

Roberto Tambini
Chief Executive

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Our Ref: PGH/Cabinet
Date: 13 March 2015

Notice of Meeting

CABINET

Date: Tuesday 24 March 2015

Time: 19.00hrs

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

Members of the Cabinet	Cabinet member areas of responsibility
R.L. Watts (Chairman)	Leader of the Council, Strategy, Emergency planning, Building control and Human Resources
P. Forbes-Forsyth (Vice-Chairman)	Deputy Leader, Community Safety, Young People, Leisure and Culture
C. Davis	Economic Development
T.J.M. Evans	Finance
N. St. J. Gething	Fixed Assets
V. J. Leighton	Planning and Corporate Development
A. J. Mitchell	Environment (including parks and waste management) and parking services
J. M. Pinkerton OBE	Housing, Health, Wellbeing and Independent Living
J. R. Sexton	Communications, Procurement and ICT

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm the minutes of the meeting held on 24 February 2015.	1 - 8
3. Disclosures of Interest	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
4. Capital monitoring Report	
Councillor Evans	9 - 13
5. Revenue monitoring Report	
Councillor Evans	14 - 18
6. Discretionary Rate Relief Review 2015	
Councillor Evans	19 - 30
7. Health and Wellbeing Strategy 2015-2019	
Councillor Pinkerton OBE	31 - 32
8. Food and Health and Safety Service Plans 2015-16	
Councillor Pinkerton OBE	33 - 36
9. Resilience services	
Councillor Watts	37 - 43
10. Leader's announcements	
To receive any announcements from the Leader.	
11. Issues for future meetings	
Members are requested to identify issues to be considered at future meetings.	
12. Urgent Items	
To consider any items which the Chairman considers as urgent.	

13. Exempt Business

To move the exclusion of the Press/Public for the following item, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

14. Exempt Report - Council Tax and Business Rates write-offs

Councillor Evans

Paragraph 1 - Information relating to any individual and on the basis that publication would not be in the public interest because information in this report relates to (1). personal data; (2). disclosure is not in accordance with the Data Protection Act 1998; and (3). the information has been provided to the authority by individuals under an obligation of confidentiality.

Minutes of Cabinet

24 February 2015

Present:

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Human Resources

Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety, Young People, Leisure and Culture

Councillor C. Davis

Councillor N. Gething, Cabinet Member for Economic Development and Fixed Assets

Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development

Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and Independent Living

Councillor J. Sexton, Cabinet Member for Communications and Procurement

Apologies: Councillor T. Evans, Cabinet Member for Finance

Councillor T. Mitchell, Cabinet Member for Environment

Councillors in attendance: Councillors Ayers, Bannister, Bushnell, R. Dunn, and Patterson

2146. Leader's announcements

The Leader announced that Councillor Patel had resigned from the Cabinet in order to spend more time on her ward duties. He thanked her for all her hard work as a Cabinet Councillor.

Councillor Leighton spoke highly of Councillor Patel's work with the community during the severe floods in 2014 and Councillor Gething also added his thanks to her.

The Leader welcomed Councillor Davis as Councillor Patel's replacement.

2147. Minutes

The minutes of the Cabinet meeting held on 27 January 2015 were agreed as correct.

2148. Disclosures of Interest

In connection with item 2155 (below), Councillor Leighton drew attention to the fact that she was Chairman of the Shepperton Village Conservation group, one of the organisations which received a grant from the Council.

2149. Recommendation from Audit Committee on Corporate Risk management

Cabinet considered a report on a recommendation of the Audit Committee following a review of the Corporate Risk Register.

RESOLVED that Cabinet approves the Corporate Risk Register as submitted.

Reason for the decision:

Cabinet noted that the Corporate Risk Register accurately reflects the high level risks affecting the Council as well as the progress made on actions previously proposed by the Audit Committee.

2150. Local Plan Working Party minutes and recommendations

Cabinet received the minutes and recommendations of the meeting held on 28 January 2015.

RESOLVED that Cabinet agrees:

- The Draft Local Development Scheme.
- The Draft Statement of Community Involvement for public consultation.
- The Draft Duty to Co-operate Statement for consultation with local authorities and prescribed bodies.
- The Terms of Reference for the Joint Strategic Housing Market Assessment with Runcymede Borough Council.
- The Draft Town Centres Study 2014 for public consultation and, following consultation, to sign off the final version of the Study.

2151. *Draft Capital Programme 2015-16 to 2018-19 – Key Decision

Cabinet considered a report on the Draft Capital Programme for 2015-16 to 2018-19.

RESOLVED TO RECOMMEND that Council approves:

- The Draft Capital Programme for 2015-16 to 2018-19.
- The Prudential Indicators for 2015-16 to 2018-19.

Reason for the decision:

Cabinet noted that the level of spend proposed had been revised to reflect the level of capital resources which were available to finance future capital expenditure.

2152. *Fees and Charges 2015-16 – Key Decision

Cabinet considered a report on the proposed fees and charges for 2015-16.

RESOLVED TO RECOMMEND that Council agrees the fees and charges for 2015-16.

Reason for the decision:

Cabinet noted the need to ensure that the appropriate level of charges was incorporated into the budget to maximise revenue in the current economic climate.

2153. *Detailed Revenue Budget for 2015-16 – Key Decision

Cabinet considered a report of the Chief Finance Officer on the detailed Revenue Budget for 2015-16.

RESOLVED TO RECOMMEND Council

1. To consider and approve the growth and savings items as set out in the report's appendices.
2. The Council tax Base for the whole Council area for 2015-16. [Item T in the formula in Section 31b(3) of the local government Finance Act 1992, as amended (the "act")] should be 37,971.10 band D equivalent dwellings and,
 - 2.1 Calculate that the Council tax requirement for the Council's own purpose for 2015-2016 is £182.44 Per Band D equivalent dwelling.

3. To approve a 1.94% increase in the Spelthorne Borough Council element of the Council tax for 2015-16. Moreover:
 - (a). The revenue estimates as set out in Appendix 1 be approved.
 - (b). No Money, as set out in this report is appropriated from General Reserves in support of Spelthorne's local Council tax for 2015/16.
 - (c). To agree that the council tax base for the year 2015/16 is 37,971.10 band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.

That the following sums be now calculated by the Council for the year 2015/16 in accordance with Section 31 to 36 of the Local Government Act 1992:

- A 69,944,239 being the aggregate of the amount which the council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils.
- B 63,016,715 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
- C 6,927,524 being the amount at 3(c) above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council tax for the year (including Parish precepts)
- D £182.44 being the amount at 3(c) above (item R), all dividend by item T (2above) calculated by the Council in accordance with Section 31 B(1) of the act, as the basic amount of its Council Tax for the year(including Parish precepts)
- E 0 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- F £182.44 being the amount at 3(d) above less the result given by dividing the amount at 3 (e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.

All newly built commercial property completed between 1st October 2013 and 30 Sept 2016 will be exempted from empty property rates for the first 18 months, up to the state aid limit.

A discount of £1,500 for shops, pubs and restaurants (excluding banks, building societies and betting shops) with a rateable value below £50,000 for two years up to the State aid limits from 1st April 2014.

A 50 per cent business rates relief for 18 months between 1st April 2014 and 31st March 2016 for businesses that move into retail premises(excluding banks, building societies and betting shops) that have been empty for a year or more.

That the following amounts be calculated for the year 2015/16 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
121.63	141.90	162.17	182.44	222.98	263.52	304.07	364.88

Being the amounts given by multiplying the amount at (e) above by the number which in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

That it be noted that, for the year 2015-16, Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

Precepts issued to the Council

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1) Surrey County Council	813.12	948.64	1084.16	1219.68			
	1490.66	1761.98	2032.72	2439.26			
2) Surrey Police		143.98	167.91	191.90	215.89		
	263.86	311.84	359.82	431.78			

That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts set out in Appendix 6 as the amounts of Council tax for the year 2015/16 for each of the categories of dwellings on Appendix 3.

The Council has determined that its relevant basic amount of Council Tax for 2015/16 is not excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

As the billing authority, the council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2015/16 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

Reason for the decision:

Cabinet noted that the Council was required to set a balanced budget for 2015-16.

2154. Business Improvement District (BID) proposal

Cabinet considered a report on a proposal to introduce a BID for Staines-upon-Thames.

