
4 January 2022

Advisory Committees can meet virtually with appropriate Councillors attending via remote video link. Public access is available via a live stream video through the [Mid Sussex District Council's YouTube channel](#).

Dear Councillor,

A meeting of **SCRUTINY COMMITTEE FOR LEADER, FINANCE AND PERFORMANCE** will be held **VIA REMOTE VIDEO LINK** on **WEDNESDAY, 12TH JANUARY, 2022 at 6.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

	Pages
1. Roll Call and Virtual Meetings Explanation.	
2. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
3. To receive apologies for absence.	
4. To receive Declarations of Interests from Members in respect of any matter on the Agenda.	
5. To confirm the minutes of the meeting held on 10 November 2021.	3 - 6
6. To consider any items that the Chairman agrees to take as urgent business.	
7. Draft Corporate Plan and Budget 2022-23.	7 - 10
8. Scrutiny Committee for Leader, Finance and Performance Work Programme 2021/22.	11 - 12

9. Questions pursuant to Council Procedure Rule 10.2 due notice of which has been given.

To: **Members of Scrutiny Committee for Leader, Finance and Performance:** Councillors J Knight (Chair), M Pulfer (Vice-Chair), A Bennett, H Brunsdon, P Coote, R Cromie, A Eves, I Gibson, J Henwood, S Hicks, R Jackson, Andrew Lea, L Stockwell, C Trumble and R Whittaker

**Minutes of a meeting of Scrutiny Committee for Leader, Finance
and Performance
held on Wednesday, 10th November, 2021
from 6.00 - 7.17 pm**

Present: J Knight (Chair)
M Pulfer (Vice-Chair)

A Bennett	I Gibson	L Stockwell
H Brunsdon	J Henwood	C Trumble
P Coote	S Hicks	R Whittaker
R Cromie	R Jackson	
A Eves	Andrew Lea	

Also Present: Councillors R Clarke, R de Mierre, S Hatton, S Hillier and
N Webster

Also Present (as Cabinet Members): Councillors Ash-Edwards and Llewellyn-Burke

1 ROLL CALL AND VIRTUAL MEETINGS EXPLANATION.

The Chairman carried out a roll call to establish attendance at the meeting.

**2 TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

None.

3 TO RECEIVE APOLOGIES FOR ABSENCE.

None.

**4 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS IN RESPECT
OF ANY MATTER ON THE AGENDA.**

None.

5 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 15 SEPTEMBER 2021.

The minutes of the meeting held on 15 September 2021 were agreed as a correct record and electronically signed by the Chairman.

6 TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS URGENT BUSINESS.

None.

7 PERFORMANCE MONITORING FOR THE SECOND QUARTER OF 2021/22.

Neal Barton, Policy, Performance and Partnerships Manager introduced the report noting that 76% of indicators shown are at green and therefore meeting target. He noted that the pandemic still has implications for the delivery of services in areas such as Environmental Health, Housing Services and Revenues and Benefits. He also highlighted areas that have experienced increase in workloads including Land Charges and Planning.

The Chairman took Members through each section of the report. Members welcomed the employment through the Council's Wellbeing Team of a dedicated Well Being Health Coach at a surgery in East Grinstead and it was confirmed that other GP practices are interested in the same service.

Discussion was held on the statistics surrounding complaints, compliments and customer services. Simon Hughes, Head of Digital and Customer Service confirmed that data related to the new telephony system and customer satisfaction data will be available into the new year. He confirmed that in the meantime Officers have management information which is regularly reviewed in order to tailor services and ensure that information reaches the correct recipients. The subject of staff retention and flexible working was discussed and it was confirmed that succession planning and training are factors in place to mitigate risk of potential staff shortages.

Members discussed the footfall at the Orchards Shopping centre, which had seen a 2.4% increase compared to the same quarter of last year. Requests were made to consider a comparison with other similar sized centres and to consider alternative performance measures that reflect the economic situation across the wider District rather than just Council owned properties. Judy Holmes, Assistant Chief Executive confirmed that this latter request is something that the Economic Development team are currently exploring with a view to developing a suite of indicators to improve the provision of data on the health of town centres.

The performance of leisure centres was discussed in detail with clarity sought on the actions being taken to increase attendance, income and monitor performance. The Assistant Chief Executive acknowledged that it was difficult to predict how and when performance may reach pre-pandemic levels but confirmed that income levels are monitored monthly and reconciled by an independent consultant. As the Council has a role in monitoring the contract, the management information is also regularly monitored by Officers to seek opportunities for improvement.

