed by many in Development Management about the proposal to cut our temporary posts from the establishment. Those staff were generally concerned about ensuring the right level of professional competence existed in the department to provide a good service.</p>	<p>1) The original proposal has been dropped in the light of the representations received. Each case will be reviewed, as current annual subscriptions expire, against the existing contractual provisions to ensure that payments are restricted to officers who require their professional qualification to undertake their duties and only in exceptional circumstances will a second professional subscription be funded. In this way it is estimated that a small saving (£10,000) can be achieved.</p> <p>2) The Council has committed to the Redesign process which has been undertaken within Development Management over the last few months. This is aimed at providing a more efficient planning service and work is still underway to identify the best way forward in terms of saving and structure. The four posts referred to were vacant before the Redesign process commenced and were only filled to provide some back filling while staff resources were committed elsewhere. Consequently it is felt justified to delete these four temporary posts.</p>

Of the original savings proposals totalling £1.6m, only four have been removed completely, namely savings on Discretionary Rate Relief, a cut in Age Concern grant, the deletion of the Director of Corporate Resources post when he retires and anticipated savings on customer services. However, when the actual government settlement was advised in early December and

the reduction in grant was higher than anticipated, it meant that together with these original savings not now going forward, a further gap of over £500k existed before a balanced budget for 2011/12 could be recommended to Members. As a result, the following changes were introduced to close the gap which will require approval as part of the budget for 2011/12 :-

	£000
South Downs National Park reimbursement	(120)
Vacancy allowance	(250)
Funding from reserves – election expenses	(90)
Savings not achieved – professional subs.	20
Savings not achieved – customer services	20
Temporary post charged to LDF reserve	(36)
Minor changes to budget	(33)

2.4. South Downs National Park Reimbursement (SDNP)

The government reduced Horsham’s grant by £120k to reflect the fact that the SDNP would in future be responsible for planning applications made for developments within the area of the Park. However, the SDNP has already agreed to delegate the processing of applications to the relevant local authority and indications from the SDNP authority are that it is reasonable to assume that the Council can recover its costs and cover the loss of grant. As some Councils have suffered a far greater loss of grant e.g. Chichester (over £1m), the Finance Officers of the affected Councils are prepared to monitor cost recovery closely to ensure that reimbursement is fairly made by the SDNP.

2.5. Vacancy Allowance

The Council traditionally budgets for a full establishment so turnover of staff during the year tends to mean an underspend on the salaries budget. To some extent, this is useful to cover for any unexpected salary costs e.g. maternity cover, but even so an underspend usually results.

In 2009/10 and the current year, this underspend has been overshadowed by overspends on operational services, particularly Acorn+ but it is reasonable to include a vacancy allowance for 2011/12 as the Acorn + scheme is now fully operational and has a sufficient budget to provide the service.

2.6. District Council Election Expenses

The District Council is required to finance District Council elections (and any By-Elections held during the year) which are due to be held every 4 years. It is reasonable to charge the cost (£120k) to reserves but also to make a contribution of £30k to that reserve every year. This spreads the cost evenly and means we can finance a net cost of £90k from general reserves in 2011/12.

2.7. Concessionary Fares

The responsibility for administering concessionary fares has transferred to the County Council with effect from 1.4.2011. Administration of the scheme will be carried out by the District Council on an agency basis.

Members will remember that there was concern that the level of grant transferred to the County to finance concessionary fares might be to the financial disadvantage of Horsham District Council. In the event, the transfer of £574k grant was based on previous expenditure by this Council and so was a fair decision.

2.8. Rents for Temporary Housing £50k

Charge near market rents for temporary housing; this will be covered by housing benefits in the majority of cases as the level will be within the Local Authority Housing Allowance. The average rent will still only be 80% of comparable private sector rents and will bring them more into line with other local authorities and will also act as more of an incentive for homeless persons to secure long term private sector lets.

2.9. Employer Pension Contributions

The tri-annual valuation of the West Sussex Pension Fund was released in November 2010 and set the employer contribution rates from 1.4.2011. Whilst a slightly higher contribution is required from this Council, the results of the valuation were not as bad as had been forecast in previous projections. The result was to reduce the Council's funding requirement over the period of the Medium Term Financial Strategy by £800k.

This relatively positive news on employer pension contributions (effective for 3 years from 1.4.2011) may be repeated at the next tri-annual valuation in 2013. Changes proposed to the local government pension scheme will reduce the burden in future on employers, assuming investment returns match the Actuary's forecasts.

2.10. Savings in original list **not** now proposed

In addition to the Discretionary Rate Relief, Age Concern and Director of Corporate Resources post savings not now included, two further amendments requiring explanation are :-

	£
Professional Subscriptions	22k

Following the comments from staff and the response to these views detailed in paragraph 2.2. a revised proposal now is that subscriptions should only be paid in future for staff that are required by the Council to be a member of a professional body to do their job. This will reduce the original saving from £32k to £10k.

Customer Service £
20k

The Council will be looking at how it provides customer services as part of the Redesign process. This will include the future provision of reception services, telephony and customer contact and it is anticipated this will lead to savings. However, there is no certainty that this work will be completed in time for the savings to be realised in 2011/12.

3. Manpower Implications of Budget Papers

Staff costs comprise over 60% of the revenue budget so it is imperative to exercise control over the establishment if budgets are to be managed and savings delivered. The Corporate Management Team have been exercising such control over vacancies for some time and critically appraising whether posts need to be filled, whether hours can be reduced, or whether there are alternative methods of providing the particular service examined.

3.1. Redundancies

The budget proposals for 2011/12 mean that the 4 redundancies will be in the following areas :-

Leisure Services	-	3 part-time staff (1.3 FTE)
Secretarial Support to Directors & Heads of Service	-	1 full-time equivalent post

This is in addition to the 16 redundancies from the Acorn Plus and Hop Oast restructuring in the current year.

The costs of the redundancy of those posts listed above and the costs associated with redundancies approved in the current year need to be approved. It is hoped full costings will be available in time for the 16th February 2011 when the Council consider the budget.

4. Draft Revenue Budget

4.1. The proposed revenue budget is shown in summarised form in Appendix A at each service level.

This shows that the Council has to finance net expenditure of £12.801m from Council Tax and government grant, a reduction from the current year's total of £13.898m. The reduction is due to the transfer of concessionary fares to the West Sussex County Council and the savings required to produce a balanced budget.

Staffing proposal requiring approval

One area where grant has increased from the government is in relation to the Council's statutory Homelessness duties. A specific homelessness grant of

£106k (up from £53k) in the current year has been included in the budget. It is intended to use some of this to appoint a temporary post (2 years) of Lettings Officer to enable the Council to work with lettings agencies to facilitate the movement of people away from the housing register to tenancies in the private rented sector. It is expected this will also reduce the burden on the Council's temporary accommodation and Bed & Breakfast budgets.

Other Growth Items

Due to the pressure to find savings and additional sources of income in the budget, the opportunity for new growth items has been severely restricted. However, there are some unavoidable items of growth (e.g. fuel) as well as some reductions in income estimates and interest receivable, and these have been included in the draft budget.

Capital Budget

The strategy in the Medium Term Financial Strategy is to build up reserves for future development opportunities and consequently little new capital expenditure is proposed. Changes to the capital programme approved during the year are included in Appendix B and the only new items of growth requiring consideration are :-

Telephone System **£300k**

The telephone system throughout the Council needs replacing and this sum is recommended for inclusion in the capital budget.

Storage Area Network **£125k**

Required to replace core disk storage which have reached the end of working life and which contain corporate key data that has to be retrieved on a regular basis, eg. planning documents.

Purchase of Houses for Temporary Accommodation **£1m in both
2010/11 & 2011/12**

As part of the Council's statutory housing requirement, houses are being purchased in the current year to provide homes for homeless families who would otherwise have to be housed in temporary accommodation or Bed & Breakfast. The revenue costs associated with financing the purchases is covered by the rental stream. If such acquisitions are no longer required at some time in the future, they can always be sold.

Repair and Renewals Reserve

The programme attached as Appendix C is updated to reflect an additional year being included (2014/15) in the programme of repair and replacement. The only significant new item included in the programme is £17,500 for provision of a new boiler in Park North.

Schedule of Charges

A schedule of charges for 2011/12 is attached as Appendix D.

Council Tax Increase

The coalition government is encouraging councils to freeze Council tax next year at 2010/11 levels and is willing to provide some funding, £203k in 2011/12 and in each of the subsequent three years , to help councils do this.

The proposals in this report assume that the Council will wish to freeze Council tax at current levels for 2011/12, taking advantage of the funding available from the government. My forward financial projections, however, do not assume the freeze will be extended beyond next year given the importance of Council tax as an income source to the Council as inflation levels continue to rise and other sources of income are constrained.

Special Charge

It is necessary not to increase the average charge across the whole District in 2011/12 if the Council is to agree to a 0% increase in Council Tax for the District and receive the grant.

With the Special Charge of £23.72 proposed for next year, this objective will be achieved.

Council tax for 2011/12 – assuming 0% increase

2010/11 at Band D £000		2011/12 at Band D £000
13,898	Net expenditure	12,801
393	Contribution to/(from) reserves	(126)
-----		-----
14,291	Government grant	12,675
(6,207)		(4,548)
-----		-----
8,084	Expenditure to be financed from District Council Tax	8,127
(262)	<u>Less</u> Special Expenses	(264)
8	<u>Plus</u> share of estimated deficit on Collection Fund	0
-----		-----
7,830		7,863

57,767.1	Estimated Band D equivalent properties	58,012.9
£135.54	Council Tax at Band D	£135.54
£2.61	Cost per week at Band D	£2.61

Robustness of Estimates and Adequacy of Reserves

Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their precepts, and authorities are required to take the Chief Financial Officer's report into account when setting the precept. The position at the time of this budget is provided below :-

	£m
General Fund Revenues Reserve as at 31 st March 2010	8.7
Vehicle Replacement Reserve as at 31 st March 2010	0.6
Repair and Renewals Reserve as at 31 st March 2010	0.7
Other Revenue Reserves as at 31 st March 2010	1.0
General Fund Balances as at 31 st March 2010	1.1
Total Revenue Reserves at 31st March 2010	12.1
Anticipated use of Reserves in 2010/11 - revenue purposes (1)	(1.0)
- for capital purposes	(2.2)
-	-
Anticipated addition to Reserves in 2010/11 - VAT refund	1.0
Estimated reserves at 31st March 2011	9.9
Anticipated ((use of)/contribution to) reserves in 2011/12	
- revenue purposes	(0.1)
- for capital purposes	(1.3)
Revenue reserves estimated at 31st March 2012	8.5

- (1) Transfer from reserves now required because of :-
- assumption of NIL pay award in current year
 - operational services overspend
 - loss of Planning and Housing Grant of £400k
 - reduced income in various areas

One of the main planks of the new Medium Term Financial Strategy is to ensure a level of general reserves of £4m by end of 2012/13. While current levels are above that, approved capital expenditure will reduce the level during the next three years but the target of £4m is expected to be met by the end of 2013/14.

The level of general fund reserves currently anticipated in future years are :-

31/3/2012	31/3/2013	31/3/2014	31/3/2015
£m	£m	£m	£m
5.6	5.0	4.2	3.9

Estimated Out-turn for 2010/11

	£000
Original budget 2010/11	13,898
Approved supplementary estimates	1,652
Estimated out-turn relating to 2010/11 budget	15,550
Plus unspent budgets carried forward from 2009/10	232
Revised budget 2010/11	15,782
	=====

Medium Term Financial Strategy (MTFS)

The Council will wish to retain the main thrust of its MTFS, namely to approve a balanced budget each year and to maintain a sufficient level of reserves to support suitable investment opportunities. Given the cuts in government grant and the general economic outlook, it is not a realistic or prudent option to consider a move away from that strategy.

Clearly, there has been a need to revise future financial projections and this has now been done using the following assumptions :-

- 2.5% increase in Council tax from 2012/13 onwards
- 1% increase in pay award from 2012/13 onwards
- average investment return of 1%
- 5% cut in government grant for 2013/14 and 2014/15

The table below illustrates that the Council will still have significant budget gaps to close, namely :-

	2010/11 £000	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000
<u>Total to be financed</u>	<u>15,053</u>	<u>12,675</u>	<u>13,262</u>	<u>13,771</u>	<u>14,201</u>
Grant (-5% in 2013/14 and 2014/15)	6,207	4,548	3,912	3,716	3,521
Tax base	57,767	58,013	58,303	58,594	58,887
Council tax incl. Special Charge	8,092	8,127	8,369	8,618	8,875
Income from grant and taxpayers	14,299	12,675	12,281	12,335	12,396
Use of general reserves	754	0	981	1,436	1,805
Use of reserves for one-offs 2010/11	238				
Use of LDF reserves		36			
Use of reserves for elections		90			
Use of reserves for Collection Fund	8	0	0	0	0
Net contribution from Reserves	1,000	126			
Additional savings required to balance budget each year			981	455	369
Contribution to reserves for Elections			30	30	30
Deficit to be closed			1,011 =====	485 =====	399 =====

Matters which may impact on the accuracy of forecasts:-

Income

The Council has seen certain income fail to meet budget targets e.g. car parking and land charges and any further falls will increase the amount of savings to be found.

Localism Bill

It is unclear how this will impact on the services the Council provides and consequently what financial consequences might be.

Action required now to secure balanced budgets in future:

With a forecast deficit of over £1m in 2012/13, action needs to be commenced immediately to look at possible solutions. One of the reasons for the success of the budget exercise in the current year has been the pre-emptive work undertaken by staff and Members to identify savings and additional sources of income. This has allowed early consultation on those ideas with a range of stakeholders and subsequent modification to proposals where appropriate.

A similar exercise has already been started by the Corporate Management Team and the matter will need to be treated with some urgency.

Impact of budget on the District Plan

When the Council considers the budget on 16th February, it will also be approving a new District Plan for the years 2011/2015. The District Plan was developed alongside the draft budget as the importance of having affordable ambitions expressed within the Plan has been recognised. None of the reductions in the Council budget means that the priorities in that Plan cannot be achieved, but the lower level of resources available inevitably means a more focussed approach to the delivery of those priorities. This will particularly need to be the case as the Council seeks further savings/additional income to balance the revenue budget in future years. It is therefore proposed that the link between policy prioritisations and finance be maintained through a review of the District Plans alongside the preparation of the budget each year.

ASPIRE

The Council has adopted a methodology to reflect how budgets need to evolve in future and to ensure all relevant threads of the budget strategy are considered together. Corporate Management Team have a standing item on their weekly agenda to keep a focus on key issues. The acronym ASPIRE stands for the following :-

A	=	Ambition
S	=	Shared Services
P	=	Procurement
I	=	Income
R	=	Redesign
E	=	Economise

Concentrating on these areas means that action can be taken at an early stage on budgets whilst also allowing for opportunities to be seized in line with the Council's District Plan aspirations.