RESOLVED that Cabinet will:

- Support the introduction of a BID in Staines-upon-Thames.

- Incorporate £32,000 in the Revenue Budget for 2015-16 as a one-off item for consultation and start-up costs.

Reason for the decision:

Cabinet noted that the Council would facilitate the introduction of the BID between the retail businesses of Staines-upon-Thames.

2155. Annual Grants Awards 2015-16

Cabinet considered a report on the proposed annual grants awards for 2015-16.

RESOLVED that Cabinet:

- Agrees the grants awards for 2015/16.
- Notes all other support to the voluntary, charity sector.
- Notes the performance of our key partners (over £10k per annum).

Reason for the decision:

Cabinet noted the essential role played by the voluntary sector in the provision of services for local people.

2156. Appointments to the Community Noise Forum

Cabinet considered a request from the Community Noise Forum to appoint two representatives to that group.

RESOLVED that Cabinet appoints Councillor Marian Rough and Kathleen Croft, Stanwell Moor Residents' Association, to represent the Council on the Community Noise Forum until 11 May 2015.

Reason for the decision:

Cabinet noted that the purpose of the group will be to keep residents and stakeholders informed on airspace issues and planning in the locality.

2157. Leader's Announcements

The following are the latest service updates from various Council departments.

Spelthorne Council hosted a public meeting on Tuesday 3 February to clarify its position with regard to any potential development on Green Belt land at Kempton Park Race Course in Sunbury-on-Thames. The meeting, held at the Hazelwood Centre in Sunbury-on-Thames and chaired by Spelthorne Chief Executive, Roberto Tambini, was called after residents expressed concern that the Jockey Club might be planning to develop 1500 homes on Kempton Park. Around 200 residents attended and many submitted questions in advance of the meeting. To hear a recording of the meeting, or to view the questions and answers, Leader's statement and presentation from the Head of Planning visit www.spelthorne.gov.uk/kempton

Planning took enforcement action at the end of January against the owners of a property in Shepperton who failed to comply with the conditions of their planning permission. A visit made by staff to the Towpath property showed that the work being undertaken differed from the agreed plans in terms of scale. The Council issued an enforcement notice to the owners requiring them to stop work and alter the structure in line with the planning permission. They

are prevented from doing any more work and have just over four months to comply with the notice.

Spelthorne Council has been working with the South West Trains-Network Rail Alliance and Surrey County Council to agree improvements to the appearance of Ashford Train Station to provide a more welcoming environment for rail passengers and visitors to the town. Improvements to the station and surrounding area include an upgrade to the front of the station, resurfacing of the road and pavements in Station Approach and improved lighting and signage.

This year's highway verge cutting has commenced and the first complete cut of the Borough is scheduled to be completed by the end of February.

The GIS team have identified significant savings on the maintenance costs for IDOX Uniform, one of the Council's largest ICT systems and used within Planning, Building Control, Licensing, Environmental Health & Asset Management and Corporate Services. An annual saving of £32K has been achieved, representing a 50% reduction versus 2010 costs.

Preparations for the Magna Carta celebrations are well underway. The main Spelthorne event, the Barons Gathering, will take place on Saturday 13 June from 12.15pm to 8.15pm at the Lammas Recreation Ground in Staines-upon-Thames.

The 2015/16 Leisure Directory is now available from Community Centres, Libraries, Leisure Centres, Medical Centres and the Council Offices; there will also be copies available in the Members' Room.

Leisure Services are producing a leaflet to promote events being held in the Borough during the summer (22 May to 31 August). Inclusion in the leaflet is free for community groups and clubs and details should be submitted to Leisure Services by Monday 23 March.

Enterprise Rent-a-Car will be sponsoring this year's P&G Surrey Youth Games and the additional funding has allowed Spelthorne to run additional training sessions in various sports.

The Housing Options team continue to deal with a high number of homelessness approaches. Many of these arise from possession action in private sector rentals due to landlords wishing to sell a property or re-let at a higher rent. This has resulted in a rise in the number of households being placed in bed and breakfast accommodation.

A tri-borough winter shelter for single homeless households has opened in Whitely Village in Hersham with joint funding from Spelthorne. This project offers emergency accommodation and help to find longer-term accommodation. In the first few weeks of operation, four people from Spelthorne benefited from the facility.

The Council Tax collection rates (cumulative) up to end January were:-

- Council Tax: 96.7% (96.8% sply)
- Business Rates: 91.08% (95.98% sply)
- Council Tax Support: 73% (65.6% sply)

The Council's collection of Council Tax Support is significantly better than the same period last year despite the fact that Council Tax Support claimants now have to pay 25% of their Council Tax bill (up from 10% last year).

The new Customer Service telephone system has resulted in a 38% decrease in calls being handled by Spelthorne thanks to improved routing of residents' calls.

Growth figures for December 2014 were again very positive with Spelthorne ranked 24th out of 326 English boroughs and districts (up from 32nd in November). The year-to-date growth rate figure of 2.9% means Spelthorne remains the fastest growing Borough in terms of the number of new businesses in Surrey.

Three free digital skills training sessions have been organised for local businesses during February and March thanks to funding from the Enterprise M3 Local Enterprise Partnership. Uptake has been excellent and all sessions are full.

A new series of Spelthorne Business Forum (SBF) meetings have been arranged and evening networking meetings start again from 24 March. Regular networking meetings of the SBF and Hounslow Chambers of Commerce have also been organised.

The new Law Enforcement Team is now at full strength, the final officer having been recruited in February. Between 2 January and 10 February the team dealt with 51 illegally sited estate agents boards, 58 fly-tips, 22 abandoned vehicles, 2 illegal moorings and 7 reports of dog fouling. They also carried out 26 targeted patrols and issued 36 fixed penalty notices.

The CCTV camera situated in Clare Road, Stanwell, has now been converted from fibre-optic to wireless technology which provides a clearer picture and saves the Council around £2K per year. The camera is monitored by officers at Runnymede Borough Council.

Working in collaboration with the Community Payback scheme, the garden of disabled Sunbury-on-Thames resident has been cleared and levelling work carried out. Local neighbours also helped to design the garden, making it more attractive and wheelchair friendly.

The Communications team have redesigned the Council's e-newsletter, improving the look and functionality. The enews contains Council and community news and local events and is sent on the last Friday of each month to subscribed residents.

Working with the Food Standard's Agency, Environmental Health arranged one-to-one coaching in December for 15 Spelthorne takeaway food businesses with poor food hygiene ratings. Of the six takeaways which have been re-inspected since the coaching, five have shown an improvement and two of these gained a '5' rating (very good). Three of the remaining businesses are due to be re-inspected shortly and the others are being invited to apply for a rescore visit.

2158. Issues for Future Meetings

There were none.

2159. Urgent items

There were none.

NOTES:-

- (1) **Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.**
- (2) **Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.**
- (3) **Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;**
- (4) **To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;**
- (5) **When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-**
Outline their reasons for requiring a review;
 - **Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;**
 - **Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and**
 - **Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.**
- (6) **The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 27 February 2015**

Cabinet**24 March 2015**

Title	Capital Monitoring Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	Cabinet is asked to note the current spend position and approve a supplementary estimate of £32k for the liquid voice project.		

1. Key issues

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to January 2015.
- 1.2 For the period ending January 2015, capital expenditure including commitments was £498k (58%) of the original budget and (45%) of the revised budget.
- 1.3 The projected outturn shows that we are anticipating to spend £928k which represents (84%) of the revised budget.
- 1.4 The difference between the original budget and the revised budget is £245k. This consists of £422k of carry forwards from 2013/14 and £167k of supplementary estimates less £344k worth of capital spend that has been re phased to 2015/16.
- 1.5 Approve a supplementary estimate of £32k for the liquid voice project which was the replacement/upgrading of the customer services telephone system.
- 1.6 Transactions involving all projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as required by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital definition will be transferred to revenue.