A Member had submitted questions to the Chairman in advance of the meeting regarding electric car charging points. The usage and cost were discussed further with confirmation given that the Council has just entered into a new procurement agreement with West Sussex County Council that will see 26 chargers installed in Mid Sussex, including the replacement of the existing ones that are not currently effective.

Members also discussed the performance of waste going to landfill and the number of planning appeals allowed. The amount of affordable housing being delivered was also discussed in detail with Members seeking clarification on whether there is a

correlation between the size of a development and non-compliance with affordable housing policies, and if the same developers repeatedly under deliver. Concern was expressed that that the cost and type of new properties does not address the affordability crisis and the Member was advised to refer that matter to the Chairman of the Scrutiny Committee for Housing, Planning and Economic Growth.

Following discussion, the Chairman took Members to the recommendations contained in the report which were agreed.

RESOLVED

The Committee:

- (i) Noted the Council's performance in the second quarter of the year and identified any areas where further reporting or information is required;
- (ii) Agreed to advise the Cabinet of any issues that the Committee considers should be given particular consideration at the Cabinet meeting on 29th November 2021.

8 CAPITAL PROGRAMME MONITORING.

Peter Stuart, Head of Corporate Resources introduced the report which provided a mid-year update on Capital Projects.

A query was raised on the amount remaining to be spent on the Rural Connectivity Programme. The Head of Digital and Customer Service confirmed that the project is on course for the end of the financial year, ahead of target and spend.

Playground improvements and drainage works was discussed, and a Member sought clarification on improvements expected in the Burgess Hill Place and Connectivity Programme. As this specifically related to public realm improvements such as tree replacements and a community garden she was requested to email Officers for confirmation.

Following discussion, the Chairman took Members to the recommendation contained in the report which was agreed.

RESOLVED

The Committee noted the update.

9 DRAFT CORPORATE PLAN AND BUDGET 2022/23 CONSULTATION PROCESS.

Peter Stuart, Head of Corporate Resources introduced the report noting that the process is the same as in previous years. He confirmed that the date on which the draft will be issued to Members will be on, or around 17 December 2021.

The Chairman took Members to the recommendation contained in the report which was agreed.

RESOLVED

The Committee agreed the proposed approach.

10 SCRUTINY COMMITTEE FOR LEADER, FINANCE AND PERFORMANCE WORK PROGRAMME 2021-2022.

The Solicitor to the Council introduced the report noting the items to be presented at future meetings.

The Chairman took Members to a vote on the recommendation contained in the report which was agreed.

RESOLVED

The Committee agreed the indicative Work Programme as set out at paragraph 5 of the report.

11 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.2 DUE NOTICE OF WHICH HAS BEEN GIVEN.

None.

The meeting finished at 7.17 pm

Chairman

DRAFT CORPORATE PLAN AND BUDGET FOR 2022/23

REPORT OF: Head of Corporate Resources
Contact Officer: Peter Stuart
Email: peter.stuart@midsussex.gov.uk Tel: 01444 477315
Wards Affected: All
Key Decision: Yes
Report to: Scrutiny Committee for Leader, Finance and Performance
12th January 2022

Purpose of Report

1. The purpose of these papers is to set out the draft proposals for the Council's Corporate Plan and Budget for 2022/23.

Recommendations

2. The Committee is asked to consider the proposals for 2022/23 set out in the appended report and agree any comments or recommendations that it wishes to make to Cabinet on:
 - (a) **The financial outlook facing the Council over the medium term;**
 - (b) **The proposed increase in Council Tax;**
 - (c) **The strategy to use General Reserve to balance the budget over the medium term;**
 - (d) **The proposed Capital Programme; and**
 - (e) **The service commentaries and supporting summary budget tables for each business unit.**

Background

3. Each year the Council approves a Corporate Plan and Budget that shows how it will deliver its services and spend its financial resources in the following financial year. The draft proposals for 2022/23 are set out in the appendix to this report. **The Committee will formally consider these proposals at its meeting on 12th January 2022. Please bring these papers to that meeting.**
4. This year, as a consequence of the Covid19 pandemic, Members approved the draw on the general reserve to ensure services were financed, as the Council responded to and planned its recovery from the pandemic. With the continued pressures of the pandemic, this strategy is again proposed for 2022/23. There is, however, an acceptance that this position is not sustainable over the longer term.
5. The corporate plan and budget papers provided with this report therefore follow the strategy of drawing on the general reserve. The Committee should note though that the pandemic may present new challenges yet, and the position as set out within the papers may have changed by the time the budget is presented to Council in March. All changes will be reported to this Committee, verbally if necessary, and then to Cabinet and Council as circumstances demand.