Consequences of the Proposed Action

<p>What are the risks associated with the proposal?</p> <p>Risk Assessment attached Yes/No</p>	<p>The risk to the Council’s budget are generally two-fold :-</p> <ul style="list-style-type: none"> - reductions in income below that budgeted - unexpected expenditure
<p>How will the proposal help to reduce Crime and Disorder ?</p>	<p>There are no proposals to reduce the level of service e.g. CCTV but to make more effective use of current budgets.</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>The budget proposals are neutral on this issue.</p>
<p>What is the impact of the proposal on Equality and Diversity?</p> <p>Equalities Impact Assessment attached Yes</p>	<p>It is anticipated that the proposed cuts will marginally reduce the volume and range of Council led initiatives for the young and elderly and, by default, for disabled people that are cared for. Whilst every effort is being made to ensure that the impact on our most vulnerable residents is limited through more targeted use of generic resources, some annual events (Speak Out for Young People) and sessions will be difficult to maintain.</p> <p>Age The Youth Budget is proposed to be reduced by £3,000 The Sports budget is proposed to be reduced by £3,000</p> <p>The Health and Wellbeing budget is proposed to be reduced by £8000 The Community Development Budget is proposed to be reduced by £5,000</p> <p>Whilst it is impossible to quantify how many people these reductions will impact on, the volume of subsidised delivery will reduce. There will be no impact on full costs recovery initiatives.</p> <p>Disability There is a small increase in charge for older/disabled people to use the Community Alarm Service (increase of £2.60 per year from £187.20 to £189.80) but the Council remains the cheapest service provider when compared against every other borough and district in West Sussex. A subsidised rate remains available to customers on benefits.</p>

	<p>Reduce Shopmobility subsidy Disabled people will still get the same level of service from the Shopmobility Service despite cut in costs due to a reorganisation of staffing within the car parks.</p> <p>Cease contributions to “Handyman” Services Cessation of contributions to “Handyman” service is possible because of Saxon Weald’s new cost neutral model.</p> <p>Reduce Community Transport Budget The reduction of this budget will limit the number of local schemes that the Council can support or require the Council to reduce contributions to those that are retained. Discussion with providers does not indicate that any existing schemes will be terminated.</p> <p>No impact could be found of this budget proposal specifically around people of different ethnicities, religions/beliefs or sexual orientations.</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>The District Plan emphasises the Council’s commitment to the sustainability agenda and the budget reflects this.</p>

APPENDIX A

BUDGET SUMMARY 2011 - 2012

Original Budget 2010 - 2011 £	Service	Employee Expenses £	Direct Premises Expenses £	Transport and Plant Expenses £	Supplies and Services £	Contract Payments £	Capital Costs £	Income £	Gross Expenditure £	Net Expenditure 2011 – 2012 £
<u>CHIEF EXECUTIVE'S OFFICE</u>										
292,600	CHIEF EXECUTIVE'S OFFICE	302,100	-	200	2,590	-	-	-	304,890	304,890
109,110	COMMUNICATIONS	84,150	-	150	2,110	-	-	-	86,410	86,410
401,710	CHIEF EXECUTIVE'S OFFICE	386,250	-	350	4,700	-	-	-	391,300	391,300
<u>STRATEGIC PLANNING & PERFORMANCE</u>										
122,305	CORPORATE POLICY & PERFORMANCE	136,020	-	700	12,220	-	-	-26,425	148,940	122,515
53,260	HOUSING STRATEGY	56,890	-	100	100	-	-	-	57,090	57,090
682,405	STRATEGIC PLANNING	425,160	250	1,150	178,250	-	-	-9,865	604,810	594,945
85,300	SUSTAINABILITY	60,000	-	200	18,120	-	-	-	78,320	78,320
943,270	STRATEGIC PLANNING & PERFORMANCE	678,070	250	2,150	208,690	-	-	-36,290	889,160	852,870
1,344,980	CHIEF EXECUTIVE	1,064,320	250	2,500	213,390	-	-	-36,290	1,280,460	1,244,170

Original Budget 2010 - 2011 £	Service £	Employee Expenses £	Direct Premises Expenses £	Transport and Plant Expenses £	Supplies and Services £	Contract Payments £	Capital Costs £	Income £	Gross Expenditure £	Net Expenditure 2011 - 2012 £
<u>DIR OF COMMUNITY SERVICES</u>										
311,560	DIR & HEADS/MANAGEMENT	319,130	-	600	1,540	-	-	-	321,270	321,270
311,560	DIR OF COMMUNITY SERVICES	319,130	-	600	1,540	-	-	-	321,270	321,270
<u>HOUSING & COMMUNITY DEVELOPMENT</u>										
-147,520	COMMUNITY LINK	83,040	-	8,500	99,940	-	-	-353,200	191,480	-161,720
97,220	COMMUNITY SAFETY	245,060	690	10,050	61,650	-	-	-226,590	317,450	90,860
56,760	EMERGENCY PLANNING	36,910	-	150	11,000	-	-	-	48,060	48,060
10,000	HEALTH & WELLBEING	-	-	-	112,400	-	-	-110,000	112,400	2,400
308,120	HOUSING & HOMELESSNESS	382,920	141,500	1,850	307,450	-	-	-612,830	833,720	220,890
17,600	LOTTERY & GRANTS	-	-	-	-	-	-	-	-	-
90,420	OLDER & YOUNGER PERSONS	40,770	500	2,630	37,320	-	-	-8,250	81,220	72,970
196,160	SPORTS & ARTS DEVELOPMENT	331,700	-	5,440	51,270	-	-	-160,020	388,410	228,390
49,740	STREETSCENE TEAM	84,590	-	4,880	3,660	-	-	-21,750	93,130	71,380
147,030	VOLUNTARY SECTOR LIAISON	-	-	-	111,250	49,350	-	-420	160,600	160,180
825,530	HOUSING & COMMUNITY DEVELOPMENT	1,204,990	142,690	33,500	795,940	49,350	-	-1,493,060	2,226,470	733,410

Original Budget 2010 - 2011 £	Service £	Employee Expenses £	Direct Premises Expenses £	Transport and Plant Expenses £	Supplies and Services £	Contract Payments £	Capital Costs £	Income £	Gross Expenditure £	Net Expenditure 2011 - 2012 £
<u>LEISURE & ECONOMIC DEVELOPMENT</u>										
301,120	ARTS & ENTERTAINMENT	186,400	-	1,300	47,250	-	-	-11,100	234,950	223,850
289,330	ARTS FACILITIES	406,270	201,750	600	833,340	-	-	-1,140,020	1,441,960	301,940
165,610	COUNTRYSIDE SITES	89,350	118,720	50	13,420	-	-	-95,040	221,540	126,500
198,660	ECONOMIC DEVELOPMENT	136,010	400	500	73,360	-	-	-7,400	210,270	202,870
148,510	GROUNDS MAINTENANCE	116,710	-	5,710	11,930	-	-	-	134,350	134,350
-22,980	MARKETING, EVENTS & PROMOTIONS	-	23,250	-	1,810	-	-	-51,150	25,060	-26,090
197,850	MUSEUMS & HERITAGE	132,740	47,880	2,770	17,290	-	-	-13,070	200,680	187,610
599,970	PARKS & OPEN SPACES	336,230	329,720	5,750	104,710	3,500	-	-203,170	779,910	576,740
141,850	SPORTS & LEISURE FACILITIES	-	94,380	-	67,240	430,170	-	-456,730	591,790	135,060
2,460	TOURISM & EVENTS	-	-	-	-	-	-	-	-	-
-463,150	TOWN CENTRE MANAGEMENT	-	39,750	-	77,140	-	-	-532,150	116,890	-415,260
1,559,230	LEISURE & ECONOMIC DEVELOPMENT	1,403,710	855,850	16,680	1,247,490	433,670	-	-2,509,830	3,957,400	1,447,570
2,696,320	COMMUNITY SERVICES	2,927,830	998,540	50,780	2,044,970	483,020	-	-4,002,890	6,505,140	2,502,250

Original Budget 2010 - 2011 £	Service £	Employee Expenses £	Direct Premises Expenses £	Transport and Plant Expenses £	Supplies and Services £	Contract Payments £	Capital Costs £	Income £	Gross Expenditure £	Net Expenditure 2011 - 2012 £
<u>CORPORATE SUPPORT SERVICES</u>										
-1,490,980	COMMERCIAL ESTATES	154,140	158,190	3,470	71,760	-	-	-2,007,135	387,560	-1,619,575
100,250	COMMERCIAL FACILITIES	-	161,100	-	23,460	-	-	-76,730	184,560	107,830
567,310	COUNCIL FACILITIES	-	616,430	-	31,010	-	-	-102,252	647,440	545,188
887,870	FACILITIES MANAGEMENT	632,093	11,000	21,860	66,410	-	-	-100	731,363	731,263
78,050	FM SERVICES & SECURITY	-	-	-	58,300	-	-	-3,500	58,300	54,800
68,210	GRAPHIC DESIGN	70,160	-	-	-	-	-	-	70,160	70,160
-	HORSHAM INFRASTRUCTURE	-	-	-	-	-	-	-	-	-
414,750	IT PROJECTS	-	-	-	191,000	-	-	-	191,000	191,000
175,170	IT SERVICES	-	-	-	189,300	-	-	-	189,300	189,300
-	IT SERVICES CENSUS	-	-	-	249,830	-	-	-183,850	249,830	65,980
1,039,920	IT STAFF SERVICES	1,387,620	-	16,760	264,238	-	-	-463,335	1,668,618	1,205,283
273,430	PERSONNEL	259,114	-	200	37,174	-	-	-	296,488	296,488
111,110	RECEPTION/HELP POINTS	111,610	-	-	50	-	-	-	111,660	111,660

Original Budget 2010 - 2011	Service	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2011 - 2012
£	£	£	£	£	£	£	£	£	£	£
35,130	RECRUITMENT	19,400	-	-	-	-	-	-	19,400	19,400
206,720	REPROGRAPHICS	70,820	-	2,950	93,260	-	-	-5,000	167,030	162,030
44,980	SCANNING	49,330	-	-	-	-	-	-	49,330	49,330
262,660	TRAINING	199,940	-	-	-	-	-	-	199,940	199,940
32,750	WORD PROCESSING	31,370	-	-	-	-	-	-	31,370	31,370
2,807,330	CORPORATE SUPPORT SERVICES	2,985,597	946,720	45,240	1,275,792	-	-	-2,841,902	5,253,349	2,411,447

DIR CORPORATE SERVICES

175,520	AUDIT	163,410	-	5,740	2,620	-	-	-	171,770	171,770
-122,050	BENEFITS	-	-	-	730,650	35,295,410	-	-36,237,855	36,026,060	-211,795
274,200	COMMITTEE SECTION & ELECTIONS	209,190	-	1,300	240,380	-	-	-31,000	450,870	419,870
385,050	DIRECTOR & HEADS	301,660	-	230	850	-	-	-	302,740	302,740
259,570	REVENUES	-	-	-	799,580	-	-	-308,900	799,580	490,680
972,290	DIR CORPORATE SERVICES	674,260	-	7,270	1,774,080	35,295,410	-	-36,577,755	37,751,020	1,173,265

FINANCE & LEGAL SERVICES

636,460	CORPORATE MANAGEMENT	23,000	-	25,000	570,650	-	-	-15,000	618,650	603,650
2,568,320	FINANCE	556,160	160,600	4,370	480,120	-	670,500	-280,320	1,871,750	1,591,430

14 January 2011

Original
Budget

2010 - 2011

£

Service

£

Employee
Expenses
£

Direct
Premises
Expenses
£

Transport
and Plant
Expenses
£

Supplies
and
Services
£

Contract
Payments
£

Capital
Costs
£

Income
£

Gross
Expenditure
£

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Net
Expenditure
2011 - 2012
£

-324,300	INTEREST	-	-	-	-	-	111,200	-343,500	111,200	-232,300
527,490	LEGAL SERVICES	516,380	-	250	60,170	-	-	-48,230	576,800	528,570
26,470	PROCUREMENT	120,010	-	1,000	1,520	-	-	-61,344	122,530	61,186
3,434,440	FINANCE & LEGAL SERVICES	1,215,550	160,600	30,620	1,112,460	-	781,700	-748,394	3,300,930	2,552,536
7,214,060	CORPORATE RESOURCES	4,875,407	1,107,320	83,130	4,162,332	35,295,410	781,700	-40,168,051	46,305,299	6,137,248

14 January 2011

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Original Budget 2010 - 2011 £	Service £	Employee Expenses £	Direct Premises Expenses £	Transport and Plant Expenses £	Supplies and Services £	Contract Payments £	Capital Costs £	Income £	Gross Expenditure £	Net Expenditure 2 011 - 2012 £
<u>DIR OF DEVELOPMENT & ENVIRONMENT</u>										
405,420	DIR & HEADS/MANAGEMENT	433,560	-	350	1,010	-	-	-	434,920	434,920
405,420	DIR OF DEVELOPMENT & ENVIRONMENT	433,560	-	350	1,010	-	-	-	434,920	434,920
<u>OPERATIONAL SERVICES</u>										
149,390	CLEANSING	-	1,200	4,280	155,010	-	-	-16,890	160,490	143,600
170,290	CONTACT CENTRE	155,620	-	400	150	-	-	-	156,170	156,170
43,150	DOMESTIC REFUSE	-	6,600	-	34,500	-	-	-	41,100	41,100
215,550	ENVIRONMENTAL MANAGEMENT	210,910	4,000	1,000	34,350	-	-	-	250,260	250,260
-39,940	OTHER TRANSPORT SERVICES	-	-	-	22,650	-	-	-88,360	22,650	-65,710
-286,790	OTHER WASTE	-	-	-	74,600	-	-	-274,380	74,600	-199,780
-169,820	PARKING ENFORCEMENT	180,700	-	500	31,072	-	-	-398,740	212,272	-186,468
323,340	PARKING SERVICES STAFF	380,900	-	500	4,240	-	-	-	385,640	385,640
-1,025,230	RECYCLING	34,560	-	-	329,000	-	-	-1,543,890	363,560	-1,180,330
50,840	RURAL CAR PARKS	-	80,750	-	11,670	-	-	-32,260	92,420	60,160
-493,270	TRADE REFUSE	-	-	-	416,430	-	-	-790,410	416,430	-373,980
1,636,890	TRANSPORT FLEET	172,320	-	1,173,830	46,300	-	-	-5,400	1,392,450	1,387,050

14 January 2011

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Original Budget		Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure
2010 - 2011	Service									2011 - 2012
£	£	£	£	£	£	£	£	£	£	£
-1,976,020	URBAN CAR PARKS	-	591,850	-	238,750	-	-	-2,751,160	830,600	-1,920,560
2,971,880	WASTE & CLEANSING STAFF	2,814,836	-	17,020	25,330	-	-	-	2,857,186	2,857,186
1,570,260	OPERATIONAL SERVICES	3,949,846	684,400	1,197,530	1,424,052	-	-	-5,901,490	7,255,828	1,354,338

PLANNING & ENVIRONMENTAL SERVICES

-117,090	BUILDING CONTROL	635,590	3,600	32,580	77,208	-	-	-856,000	748,978	-107,022
375,150	DEVELOPMENT MANAGEMENT	1,293,120	-	28,620	238,140	-	-	-897,500	1,559,880	662,380
-178,780	LICENSING	-	-	-	4,350	-	-	-181,340	4,350	-176,990
-1,310	PUBLIC HEALTH	-	53,550	-	111,059	-	-	-111,050	164,609	53,559
871,820	PUBLIC HEALTH & LICENSING STAFF	856,030	-	18,520	23,580	-	-	-	898,130	898,130
949,790	PLANNING & ENVIRONMENTAL SERVICES	2,784,740	57,150	79,720	454,337	-	-	-2,045,890	3,375,947	1,330,057
2,925,470	DEVELOPMENT & ENVIRONMENT	7,168,146	741,550	1,277,600	1,879,399	-	-	-7,947,380	11,066,695	3,119,315

14 January 2011

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Original Budget		Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2011 - 2012
2010 - 2011	Service									
14,180,830	Report Totals	16,035,703	2,847,660	1,414,010	8,300,091	35,778,430	781,700	-52,154,611	65,157,594	13,002,983
									Less Capitalised Salaries	(201,940)
									Net Expenditure	12,801,043
										=====