1.7 Significant Developments /variances

- (a) Kennington Manor: (£33k) the project has been re phased to 2015/16 to allow the tendering process to be completed following the award of substantial football foundation funding for the project

- (b) Car Park improvement(equipment) (£111k) in Elmsleigh car park. Initial concerns were raised around the legislation of automatic number plate recognition systems and Counsel Opinion was sought on a variation. The selected contractor to put in the new payment system said they could achieve our aims but on submission of the final proposal the quote was considerably higher than expected or promised the previous week by the supplier. Due to concerns with the revised contractors quote being higher than expected this project has been re phased to 2015/16 to allow a tendering process to be completed.
- (c) Customer Relationship Management Solution: (£85k) Phase 2 of the project will be completed by the end of the September 2015; therefore a carry forward is expected at year end.
- (d) Disabled facilities grants Mandatory and Discretionary: (£80k) Based on the current applications and approvals, there will be an underspends on Mandatory grants of approx.. £40k and it is highly unlikely there will be any spend this year on discretionary grants £30k.

2. Options analysis and proposal

- 2.1 Cabinet are asked to note the current spend position.

3. Financial implications

- 3.1 Any Underspend on the approved capital programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes.

4. Other considerations

- 4.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allowed the funds to complete the works.

5. Timetable for implementation

- 5.1 Bi monthly monitoring reports are prepared for Management team and incorporate revised actual figures.

Background papers: None

Appendices: A and B

Appendix A

CAPITAL MONITORING REPORT AT 31 JANUARY 2015

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	Re-phased to 2015-16	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing & Ind Living	222,600	44,600	(11,914)	-	255,286	91,492	19,470	185,686	(69,600)
Cllr Mitchell - Environment	283,000	132,700	40,000	(343,600)	112,100	56,776	4,258	95,000	(17,100)
Cllr Gething - Asset Management	215,600	23,300	38,500	-	277,400	37,605	18,161	276,988	(412)
Cllr Sexton - Communication, Procurement and ICT	143,800	176,100	-	-	319,900	153,765	74,848	325,663	5,763
Cllr Forbes-Forsyth - Comm Safety, Young People, Leisure & Culture	-	45,000	100,000	-	145,000	41,953	-	45,000	(100,000)
	865,000	421,700	166,586	(343,600)	1,109,686	381,591	116,738	928,337	(181,349)

Appendix B

CAPITAL MONITORING REPORT AT 31 JANUARY 2015

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Re-phased to 2015-16	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<u>Housing Investment Programme</u>												
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>												
Lee O'Neil	40203	Disabled Facilities Mandatory	450,000	-	-	-	450,000	332,240	800	410,000	(40,000)	Based on current approvals and applications being processed, DFG payments are expected to be over £400k. DCLG have awarded SBC an additional grant of £11.9k. It is highly unlikely that there will be any expenditure by the end of this financial year.
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	-	29,600	-	-	-	(29,600)	
Lee O'Neil		Less Specified Capital Grant	(285,000)	-	(11,914)	-	(296,914)	(247,428)	-	(296,914)	-	
		Net Cost of Disabled Facilities Grants	194,600	-	(11,914)	-	182,686	84,812	800	113,086	(69,600)	
Lee O'Neil	40209	Home Improvement Agency grant	28,000	-	52,705	-	80,705	54,099	26,356	80,705	-	Annual Invoice to be received later in the financial year.
		HIA Funding	-	-	(52,705)	-	(52,705)	(52,705)	(26,356)	(52,705)	-	
		Total	28,000	-	-	-	28,000	1,394	-	28,000	-	
Total For HIP			222,600	-	(11,914)	-	210,686	86,205	800	141,086	(69,600)	
<u>Other Capital Programme</u>												
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>												
Deborah Ashman	42271	Fordbridge Day Centre	-	20,600	13,100	-	33,700	1,420	-	33,700	-	Work has already started and expected to finish by the end of March 2015. Overspends will be funded through Personalisation & Prevention Partnership Fund (£9k) and remainder from Revenue Carry forwards.
Deborah Ashman		External Funding	-	-	(13,100)	-	(13,100)	(1,420)	-	(13,100)	-	
Deborah Ashman	42014	Housing Locata	-	24,000	41,600	-	65,600	46,887	18,670	65,600	-	Project has now been completed. One outstanding payment in respect of Homelessness Prevention & Advise module will be made in due course, provided no major issues. External funding / contribution to offset the additional costs.
		External Funding	-	-	(41,600)	-	(41,600)	(41,600)	(18,670)	(41,600)	-	
		Total	-	44,600	-	-	44,600	5,287	18,670	44,600	-	
Sandy Muirhead	41623	Insulation (SALIX)	-	-	5,530	-	5,530	5,530	-	5,530	-	Project monies from SALIX fund to be complete by March 2015.
Sandy Muirhead		Salix Funding	-	-	(5,530)	-	(5,530)	(5,530)	-	(5,530)	-	
		Total	-	-	-	-	-	-	-	-	-	
<u>Cllr Mitchell - Environment</u>												
Jackie Taylor	41601	DCLG Bins	-	-	14,444	-	14,444	14,444	-	14,444	-	Funded through Department for Communities of Local Govt (DCLG).
Jackie Taylor		DCLG Funding	-	-	(14,444)	-	(14,444)	(14,444)	-	(14,444)	-	
Jackie Taylor	41620	Wheelie Bins	50,000	-	-	-	50,000	50,000	0	50,000	-	Budget for this financial year is fully spent.
		Total	50,000	-	-	-	50,000	50,000	0	50,000	-	
Lee O'Neil	41314	Air Quality	-	25,100	-	-	25,100	-	-	8,000	(17,100)	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Project is being delayed due to staff maternity leave. Work has to start as the contract has been signed and the balance is likely to be carried forward into next financial year. Project is likely to be completed by March 2017.
		Total	-	25,100	-	-	25,100	-	-	8,000	(17,100)	
Sandy Muirhead	42047	Bring Site Initiative	-	37,000	-	-	37,000	6,776	4,258	37,000	-	Additional bins to be purchased to improve the ten most difficult sites. Project is expected to be completed by March 2015.
		Total	-	37,000	-	-	37,000	6,776	4,258	37,000	-	
Sandy Muirhead	41006	Kenyngton Manor Pavilion	33,000	-	-	(33,000)	-	-	-	-	-	Project has been re-phased to 2015-16.
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	-	(200,000)	-	-	-	-	-	Project has been re-phased to 2015-16.
		Total	233,000	-	-	(233,000)	-	-	-	-	-	
Sandy Muirhead	41317	Car Park Improvements	-	70,600	40,000	(110,600)	-	-	-	-	-	Project has been re-phased to 2015-16.
		Total	-	70,600	40,000	(110,600)	-	-	-	-	-	