6. The papers presented here contain the latest information as announced within the Provisional Settlement of December 2021.

Consideration by Members

7. As Members of this Committee are aware the Council has a clear and robust process for Member scrutiny of the draft Corporate Plan and Budget. The publication of this report on 17th December 2021 marked the start of the six week consultation period. The Scrutiny Committee for Leader, Finance and Performance has until the end of that period to submit its comments on the proposals to Cabinet, which will review them when they meet on 14th February 2022.
8. The Corporate Plan and Budget for 2022/23, with any necessary revisions, will then be submitted for approval by Council at its meeting on 2nd March 2022, in the usual way. The final version will be published on the Council's website.

Structure of the Report

9. The Appendix consists of three sections. Section 1 provides an overall summary and the financial outlook facing the Council, including the Medium Term Financial Plan (MTFP) and the proposed service changes and their financial implications. Section 2 includes a brief overview for each service area and a summary budget table for each business unit. Section 3 contains the draft Capital Programme.
10. Members wishing to seek clarification about, or further information on, the proposals within the draft Corporate Plan and Budget or the wider financial outlook are encouraged to contact the relevant Head of Service and arrange an informal discussion ahead of the meeting of the Scrutiny Committee for Leader, Finance and Performance.

Financial Implications

11. The Council sets its service and financial plans and Council Tax levels each year. This report sets out the financial outlook faced by the Council in 2022/23 and summarises the four-year position in the MTFP. If supported, the range of service proposals in the appendix would enable Members to approve a budget.
12. Please note, as with any set of Corporate Plan and Budget proposals, if Members are not supportive of any particular element(s) of the package, alternative item(s), including increasing the draw on reserves, achieving at least the same financial impact must be agreed as replacements to ensure the budget is in balance.

Risk Management Implications

13. The strategic risks associated with the delivery of the proposals within this Corporate Plan will be considered in full in the usual way as part of the Council's annual strategic risk management process, which identifies key risk areas along with contingency and mitigation plans to alleviate them. These will be reported to this Committee within the usual annual cycle.

Equalities Implications

14. As in previous years the various proposals contained within this report would be subject to equalities impact assessments where this is appropriate. The purpose of the assessment is to determine whether it is likely that there would be a negative impact on any protected groups as a result of any service changes and if so to consider whether these can be mitigated or under the proposal should be changed or dropped.

Sustainability Implications

15. None

Background Papers

- Report to Cabinet on Service and Financial Planning – Guidelines for 2022/23.– 13 September 2021
- Report to Scrutiny Committee for Leader, Finance and Performance on the Draft Corporate Plan and Budget 2022/23 consultation process – 10 November 2021

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SCRUTINY COMMITTEE FOR LEADER, FINANCE AND PERFORMANCE WORK PROGRAMME 2021/22

REPORT OF: Head of Regulatory Services
Contact Officer: Lucinda Joyce, Senior Democratic Services Officer
Email: lucinda.joyce@midsussex.gov.uk 01444 477225
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
12 January 2022

Purpose of Report

1. For the Scrutiny Committee for Leader, Finance and Performance to agree its work programme for 2021/22, in so doing the Committee will note that this meeting is still being held with Covid restrictions in place.

Summary

2. Members are asked to note the attached work programme. The work programme will be reviewed as the final piece of business at each meeting, enabling additional business to be agreed as required.

Recommendations

3. **The Committee is recommended to agree the indicative Work Programme as set out at paragraph 5 of this report.**
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Background

4. It is usual for Committees to agree its work programme at the first meeting of a new Council year and review it at each subsequent meeting, to allow for the scrutiny of emerging issues during the year.

The Work Programme

5. The Committee's indicative Work Programme for 2021/2022 is set out below:

Meeting Date	Item	Reason for Inclusion
9 March 2022	Performance Monitoring for the 3 rd Quarter of 2021/22.	To report on the Council's performance in the third quarter.
	Sustainable Economy Strategy (SES)	To report on the work of the SES Working Group

Policy Context

6. The work programme should reflect the key priorities of the Council, as defined in the Corporate Plan and Budget.

Financial Implications

7. None.

Risk Management Implications

8. None.

Sustainability Implications

9. None

Background Papers

10. None.