Objective	Description	2010/11	2011/12	2012/13	2013/14	2014/15
CHIEF EXECUTIVE						
<i>Cabinet and policy development</i>						
KA00701	CCTV CAMERAS - TOWN	32,672	0	0	0	0
Totals		32,672	0	0	0	0
CORPORATE RESOURCES						
<i>Resources</i>						
KC00004	HDC DATA CENTRE - PARK NORTH	375,000	75,000	0	0	0
KC00005	TELEPHONES REPLACEMENT	0	300,000	0	0	0
KC00006	SAN REPLACEMENT	0	125,000	0	0	0
KJ05002	POP S106 PROJECTS	82,296	0	0	0	0
Totals		457,296	500,000	0	0	0
COMMUNITY SERVICES						
<i>Leisure services</i>						
KA00102	GRANTS FOR YOUTH PROJECT	7,600	30,061	0	0	0
KE00907	HORSHAM PARK	10,620	4,842	0	0	0
KE01105	SWIMMING POOL BILLINGSHURST	10,000	0	0	0	0
KE01106	PAVILIONS POOL- ADDITIONAL WORKS	0	207,141	0	0	0
KE01107	PAVILIONS POOL- CLADDING	115,000	10,000	0	0	0
KE01901	CAUSEWAY - LANDSCAPING	0	30,000	0	0	0
KE03002	VICTORY ROAD - RECREATION GROUND	564	0	0	0	0
KE03003	BEECH ROAD PLAY AREA	965	0	0	0	0
KE03004	PIXIES HOLLOW REC GROUND	45,800	0	0	0	0
KE03005	FRENCHES WAY PLAY AREA	90,000	0	0	0	0
KE03115	RIVERSIDE WALK	25,379	0	0	0	0
KE03120	PARTRIDGE GREEN	2,227	0	0	0	0
KE03301	CLOSED CEMETERIES IMPROVEMENTS	0	27,254	0	0	0
KE03401	HILLS FARM CEMETERY	1,303	0	0	0	0
KJ02601	PARK ACCESS IMPROVEMENT	60,000	224,151	0	0	0
KP01501	RECREATION GROUNDS LIGHTING	1,588	0	0	0	0
KP04001	HORSHAM PARK - FOOTPATH LIGHTING	5,959	0	0	0	0
KT01101	NEEDLES - COMMUNITY CNTR REFURB	4,124	0	0	0	0
KT01102	NEEDLES - COMMUNITY CNTR GARDEN	30,000	0	0	0	0
Totals		411,128	533,449	0	0	0
<i>Housing services</i>						
KT01201	96 ACT-DISABLED FACILITIES	625,000	713,000	713,000	713,000	713,000
KT01202	ACT-HOME REPAIR ASSISTANCE	60,000	75,000	75,000	75,000	75,000
KT01203	ACT-RENOVATION GRANT	50,000	75,000	75,000	75,000	75,000
KT03001	HSE ENABLING GRANTS	1,170,000	1,500,000	0	0	0
KT10001	TEMP ACCOM - SOUTHERN	17,669	0	1,619,238	0	0
KT10003	ST. ANDREWS HOUSE	239,752	0	0	0	0
Totals		2,162,421	2,363,000	2,482,238	863,000	863,000
<i>Strategic and community planning</i>						
KF00801	PARISH COUNCIL VILLAGE INITIATIVES	0	23,017	0	0	0
KF01301	TOWN & VILLAGE IMPROVEMENTS	12,596	0	0	0	0
KF01302	HILLSIDE PARK, SMALL DOLE, SAFETY WORKS	55,000	0	0	0	0
Totals		67,596	23,017	0	0	0
<i>Strategic projects (Community services)</i>						
KJ01007	BILLINGSHURST COMMUNITY BUS	2,000	53,992	0	0	0
KJ01009	BILLINGSHURST- OPEN SPACE	760	121,698	0	0	0
KJ01804	DRILL HALL - FLOOR	78,018	0	0	0	0
Totals		80,778	175,690	0	0	0
DEVELOPMENT AND ENVIRONMENT						
<i>Environmental waste and cleaning</i>						
KP01107	MIXED DRY RECYCLING	486,038	0	0	0	0
KP04801	VEHICLES	80,000	0	0	0	0
KP04802	VEHICLES OTHER (ACORN)	928,086	0	0	0	0
KP04804	GREEN WASTE - PODS	21,000	21,000	0	0	0
KP04805	VEHICLES - NEW	0	300,000	210,000	490,000	250,000
Totals		1,515,124	321,000	210,000	490,000	250,000
<i>Property and economic development</i>						
KF01201	MULTI-STOREY CAR PARK	370,205	0	0	0	0
KF01202	SWAN WALK	62,000	35,000	105,000	0	0
KJ01701	FORUM RETENTION - FLATS	6,465	0	0	0	0
KJ01717	FORUM PAVING	0	92,488	0	0	0
KJ03103	NEW PARK HOUSE- SEPARATION	97	0	0	0	0
KJ03104	HOP OAST LIGHTING	4,247	0	0	0	0
KJ03106	PARK NORTH LIFTS	124,416	5,000	0	0	0
KJ03107	HOP OAST WORKSHOP	40,000	0	0	0	0
KP03401	DISABLED ACCESS TO PUBLIC BUILDINGS	15,000	29,417	0	0	0
KP03501	FLOOD ALLEVIATION-SOUTHWATER	9,195	0	0	0	0
KP03502	WARNHAM MILLPOND RESERVOIR	10,000	0	0	0	0
KP03602	BIN STORE PARK PLACE	16,492	0	0	0	0
KP04701	STEYNING CAR PARK	812	0	0	0	0
Totals		658,929	161,905	105,000	0	0
<i>Strategic projects</i>						
KJ01004	BILLINGSHURST VILLAGE CENTRE	4,116	0	0	0	0
KJ01402	HOUSE PURCHASES-TEMP ACCOM	1,000,000	1,000,000	0	0	0

KJ01420	STEYNING HEALTH	81,564	0	0	0	0
KJ01430	PULBOROUGH TOWN CENTRE	77,056	0	0	0	0
KJ02703	SOUTHWATER VILLAGE CENTRE	2,765	0	0	0	0
KP03202	EAST STREET PEDESTRIAN AREA	250,000	11,500	1,500	1,500	1,500
Totals		1,415,501	1,011,500	1,500	1,500	1,500
TOTAL		6,801,444	5,089,561	2,798,738	1,354,500	1,114,500
Capitalised Salaries		201,940	201,940	150,000	150,000	150,000
GRAND TOTAL		7,003,384	5,291,501	2,948,738	1,504,500	1,264,500

CODE DESCRIPTION	2010/11 ESTIMATED OUTTURN	2011/12 ADJUSTED BUDGET	2012/13 ADJUSTED BUDGET	2013/14 ADJUSTED BUDGET	2014/15 ADJUSTED BUDGET
	£	£	£	£	£
CLOSED CEMETERIES-HORSHAM - Gen Repairs	611	0	0	0	0
CLOSED CEMETERIES-AREA 1 - Gen Repairs	0	3,339	0	0	0
CLOSED CEMETERIES AREA 2 - Gen Repairs	0	2,495	0	0	0
HORSHAM PARK TENNIS COURT - Resurfacing	0	0	0	0	0
HORSHAM PARK TENNIS COURT- Fencing	0	2,865	0	0	0
HORSHAM PARK SKATE PARK - Repairs	0	35,000	0	0	0
PAVILION IN THE PARK - Gen Repairs	4,931	15,000	0	0	0
REC GROUNDS - Pitch Drainage Works	5,000	2,532	0	0	0
RECREATION GROUNDS - Upgrade Car Parks	0	10,000	0	0	0
CHILDRENS PLAY AREAS - Refurb&Renewals	0	0	0	0	0
STORRINGTON MILL POND - Dredging	1,642	0	0	0	0
OPEN SPACES - Bridges Replacement	10,000	10,000	0	0	0
MISC DOM PROPERTIES - Gen Repairs	10,000	10,000	0	0	0
BLATCHFORD CLOSE - Roof Repair	0	0	0	0	0
BLATCHFORD CLOSE - Mod / Refurb	10,000	6,000	6,000	6,000	0
ROOKWOOD PAYP - Ancillary Buildings Roof Repairs	10,000	0	0	0	0
HORSHAM ARTS CENTRE - Internal Dec	5,080	5,600	0	10,000	0
HOP OAST DEPOT - Int/Ext Decorations	0	0	10,000	0	0
HOP OAST DEPOT - Floor Coverings	8,304	0	0	0	0
MSCP PIRIES PLACE CP - Upgrade Lighting	748	31,299	0	0	0
MULTISTOREY CAR PARKS - Doors&Windows	7,719	0	0	0	0
MULTI-STOREY CAR PARKS - Gen Dec	10,000	0	0	0	0
MSCP RENEW GENERAL - Lighting	1,816	0	0	0	0
MULTI-STOREY CAR PARKS - Gen Repairs	19,714	0	0	0	0
HORSHAM TOWN CAR PARKS - Resurf/Reline	10,000	10,000	10,000	10,000	0
PARK BARN - Ext/Int Decorations	0	16,000	0	0	0
OFFICE CAR PARKS - Lighting and Security	8,276	0	0	0	0
STABLE BLOCK - Ext/Int Decorations	0	0	0	15,000	0
PARK HOUSE - Replacement Windows	0	10,000	0	0	0
PARK HOUSE - Roof Repairs	0	0	0	0	0
PARK HOUSE - Ext Decoration	0	0	0	12,000	0
PARK HOUSE - Internal Decoration	0	25,000	0	0	0
PARK HOUSE - Upgrade Elec Install Distrib Sys	0	0	0	10,800	0
PARK HOUSE - Gen Repairs	0	0	10,000	0	0
PARK HOUSE - Carpets	3,567	0	0	0	0
PARK HOUSE LODGE - Ext/Int Decorations	0	15,000	0	0	0
COUNCIL CHAMBER - Sound Reinforce&Voting Sys	0	10,000	0	0	0
RURAL AREA CAR PARKS - ReSurface/ReLine	10,000	10,000	0	10,000	0
SOUTHWATER COUNTRY PARK VISITOR CENTRE - Ext/Int Decs	30,000	40,000	0	0	0
TOWN HALL - Internal Decoration	0	0	0	0	0
GEN BUILDINGS - Eqmnt Crime Prevention (CCTV)	13,235	9,000	9,000	9,000	9,000
GEN BUILDINGS Mngmt Sys - Gen Repairs/Maint	18,540	0	10,000	0	10,000
BBH LEISURE CENTRE - Replace Front Doors	6,022	0	0	0	0
BBH LEISURE CENTRE - Resurfacing MUCAS	15,000	0	0	0	0
MUSEUM - Ext Decoration	0	0	15,000	0	0
MUSEUM - Overhaul/Upgrade Air Con System	0	9,707	0	0	0
MUSEUM - Renewal of Electrical Installation	0	0	0	0	10,000
MUSEUM - Repairs	15,000	15,000	0	0	0
PARK NORTH - Window Blinds	0	0	0	0	0
PARK NORTH - Ext Re-Decoration	63,130	1,620	0	0	0
PARK NORTH - Renew Boiler	0	50,000	0	0	0
PARK NORTH - Emergency Lighting	8,970	0	0	0	0
PARK NORTH - Overhaul Lifts	0	0	0	0	0
PARK NORTH - Renew Comp Suite Air Cooling	966	0	0	0	0
PARK NORTH - Upgrade Electrical Installation	0	0	0	19,825	0
PARK NORTH - Carpet Renewal	0	14,010	0	0	0
TOWN CNTR BISHOPRIC - Overhaul Sculp&AssocPlant/SHELLEY FOUNTAIN	59,193	0	0	0	0
TOWN CENTRE - Landscaping	1,097	0	0	0	0
TOWN CENTRE - Repainting & Gen Repairs	10,000	30,000	28,500	21,000	25,000
B'HORSE WAY - Upgrade Elect/Mech Service	5,000	0	0	0	0
BUS SHELTERS - Gen Repts / Maint	1,760	0	0	0	0
DRILL HALL - Upgrade/Reno Elect/Mech Serv	0	0	15,000	0	0
NORTH POINT - Renew Boilers	0	0	25,000	0	0
DRILL HALL - Renew Boilers	0	0	0	20,000	0
BBHLC - Plant & Equip	0	0	10,000	0	0
FORUM FLATS - Water Supply Zoning	1,000	0	0	0	0
ARTS CENTRE & PAVILIONS SET ASIDE	8,884	65,559	0	0	0
	395,205	465,026	148,500	143,625	54,000

Fees and Charges Budget 2011/12

Appendix D

Description	VAT Category	2010/11 Prices	2011/12 Budget
		Prices excluding vat	Prices excluding vat
Car Parking - Season Tickets			
Quarterly			
Dukes Square	Standard	140.43	140.43
Forum Car Park	Standard	170.21	170.21
Forum Car park (essential)	Standard	146.81	146.81
Hop Oast Park and Ride	Standard	22.47	22.47
Hop Oast Park and Ride	Zero	53.60	53.60
London Road	Standard	161.49	161.49
Piries Place	Standard	187.23	187.23
Swan Walk	Standard	195.74	195.74
Swan Walk (essential)	Standard	168.85	168.85
Talbot Lane	Standard	187.23	187.23
Weekly			
Forum Car Park	Standard	13.83	13.83
Swan Walk	Standard	15.91	15.91
4 weekly			
Forum Car Park	Standard	55.32	55.32
Swan Walk	Standard	63.62	63.62
Controlled parking zones annual	Non Business	150.00	150.00
Daily			
Swan Walk	Standard	3.19	3.19
HALL HIRE			
Park Barn			
Evenings			
Monday to Thursday	Exempt	61.10	65.00
Friday to Sunday	Exempt	77.00	81.00
Weekdays			
Half Day	Exempt	69.30	73.00
Full Day	Exempt	138.65	146.00
Drill Hall			
Per hour			
Main Hall			
Minimum 2 hours main hall (commercial/Private)	Standard	56.50	59.00
Minimum 2 hours main hall (community/charity)	Standard	39.50	41.50
Rooms			
Minimum 2 hours rooms (commercial/Private)	Standard	22.50	24.00
Minimum 2 hours rooms (community/charity)	Standard	17.50	18.50
Environmental Protection Act 1990			
Stray Dogs			
Day 1	Non Business	92.00	95.00
Day 2	Non Business	113.00	115.00
Day 3	Non Business	133.00	136.00
Day 4	Non Business	153.00	156.00
Day 5	Non Business	174.00	177.00
Day 6	Non Business	174.00	177.00
Day 7	Non Business	174.00	177.00
Second & Subsequent Dogs			
Day 1	Non Business	26.00	27.00
Day 2	Non Business	44.00	45.00
Day 3	Non Business	63.00	65.00
Day 4	Non Business	81.00	84.00
Day 5	Non Business	100.00	103.00
Day 6	Non Business	100.00	103.00
Day 7	Non Business	100.00	103.00
Stray Dogs identified through national register	Non Business	46.00	47.00
Environmental Information Regulations 1991			
Land Charge Report on Contaminated Land	Non Business	92.00	95.00

Fees and Charges Budget 2011/12

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Description	VAT Category	2010/11 Prices	2011/12 Budget
		Prices excluding vat	Prices excluding vat
Unsound Food			
Voluntary Surrender Certificate	Non Business	96.54	100.00
Collection and Disposal (per load)	Standard	Service to be withdrawn due to lack of demand	
Food Hygiene and Health and Safety Courses			
Level 3 Course Fee	Exempt	350.00	350.00
Level 2 Course Fee	Exempt	76.50	80.00
Examination Resit Fee	Exempt	20.00	20.00
FH Refresher Course Fee	Exempt	30.00	30.00
HACCP Level 3 Award for catering	Exempt		100.00
Tables and Chairs			
Application Fee	Exempt	505.00	520.00
Annual renewal of Consent Variations	Exempt	170.00	175.00
			150.00
Pest Control			
<u>Business Premises</u>			
Rats - min charge subject to survey	Standard	89.36	70.83
Mice - min charge subject to survey	Standard	89.36	91.67
Insects - (excluding bed bugs)	Standard	72.34	75.00
Bed Bugs - charge subject to survey			
Wasps - up to 3 nests	Standard	72.34	50.00
- Each additional nest	Standard	17.02	8.33
Squirrels	Standard		100.00
Survey fee	Standard	21.28	25.00
<u>Domestic Premises</u>			
Rats - standard house (up to 3 visits - additional visits at discretion of PCO)	Standard	38.30	41.67
Mice - standard house (up to 3 visits - additional visits at discretion of PCO)	Standard	57.02	55.83
Insects - (excluding bed bugs) standard charge	Standard	63.83	66.67
Bed Bugs	Standard		125.00
Wasps - up to 3 nests	Standard	42.55	43.33
Each additional nest	Standard		8.33
Squirrels		102.13	100.00
Survey fee	Standard	21.28	25.00
Immigration Inspections	Non Business	100.00	105.00
Residents on certain means tested benefits			
Discount on Rats and Mice only - standard house (up to 3 visits) - additional visits at discretion of PCO	Standard		20.83
Licensing Fees (subject to committee approval)			
Riding Establishments			
Less than 5 Horses	Non Business	224.00	230.00
5-15 Horses	Non Business	267.00	275.00
More than 15 Horses	Non Business	344.00	355.00
Animal Boarding Establishments Act 1963	Non Business	98.00	101.00
Pets Animal Act 1950	Non Business	83.00	101.00
Dangerous Wild Animals Act 1976	Non Business	424.00	437.00
Breeding of Dogs Act 1973			
New License	Non Business	237.00	244.00