CAPITAL MONITORING REPORT AT 31 JANUARY 2015

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Re-phased to 2015-16	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Cllr Gething - Asset Management												
Dave Phillips	41007	Stanwell Skate Park	-	-	50,000	(50,000)	-	-	-	-	-	Project has been re-phased to 2015-16.
		External Funding	-	-	(50,000)	50,000	-	-	-	-	-	
Dave Phillips	41015	Runnymede Estates	55,600	-	-	-	55,600	-	9,600	50,800	(4,800)	Capitalised Planned Maintenance to be transferred at end of year and overspends against "Renewal of Toilets Facilities" will be funded from here.
Dave Phillips	41028	Fire Alarm Systems	-	-	-	-	(1,345)	1,345	-	-	-	Retention payment is to be made by end of March 2015.
Dave Phillips	41031	Fencing	-	-	-	-	(1,623)	1,624	-	-	-	Retention payment is to be made by end of April 2015.
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	-	20,000	-	-	20,000	-	Project is expected to be completed by end of this financial year. However, if it's not completed due to unavoidable reasons then it will be requested to be carried forward into 2015-16. Lease for the land is expected to be in place by May 2015.
Dave Phillips	42018	Parks Properties	-	-	38,500	-	38,500	37,759	340	38,100	(400)	Works have now been completed at both Long Lane Recreation flat and Staines Park Pavilion flat. Retention payment will be made by end of August 2015
Dave Phillips	42043	Renewal of Toilet Facilities	-	3,300	-	-	3,300	8,088	0	8,088	4,788	Works to Toilet facilities have been completed. Ovespends will be funded through "Capitalised Planned Maintenance" budget.
Dave Phillips	42050	KG Reception & Other Moves	-	-	-	-	(1,652)	1,653	-	-	-	Retention payment is to be made by end of April 2015.
Dave Phillips	42053	Knowle Green Heating	-	-	-	-	(3,623)	3,600	-	-	-	Retention payment is to be made by end of March 2015.
Dave Phillips	42046	Greeno Centre Re-roofing	160,000	-	-	-	160,000	-	-	160,000	-	Work has already started and expected to finish by end of this financial year.
		Total	215,600	23,300	38,500	(50,000)	277,400	37,605	18,161	276,988	(412)	
Cllr Sexton - Communication, Procurement & ICT												
Helen Dunn	43003	New Software	20,000	-	-	-	20,000	5,875	12,742	20,000	-	Will be spent by the end of this financial year on various software enhancements.
Helen Dunn	43311	Voice Over Internet (VOIP)	-	64,500	-	-	64,500	42,971	2,183	50,000	(14,500)	More Hand Sets to be purchased by the end of this financial year.
Helen Dunn	43314	Integra Upgrade	-	10,000	-	-	10,000	1,960	6,000	6,000	(4,000)	Waiting for the upgrade to be released.
Helen Dunn	43606	Misc Software	-	-	-	-	-	-	2,416	-	-	Not a current project - Commitment to be recoded.
Helen Dunn	43608	Other Hardware	50,000	-	-	-	50,000	21,890	6,145	50,000	-	Will be spent by the end of this financial year on various hardware requirements.
Helen Dunn	43609	ICT Security	-	-	-	-	-	360	-	360	360	Overspend due to Special creditor. Expenditure to be funded by underspends in other ICT projects.
Helen Dunn	43610	Code of Connection Requirement	6,000	-	-	-	6,000	8,070	-	8,070	2,070	Project complete. Overspend to be funded by underspends in other ICT projects.
Helen Dunn	43611	Mobiles and Tablets	28,800	-	-	-	28,800	1,632	4,962	28,800	-	Mobile and tablet replacements to be purchased by the end of this financial year.
Helen Dunn	43612	Mobile device management	10,000	-	-	-	10,000	-	-	10,000	-	Mobile and tablet replacements to be purchased by the end of this financial year.
Helen Dunn	43613	Disaster Recovery Requirements	16,000	-	-	-	16,000	1,480	9,091	20,000	4,000	Routers & Switches to be purchased by the end of this financial year. Overspend to be funded by underspends in other ICT Projects.
Helen Dunn	43614	ESIP	13,000	-	-	-	13,000	-	-	-	(13,000)	Project completed and paid out of 13/14 budget.
		Total	143,800	74,500	-	-	218,300	84,238	39,499	193,230	(25,070)	
Jan Hunt	41608	HR and Payroll system	-	11,500	-	-	11,500	6,126	-	11,500	-	Employee self-service module is currently being piloted. Significant system upgrades are still in progress.
		Total	-	11,500	-	-	11,500	6,126	-	11,500	-	
Linda Norman	43505	CRM Solution	-	85,400	-	-	85,400	31,250	31,970	85,400	-	Currently in development. Phase 1 is now in User Acceptance Testing stage with staff and is expected to be completed by March 2015 & Phase 2 by September 2015. Balance will be subject to a request to be carried forward into 2015-16.
Linda Norman	43308	Liquid Voice	-	-	-	-	-	28,618	3,180	31,800	31,800	Phase 1 is now live and Phase 2 is being tested, expected to be completed by March 2015.
		Total	-	85,400	-	-	85,400	59,868	35,150	117,200	31,800	
Rowena Davison	43304	GOSS - Website Upgrade	-	4,700	-	-	4,700	3,533	200	3,733	(967)	Project has now been completed.
		Total	-	4,700	-	-	4,700	3,533	200	3,733	(967)	
Michael Graham	43504	Elections IER Equipment	-	-	1,323	-	1,323	1,323	-	1,323	-	IER funding through Cabinet Office.
		External Funding	-	-	(1,323)	-	(1,323)	(1,323)	-	(1,323)	-	
		Total	-	-	-	-	-	-	-	-	-	
Cllr Forbes-Forsyth - Community Safety, Young People, Leisure & Culture												
Keith McGroary	41605	Staisafe Radio	-	45,000	8,300	-	53,300	50,253	-	53,300	-	Additional radios required to be purchased for the Elmsleigh Centre.
Keith McGroary		Funding from Car Parks	-	-	(8,300)	-	(8,300)	(8,300)	-	(8,300)	-	
Keith McGroary	41611	Law Enforcement	-	-	100,000	-	100,000	30,075	-	-	(100,000)	Any expenditure incurred to purchase the enforcement vehicles will be reimbursed by Police.
		External Funding	-	-	-	-	-	(30,075)	-	-	-	
		Total	-	45,000	100,000	-	145,000	41,953	-	45,000	(100,000)	
Total For Other			642,400	421,700	178,500	(343,600)	899,000	295,386	115,938	787,251	(111,749)	
Total Expenditure			1,150,000	421,700	365,502	(343,600)	1,543,602	784,416	161,764	1,362,253	(181,349)	
Total Funding			(285,000)	-	(198,916)	(343,600)	(433,916)	(402,825)	(45,026)	(433,916)	-	
GRAND TOTAL			865,000	421,700	166,586	(343,600)	1,109,686	381,591	116,738	928,337	(181,349)	

Cabinet**24 March 2015**

Title	Revenue Monitoring report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	Cabinet is asked to note the current spend position.		

1. Key issues

1.1 To provide cabinet with the net revenue spend figures to the end of January 2015.

- The forecast outturn at net expenditure level is £13.894m against the revised budget of £13.621m; A projected adverse variance of £273k
- After taking into account the use of carry forwards and use of reserves, the net position is approximately £17k adverse variance.
- Interest earnings are forecast to exceed the budget by approximately £175k as a result of increased returns from longer term investments.

2. Options analysis and proposal

2.1 Cabinet are asked to note the current net revenue spend and forecast position.

2.2 Across several service areas has been the impact of making accounting provisions within 2014-15 to reflect the liability created by decisions to make certain posts redundant. In total this equates to £523k which has been part funded by use of £250k of business improvement reserve. It should be borne in mind that for all these post deletions there are ongoing revenue savings (part year figure for 15-16 of over £300k) and all pay back in a relatively short time.

2.3 The following highlights the more significant or material variances:

Parking Services and ICT

Car Parks £32k adverse variance – Shortfall due to various organisation's not renewing their season ticket arrangements and problems affecting the car parking machines as a result of last year's flooding.

Planning and Corporate Development

Corporate Governance £45k favourable variance- Income from Reigate for shared head of legal services.

Planning Development and Control: £21k favourable variance – Increased fee income, including some large applications (£100k) offset by higher expenditure on consultants relating to planning and housing strategy work (£75k).

Housing, Health, Wellbeing and Independent Living

General Grants: £98k favourable variance – Savings to the charitable rate relief budget due to changes in the business rate system, offset by higher grant payments for which we have received additional funding for.

Day Centres: £159k favourable variance – Additional high needs income and personalisation and prevention income received.

Homelessness: £98k adverse variance – Additional costs as a result of increased usage of Bed and Breakfast.

Environment

Waste Recycling: £19k favourable variance – Increased recycling credits received plus reduced gates fees for the majority of the year, offset by increased green waste disposal costs.

Grounds maintenance- £101k favourable variance s106 monies to fund playground maintenance

Community Safety, Young People, Leisure & Culture

Spelthorne Leisure Centre:£38k adverse variance: Outstanding energy costs relating to 2013/14.

Community Safety:£68k favourable variance – Savings as result of the delayed start of the enforcement project.

Economic Development and Fixed Assets

Staines town centre management :£440k adverse variance- Reduced percentage of rental payments received from the Elmsleigh Centre as a result of reduced level of rents being collected plus a refund of £280k to cover previous years overpayments.

Asset Management Administration £63k favourable variance – Underspends on the Knowle Green relocation project.. This money was intended to be used for a joint feasibility study with Surrey County Council, which in the end did not take place.