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Description	VAT Category	2010/11 Prices	2011/12 Budget
		Prices excluding vat	Prices excluding vat
Renewal	Non Business	83.00	101.00
Street Trading			
Annual Consents	Non Business	685.00	706.00
Consent for Special Occasions	Non Business	42.00	43.00
Sex Establishments			
Application fee	Non Business	1,750.00	3,375.00
Renewal	Non Business		3,375.00
Transfer	Non Business		3,375.00
Acupuncture, Tattooing, Ear Piercing, Electrolysis	Non Standard	89.00	92.00
Motor Salvage Operations	Non Standard	92.00	95.00
Environmental Services			
Cesspool Services Annual DD Charges			
Removal of up to 5,000 litres	Zero	132.83	138.90
Removal of up to 10,000 litres	Zero	183.86	192.30
Removal of up to 15,000 litres	Zero	257.04	268.90
Removal of up to 20,000 litres	Zero	314.58	329.10
Removal of up to 25,000 litres	Zero	400.47	418.90
Removal of up to 30,000 litres	Zero	462.19	483.50
Removal of up to 35,000 litres	Zero	552.50	577.90
Removal of up to 40,000 litres	Zero	614.22	642.50
Additional Charge 12-17 Pipe Run	Zero	8.93	9.30
Additional Charge 18-22 Pipe Run	Zero	16.70	17.50
Additional Charge over 22 Pipes	Zero	57.12	59.70
Cesspool Services Annual Standard Charges			
Removal of up to 5,000 litres	Zero	147.56	154.30
Removal of up to 10,000 litres	Zero	204.29	213.70
Removal of up to 15,000 litres	Zero	285.58	298.70
Removal of up to 20,000 litres	Zero	349.53	365.60
Removal of up to 25,000 litres	Zero	444.97	465.40
Removal of up to 30,000 litres	Zero	513.54	537.20
Removal of up to 35,000 litres	Zero	613.88	642.10
Removal of up to 40,000 litres	Zero	682.46	713.90
Additional Charge 12-17 Pipe Run	Zero	8.97	9.40
Additional Charge 18-22 Pipe Run	Zero	16.74	17.50
Additional Charge over 22 Pipes	Zero	57.11	59.70
Time on Site over 1 Hour per 10,000 litre load	Zero	10.94	11.40
Same day Service	Zero	89.28	93.40
Emergency Call out	Zero	238.08	249.00
% surcharge for 48 hour service			
Litter Bin emptying (to parishes) per emptying	Non Business		
Dog Bin emptying (to parishes) per emptying	Non Business	1.89	2.00
Wheeled Bin Provision			
140ltr wheeled bin		37.20	38.90
240 ltr wheeled bin		39.60	41.40
140ltr + 240ltr wheeled bin set		59.40	62.10
240ltr + 240 ltr wheeled bin set		61.80	64.60
140ltr+ 240ltr + 240ltr wheeled bin set		81.60	85.40
Trade Waste collection			
Bin Size			
140L Standard (collection and disposal)	Standard	4.17	5.20
140L Collection Only	Standard	3.40	4.36

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Description	VAT Category	2010/11 Prices	2011/12 Budget
		Prices excluding vat	Prices excluding vat
240L Standard (collection and disposal)	Standard	4.73	5.80
240L Collection Only	Standard	3.40	4.36
360L Standard (collection and disposal)	Standard	5.39	6.53
360L Collection Only	Standard	3.40	4.36
660L Standard (collection and disposal)	Standard	8.18	9.79
660L Collection Only	Standard	4.71	5.81
770L Standard (collection and disposal)	Standard	9.02	10.74
770L Collection Only	Standard	4.76	6.10
1100L (first bin) Standard (collection and disposal)	Standard	11.07	13.02
1100L (first bin) Collection Only	Standard	4.99	6.39
1100L (subsequent bin) Standard (collection and disposal)	Standard	10.84	12.73
1100L (subsequent bin) Collection Only	Standard	4.76	6.10
Trade Sacks (roll of 25)	Standard		24.50
Housing			
		Per Week	
Community Link Alarm	Standard	3.60	3.65
Community Link Alarm Lower rate	Zero	3.60	3.65
Community Link Alarm	Standard	1.45	1.50
Community Link Alarm	Zero	1.45	1.50
Pill Dispenser	Zero	1.50	1.50
Rent			Variable increases
Service Charge			0% increase
Annual Garage Rent			Variable increases
Leisure Link mini bus hire	Standard	46.81	50.00
	Standard	29.79	33.33
THE PAVILIONS IN THE PARK *			
Main Pool			
Adult Swim	Standard	3.06	3.29
Adult LAC	Standard	1.70	1.83
Under 16/60 plus	Standard	1.70	1.83
Under 16/60 plus LAC	Standard	0.94	1.04
Leisure Waters Peak			
Adult	Standard	4.21	4.50
Adult LAC	Standard	2.26	2.42
Adult Swim Saver	Standard	42.13	45.13
Family	Standard	11.32	12.13
Under 16/60 plus	Standard	2.26	2.42
Under 16/60 plus LAC	Standard	1.19	1.29
Under 16/60 plus Swim Saver	Standard	22.55	24.17
Off Peak - School term Time Monday to Friday 6.30 am to 4pm			
Adult	Standard	3.06	3.21
Adult LAC	Standard	1.70	1.83
Adult Swim Saver	Standard	30.64	32.79
Family	Standard	8.43	9.00
Under 16/60 plus	Standard	1.70	1.83
Under 16/60 plus LAC	Standard	0.94	1.33
Under 16/60 plus Swim Saver	Standard	17.02	18.25
Swimming Lessons Per Half-Hour			
Adult	Exempt	5.15	5.60
Concession	Exempt	4.25	4.65

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Description	VAT Category	2010/11 Prices	2011/12 Budget
		Prices excluding vat	Prices excluding vat
Pool Hire			
Schools			
Per Half-Hour			
Whole	Standard	47.87	51.25
Half	Standard	24.00	25.67
Learner Pool	Standard	11.57	12.38
Swimming Clubs			
Per Hour			
Whole Peak - Mon to Sat 9.00 am to 8.00pm	Standard	95.32	102.04
Whole Off-Peak	Standard	66.21	70.88
Half Peak	Standard	47.91	51.33
Half Off-Peak	Standard	33.06	35.42
Learner Pool	Standard	23.23	24.88
Lane Hire			
Per Hour			
Peak	Standard	11.87	12.71
Off Peak	Standard	8.34	8.92
Gala/Event Hire			
Per Hour			
Main Pool Whole	Standard	95.32	102.04
Health Suite			
Per Session			
Sauna/Steam/Spa			
Adult per session	Standard	7.02	7.54
LAC Adult per session	Standard	3.62	3.88
Fitness Suite			
Per Session			
Adult per session	Standard	4.89	5.25
LAC Adult per session	Standard	2.60	2.75
Multi-purpose Hall			
Per Hour			
Hall hire per hour	Standard	25.79	27.58
Creche			
Per Session			
Per session	Standard	1.96	2.08
LAC	Standard	0.98	1.08
Indoor Adventure Play			
Per Session			
Per session: up to 2 hours	Standard	2.34	2.50
LAC	Standard	1.40	1.50
Meeting Room			
Per Hour			
Small	Standard	12.89	13.83
BROADBRIDGE HEATH LEISURE CENTRE *			
Per Hour			
Synthetic Pitch	Standard	40.68	43.54
Synthetic Pitch Concession	Standard	20.34	21.79
Floodlights Full	Standard	10.64	11.38
Floodlights End Only	Standard	5.53	5.92
Multi-Sport Tennis	Standard	5.91	6.33
Multi-Sport Tennis Junior	Standard	3.32	3.58
Multi-Sport Tennis Concessions	Standard	3.32	3.58
Multi-Sport Netball/Football	Standard	14.13	15.17
Multi-Sport Netball/Football Concessions	Standard	8.77	9.38
Multi-Sport Floodlighting	Standard	3.23	3.46
Per Session			
Fitness Suite	Standard	4.34	4.63
Fitness Suite off peak	Standard	3.66	3.92
Fitness Suite Concessions	Standard	2.68	2.83
Shower	Standard	1.53	1.67
Per Hour			
Table Tennis Room Hire	Standard	17.40	18.63
Table Tennis Room Hire Concessions	Standard	12.43	13.29
Table Tennis Table	Standard	3.87	4.13
Table Tennis Table Concessions	Standard	2.09	2.21
Athletics Training Ind. per session	Standard	2.98	3.21

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Description	VAT Category	2010/11 Prices	2011/12 Budget
		Prices excluding vat	Prices excluding vat
Athletics Training Ind. per session			
Concessions/Junior	Standard	1.87	2.00
		Per Season	
Athletics Training	Standard	83.32	89.21
Athletics Training Concession	Standard	48.04	51.46
		Per Half Season	
Athletics Training	Standard	48.04	51.46
Athletics Training concession	Standard	31.23	33.42
		Per Hour	
Athletics Arena Weekends	Standard	37.02	39.63
Athletics Arena Weekday adult	Standard	24.17	25.88
Athletics Arena Weekday junior	Standard	15.53	16.63
Floodlighting Full	Standard	15.96	17.08
Floodlighting Side	Standard	5.83	6.25
HDC Room Hire	Standard	26.21	28.08
HDC Room Hire Concession	Standard	15.32	16.42
Meeting Room Hire	Standard	12.43	13.29
Meeting Room Hire Concession	Standard	8.17	8.75
Stadium Pitch	Standard	55.83	59.79
STEYNING LEISURE CENTRE *			
Swimming			
Adult Swim	Standard	2.98	3.21
Junior Swim	Standard	1.62	1.75
Adult Swim LAC	Standard	1.53	1.67
Junior Swim LAC	Standard	0.89	1.00
Pool Hire			
		Per Half-Hour	
Schools	Standard	23.96	25.63
		Per Hour	
Clubs Whole Pool Peak (Mon to Sat 9am - 8pm)	Standard	47.70	51.08
Clubs Whole Pool Off-Peak	Standard	33.06	35.42
Gala Hire	Standard	55.96	59.92
Sponsored/Charity Events	Standard	47.70	51.08
Swimming Courses			
		Per Half-Hour	
Adult	Standard	3.57	3.83
Child	Standard	3.23	3.46
Equipment Hire	Standard	0.68	0.75
BILLINGSHURST LEISURE CENTRE *			
Swimming			
Adult Swim	Standard	2.98	3.21
Junior Swim	Standard	1.62	1.75
Adult Swim LAC	Standard	1.53	1.67
Junior Swim LAC	Standard	0.89	0.96
Pool Hire			
		Per Half-Hour	
Schools	Standard	23.96	25.63
		Per Hour	
Clubs Whole Pool Peak (9-8 Mon -Fri)	Standard	47.70	51.08
Clubs Whole Pool Off-Peak per hour	Standard	33.06	35.42
Gala Hire per hour	Standard	55.96	59.92
Sponsored/Charity Events per hour	Standard	47.70	51.08
Swimming Courses			
		Per Half-Hour	
Adult	Standard	3.57	3.83
Child	Standard	3.23	3.46
Equipment Hire	Standard	0.68	0.75
Dryside			
		Per Hour	
Badminton Peak (6pm-10pm Mon-Fri)	Standard	8.43	8.92
Badminton Off-Peak	Standard	5.28	5.67
Whole Hall	Standard	33.79	36.91
Cricket Net	Standard	17.28	18.50
Fitness Suite Peak (after 4pm Mon-Fri)	Standard	4.55	4.88

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Description	VAT Category	2010/11 Prices	2011/12 Budget
		Prices excluding vat	Prices excluding vat
Fitness Suite Off Peak	Standard	3.62	3.88
OUTDOOR FACILITIES			
Football Pitches			
Adult with change: Season	Exempt	830.00	870.00
Adult with change: Match	Standard	36.60	37.50
Adult without change: Season	Exempt	553.50	580.00
Adult without change: Match	Standard	27.23	28.33
Junior Season	Exempt	277.00	290.00
Junior Match	Standard	13.62	14.17
Horsham & District Youth League Junior	Exempt	121.00	127.00
Horsham & District Youth League Minis	Exempt	62.00	65.00
Netball			
		Per Hour	
Adult Court per hour	Standard	10.89	11.25
Junior/Senior court per hour	Standard	5.53	5.67
Tennis			
		Per Hour	
Adult per court per hour	Standard	4.68	4.83
Junior/Senior per court per hour	Standard	2.55	2.63
Miscellaneous			
		Per Day	
Fairs per day	exempt	625.00	660.00
Circuses per day	exempt	482.00	510.00
Other Park Events per day	exempt	310.00	325.00
ROOKWOOD GOLF COURSE			
UNDER MGT CONTRACT CHARGES WILL BE VARIED IN LINE WITH ANNUAL CHANGE IN RPI AT FEB 2011 TO BE ADVISED			
COUNTRYSIDE SITES			
Southwater Country Park			
Fishing - Lennox Wood Lake Adult	Standard	3.40	3.50
Fishing - Lennox Wood Lake Child	Standard	1.70	1.75
Cripplegate Lake Watersports			
		Per Season	
Individual (1 Adult 1 Craft)	Standard	21.28	22.08
Under 16 (1 under 16 with 1 Craft)	Standard	10.64	11.04
Family (up to 4 craft)	Standard	31.49	32.50
Group adult (clubs or organisations)	Standard	14.04	15.42
Group Youth (Scout or Guide Group)	Standard	7.02	7.29
Other Lake Use – Clubs, organisations,			
Scouting Groups			
		Per 4 Hour Session	
Group Adult	Standard	25.53	26.25
Group Youth	Standard	13.62	14.17
Showers – use of changing rooms & showers			
Individual	Standard	0.77	0.79
Group (6+ people)	Standard	4.00	4.17
Southwater Visitor Centre			
meeting room hire - 4 hours	Exempt	30.00	31.50
Warnham Nature Reserve			
Visitor Centre meeting room hire - 4 hours	Exempt	30.00	31.50
School Visits across all sites			
Per Pupil per 2 hour session	Exempt	1.80	1.90
Per pupil all day visit (4 hours)	Exempt	3.15	3.30
Per Pupil per 2 hour session	Exempt	2.55	2.70
Per pupil all day visit (4 hours)	Exempt	4.95	5.20
Use of facilities without Warden (i.e.. lunchtime) add to 2 hour session	Standard	0.38	0.42

Fees and Charges Budget 2011/12

Appendix D

Description	VAT Category	2010/11 Prices	2011/12 Budget
		Prices excluding vat	Prices excluding vat
Warnham Nature Reserve			
Visitor Permit – Adult	Standard	0.85	0.83
Visitor Permit – Annual Season Ticket District Resident	Standard	5.11	5.42
Visitor Permit – Annual Season Ticket Non Resident	Standard	10.21	10.83
Allotment rents per rod (25m square) per annum From 1/3/2012			
Site with water supply	Exempt	5.50	5.80
Site without water supply	Exempt	5.10	5.40
Mini – Plots (per plot)	Exempt	18.50	19.50
THE CAPITOL			
Theatre Hire			
Monday to Thursday			
Day	Standard	415.00	430.00
Evening	Standard	290.00	300.00
Both	Standard	555.00	570.00
Friday to Saturday			
Day	Standard	555.00	575.00
Evening	Standard	455.00	470.00
Both	Standard	830.00	860.00
BURIAL SERVICES			
PURCHASE OF EXCLUSIVE RIGHT OF BURIAL			
Single Depth	Exempt	802.00	922.00
Double Depth	Exempt	802.00	922.00
Additional charge for siting plot in Row 1 by path			
	Exempt	126.00	145.00
Additional charge for siting plot in Row 2 by path			
	Exempt	63.00	72.00
Exclusive right of burial of cremated remains			
	Exempt	450.00	520.00
Additional charge for siting plot in Row 1 by path			
	Exempt	68.00	80.00
Additional charge for siting plot in Row 2 by path			
	Exempt		40.00
INTERMENTS			
An adult aged 16 years or over	Exempt	402.00	442.00
A child under 16 years	Exempt	FOC	FOC
A stillborn child	Exempt	FOC	FOC
Cremated remains- an adult aged 16 years or over			
	Exempt	125.00	138.00
Cremated remains – a child under 16 years			
	Exempt	FOC	FOC
Cremated remains – a scattering of ashes			
	Exempt	41.00	45.00
MEMORIAL PLACEMENT PERMITS			
A Headstone – not exceeding 1.2m(4') in height			
	Exempt	121.00	140.00
A tablet – max 450mmx450mm(18"x 18")			
	Exempt	80.00	140.00
Each additional inscription			
	Exempt	41.00	75.00
Kerbset/Ledger – grave plot max 6'x 2'6"			
	Exempt	No direct comparison 20	690.00
Kerbset/ledger - ashes plot max 3'x 2'			
	Exempt	No direct comparison 20	494.00
MISCELLANEOUS CHARGES			