3. Financial implications

3.1 As set out within the report and appendices

4. Other considerations

4.1 There are none

5. Timetable for implementation

5.1 Bi – monthly reports are produced for Management team.

Appendices: A & B

APPENDIX A

2014/15 Net Revenue Budget Monitoring
As at end of 31 JANUARY 2015

	14/15	14/15	14/15	14/15
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	54,088,900	54,197,200	56,749,400	2,552,200
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	54,088,900	54,197,200	56,749,400	2,552,200
Less Specific fees and charges income	(40,390,400)	(40,350,800)	(42,854,829)	(2,504,029)
Net Expenditure - broken down as below	13,698,500	13,846,400	13,894,571	48,171
Leader	333,900	336,900	400,490	63,590
Parking Services and ICT	62,500	62,500	71,100	8,600
Planning and Corporate Development	2,206,900	2,135,900	1,830,100	(305,800)
Housing, Health, Wellbeing and Independent Living	2,557,600	2,538,900	2,446,901	(91,999)
Environment	4,034,000	4,050,200	3,756,680	(293,520)
Community Safety, Young People, Leisure and Culture	283,600	320,200	276,400	(43,800)
Finance	3,118,700	3,189,700	3,534,600	344,900
Communications	222,800	222,800	211,800	(11,000)
Economic Development and Fixed Assets	878,500	989,300	1,366,500	377,200
NET EXPENDITURE AT SERVICE LEVEL	13,698,500	13,846,400	13,894,571	48,171
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
Pay award	100,000	100,000	-	(100,000)
Efficiencies to offset pay award	(100,000)	(100,000)	-	100,000
Increased Employer contributions due to auto enrollment	75,000	75,000	-	(75,000)
NET EXPENDITURE	13,473,500	13,621,400	13,894,571	273,171
NET EXPENDITURE	13,473,500	13,621,400	13,894,571	273,171
Interest earnings	(335,300)	(335,300)	(510,300)	(175,000)
Extraordinary Item				
Appropriation from Reserves:				
Business Improvement Reserve			(250,000)	(250,000)
Staines Town Development	(450,000)	(450,000)	(202,000)	248,000
Elmsleigh Car Park	(287,000)	(287,000)	(287,000)	-
Customer Services	(46,700)	(46,700)	(46,700)	-
Spend to Save (Bowls club)	(13,000)	(13,000)	(13,000)	-
Enforcement Project	(100,000)	(100,000)	(32,000)	68,000
BUDGET REQUIREMENT	12,241,500	12,389,400	12,553,571	164,171
Baseline NNDR Funding	(2,361,348)	(2,361,348)	(2,361,348)	-
Revenue Support grant	(1,932,189)	(1,932,189)	(1,932,189)	-
New Homes Bonus	(1,218,600)	(1,218,600)	(1,218,600)	-
DCLG Transitional LCTSS grant	-	-	-	-
NET BUDGET REQUIREMENT	6,729,363	6,877,263	7,041,434	164,171
Collection Fund Surplus/(deficit)	(187,920)	(187,920)	(187,920)	-
CHARGE TO COLLECTION FUND	6,541,443	6,689,343	6,853,514	164,171
2013/14 Revenue carryforward			(147,000)	(147,000)
Net Position				17,171

Appendix B			
REVENUE MONITORING 2014/15			
EXPENDITURE AND INCOME SUMMARY 31 JANUARY 2015			
Results to 31-Jan-15	Budget	Forecast	Variance
	Revised	Outturn	to Revised
	£	£	£
Leader			
Employees	342,000	409,600	67,600
Other Expenditure	37,100	33,100	(4,000)
Income	(42,200)	(42,210)	(10)
	336,900	400,490	63,590
Parking Services and ICT			
Employees	1,132,400	1,145,684	13,284
Other Expenditure	1,629,600	1,633,116	3,516
Income	(2,699,500)	(2,707,700)	(8,200)
	62,500	71,100	8,600
Planning and Corporate Development			
Employees	1,612,400	1,759,600	147,200
Other Expenditure	1,237,300	1,084,200	(153,100)
Income	(713,800)	(1,013,700)	(299,900)
	2,135,900	1,830,100	(305,800)
Housing, Health, Wellbeing and Independent Living			
Employees	2,950,100	2,989,700	39,600
Other Expenditure	32,950,600	35,037,200	2,086,600
Income	(33,361,800)	(35,579,999)	(2,218,199)
	2,538,900	2,446,901	(91,999)
Environment			
Employees	2,573,000	2,576,585	3,585
Other Expenditure	3,487,000	3,487,315	315
Income	(2,009,800)	(2,307,220)	(297,420)
	4,050,200	3,756,680	(293,520)
Community Safety, Young People, Leisure and Culture			
Employees	391,100	418,500	27,400
Other Expenditure	482,000	501,400	19,400
Income	(552,900)	(643,500)	(90,600)
	320,200	276,400	(43,800)
Finance			
Employees	2,885,500	3,280,200	394,700
Other Expenditure	658,700	602,000	(56,700)
Income	(354,500)	(347,600)	6,900
	3,189,700	3,534,600	344,900
Communications			
Employees	130,200	141,000	10,800
Other Expenditure	92,600	71,100	(21,500)
Income	0	(300)	(300)
	222,800	211,800	(11,000)
Economic Development and Fixed Assets			
Employees	223,800	237,400	13,600
Other Expenditure	1,381,800	1,341,700	(40,100)
Income	(616,300)	(212,600)	403,700
	989,300	1,366,500	377,200
NET EXPENDITURE AT SERVICE LEVEL	13,846,400	13,894,571	48,171
Total Employees	12,240,500	12,958,269	717,769
Total Other Expenditure	41,956,700	43,791,131	1,834,431
Total Income	(40,350,800)	(42,854,829)	(2,504,029)
	13,846,400	13,894,571	48,171
Total Expenditure	54,197,200	56,749,400	2,552,200
Total Income	(40,350,800)	(42,854,829)	(2,504,029)
Net	13,846,400	13,894,571	48,171

Cabinet**24 March 2015**

Title	Discretionary Rate Relief		
Purpose of the report	To make a decision		
Report Author	Linda Norman		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Community and Accountability		
Recommendations	<p>The Cabinet is asked to approve the renewal of the discretionary rate relief applications to all the organisations set out in Appendix B at the percentage shown for the period. The anticipated cost of this relief to the Council for 2015/16 is £45,577.63</p>		

1. Key issues

- 1.1 The Council has a responsibility under Section 43 and 47 of the Local Government Finance Act 1988 to consider applications for Discretionary Rate Relief from registered charities and non-profit making bodies. In recent years it has been normal practice to review and grant relief for a two year period.
- 1.2 Under delegated powers, only discretionary relief applications where the amount borne by the Local Authority exceeds £2,000 requires referral to the Cabinet for a decision.
- 1.3 Sections 43 and 47 of the Local Government Finance Act 1988 allow an Authority to grant up to 100% relief where either the hereditament is occupied by a non-profit making organisation whose main objectives are charitable, philanthropic, religious, or concerned with education, social welfare, science, literature or the fine arts. Further information is provided in the Discretionary Rate Relief policy attached as **Appendix A**.
- 1.4 Organisations which are a registered charity already receive mandatory relief at 80%. From 01/04/2013 the Council will bear 50% of the cost of granting mandatory relief with the rest being paid out of the National Non Domestic Rate Pool.
- 1.5 From 01/04/2013 the cost of discretionary relief and top up discretionary relief for other properties is borne at a rate of 50% by Spelthorne, the rest of the relief is paid out of the National Non Domestic Rate Pool.
- 1.6 However, as the change in proportions borne by Spelthorne give rise to a small reduction in cost and the overall amount of relief granted is not large it is

not felt necessary to conduct a further full review of policy and recipients at this time.

2. Options analysis and proposal

- 2.1 All applications received were fully reviewed in 2010 and have been in receipt of relief for many years.
- 2.2 All meet the criteria as laid out on **Appendix A**.
- 2.3 If relief is to be revoked, the Authority must give 12 months' notice, in writing of that decision so the earliest the relief could be removed would be 1 April 2016.
- 2.4 If relief is not given, many of these charities may not be able to continue operating in the current economic climate and residents of the Borough may not be able to enjoy the facilities these charities and non-profit groups provide.

3. Financial implications

- 3.1 Organisations which are a registered charity, already receive mandatory relief at 80%.
- 3.2 The amount of discretionary rate relief borne by the Council is within budget.
- 3.3 However from 1 April 2015, the cost to the Council will be 50% of the total relief, (Figure relates to **Appendices B** and **C** i.e. made up of:

Appendix B Top up discretionary charitable relief 2015-16 **£23,954.64**

Appendix C Discretionary rate relief other bodies 2015-16 **£ 21,623.00**

Total £45,577.63

4. Other considerations

- 4.1 By granting relief, these organisations will be able to continue to provide benefit to the community and residents of Spelthorne.
- 4.2 All reviews are checked against the Charities Commission website and against the Council's policy on granting relief.