Fees and Charges Budget 2011/12

Appendix D

Description	VAT Category	2010/11 Prices	2011/12 Budget
		Prices excluding vat	Prices excluding vat
Memorial Garden rose bush	Exempt	New Service	276.00
Use of Chapel and meeting room plus facilities	Exempt	121.00	170.00
Additional charge per hour, or part thereof, payable for any interments commencing outside the hours of 9.00am and 3.00pm	Exempt	64.00	74.00
Searches of burial records	Exempt	32.00	37.00
Hire of meeting room for wakes	Exempt	New Service	60.00

BUILDING CONTROL FEES DWELLINGS

Please refer to Council website

LAND CHARGES

Note : following a change in the legislation Local Land Charges are now set on a cost recovery basis over a 3 year rolling period

Full standard Search	Non Business	110.00	110.00
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* Price increases already implemented

Prices include VAT where applicable.	Vat Rate	
Standard		20%
Zero		0%
Non Business	Outside the scope of Vat	
Exempt	Exempt from VAT	

SPECIAL CHARGE - SUMMARY**APPENDIX E**

	BUDGET 2011/12	
	£	
ALLOTMENTS	5,910	84%
CHILDRENS PLAYGROUNDS	21,710	32%
DRILL HALL	22,120	75%
BANDSTANDS	18,610	100%
FOOTWAYS & AMENITY LIGHTING	2,130	5%
FLORAL DISPLAYS	14,740	18%
HORSHAM PARK	54,220	32%
GRANTS TO NEIGHBOURHOOD COUNCILS	13,350	100%
COUNCIL ENFORCEMENT TEAM	28,550	100%
RECREATION GROUNDS	54,340	54%
CHRISTMAS LIGHTS	22,300	100%
TOWN TOURIST LEAFLET	6,000	100%
TOTAL	<u>263,980</u>	

COUNCIL
16TH FEBRUARY 2011

RECOMMENDATIONS OF CABINET ON THE BUDGET 2011/12

EX44 **Budget 2011/12 and Medium Term Financial Strategy**

The Director of Corporate Resources reported that the budget for 2011/12 had been prepared against the background of a Council decision that it should not rely on any use of reserves for day to day expenditure. Due to the severity of the reductions in Government grant, a balanced budget for 2011/12 would only be achievable by making significant cuts in a wide range of budgets and, in some cases, redundancies. Most of the savings proposals included in the draft budget had previously been the subject of extensive consultations but the higher than anticipated cut in government grant had necessitated further savings to be identified since that time. In terms of reserves, the Medium Term Financial Strategy still assumed that at least £4,000,000 would be available by the end of the original period (2013/14).

The current financial settlement was for a two year period and it was difficult to know what reductions, if any, in grant might occur in the following two year period (2013/14 and 2014/15). The projections had therefore been estimated on the basis that the total reduction in grant over the period of the Medium Term Financial Strategy would be closer to 40% rather than the 25% assumed when the original savings list had been drawn up.

There was also continued uncertainty around the state of the economy and a significant part of the Council's budget was based upon the generation of income from various services. Clearly it would be necessary to monitor levels of income closely so that any action required to maintain the budget in balance could be undertaken at an early stage. It was imperative that the Council monitored its financial position closely and continued to look at more efficient ways of working.

A summary of the main comments received in response to the consultation on the savings proposals and the proposed responses was provided. In particular, it was noted that there was now no proposal to reduce Discretionary Rate Relief or the grant to Age Concern. Also, whilst there was now no proposal to stop the payment of professional subscriptions generally, each case would be reviewed as the current subscriptions expired to ensure that payments were restricted to officers who required their professional qualification to undertake their duties and only in exceptional circumstances would a second professional subscription be funded. It was estimated that, in this way, a small saving could be achieved.

It was noted that, of the original savings proposals totalling £1,600,000, only four had been removed completely, namely savings on Discretionary Rate Relief, a cut in Age Concern grant, the deletion of the Director of Corporate Resources post when he retired and anticipated savings on customer

Agenda Item 8(a)

services. However, as the actual reduction in Government grant was higher than had been anticipated, there was a further gap of over £500,000 that needed to be closed before a balanced budget for 2011/12 could be achieved. Therefore, details of additional changes proposed to close the gap were submitted for approval as part of the budget for 2011/12.

More than 60% of the revenue budget comprised staff costs. Corporate Management Team had therefore been exercising control over vacancies for some time and critically appraising whether posts needed to be filled, whether hours could be reduced or if there were alternative methods of providing particular services. However, some redundancies were unavoidable and the budget proposals for 2011/12 would result in the following redundancies: three part-time staff (1.3 full-time equivalents) in Leisure Services and one full-time equivalent post in Secretarial Support to Directors and Heads of Service. These would be in addition to the 16 redundancies from the Acorn Plus and Hop Oast restructuring in the current year. The costs of the redundancy of these posts and the costs associated with redundancies approved in the current year needed to be approved and it was hoped that full costings would be available for consideration by Council at its meeting on 16th February 2011.

The propose revenue budget indicated that the Council would have to finance net expenditure of £12,801,000 from Council Tax and Government grant, a reduction from the current year's total of £13,898,000. The reduction was due to the transfer of concessionary fares to West Sussex County Council and the savings proposed to produce a balanced budget.

One area where grant from the Government had increased was in relation to the Council's statutory homelessness duties. A specific homelessness grant of £106,000 in the current year had been included in the budget and it was intended to use some of this to appoint a temporary post (2 years) of Lettings Officer to enable the Council to facilitate the movement of people away from the housing register to tenancies in the private rented sector. It was expected that this would also reduce the burden on the Council's temporary accommodation and Bed & Breakfast budgets.

Whilst the pressure to find savings and additional sources of income in the budget had severely restricted the opportunity for new growth items, there were some unavoidable items of growth (e.g. fuel) and some reductions in income estimates and interest receivable which were included in the draft budget.

The strategy in the Medium Term Financial Strategy was to build up reserves for future development opportunities and consequently little new capital expenditure was proposed. Changes to the capital programme approved during the year were reported together with details of the following new items of growth requiring approval: replacement of telephone system; replacement of core disk storage; and purchase of houses for temporary accommodation purposes.

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Details of the proposed repairs and renewals programme and a schedule of fees and charges for 2011/12 were submitted.

The budget proposals assumed that the Council would wish to freeze Council tax at current levels for 2011/12, taking advantage of the funding available from the Government (£203,000 in 2011/12 and each of the subsequent three years), but that the freeze would not be extended beyond next year, given the importance of Council tax as an income source to the Council. In order to receive the Government funding, it would be necessary not to increase the average charge across the whole District in 2011/12 and the Special Charge of £23.72 proposed for next year would achieve this objective.

In accordance with Section 25 of the Local Government Act 2003, the Director of Corporate Resources reported on the robustness of estimates and the adequacy of reserves.

It was considered that the Council would wish to retain the main thrust of its Medium Term Financial Strategy, by approving a balanced budget each year and maintaining a sufficient level of reserves to support suitable investment opportunities. The future financial projections had therefore been revised (based on assumptions in respect of future increases in Council tax and pay awards; an average investment return of 1%; and further cuts in Government grant), demonstrating that the Council would still have significant budget gaps to close. With a forecast deficit of over £1,000,000 in 2012/13, action needed to be commenced immediately to look at possible solutions and Corporate Management Team had already started work on identifying future areas of savings and additional sources of income.

At its meeting on 16th February 2011, the Council would also be approving a new District Plan for the years 2011/2015. It was noted that none of the reductions in the Council budget meant that the priorities in the proposed Plan could not be achieved but the lower level of resources available would inevitably result in a more focussed approach to the delivery of those priorities. It was therefore proposed that the link between policy prioritisations and finance should be maintained through a review of the District Plan alongside the preparation of the budget each year.

RECOMMENDED TO COUNCIL

- (i) That the level of Council tax for 2011/12 remains at that for 2010/11 equating to £135.54 at Band D.**
- (ii) That Special Expenses of £263,980 (equating to a Band D equivalent of £23.72) be agreed in respect of the unparished area for 2011/12 .**
- (iii) That the net revenue budget for 2011/12 of £12,801,000 be approved, as submitted.**

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- (iv) That the revised budget for 2010/11 of £15,782,000 be approved.**
- (v) That the repair and renewals programme be approved, as submitted.**
- (vi) That the capital programme be approved, as submitted.**
- (vii) That the Medium Term Financial Strategy be confirmed as agreed last year and the need to make every effort to secure further efficiency savings so the Council is best placed to respond to the current financial outlook be endorsed.**
- (viii) That the schedule of charges for 2011/12 be noted.**

REASON

To meet the Council's statutory requirement to approve a budget.

COUNCIL TAX RESOLUTION 2011/12

- 1) It be noted that the following amounts for the year 2011/12 have been calculated in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992:
- a) 58,012.90 being the amount calculated in accordance with the Regulation 3 of the Regulations as its Council tax base for the year.
 - b) In respect of the parts of the Council's area listed in the following table being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

Parish/Area	Council Tax Base
Amberley	338.3
Ashington	1,113.3
Ashurst	144.7
Billingshurst	3,513.2
Bramber	411.8
Broadbridge Heath	1,160.5
Coldwaltham	477.6
Colgate	507.0
Cowfold	837.0
Henfield	2,464.4
Itchingfield	680.1
Lower Beeding	498.4
North Horsham	8,894.8
Nuthurst	1,022.8
Parham	121.5
Pulborough	2,454.8
Rudgwick	1,342.2
Rusper	776.0
Shermanbury	282.5
Shipley	593.5
Slinfold	930.9
Southwater	4,088.5
Steyning	2,712.9
Storrington & Sullington	3,318.0
Thakeham	828.4
Upper Beeding	1,499.5
Warnham	1,011.0
Washington	988.8
West Chiltington	2,164.9
West Grinstead	1,325.9
Wiston	106.5
Woodmancote	272.2
Horsham Town	11,131.0

Total

58,012.90

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2) The following amounts be now calculated by the Council for the year 2011/12 in accordance with sections 32 to 36 of the Local Government Finance Act 1992 :-

- (a) £67,199,154 being the aggregate of the amounts which council estimates for the items set out in Section 32(2)(a) to (e) of the Act.
- (b) £52,206,636 being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (3)(a) to (c) of the Act.
- (c) £14,992,518 being the amount which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
- (d) £4,621,970 being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates and revenue support grant.
- (e) £178.76 being the amount of (c) above, less the amount at (d) above, all divided by the amount at (1)(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council tax for the year.
- (f) £2,507,480 being the aggregate amount of all special items referred to in section 34(1) of the Act.
- (g) £135.54 being the amount at (e) above less the result given by dividing the amount at (f) above by the amount at (1)(a) above, calculated by the Council in accordance with Section 34(2) of the Act.

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(h)

Parish/Area	Special Items £	Basic Amount of District Council Tax £	Special Items Plus Basic Amount £
Amberley	39.91	135.54	175.45
Ashington	82.83	135.54	218.37
Ashurst	39.39	135.54	174.93
Billingshurst	68.94	135.54	204.48
Bramber	35.99	135.54	171.53
Broadbridge Heath	41.60	135.54	177.14
Coldwaltham	27.23	135.54	162.77
Colgate	19.72	135.54	155.26
Cowfold	39.46	135.54	175.00
Henfield	56.96	135.54	192.50
Itchingfield	60.29	135.54	195.83
Lower Beeding	21.74	135.54	157.28
North Horsham	32.10	135.54	167.64
Nuthurst	23.95	135.54	159.49
Parham	32.26	135.54	167.80
Pulborough	64.64	135.54	200.18
Rudgwick	42.31	135.54	177.85
Rusper	29.25	135.54	164.79
Shermanbury	24.07	135.54	159.61
Shipley	21.03	135.54	156.57
Slinfold	55.09	135.54	190.63
Southwater	68.79	135.54	204.33
Steyning	58.20	135.54	193.74
Storrington & Sullington	51.24	135.54	186.78
Thakeham	37.12	135.54	172.66
Upper Beeding	78.36	135.54	213.90
Warnham	39.07	135.54	174.61
Washington	36.38	135.54	171.92
West Chiltington	24.64	135.54	160.18
West Grinstead	46.51	135.54	182.05
Wiston	23.47	135.54	159.01
Woodmancote	20.21	135.54	155.75
Horsham Town - Unparished	23.72	135.54	159.26

being the amounts given by adding to the amount at (g) above the amounts of the special items relating to dwellings in those parts of the Council's area mentioned above, calculated by the Council, in accordance with section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

Agenda Item 8(b)

- 3) That it be noted that for the year 2011/12, West Sussex County Council and the Sussex Police Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below :-

BAND Authority	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
West Sussex County Council	774.66	903.77	1,032.88	1,161.99	1,420.21	1,678.43	1,936.65	2,323.98

BAND Authority	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Sussex Police Authority	92.28	107.66	123.04	138.42	169.18	199.94	230.70	276.84

Agenda Item 8(b)

- 4) That, having calculated the aggregate in each case of the amounts at (2) above and (3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts of the Council tax for the year 2011/12 for each of the categories of dwellings shown in the following table :-

BAND	A £	B £	C £	D £	E £	F £	G £	H £
Amberley	983.91	1,147.89	1,311.88	1,475.86	1,803.83	2,131.80	2,459.77	2,951.72
Ashington	1,012.52	1,181.27	1,350.03	1,518.78	1,856.29	2,193.79	2,531.30	3,037.56
Ashurst	983.56	1,147.49	1,311.41	1,475.34	1,803.19	2,131.05	2,458.90	2,950.68
Billingshurst	1,003.26	1,170.47	1,337.68	1,504.89	1,839.31	2,173.73	2,508.15	3,009.78
Bramber	981.29	1,144.84	1,308.39	1,471.94	1,799.04	2,126.14	2,453.23	2,943.88
Broadbridge Heath	985.03	1,149.21	1,313.38	1,477.55	1,805.89	2,134.24	2,462.58	2,955.10
Coldwaltham	975.45	1,138.03	1,300.60	1,463.18	1,788.33	2,113.48	2,438.63	2,926.36
Colgate	970.45	1,132.19	1,293.93	1,455.67	1,779.15	2,102.63	2,426.12	2,911.34
Cowfold	983.61	1,147.54	1,311.48	1,475.41	1,803.28	2,131.15	2,459.02	2,950.82
Henfield	995.27	1,161.15	1,327.03	1,492.91	1,824.67	2,156.43	2,488.18	2,985.82
Itchingfield	997.49	1,163.74	1,329.99	1,496.24	1,828.74	2,161.24	2,493.73	2,992.48
Lower Beeding	971.79	1,133.76	1,295.72	1,457.69	1,781.62	2,105.55	2,429.48	2,915.38
North Horsham	978.70	1,141.82	1,304.93	1,468.05	1,794.28	2,120.52	2,446.75	2,936.10
Nuthurst	973.27	1,135.48	1,297.69	1,459.90	1,784.32	2,108.74	2,433.17	2,919.80
Parham	978.81	1,141.94	1,305.08	1,468.21	1,794.48	2,120.75	2,447.02	2,936.42
Pulborough	1,000.39	1,167.13	1,333.86	1,500.59	1,834.05	2,167.52	2,500.98	3,001.18
Rudgwick	985.51	1,149.76	1,314.01	1,478.26	1,806.76	2,135.26	2,463.77	2,956.52
Rusper	976.80	1,139.60	1,302.40	1,465.20	1,790.80	2,116.40	2,442.00	2,930.40
Shermanbury	973.35	1,135.57	1,297.80	1,460.02	1,784.47	2,108.92	2,433.37	2,920.04
Shipley	971.32	1,133.21	1,295.09	1,456.98	1,780.75	2,104.53	2,428.30	2,913.96
Slinfold	994.03	1,159.70	1,325.37	1,491.04	1,822.38	2,153.72	2,485.07	2,982.08
Southwater	1,003.16	1,170.35	1,337.55	1,504.74	1,839.13	2,173.51	2,507.90	3,009.48
Steyning	996.10	1,162.12	1,328.13	1,494.15	1,826.18	2,158.22	2,490.25	2,988.30
Storrington & Sullington	991.46	1,156.70	1,321.95	1,487.19	1,817.68	2,148.16	2,478.65	2,974.38
Thakeham	982.05	1,145.72	1,309.40	1,473.07	1,800.42	2,127.77	2,455.12	2,946.14
Upper Beeding	1,009.54	1,177.80	1,346.05	1,514.31	1,850.82	2,187.34	2,523.85	3,028.62
Warnham	983.35	1,147.24	1,311.13	1,475.02	1,802.80	2,130.58	2,458.37	2,950.04
Washington	981.55	1,145.15	1,308.74	1,472.33	1,799.51	2,126.70	2,453.88	2,944.66
West Chiltington	973.73	1,136.01	1,298.30	1,460.59	1,785.17	2,109.74	2,434.32	2,921.18
West Grinstead	988.31	1,153.02	1,317.74	1,482.46	1,811.90	2,141.33	2,470.77	2,964.92
Wiston	972.95	1,135.10	1,297.26	1,459.42	1,783.74	2,108.05	2,432.37	2,918.84
Woodmancote	970.77	1,132.57	1,294.36	1,456.16	1,779.75	2,103.34	2,426.93	2,912.32
Horsham Town - Special charge	973.11	1,135.30	1,297.48	1,459.67	1,784.04	2,108.41	2,432.78	2,919.34