5. Timetable for implementation

- 5.1 As soon as practicable to ensure relief continues for 2015/16.

Background papers:

Appendices:

Appendix A

Appendix B

Appendix A – Discretionary Rate Relief Policy

DISCRETIONARY RATE RELIEF

The Local Government Finance Act 1988 provides for rate relief for certain sorts of organisations.

The Council can grant discretionary relief to:

1. Charitable organisations (up to 20%, as charitable organisations are already eligible for 80% rate relief). Community Amateur Sports clubs (CASC's) that have registered with the Inland Revenue fall into this category.
2. other organisations or institutions that are not established for profit and whose main objects are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts (up to 100%).
3. properties occupied by not-for-profit sports or social clubs or society, or other organisations for the purpose of recreation (up to 100%).
4. "Hardship" relief, where the ratepayer is experiencing difficulty paying and it is in the best interest of its council tax payers to grant relief (up to 100%).

Who pays for the scheme?

Some of the cost of rate relief is borne by Central Government from the national non-domestic rate relief (NNDR) pool.

The cost to the Council of granting rate relief varies according to circumstance, as set out in the following table:

Level of relief	Spelthorne Council tax funded	Central Government NNDR pool funded
Mandatory relief of 80%, where applicable	0	100%
Up to 20% additional discretionary relief for charitable organisations	40%	50%
Up to 100% discretionary relief for other eligible organisations	40%	50%
Up to 100% discretionary relief on grounds of "Hardship"	40%	50%

Policy for granting relief

In formulating its policy for discretionary rate relief the Council has taken into account the following factors:

The extent to which the organisation:

- Meets local needs in the community, and either
- Provides a valuable service to the community, or

Appendix A – Discretionary Rate Relief Policy

- Provides facilities which indirectly relieves the Authority of the need to do so subject to the conditions that:
 1. Membership, where appropriate, or facilities, are available to the general public and not unduly restricted; and
 2. Premises are not used for sales of a commercial nature on more than ten occasions in any one year

It also reflects the Council's Vision, Values and Key Corporate Objectives and Priorities, most significantly in relation to meeting the needs of the vulnerable

(A) Organisations that WILL normally eligible for discretionary rate relief

The following categories of organisations will be eligible for maximum relief,

- Official Scout and Guide Organisations, Boys Brigade and Youth Clubs shall be granted discretionary rate relief from the remaining rate liability (20%), provided they can demonstrate that their premises are used solely or mainly by them, or by them and other non-profit making services, for the benefit of the Community.
- Organisations whose main objectives are charitable, philanthropic, religious, or concerned with education, social welfare, science, literature or the fine arts. Eg; CAB, Red Cross, RSPCA, St John's Ambulance, Salvation Army and other similar organisations.
- Village/Parish Halls and Community Centres to qualify for 100% of relief.
- Day Centres for the elderly and for special needs groups to qualify for 100% of relief.
- Non profit making organisations will receive 100% discretionary relief if they provide facilities which indirectly reduces the requirement of the Authority to do so such as leisure, sport, recreational, arts facilities.
- To grant all CASC 20% discretionary relief subject to the following six criteria being satisfied :-
 - membership open to all.
 - membership encouraged from children, disabled or other disadvantaged groups.
 - the club facilities are of benefit to all.
 - membership fees are not excessive.
 - if bar receipts are excessive, further enquiries will be made to ascertain the ratio of playing to non playing members.
 - no payments are made to playing members.
- Where sporting or recreational pursuit clubs have been unable to register as a CASC, 100% discretionary relief will be granted subject to the following six criteria being satisfied :-
 - membership open to all.
 - membership encouraged from children, disabled or other disadvantaged groups.
 - the club facilities are of benefit to all.
 - membership fees are not excessive.
 - if bar receipts are excessive, further enquiries will be made to ascertain the ratio of playing to non playing members.
 - no payments are made to playing members.

Appendix A – Discretionary Rate Relief Policy

(B) Organisations NOT normally eligible for discretionary rate relief

1. National or regional offices of a charitable organisation. However, the administrative offices of charitable organisations providing wholly or predominantly for the community of Spelthorne will be considered for full relief.
2. No organisation having a permanent bar serving alcohol will be given rate relief where the bar receipts are excessive (more than 50% of total income).
3. No discretionary relief will be granted to voluntary aided, voluntary controlled or grant-aided schools
4. To grant only the mandatory relief to charity shops, not any discretionary element, so that they are not given an unfair advantage against other shops.

(C) Hardship relief

Hardship should only be granted if the authority is satisfied that:

- (a) The ratepayer would sustain financial hardship if the authority did not do so
- (b) It is reasonable for the authority to do so, having regard to the interests of the persons subject to Council Tax

To qualify for hardship relief, a business will:

- generally be that of a general store, a post office, the only service provider or large employer in the area ;
- generally be the only business of that nature within the settlement area;
- provide evidence to support the application;
- provide a copy of the latest set of audited accounts for the business.

The following conditions will also apply:

- before reaching a decision the views of port folio members will be sought;
- the maximum amount of the relief that will be permitted will be 100% of the net rate liability
- applications will be reviewed annually

The interests of the individual ratepayer will be balanced against the wider interest of the taxpayers and the potential impact on the local community. The 'interests' of council taxpayers in an area go wider than direct financial interests. For example, where the employment prospects in the area would be worsened by a company going out of business, or the amenities of an area might be reduced by, for instance, the only provider of a service in the area.

The hardship caused may be, for example where a business has been affected by severe loss of trade due to external factors such as natural disasters. However, the Council will wish to consider how the business can demonstrate such loss of trade or business. For example, do accounts, order books, till receipts or VAT returns show a marked decline in trade compared to corresponding periods in previous years?

Decision making process

1.1 All applications must be made on a standard form

Appendix A – Discretionary Rate Relief Policy

- 1.2 In addition, ratepayers will be required to submit supporting information such as audited accounts and articles of association
- 1.3 The Council will not consider applications where the ratepayer has failed to supply the requested information.
- 1.4 All applications will be considered on an individual basis and in line with the Council's policy and corporate priorities.
- 1.5 Consideration will be given to the financial impact on the Council and the local community in making awards. Relief maybe refused or capped, if it is considered that the financial cost to the Council or the community outweighs the benefits generated through the award of the relief.
- 1.6 The decision will be notified to the applicant in writing and where less than the maximum amount of relief is granted an explanation of the reasons why full relief was not granted will be given.
- 1.7 In the interests of efficiency, the authority to consider applications is delegated as set out below:
 - i) To grant application for discretionary rate relief for properties in accordance with Council policies provided that element of the relief recoverable from local taxpayers does not exceed £2100 in any one case;
 - (1) Revenues Manager or Chief Finance Officer
 - ii) To grant application for discretionary rate relief for properties in accordance with Council policies provided that element of the relief recoverable from local taxpayers does not exceed £2100 in any one case;
 - (1) Members
 - iii) To review hardship relief cases;
 - (1) Members
- 1.8 Details of the recipients and the amount of awards will be reported to Cabinet annually.

Right of appeal

- 1.1. There is no statutory right of appeal against a decision regarding discretionary rate relief made by the Council. However, the Council recognises that ratepayers should be entitled to have a decision reviewed objectively if they are dissatisfied with the outcome.
- 1.2. Appeals against decisions will be considered by the Cabinet and decisions made by the Cabinet will be final.
- 1.3. Applicants must make an appeal within four weeks of the issue of the letter notifying them of the Council's decision.
- 1.4. Applicants may appeal against the decision to award or not award relief, or against the level of relief awarded.
- 1.5. Appeals must be in writing giving the reasons why it is believed the decision should be amended. New or additional information may be included but only if it is relevant to the decision making process.
- 1.6. The applicant will be informed of the final decision and the reasons for the decision within four weeks of the hearing. The appellant does not have the right to appear in person at the hearing.

Backdating of relief

Appendix A – Discretionary Rate Relief Policy

- 1.1 The law allows claims for discretionary relief received between 1 April and 30 September in any year to be backdated to 1 April of the previous year.
- 1.2 Applications received after 30 September can only be backdated to 1 April of the year in which it is awarded.
- 1.3 Mandatory relief can be backdated to the date the organisation became a charity.

Discretionary top up relief over £2,000

REF	ORGANISATION	Charitable purpose	Registered charity	ADDRESS	Type of property	date of award	Type of relief Discretionary	%	Mandatory 2015/16	Discretionary 2015/16 £	Cost to Spelthorne		Total relief 2015/16 £	Recommendation	Reference
											50% of Disc	£			
100795998	Riverside Arts centre	To promote and provide support for artistic talent and appreciation of the arts in Spelthorne	Yes	59 Thames Street, Sunbury On Thames	Art gallery & premises	01.04.1990	Top up	20	13,409.60	3,352.40	1,676.20	16,762.00	Approve	100795998	
101184896	Riverside Arts centre	To promote and provide support for artistic talent and appreciation of the arts in Spelthorne	Yes	R/O 59 Thames Street, Sunbury Art gallery & premises	Art gallery & premises	01.04.1990	Top up	20	4,338.40	1,084.60	542.30	5,423.00	Approve	101184896	
101234283	SLM Community Leisure Charitable Trust	Provision of leisure services to the public	Yes	Spelthorne Leisure Centre Knowle Green, Staines	leisure centre & premises	01.04.2002	Top up	10	102,678.00	12,834.75	6,417.38	128,673.00	Approve	101234283	
101234283	SLM Community Leisure Charitable Trust	Provision of leisure services to the public	Yes	Sunbury Leisure Centre, Sunbury On Thames	leisure centre & premises	01.04.2002	Top up	10	80,635.20	10,079.40	5,039.70	94,951.80	Approve	101234296	
Cost to Spelthorne											13,675.58				

Annex D

Discretionary top up relief under £2,000

REF	ORGANISATION	Charitable purpose	Registered charity	ADDRESS	Type of property	date of award	Type of relief	Mandatory	DISCRETIONARY	Cost to		Total relief	Recommendation	Account
										2015/16	Spelthorne			
									2015/16	50% of Disc	2015/16			
									£	£	£			
1.01E+08	1st Stanwell scout group	Scout group	Yes	Park Road, Stanwell	scout hut	01.04.1990	Top up	20	966.28	241.57	120.79	1,207.85	Approve	1.01E+08
1.01E+08	Queen Mary Reservoir sailing club	To provide sailing for schools and people with disabilities	CASC	Sailing club, Ashford Road, Ashford	club house & premises	18.12.2011	Top up	20	14297.00	3,574.25	1,787.13	17871.25	Approve	1.01E+08
1.01E+08	3rd Staines scout group	Scout group	Yes	Lansdowne Rod, Staines	hall & premises	01.04.1990	Top up	20	1183.20	295.80	147.90	1,479.00	Approve	1.01E+08
1.01E+08	Laleham Village Hall	Community activities	Yes	Broadway, Laleham	hall & premises	01.04.2005	Top up	20	1084.60	271.15	135.58	1,355.75	Approve	1.01E+08
1.01E+08	Ashford Community association	Education and entertainment for community	Yes	Woodthorpe Road, ashford	Community centre	01.04.1993	Top up	20	5423.00	1,355.75	677.88	6,778.75	Approve	1.01E+08
1.01E+08	8th Ashford scout group	Scout group	Yes	Convent road, Ashford	hall & premeises	01.04.1990	Top up	20	611.32	152.83	76.42	764.15	Approve	1.01E+08
1.01E+08	1st Ashford common guides	Guides and brownies	Yes	Littleton road, Ashford	hall & premeises	01.04.1990	Top up	20	463.42	115.86	57.93	579.28	Approve	1.01E+08
1.01E+08	Canaan christian book centre	Supply of christian resources, counselling and information	yes	121 High Street Staines	shop & premises	01.04.1990	Top up	20	3904.56	976.14	488.07	4,880.70	Approve	1.01E+08
1.01E+08	1st Staines scout group	Scout group	Yes	commercial road, staines	scout hut	01.04.1990	Top up	20	923.16	230.79	115.40	1,153.95	Approve	1.01E+08
1.01E+08	3rd Ashford scout group	Scout group	Yes	Kingston Road, Ashford	scout hut	01.04.1990	Top up	20	828.24	207.06	103.53	1,035.30	Approve	1.01E+08
1.01E+08	4th Ashford scout goup	Scout group	Yes	Ashford Road, Staines	hall & premises	01.04.1990	Top up	20	591.60	147.90	73.95	739.50	Approve	1.01E+08
1.01E+08	1st Laleham scout group	Scout group	Yes	Ashford Road, Staines	scout hut	01.04.1990	Top up	20	729.64	182.41	91.21	912.05	Approve	1.01E+08
1.01E+08	The Guide Assoc	Guides and brownies	Yes	Dockett Eddy Lane, Shepperton	guide hut	01.04.1990	Top up	20	581.74	145.44	72.72	727.18	Approve	1.01E+08
1.01E+08	1st Shepperton scout group	Scout group	Yes	Glebeland gardens, Shepperton	scout hut	01.04.1990	Top up	20	1222.64	305.66	152.83	1,528.30	Approve	1.01E+08
1.01E+08	1st Shepperrton guides & borwnies	Guides and brownies	Yes	Manor Park, Russel Road,Shepperton	guide hut	01.04.1990	Top up	20	936.70	234.18	117.09	1,170.88	Approve	1.01E+08
1.01E+08	The Alan Freeman Trust	Recreational facilities for the community	Yes	61 Upper halliford Road, Shepperton	Community centre	01.04.1990	Top up	20	1301.52	325.38	162.69	1,626.90	Approve	1.01E+08
1.01E+08	5th Sunbury scout group	Scout group	Yes	Ashridge Way, Sunbury on Thames	hall & premeises	01.04.1990	Top up	20	857.82	214.46	107.23	1,072.28	Approve	1.01E+08
1.01E+08	Kempton Cricket Club	provision of sports facilities for adults & young people	CASC	Kempton Avenue, Sunbury on Thames	sports & recreational ground	01.04.1990	Top up	20	5028.60	1,257.15	628.58	6,285.75	Approve	1.01E+08
1.01E+08	Sunbury Sports Assoc	provision of sports facilities for adults & young people	CASC	LowerHampton Road, Sunbury on Thame	sports & recreational ground	01.04.2006	Top up	20	7690.80	1,922.70	961.35	9,613.50	Approve	1.01E+08
1.01E+08	7th Ashford scout group	Scout group	Yes	Ashford Road, Ashford	scout hut	01.04.1990	Top up	20	493.00	123.25	61.63	616.25	Approve	1.01E+08
1.01E+08	6th Staines scout group	Scout group	Yes	Burges Way, Staines	hall & premises	01.04.1990	Top up	20	1774.80	443.70	221.85	2,218.50	Approve	1.01E+08
1.01E+08	All Saints Church PCC	Promotion & education of christian faith	Yes	Broadway, Laleham	office & premises	01.4.1996	Top up	20	562.02	140.51	70.26	702.53	Approve	1.01E+08
1.01E+08	Ability Housing Assoc	Provision of housing & support for people with mental health issues	Yes	Gresham Road, Staines	office & premises	14.05.1997	Top up	20	13,113.80	3,278.45	1,639.23	16,392.25	Approve	1.01E+08
1.01E+08	Laleham Residents Assoc	Community welfare & support of other charitys and support of annual fair and events	Yes	Heritage centre, Laleham	office & premises	02.12.1997	Top up	20	1005.72	251.43	125.72	1,257.15	Approve	1.01E+08
1.01E+08	Shepperton Pre-school	Pre-school care and education	Yes	Glebeland gardens, Shepperton	hall & premises	01.02.2004	Top up	20	660.62	165.16	82.58	825.78	Approve	1.01E+08
1.01E+08	The Swan Sanctuary	To treat and release sick and injured swans	Yes	Felix Lane, Shepperton	Bird sanctuary	18.06.2005	Top up	20	1281.80	320.45	160.23	1,602.25	Approve	1.01E+08
1.01E+08	St Johns Ambulance	Protection and promotion of public health	Yes	Hengrove Hall, Ashford	hall & premises	01.04.2005	Top up	20	2248.08	562.02	281.01	2,810.10	Approve	1.01E+08
1.01E+08	Burgoyne Charitable Trust	Advancement of the christian faith	Yes	10 Burgoyne Road, Sunbury	hall & premises	13.12.2007	Top up	20	562.02	140.51	70.26	702.53	Approve	1.01E+08
1.01E+08	Hengrove scout headquarters	Scout group	Yes	Rennie Close, Ashford	hall & premises	27.07.2009	Top up	20	986.00	246.50	123.25	1,232.50	Approve	1.01E+08
1.01E+08	The Kings Community Church	To advance the Christian faith	Yes	St Martins Court, Kingston Crescent, Ashf Club and Premises		24.11.2011	Top up	20	2287.52	571.88	285.94	2,859.40	Approve	1.01E+08
1.01E+08	The Royal British Legion	Promotion of the Poppy Appeal in the local area	Yes	Gnd Fir, Chiltern Hse, Drake Avenue, Stai	Workshop and Premis	12.12.2012	Top Up	20	6113.20	1,528.30	764.15	7,641.50	Approve	1.01E+08
1.01E+08	Dramatize Theatre Company	To provide theatre workshops for adults and children with disabilities	Yes	Pavilion, Ashford Rec Gnd, Clockhose Ln	office & premises	02.08.2013	Top Up	21	3825.68	956.42	478.21	4,782.10	Approve	1.01E+08
										Cost to Spelthorne	10,442.60			