Council Tax Discounts 2011/12

RECOMMENDED

That, in accordance with the Local Government Act 1992, s11A (as amended) and the Council Tax (Prescribed Classes of Dwelling)(England) Regulations 2003, the following determinations be applied from 1st April 2010 :

(a) Second homes s 11A(3)

That the Council Tax discount for second homes (furnished dwellings not the sole or main residence of any individual) shall be 10%.

(b) Empty dwellings s 11A(4)

That the Council Tax discount for empty dwellings (being unoccupied and substantially unfurnished) shall be as follows :

Details	% Reduction
Property either requires, is undergoing, or has undergone within the last six months, major repair work to render it habitable, or is undergoing, or has undergone within the last six months, structural alteration, shall be exempt. Such dwellings are exempt up to 12 months.	100%
Property first becomes unoccupied following vacation of previous occupier. Such properties are exempt for up to six months.	100%
In all other cases not covered by statutory exemptions, no reduction will apply...	

CenSus Joint Committee – 10 December 2010



CenSus (Central Sussex Partnership)

**Minutes of the CenSus Joint Committee
9:30am - Friday 10th December 2010**

Present:

Adur District Council:

Councillor Julie Searle (JS) – Adur District Council
Kevin Masters (KM) - Executive Head of Customer Services and Waste Management

Horsham District Council:

Councillor Gordon Lindsay (GL) – Horsham District Council
Councillor Ray Dawe (RD)
Tom Crowley (TC) – Chief Executive
Peter Dawes (PD) – Head of Corporate Support Services
Graham Crossingham (GC) – ICT Operations Manager – CenSus

Mid Sussex District Council:

Councillor Jonathan Ash-Edwards (JAE)
Councillor Gary Marsh (GM)
Tim Delany (TD) - Head of Revenues and Benefits – CenSus
Peter Stuart (PS) – Head of Finance
Tom Clark (TC) – Solicitor to the Council

CenSus:

Jeremy Beales (JB) – CenSus Programme Manager

Also Present:

Helen Thompson (HT) – District Auditor
Richard Smith (RS) – Audit Commission

Apologies:

Councillor Angus Dunn – Adur District Council
Ian Lowrie – Chief Executive (Adur District Council and Worthing Borough Council)
John Mitchell – Executive Head of Corporate Strategy

Agenda Item 10(a)

CenSus Joint Committee – 10 December 2010

1. Declarations of Interest

None.

2. Minutes

The minutes of the CenSus Joint Committee held on 28th September 2010 were agreed as an accurate record of the meeting.

3. Final Accounts for 2009-10

(a) Annual Governance Statement

The Head of Finance (PS) presented the Annual Governance Statement for 2009/10 to the Joint Committee.

The Committee had approved the Financial Statements at the meeting in June but these were incomplete since they lacked key components including the Annual Governance Statement.

This had been rectified and the Committee was asked to approve the Financial Statements for 2009/10 subject to an amendment to the audit costs; the fees payable to the Audit Commission, with regard to external audit services carried out by the appointed auditor were £11,000 and not £25,000.

RESOLVED

That the Financial Statements 2009/10 be approved.

(b) Audit Opinion

The District Auditor (HT) presented the combined Annual Audit Letter and the Annual Governance Report.

RESOLVED

That the draft letter of representation by the District Auditor be approved.

4. Budget Monitoring Report for 2010 - 11

The Head of Finance (PS) presented the Budget Monitoring Report for 2010 – 11.

The Committee noted that there were no financial matters of any significance.

Agenda Item 10(a)

CenSus Joint Committee – 10 December 2010

RESOLVED

That the financial position of the services under its overview be noted.

5. SLA Summary Sheets

In June 2010 the Committee had been presented with detailed Service Level Agreements (SLAs) for the two CenSus services. At the meeting the Committee requested that a much shorter summary view be produced for the Committee to assess and approve.

The CenSus Programme Manager (JB) presented the SLA summary sheets for the ICT and Revenues and Benefits services.

RESOLVED

That the summary Service Level Agreements presented for 2010-11 and this format for future years be approved by the Joint Committee.

6. Revenues and Benefits Service Report and Service Targets 2011-12

Head of Revenues and Benefits – CenSus (TD) presented the report on progress made in CenSus Revenues and Benefits.

There had been some uncertainty about the future of revenues and benefits as outlined in the report.

The performance figures were reported along with the targets for 2011/12. The Committee noted that there was some uncertainty surrounding the targets.

RESOLVED

- (i) That the progress made in the implementation of the CenSus and Revenues and Benefits organisation be noted
- (ii) That the 2011/12 targets and outcomes be agreed

7. ICT Service Report and Service Targets for 2011-12

ICT Operations Manager – CenSus (GC) presented the CenSus ICT Operational Service and Project 2010/11 Progress Report to the Committee.

The Committee noted that targets were continuing to be met on the day to day delivery and the projects were on target to be completed on time.

The Committee noted the main project which was Adur / Worthing joining the CenSus ICT Partnership and the associated transfer of staff.

Agenda Item 10(a)

CenSus Joint Committee – 10 December 2010

The Committee was concerned about the CenSus call volume performance and asked that the ICT Operations Manager – CenSus investigate this and report back to Members on the number of calls outstanding.

RESOLVED

- (i) That the update on the status of the ICT operational service, the current ICT projects and the other ICT activities for the third quarter be noted
- (ii) That the proposed ICT project budgets for 2011/12 be noted

8. Progress Report regarding Adur District Council and Worthing Borough Council joining CenSus ICT

The CenSus Programme Manager (JB) presented the progress report on the proposal by Worthing Borough Council and Adur District Council to become full members of the CenSus ICT organisation.

The Committee noted that work was still progressing well towards the 1st April 2011 completion date.

RESOLVED

That the addition of Worthing Borough Council and Adur District Council to CenSus ICT, be approved.

9. Review of 2010 Joint Committee Work Programme

The CenSus Programme Manager (JB) presented the CenSus Joint Committee Work Programme

The Committee noted the items which had been highlighted for noting or approval.

RESOLVED

That the changes to the work programme be approved.

10. Communications Messages

The following items would be noted and passed to the Communications Manager as key messages for internal circulation:

- (i) The Final Accounts for 2009/10 including the Annual Governance Statement and the Audit Opinion
- (ii) The Revenues and Benefits Service Report and Service Targets for 2011/12
- (iii) The ICT Service Report and Service Targets for 2011/12

Agenda Item 10(a)

CenSus Joint Committee – 10 December 2010

- (iv) The Progress Report regarding Adur District Council and Worthing Borough Council joining CenSus ICT
- (v) The CenSus Joint Committee Visioning event, to be held on 25th March 2011.

RESOLVED

That the communications message be noted.

10. Next Meeting

The next CenSus Joint Committee would be held at 9.30am on Friday 25th March 2011 at Horsham District Council.

All future meetings of the Committee, following that on 25th March 2011, would commence at the later time of 10.00am.

The Committee noted that the Visioning Meeting would be rescheduled to follow the meeting on Friday 25th March 2011.

The Chief Executives from Horsham, Adur and Mid Sussex District Councils would work to pull together a draft programme which would be circulated to Members for approval.

RESOLVED

That the future meetings of the CenSus Joint Committee begin at 10.00am (following that on 25th March 2011).

The meeting closed at 10.55am.

**ACCOUNTS, AUDIT & GOVERNANCE COMMITTEE
16TH DECEMBER 2010**

Present: Councillors: Roger Arthur (Chairman), Leonard Warner (Vice-Chairman), Jonathan Chowen, Leonard Crosbie, Alan Fisher, David Holmes, Gordon Lindsay

AAG/24 **MINUTES**

The minutes of the meeting held on 22nd September 2010 were approved as a correct record and signed by the Chairman.

AAG/25 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

AAG/26 **ANNOUNCEMENTS**

There were no announcements.

AAG/27 **ANNUAL AUDIT LETTER 2009/10**

The Chairman of the Committee welcomed Helen Thompson, District Auditor and Emma Bryant, Audit Manager to the meeting, to present the Audit Commission's Annual Audit Letter for 2009/10.

The District Auditor indicated that, in the main, the Annual Audit Letter summarised the Annual Governance Report, which had been discussed in detail at the last meeting of the Committee.

In particular, the Committee's attention was drawn to the key messages in the letter including:

- The District Auditor had issued an unqualified audit opinion on the Council's financial statements on 22nd September 2010.
- The District Auditor considered that the financial statements had been prepared to a high standard and the Council had coped well in dealing with changes in accounting practice.
- The District Auditor had also issued an unqualified value for money conclusion for the year ending 31st March 2010.
- Whilst the Council had managed its budget well during 2009/10 it was now facing significant challenges including the economic downturn, the cost of implementing the new recycling scheme and the recent comprehensive spending review.

It was noted that, whilst the unqualified audit opinion had been issued on 22nd September 2010, the District Auditor had not been able to close the audit formally due to an objection made to the 2008/09 accounts. The objector subsequently withdrew his objection and certificates closing the

AAG/27 Annual Audit Letter 2009/10 (cont.)

2008/09 and 2009/10 audits were issued on 12th October 2010. The District Auditor had suggested ways in which the process the subject of objection could be improved and would shortly be issuing a letter on the subject, which would be submitted to the next meeting of the Committee for discussion.

It was agreed that a copy of the Annual Audit Letter for the CenSus partnership would be circulated to Members of the Committee for information.

The District Auditor gave a brief update on the audit fees for 2009/10 and 2010/11 and on the future of the Audit Commission.

The Chairman thanked Helen Thompson for her attendance at the Committee.

RESOLVED

That the content of the Annual Audit Letter 2009/10 be noted.

AAG/28 **DRAFT PRUDENTIAL INDICATORS FOR CAPITAL FINANCE AND TREASURY MANAGEMENT STRATEGY 2011/12**

The Director of Corporate Resources reminded Members that Council, at its meeting on 24th February 2010, had delegated the responsibility for the implementation and monitoring of its treasury management policy and practices to this Committee.

The report revised the Council's prudential indicators for 2010/11 – 2012/13 and introduced new indicators for 2013/14. Each indicator either summarised the expected activity or introduced limits upon the activity, and were intended to show the affordability and prudence of the Council's underlying capital finance planning.

The Council's capital expenditure plans had a clear impact on the Council's treasury management activity, either through borrowing or investment activity and the treasury management strategy for 2011/12 included the prudential indicators relating to the treasury activity. Complementing the treasury strategy were the Council's counterparty criteria and the detailed criteria required by the central government guidance, details of which were submitted.

The Council was required to set aside funds to repay the borrowing need

AAG/28 Draft Prudential Indicators For Capital Finance And Treasury Management Strategy 2011/12 (cont.)

each year through a revenue charge (the Minimum Revenue Provision - MRP). Regulations had been issued which required the Council to approve an MRP Statement in advance of each year and the statement, which was unchanged from the previous year, was therefore submitted for approval.

The prudential indicators included:

- capital expenditure plans
- the capital financing requirement (the Council's borrowing need)
- use of the Council's resources and the investment position
- affordability prudential indicators
- estimates of the ratio of financing costs to the net revenue stream
- estimates of the incremental impact of capital investment decisions on the Council tax

Details of the treasury management strategy for 2011/12 – 2013/14 were also submitted, and included:

- debt and investment projections 2011/12 – 2013/14
- limits to borrowing activity
- expected movement in interest rates
- borrowing strategy 2011/12 – 2013/14
- investment strategy 2011/12 – 2013/14
- sensitivity to interest rate movement
- treasury management prudential indicators and limits on activity
- performance indicators
- treasury management advisers
- Member and officer training

It was noted that the figures were the best estimate of the final budget position and that it was not expected that the final budget would be significantly different from the present assumption.

The Director of Corporate Resources answered Members' questions on a number of issues including the borrowing power in respect of the new refuse vehicles, which had not yet been exercised, and the reasons for variations in the limits on interest rates over the three years covered by the strategy.

Members noted the increased risk of its own banker, Nat West, in relation to the counterparty criteria. However, it was also noted that it was currently supported by the Government.

Members requested that in future, including when submitted to Council in February 2011, the report should be supported by a succinct explanatory executive summary in plain English.

AAG/28 Draft Prudential Indicators For Capital Finance And Treasury Management Strategy 2011/12 (cont.)

RECOMMENDED

- (i) That the prudential indicators and limits for 2011/12 to 2013/14 be approved.
- (ii) That the Minimum Revenue Provision Statement be adopted as submitted.
- (iii) That the treasury management strategy 2011/12, incorporating specific treasury prudential indicators and the detailed criteria be approved as submitted.

REASONS

- (i) The Council is required by statute to approve prudential code indicators and treasury management strategy before the start of new financial year.
- (ii) The Committee has been delegated the responsibility for implementation and monitoring of its treasury management policy.

AAG/29 **INTERNAL AUDIT – QUARTERLY UPDATE REPORT**

The Chief Internal Auditor submitted a report summarising the work of the Internal Audit Section from September 2010.

A summary of audit findings in respect of budgetary control, grants, staff expenses, elections, cash receipting and building control was submitted.

With regard to the audit of budgetary control, Members welcomed the revised monitoring procedures that would ensure that significant overspends were reported to the Corporate Management Team and that the Accountancy Section would independently identify significant overspends and request an explanation from the relevant Heads of Service. However, in view of recent issues in respect of budget monitoring, it was requested that the full internal audit report on this subject together with the management response should be circulated to all Members of the Committee as soon as it was available.

It was noted that the internal audit plan for 2010/11 had been revised to take into account changing priorities.

AAG/29 Internal Audit – Quarterly Update Report (cont.)

RESOLVED

- (i) That the summary of audit work undertaken since September 2010 be noted.
- (ii) That the revisions to the audit plan, taking into account recent changes in priorities and current issues, be noted.

REASON

- (i) To comply with the requirements set out in the CIPFA Code of Practice for Internal Audit.
- (ii) To provide an update on work planned between now and the end of March 2011.

AAG/30 **RISK MANAGEMENT – QUARTERLY UPDATE REPORT**

The Director of Corporate Resources reminded the Committee that it was charged with responsibility for monitoring the effectiveness of the Council's risk management arrangements.

It was noted that the corporate risk register had been fully reviewed by the Corporate Management Team and that no additional risks had been identified.

With regard to CRR11 – project problems due to inadequate project management – it was agreed that the current risk matrix should be amended to reflect that it was high risk/high likelihood.

It was noted that all departmental risk register reviews had been completed and signed off for Quarter 2.

The Committee discussed a proposal by a Member of the Committee that Corporate Management Team should be asked to add a new risk to the Corporate Risk Register regarding the management structure with specific reference to how Heads of Service were coping with additional/new responsibilities and workloads. It was, however, generally considered that this was a management/performance management issue and the suggestion was not supported by other Members of the Committee.

RESOLVED

- (i) That the updated Corporate Risk Register be

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Accounts, Audit & Governance Committee

16th December 2010

AAG/30 Risk Management – Quarterly Update Report (cont.)

approved, subject to the amendment of the current risk matrix on CRR11 (project problems due to inadequate project management) to indicate high risk/high likelihood.

- (ii) That the progress made in respect of the departmental risk registers be noted.

REASON

To ensure that the Council has adequate risk management arrangements in place.

AAG/31 URGENT MATTERS

There were no urgent matters to be considered.

The meeting finished at 7.06pm having commenced at 5.30pm.

CHAIRMAN

Minutes of the Accounts, Audit and Governance Committee – Explanatory Note on Prudential Indicators for Capital Finance and Treasury Management Strategy 2011/12

Explanatory Note

This explanatory note is attached to the minutes of the Accounts, Audit and Governance Committee to provide a succinct explanation for all Members of the reasons for what is a very technical report.

It is a statutory requirement for the Council to agree parameters within which all capital finance and treasury management activities are undertaken. At its meeting on 24th February 2010 the Council delegated the responsibility for implementation and monitoring of its treasury management policy and practices to the Accounts, Audit and Governance Committee. That committee approved the report at its meeting on 16th December 2010.

The full report considered by the Accounts, Audit and Governance Committee sets estimates and limits for the year ahead. Each prudential indicator either summarises the expected activity or introduces limits upon the activity, and is intended to show the affordability and prudence of the Council's underlying capital finance planning and treasury management.

The report demonstrates affordability of the council's capital financing by showing:

- 1) how the capital programme is financed;
- 2) how much of the programme is left unfinanced;
- 3) the cost of capital financing relative to the Council's net revenue;
- 4) the financing cost of new capital expenditure requested in the budget expressed as an amount per band D property.

The report demonstrates prudence in the council's capital financing by:

- 1) setting an absolute limit on borrowing ('the authorised limit');
- 2) setting a monitoring benchmark for borrowing ('the operational boundary');
- 3) demonstrating that any borrowing is for capital purpose.

Prudence in treasury management operations is evidenced by:

- 1) adoption of the CIPFA code of practice on treasury management;
- 2) detailed investment criteria that prioritise security and liquidity over yield;
- 3) setting of monitoring benchmarks for security and liquidity ;
- 4) limiting exposure of investments and borrowings to variable interest rates;
- 5) limiting investments lasting more than a year.

A.J. Higgins CPFA
Director of Corporate Resources

SCRUTINY & OVERVIEW COMMITTEE
17TH JANUARY 2011

Present: Councillors: David Sheldon (Chairman), Ian Howard (Vice-Chairman) Jonathan Chowen, Philip Circus, George Cockman, Leonard Crosbie, Brian Donnelly, Duncan England, David Holmes, Chris Mason, Jim Sanson, David Skipp, Claire Vickers.

Apologies: Councillors: Gordon Brown, Keith Wilkins

Also present: Councillors: Roger Arthur, Christian Mitchell, Roger Paterson

SO/59 **MINUTES**

The Minutes of the meetings of the Committee held 8th November and 17th November 2010 were approved and signed as a correct record.

SO/60 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

SO/61 **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COMMITTEE OR THE CHIEF EXECUTIVE**

The Chairman of the Committee announced that at the Council meeting in December 2010 it had been agreed that a Scrutiny Working Group would be established to review the roles and performance of the Cabinet Members in respect of the Acorn Plus project.

The first meeting of the Group would be held at the end of January or beginning of February 2011, although the Group would only discuss the terms of reference at that stage; more in depth discussions would begin once the disciplinary proceedings was over.

A draft set of terms of reference would be drawn up and circulated to the Members of the Committee via email for approval.

It was announced that the 'Preparing for an Ageing Population' Strategy was under going review and the Committee would have the opportunity to review and comment on the new strategy at a presentation to the Scrutiny & Overview Committee on 7th March 2011 at 4.00pm, before the start of the scheduled meeting.

SO/62 **MATTERS CALLED IN ACCORDANCE WITH RULE 14**

There were no matters called in accordance with Rule 14.

SO/63 **REPORT FROM THE CHAIRMAN OF THE COMMITTEE ON THE USE BY THE EXECUTIVE OR AN OFFICER OF RULE 15 (URGENT POWERS) OR RULE 16 (SPECIAL URGENCY POWERS) OF THE ACCESS TO INFORMATION PROCEDURE RULES**

There were no matters called in accordance with Rule 15 or 16.

SO/64 **MATTERS IN ACCORDANCE WITH CRIME AND DISORDER UNDER THE POLICE & JUSTICE ACT 2006**

There were no matters in accordance with the crime and disorder under the Police & Justice Act 2006.

SO/65 **ITEMS UNDER COUNCILLOR CALL FOR ACTION**

There were no items under Councillor Call for Action.

SO/66 **SOCIAL INCLUSION WORKING GROUP – CHAIRMAN’S UPDATE AND NOTES OF THE MEETING HELD 6TH DECEMBER 2010**

- **REVIEW OF SOCIAL INCLUSION AND SPORT**

The Chairman of the Working Group presented the notes of the meeting held 6th December 2010.

The Working Group had received an update on the Horsham District Community Partnership; Members noted that the Annual Conference had been postponed and would be rescheduled for February/March 2011.

The Group had also received a presentation by the Community Development Officer on Arts, Culture, Heritage and Social Inclusion which Members had found very informative and the Working Group Chairman suggested having this presentation to the whole Committee.

The next item on the work programme for the Working Group was to begin the review on how the Council communicates with young people, this review would commence at the Group’s next meeting on 21st March 2011.

The Working Group had also received an update on health matters; the Committee noted that the proposal to extend the opening hours of Horsham Hospital Minor Injuries Unit, as one of the actions from the North East Review, was no longer going ahead. However, there had been no formal notification of this; the Director of Community Services was awaiting a response from the Primary Care Trust in respect of this action.

As part of the update from the Social Inclusion Working Group the Scrutiny & Overview Committee also received a presentation by the Sports Development Officer and Community Recreation Officer from Horsham Leisure Link on Social Inclusion and Sport.

SO/66 Social Inclusion Working Group – Chairman’s update and notes of the meeting held 6th December 2010 (cont.)

- Review of Social Inclusion and Sport

The officers from Horsham Leisure Link worked with a number of partners to provide services for disabled, younger and older people across the District, reaching out to the more rural areas and villages.

The officers explained the team structure and the pragmatic approach which they had adopted. The team was constantly seeking out new opportunities and ways to develop their services, they were action focused and led mainly by outputs and outcomes rather than strategies.

A vast number of activities and sessions were held in the District including ‘You can do it!’ a scheme for disabled children and their siblings, a disability football club, 50 plus table tennis sessions and health walks.

Many of the sessions were supported by volunteers; the Streetsports project was run by a dedicated officer funded through the National Lottery.

The department also worked with local leisure centres and village halls to support the Leisure Link’s programme.

The Committee noted that Leisure Link had been successful in gaining access to funding to provide these services, in addition, to train and develop leaders.

Horsham Leisure Link made a significant impact on delivering the Council’s priorities; it was well recognised and had a wide customer base.

The Committee congratulated officers and the department on their level of expertise and were encouraged by the wide range of services which they provided. The Committee noted the huge impact this area had on social inclusion across the District.

The Committee was concerned, after recent announcements that the Government was withdrawing funding, that this would have an impact on the work undertaken by the Leisure Link team. Officers explained that although it would have an inevitable impact and officers would be forced to make certain choices; this was not expected to have a significant effect on the department.

The Committee noted that reductions in transport and access to after school sports may also be imposed; this would create another challenge for the department.

The officers explained that they were always considering ways to develop services, and were now looking at a ways to provide additional competitive foci to the disability sports services which they ran.

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Scrutiny and Overview Committee

17th January 2011

SO/66 Social Inclusion Working Group – Chairman’s update and notes of the meeting held 6th December 2010 (cont.)

- Review of Social Inclusion and Sport

In addition, other activities, currently not provided in the District, were being explored such as fencing and archery.

There was a constant demand on the team and they were always looking to develop and deliver services with limited growth options.

The Committee suggested that it may be useful for all Councillors to receive a copy of the report on Social Inclusion and Sport.

SO/67 **BUDGET REVIEW WORKING GROUP – TO RECEIVE THE INTERIM BUDGET REPORT BY THE CHAIRMAN OF THE WORKING GROUP (INTERIM) AND NOTES OF THE MEETINGS HELD 18TH NOVEMBER, 13TH DECEMBER 2010 AND 10TH JANUARY 2011**

The Chairman of the Working Group presented the notes of the meetings held 18th November and 13th December 2010 and 10th January 2011.

The Committee noted that there had been no changes to the Budget for 2010/11 and the final position would be clarified at the end of the financial year.

One of the major areas of overspend was the Operational Services department. The Budget Review Working Group had expressed its concern regarding the overspend on two occasions during 2010. However, Members recognised the success of the Acorn Plus scheme.

At the meeting the Chief Executive presented the Operational Services Recovery Plan and highlighted savings amounting to £94,000 from the Operational Services budget.

The Committee noted that there had been a delay in the final Budget 2011/12 report as a result of the late announcement of the Government settlement, which had been lower than anticipated, resulting in the need to identify further savings.

The Director of Corporate Resources would present the Budget 2011/12 report to Cabinet on 27th January 2011, following that the Budget Review Working Group would meet on 31st January 2011 to consider the report and prepare the final report from the Scrutiny & overview Committee. This would be circulated to Members for comment.

The Committee noted that many of the comments made by the Working Group had been taken into consideration and implemented in the draft Budget, for example the decision not to reduce Discretionary Rate Relief or remove the post of the Director of Corporate Resources.

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Scrutiny and Overview Committee

17th January 2011

- SO/67 Budget Review Working Group – To receive the interim Budget report by the Chairman of the Working Group (interim) and notes of the meetings held 18th November, 13th December 2010 and 10th January 2011

Members noted that the budget proposals had been made on the basis of a 0% increase in Council Tax in 2011/12. This offer would not be available for the following year and future budget projections assumed a Council Tax rise of 2%.

RESOLVED

That an update be given in respect of the Budget Review Working Group.

REASON

All Working Group updates are to be received by the Committee

- SO/68 **BUSINESS IMPROVEMENT WORKING GROUP - CHAIRMAN'S UPDATE**

There had been no further meetings of the Business Improvement Working Group since the Committee and met last.

The Chairman updated the Committee that the Members of the Group had been active in researching how the Council used consultants as part of the Group's review.

RESOLVED

That an update be given in respect of the Business Improvement Working Group.

REASON

All Working Group updates are to be received by the Committee

- SO/69 **PERFORMANCE MANAGEMENT WORKING GROUP - CHAIRMAN'S UPDATE**

There had been no further meetings of the Performance Management Working Group since the Committee had met last.

The next meeting was 2nd February 2011.

SO/69 Performance Management Working Group - Chairman's update (cont.)

RESOLVED

That an update be given in respect of the Performance Management Working Group.

REASON

All Working Group updates are to be received by the Committee

SO/70 **ENFORCEMENT WORKING GROUP – CHAIRMAN'S UPDATE AND NOTES OF THE MEETING HELD 29TH NOVEMBER 2010**

The Chairman of the Working Group presented the notes of the meeting held 29th November 2011.

At the meeting the Working Group received a report by the Community Safety Manager on combining existing enforcement and compliance services within the Council. Members welcomed the positive proposal as it would allow more flexibility in the system and allow officers to carry out services more effectively, it would also generate a saving of around £44,000 for the Council.

The Principal Solicitor also attended the meeting to discuss the legal implications of enforcement.

At the next meeting of the Working Group Members would consider the proposals to combine enforcement services in more detail with a second report. The Group would also receive a presentation by the CenSus staff on Council Tax enforcement.

It was anticipated that the final report of the Working Group would be presented to the Committee at its next meeting on 7th March 2011.

RESOLVED

That the notes of the Enforcement Working Group meeting held 29th November 2010 be received

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/71 **BILLINGSHURST RAIL SERVICE WORKING GROUP – CHAIRMAN'S UPDATE**

There had been no further meetings of the Billingshurst Rail Service Working Group since the Committee had met last.

SO/71 Billingshurst Rail Service Working Group – Chairman’s update (cont.)

The next meeting would be on Monday 24th January 2011.

RESOLVED

That an update be given in respect of the Billingshurst Rail Service Working Group.

REASON

All Working Group updates are to be received by the Committee

SO/72 TO RECEIVE THE REPORT ON THE PROJECT MANAGEMENT OF THE COSMIC CYCLE

The Chairman of the Scrutiny & Overview Committee presented the report on the Project Management of the Cosmic Cycle following a seminar held by the Building Maintenance & Projects Manager in October 2010.

The Chairman suggested that a recommendation be made, that Cabinet consider what might happen if the fountain was to fail catastrophically and to have in place a plan for the future of the fountain if it could no longer be repaired, or it was not economically viable to do so.

The Committee requested details of the financing of the fountain and the repairs; the Director of Development & Environment would provide Members with this information.

The Committee agreed that the recommendation be made.

RECOMMENDED TO CABINET

That Cabinet consider what might happen if the Cosmic Cycle failed catastrophically and that a plan be put in place for the future of the fountain should it no longer be possible to repair.

SO/73 TO RECEIVE ANY SUGGESTIONS FOR THE SCRUTINY AND OVERVIEW WORK PROGRAMME

(i) Southern Rail’s Performance in Severe Weather

The Committee received a suggestion for the Scrutiny & Overview Committee work programme to consider Southern Rail’s performance in the Severe Weather.

The objective of this review would be to raise any issues and highlight how the rail company’s service and performance had not been acceptable.

SO/73 To receive any suggestions for the Scrutiny and Overview work programme (cont.)

The Committee agreed that this item would be added to the work programme, but Members suggested it may be more appropriate as an item for joint scrutiny under the new joint scrutiny arrangements. With the support of the other district and borough councils, along with that of West Sussex County Council, the review may be more effective.

The terms of reference would be refined and Members also suggested that the Rail Users group be invited to participate in this review.

(ii) Draft terms of reference following the suggestions made by the parish councils

At the last meeting of the Committee Members selected three items for review by the Scrutiny & Overview Committee following a number of issues raised by parish councils at the Horsham District Community Partnership annual meeting.

Draft terms of reference had been developed for the three selected items and the Committee was asked to approve these.

Members agreed that it was important to consider these items as they had been raised as top issues or areas of concern by the local parish councils.

(i) Review of Support for Local Businesses

The Committee approved the terms of reference and Members suggested that this include village post offices and that the Cabinet Member for Economic Development be invited to provide information for this review.

(ii) Review of Anti-social Behaviour in the District

The Committee approved the terms of reference and suggested that a representative from the Horsham District Community Safety Partnership be invited to contribute to this review.

(iii) Review of Traffic in the Villages

The Committee approved the terms of reference and expressed the importance in inviting the parish councils to all of the reviews.

Some of these items may be addressed through a seminar rather than a working group.

SO/73 To receive any suggestions for the Scrutiny and Overview work programme (cont.)

RESOLVED

- (i) That the new item for the work programme be approved by the Committee
- (ii) That the draft terms of reference for the Review of Support for Local Businesses be approved by the Committee
- (iii) That the draft terms of reference for the Review of Anti-social behaviour in the District be approved by the Committee
- (iv) That the draft terms of reference for the Review of Traffic in Villages be approved by the Committee

REASON

All terms of reference for new working groups be approved by the Committee

SO/74 **REPLIES FROM CABINET/COUNCIL REGARDING SCRUTINY AND OVERVIEW RECOMMENDATIONS**

(i) Update from the Cabinet Member on Operational Services Complaints Procedure

Concern had been raised by the Members of the Performance Management Working Group that complaints received by Hop Oast were not being fed into the corporate complaints system.

The Committee had received some information addressing this at its last meeting, and Members had requested a progress update.

A report was presented by the Cabinet Member for Operational Services which detailed the current position.

The Committee noted that all complaints and contacts were recorded on Lagan Customer Relationship Management System, however this system to date did not have the ability to record non-property issues such as litter bins. Members noted that the Lagan system was due to be upgraded and officers were considering the specification required from the new upgraded system, to allow for the information to be fed into the system and subsequently recorded correctly.

The officers had tried to avoid having an impact on the normal process of business whilst highlighting the key objectives.

SO/74 Replies from Cabinet/Council regarding Scrutiny and Overview recommendations (cont.)

The Committee noted that data would continue to be collected even if it could not be logged at this stage. The data would be provided at the next Performance Management Working Group as part of its update on complaints received by the Council over the quarter.

Officers had been forced to strike a balance between providing frontline services and recording data.

The Committee concluded that the problem regarding data not being recorded, identified by the Performance Management Working Group, was in the process of being addressed.

(ii) Update for the Cabinet Member for Performance & Service Delivery on the recommendations made by the Severe Weather Working Group

The Committee received an update on the progress of the recommendations made by the Severe Weather Working Group in May 2010.

The Committee congratulated the officers on the Council's response to the recent severe weather.

Most of the recommendations made by the Working Group had been delivered.

Members supported the suggestion that more consideration be given to dealing with responding to severe weather if it was to occur on a weekend or holiday and reduced resources were available.

The Committee noted that on each subsequent incident of severe weather the Council's response was becoming stronger and more refined.

There were still some aspects outstanding, for example, parish councils had been asked to submit winter maintenance maps and locate suitable drop sites for grit bins in their area.

Members noted that the Council's resilience was tested through a Sussex Resilience Forum, to test how the Council, amongst other agencies responded to severe weather.

Internal resilience testing of the Council's departments would also be carried out in line with the business continuity programme and emergency plan.

The Committee thanked the officers for their work and agreed that the Severe Weather Working Group meet again in spring 2011 to revisit the issues which had been raised in the report.

SO/74 Replies from Cabinet/Council regarding Scrutiny and Overview recommendations (cont.)

In addition Members suggested that officers put together a list of equipment requirements; equipment which would assist with the severe weather and snow clearing and that this list be presented to the Councillors.

The meeting finished at 8.45pm having commenced at 5.30pm.

CHAIRMAN

Report to Council

16th February 2011

By the Chief Executive

DECISION REQUIRED



**Horsham
District
Council**

Not exempt

Calendar of Meetings 2011/12

Executive Summary

This report proposes a programme of Council, Cabinet and Committee meetings, including standing Scrutiny & Overview Working Groups, for 2011/12.

The programme takes into account, where possible, the dates of bank holidays, school holidays and conferences.

As this year, the calendar for 2011/12 is based on a two-monthly cycle. It is also proposed that the Licensing Committee should meet only as required, although there will need to be an initial meeting in June to appoint the Committee Chairman and Vice-Chairman. Licensing Sub-Committees will also continue to be called as and when necessary.

Recommendations

The Council is recommended to approve the calendar of meetings for 2011/12 as submitted.

Reasons for Recommendations

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

Background Papers: Nil
Consultation: CMT and all Members
Wards affected: None
Contact: Lesley Morgan Ext. 5123

Background Information

1 Introduction

The purpose of this report

- 1.1 The purpose of this report is to approve a calendar of meetings for 2011/12.

Background/Actions taken to date

- 1.2 A draft calendar was prepared for initial consultation with officers to ensure that any statutory requirements/deadlines could be met during the year. The draft was then circulated to all Members and re-circulated to Directors and Heads of Service for any additional comments or observations.

2 Statutory and Policy Background

Statutory background

- 2.1 None.

Relevant Government policy

- 2.2 None.

Relevant Council policy

- 2.3 The Council's Constitution, Part 4A, Rule 2.1, provides that "ordinary meetings of the Council will take place in accordance with a programme decided by the Council by no later than the Council's annual meeting." It has also been the Council's practice to agree a calendar for all Cabinet and Committee meetings.

3 Details

- 3.1 A draft calendar of meetings for 2011/12 has been prepared for Members' approval and is attached to this report as an appendix.
- 3.2 The proposed programme takes into account, where possible, the dates of bank holidays, school holidays and conferences.
- 3.3 As this year, the calendar for 2011/12 is based on a two-monthly cycle. It is, of course, open to the Chairman of Council or any Committee/Working Group to call additional meetings, as necessary.
- 3.4 It is also proposed that, based on the level of business transacted over the past couple of years, the Licensing Committee should continue to meet only as required, although there will need to be an initial meeting in June to appoint the Committee Chairman and Vice-Chairman. Licensing Sub-Committees will also continue to be called as and when necessary.

- 3.5 As in previous years, a number of dates have been allocated throughout the year to enable seminars to be held for informal discussions on important matters and for Member development purposes. The opportunity has also been taken to keep two separate weeks near the beginning of the Council year (16 - 20 May and 13 - 17 June) fairly clear as induction weeks for both new and returning Members.

4 Next Steps

- 4.1 Once a calendar of meetings has been approved by the Council, a diary will be produced for the next Council year.

5 Outcome of Consultations

- 5.1 Members and Officers have been consulted to ensure that the proposed programme meets the requirements for reporting on statutory matters such as the budget and final accounts. Any comments received have been taken into account in the draft calendar now submitted for approval. Any additional comments/ consequential changes will be reported at the Council meeting.

6 Other Courses of Action Considered but Rejected

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

7 Staffing Consequences

- 7.1 There are no direct staffing consequences.

8 Financial Consequences

- 8.1 There are no financial consequences.

Appendix 1

Consequences of the Proposed Action

<p>What are the risks associated with the proposal?</p> <p>Risk Assessment attached No</p>	<p>If the Council does not approve a calendar of meetings there is a risk that it will not meet requirements for reporting on statutory matters such as the budget and final accounts; dealing with planning applications etc. There would also be a risk to the Council's reputation as it would not be seen to be operating in an open and timely manner.</p>
<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>Section 17 of the Crime and Disorder Act 1998 requires the Council to do all that it reasonably can to reduce crime and disorder. There are no crime and disorder implications as a result of this report.</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>The approval of a programme of meetings for the year will enable its publication in advance. This will ensure that this information can be made available to members of the public who may wish to attend and/or address meetings of the Council and its Committees or the Cabinet in exercise of a number of the convention rights, including a Right to a Family Life and Freedom of Expression.</p>
<p>What is the impact of the proposal on Equality and Diversity?</p> <p>Equalities Impact Assessment attached? Not relevant</p>	<p>There are no positive or negative impacts arising from this proposal in relation to the protected characteristics under equality and diversity.</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>The proposal will have neither a positive or negative impact in respect of sustainability.</p>

Calendar of Meetings 2011/12

Times of meetings (based on 2010/11 – may be changed at first meeting of 2011/12)

Council (inc. Annual Meeting)	6.00pm	<i>Joint Consultative Forum</i>	4.00pm
Cabinet	5.30pm	<i>Performance Management Working Group</i>	10.00am
Scrutiny & Overview Committee	5.30pm	<i>Business Improvement Working Group</i>	5.30pm
Accounts, Audit & Governance Committee	5.30pm	<i>Social Inclusion Working Group</i>	5.30pm
Licensing Committee	5.30pm	<i>Budget Review Working Group</i>	3.00pm
Personnel Committee	5.30pm	<i>Local Assessment Committee</i>	10.00am
Standards Committee	10.00am	<i>Planning Obligations Panel</i>	5.00pm
Development Control (North) Committee	5.30pm	<i>Seminars</i>	5.30pm
Development Control (South) Committee	2.00pm		

APRIL 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
25 EASTER MONDAY	26	27	28 Budget Review Working Group	29 BANK HOLIDAY (Royal Wedding)	30	

MAY

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
						1
2 BANK HOLIDAY	3 Development Control (North) Committee	4 <i>Local Assessment Committee</i>	5 District & Parish Council Elections and Referendum	6	7	8
9 <i>(New Councillors take office)</i>	10	11	12	13	14	15
16 {-----}	17 -----	18 COUNCIL – ANNUAL MEETING --First Induction Week--	19 -----	20 -----}	21	22
23 Scrutiny & Overview Committee	24 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	25 Personnel Committee	26 Cabinet	27	28	29
30 BANK HOLIDAY {----- <i>Half Term</i>	31 <i>30th May – 3rd June</i> -----					

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JUNE

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
		1 -----Half Term 30 th May	2 - 3 rd June -----	3 -----}	4	5
6 Social Inclusion Working Group	7 Development Control (North) Committee	8 Standards Committee Local Assessment Committee	9 Licensing Committee	10	11	12
13 {-----}	14 Strategic Planning Advisory Group -----	15 Performance Management Working Group Second Induction Week -----	16 -----}	17 -----}	18	19
20 <i>Planning Obligations Panel</i>	21 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	22	23	24 CenSus Joint Committee	25	26
27 <i>Seminar</i>	28 Accounts, Audit & Governance Committee {-----}	29 COUNCIL LGA Conference 28 th – 30 th	30 June (Birmingham) -----}			

JULY

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
				1	2	3
4 Scrutiny & Overview Committee	5 Development Control (North) Committee	6 <i>Local Assessment Committee</i>	7	8	9	10
11	12 Business Improvement Working Group	13	14 Budget Review Working Group	15	16	17
18 <i>Seminar</i>	19 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	20	21 Cabinet	22	23	24
25 {-----}	26 Strategic Planning Advisory Group School Summer Holiday -	27 <i>Local Assessment Committee</i> 25 th July to 1 st September	28 -----	29 -----	30	31

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AUGUST

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
1	2 Development Control (North) Committee	3 Performance Management Working Group	4	5	6	7
8	9	10	11	12	13	14
15 <i>Planning Obligations Panel</i>	16 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	17	18	19	20	21
22	23	24 <i>Local Assessment Committee</i>	25	26	27	28
29 PUBLIC HOLIDAY	30	31				

SEPTEMBER

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
			1	2	3	4
5 Scrutiny & Overview Committee	6 Development Control (North) Committee	7 COUNCIL	8	9	10	11
12 Social Inclusion Working Group	13 <i>Seminar</i>	14 Joint Consultative Forum Personnel Committee	15	16	17 {-----	18 -----
19	20 Development Control (South) Committee DCN Cttee – W of Horsham (provisional) ----- <i>Liberal Democrat</i>	21 Standards Committee <i>Local Assessment Committee</i> (Birmingham)-----}	22 Cabinet	23 CenSus Joint Committee	24	25
26	27 Strategic Planning Advisory Group	28 Accounts, Audit & Governance Committee	29	30		

Agenda Item 12

OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
					1	2 {-----}
3 -----Conservative	4 Development Control (North) Committee Conference 2 nd – 5 th -----	5 (Manchester) -----}	6	7	8	9
10	11 Business Improvement Working Group	12 Seminar	13 Budget Review Working Group	14	15	16
17 <i>Planning Obligations Panel</i>	18 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	19 <i>Local Assessment Committee</i> COUNCIL	20	21	22	23
24 {-----}	25 -----	26 <i>Half Term 24th to 28th</i>	27 -----	28 -----}	29	30
31						

NOVEMBER

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
	1 Development Control (North) Committee	2 Performance Management Working Group	3	4	5	6
7 <i>Scrutiny & Overview Committee</i>	8 Strategic Planning Advisory Group	9	10 Seminar	11	12	13
14	15 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	16 <i>Local Assessment Committee</i>	17 Budget Review Working Group	18	19	20
21	22	23	24 Cabinet	25	26	27
28	29	30 Joint Consultative Forum Personnel Committee				

Agenda Item 12

DECEMBER

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
			1	2	3	4
5 Social Inclusion Working Group	6 Development Control (North) Committee	7 Standards Committee <i>Local Assessment Committee</i>	8	9	10	11
12 Budget Review Working Group	13	14 Accounts, Audit & Governance Cttee	15 Informal BRWG/ Cabinet	16 CenSus Joint Committee	17	18
19 <i>Planning Obligations Panel</i>	20 Development Control (South) Committee DCN Cttee – W of Horsham (provisional) <i>19th Dec to 2nd Jan</i>	21 COUNCIL	22	23	24	25 Christmas Day
{----- School Holiday						
26 BOXING DAY	27 PUBLIC HOLIDAY	28	29	30	31	

JANUARY 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
						1 New Year's Day
2 PUBLIC HOLIDAY -----}	3	4	5	6	7	8
9 Budget Review Working Group	10 Development Control (North) Committee*	11 <i>Local Assessment Committee</i>	12 Informal BRWG/ Cabinet	13	14	15
16 Scrutiny & Overview Committee	17 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	18	19	20	21	22
23 <i>Seminar</i>	24 Business Improvement Working Group	25	26 Cabinet	27	28	29
30	31 Strategic Planning Advisory Group					

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FEBRUARY

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
		1	2	3	4	5
6	7 Development Control (North) Committee	8 <i>Local Assessment Committee</i> <i>Performance Management Working Group</i>	9	10	11	12
13 {-----}	14 -----}	15 ---Half Term 13 th – 17 th ---	16 -----}	17 -----}	18	19
20 <i>Planning Obligations Panel</i>	21 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	22 COUNCIL	23	24	25	26
27 <i>Seminar</i>	28	29				

MARCH

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
			1	2	3	4
5 <i>Scrutiny & Overview Committee</i>	6 Development Control (North) Committee	7 <i>Joint Consultative Forum</i> Personnel Committee	8	9	10	11
12 <i>Social Inclusion Working Group</i>	13 <i>Strategic Planning Advisory Group</i>	14 Standards Committee <i>Local Assessment Committee</i>	15	16	17	18
19	20 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	21	22 Cabinet	23 CenSus Joint Committee	24	25
26 <i>Seminar</i>	27	28 Accounts, Audit & Governance Committee	29	30	31	

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APRIL

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
						1
2	3 Development Control (North) Committee -----School Holiday	4 <i>Local Assessment Committee</i> 2 nd – 13 th April -----	5	6 GOOD FRIDAY	7	8
9 EASTER MONDAY	10	11	12	13	14	15
16 <i>Planning Obligations Panel</i>	17 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	18	19 Budget Review Working Group	20	21	22
23 <i>Seminar</i>	24 Business Improvement Working Group	25 COUNCIL	26	27	28	29
30						

MAY

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
	1 Development Control (North) Committee	2 <i>Local Assessment Committee</i>	3	4	5	6
7 BANK HOLIDAY	8	9	10	11	12	13
14 Scrutiny & Overview Committee	15 Development Control (South) Committee DCN Cttee – W of Horsham (provisional)	16 Performance Management Working Group	17	18	19	20
21	22	23 COUNCIL – ANNUAL MEETING	24 Cabinet	25	26	27
28	29	30	31			

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JUNE

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
				1	2	3
4 BANK HOLIDAY {-----}	5 BANK HOLIDAY (Queen's Diamond Jubilee) ----- Half	6 Term 4 th June – 8 th June	7 -----}	8	9	10
11	12 Development Control (North) Committee*	13	14	15	16	17

* proposed to be moved from the day after the Bank Holiday

Total number of meetings

	2010/11	2011/12
Council (inc. Annual Meeting)	7	7
Cabinet	5*	6
Scrutiny & Overview Committee	5*	7*
Accounts, Audit & Governance Committee	4	4
Licensing Committee	1	1 [#]
Personnel Committee	4	4
Standards Committee	4	4
Development Control (North) Committee	12	12
Development Control (South) Committee	11*	13*
Joint Consultative Forum	4	3 ^{##}
Performance Management Working Group	3*	5*
Business Improvement Working Group	4	4
Social Inclusion Working Group	4	4
Budget Review Working Group	6	6

* Due to elections, the May 2011 meetings will take place after the annual Council meeting and will therefore fall in 2011/12

One scheduled, others to be arranged as required

First meeting of Personnel Committee will need to appoint members to JCF – may wish to schedule a JCF meeting on another day