Discretionary Relief for Non Profit Organisations over £2,000

REF	ORGANISATION	Charitable purpose	Non profit	ADDRESS	Type of property	date of award	Type of relief Discretionary	% %	DISCRETIONARY 2015/16 £	Spelthorne 50% of Disc £	Recommendation	
100917585	Spelthorne Gymnastics	to coach gymnastics to children of all abilities	Yes	College Way, Church Road, Ashford	gymnastics club	01.10.1990	Discretionary	80	9,958.60	4,979.30	approve	100917585
101196004	W R Sports Ltd	sports activities including tennis, bowls & darts	Yes	Woodthorpe Road, Ashford	sports and recreational g	01.04.1995	Discretionary	100	10,599.50	5,299.75	approve	101196004
Cost to Spelthorne										10,279.05		

Annex E		Discretionary Relief for Non Profit Organisations under £2,000										
REF	ORGANISATION	Charitable purpose	Non profit	ADDRESS	Type of property	date of award	Type of relief Discretionary	%	DISCRETIONARY 2015/16 £	Spelthorne 50% of Disc % £	Recommendation	REF
1.01E+08	Stanwell Moor Village Hall Committee	community activities including play groups sports activities and WI	yes	Horton Road, Stanwell	Village hall	01.04.1995	Discretionary	100	1,680.00	840.00	approve	100776331
1.01E+08	Stanwell Village Hall Council	community activities including community groups and some private functions	yes	High Street, Stanwell	Village hall	01.04.1992	Discretionary	80	1,728.00	864.00	approve	100776797
1.01E+08	Echelford Sports Assoc	sports activities including cricket, hockey & football	yes	sports club, short lane, stanwell	sports club	01.04.1990	Discretionary	80	2,304.00	1,152.00	approve	100777806
1.01E+08	Elmsway Tennis club	To coach and play tennis	yes	Elmsway tennis club, Ashford	tennis club	01.04.1990	Discretionary	80	912.00	456.00	approve	100782192
1.01E+08	Laleham camping club	Recreational Camping	yes	Laleham Park Camping, Thameside, Staines	camping site & premises	01.04.1992	Discretionary	100	3,216.00	1,608.00	approve	100787922
1.01E+08	Burway Rowing club	to promote sport and rowing for community and children	yes	Burway rowing club, Thameside, staines	pavilion	01.04.1990	Discretionary	100	1,536.00	768.00	approve	100787935
1.01E+08	Littleton sailing club	To provide sailing for schools and people with disabilities	yes	sailing club, Littleton Lane, Shepperton	club house & premises	01.04.1990	Discretionary	100	1,920.00	960.00	approve	100792137
1.01E+08	Desborough sailing club	To provide sailing for schools and people with disabilities	yes	Desborough sailing club, Ferry Lane, Shepperton	pavilion	01.04.1990	Discretionary	100	1,752.00	876.00	approve	100793055
1.01E+08	Cyranet rowing club	to promote sport and rowing for community and children	yes	Hanhaugh Island, Shepperton	pavilion	01.04.1990	Discretionary	100	297.60	148.80	approve	100793631
1.01E+08	Shepperton Cricket club	Cricket facilities for community, children and disabled groups	yes	Manor Park sports ground, Shepperton	cricket club & premises	01.04.1990	Discretionary	100	1,171.20	585.60	approve	100794562
1.01E+08	Shepperton Sports & social club	to promote sports and social functions for community	yes	1 Station Approach, Shepperton	club house & premises	01.04.2004	Discretionary	80	3,936.00	1,968.00	approve	100794630
1.01E+08	The Royal British Legion	To provide social functions & support for serviceman, ex-servicemen and families	yes	41a Staines Road West, Sunbury	club house & premises	01.04.2003	Discretionary	80	1,908.00	954.00	approve	100797242
									Cost to Spelthorne	11,180.40		

Summary of Cost

Approval	Members	Officers	Total
Top-up over £2k	13,675.58		
Top-up under £2k		10,442.60	
Discretionary over £2k	10279.05		
Discretionary under £2k		11,180.40	
Totals	23954.63	21623.00	45577.63

Cabinet**24 March 2015**

Title	Draft Health and Wellbeing Strategy		
Purpose of the report	To make a decision		
Report Author	Francesca Lunn		
Cabinet Member	Councillor Mrs Jean Pinkerton OBE	Confidential	No
Corporate Priority	Delivering quality of life services		
Cabinet Values	Community		
Recommendations	<ul style="list-style-type: none"> • To agree to consult with the wider community and partners on the draft Spelthorne Health and Wellbeing Strategy 2015-2018. • To report back to Cabinet in May 2015 on the consultation and present the updated Health and Wellbeing Strategy 		

1. Key issues

- 1.1 Spelthorne Council has a key role in improving the health and wellbeing of its residents, along with many other agencies. Many Council services including housing, Independent Living, Environmental Health, Parks and Open Spaces, Leisure, Planning and Community Safety, support the wider health needs of our communities.
- 1.2 Although people in Surrey enjoy good health, Spelthorne has some of the higher health needs in Surrey with adult obesity being higher than the English average.
- 1.3 Services across the Council have worked together to develop the draft strategy, which has identified a number of key themes which links with themes and priorities of the NW Surrey Clinical Commissioning Group (CCG) and Surrey's Health and Wellbeing Board priorities.
- 1.4 The Priorities of the **CCG** are
 - Integrated care
 - Urgent and emergency care
 - Children and Mental Health service
 - Integrated risk services

The Priorities of **Surrey County Council** are

- Improved children's Health and Wellbeing

- Developing a prevention approach
- Promoting emotional wellbeing and mental health
- Improving older adults / health and wellbeing
- Safeguarding the population

Spelthorne Council will be supporting the above with the following priorities

- A borough where health inequalities are reducing amongst the young and old.
- Prevention
- Improved emotional and mental wellbeing
- Safeguarding

The four priorities are delivered by thirteen areas of development and twenty five actions.

- 1.5 The action plan within the strategy cannot be delivered just by the Council but there will be the need to work in partnership with other agencies.

2. Options analysis and proposal

- 2.1 To adopt the draft Health and Wellbeing Strategy for consultation with the wider community.

3. Financial implications

- 3.1 The strategy will provide the framework for delivering of services / programmes to be funded by existing budgets. The strategy also provides the opportunity to seek external funding from the Clinical Commissioning Group and the Better Care Fund.

4. Other considerations

- 4.1 The strategy, once adopted will support and link with other strategies of the Council; Housing, Economic and Leisure and Culture Strategies.
- 4.2 The strategy will be reviewed by Cabinet and the Health and Wellbeing Forum (one of the theme forums of the Local Strategic Partnerships).

5. Timetable for implementation

- 5.1 Consultation – April 2015
 Report to Cabinet – June 2015
 Adoption of Health and Wellbeing Strategy – June 2015

Appendices:

Health and Wellbeing Strategy (**hard copy in the members' room**)

Cabinet**24 March 2015**

Title	Food and Health and Safety Service Plans for 2015-2016		
Purpose of the report	To make a decision		
Report Author	Jonathan Bramley		
Cabinet Member	Councillor Mrs Jean Pinkerton OBE	Confidential	No
Corporate Priority	Delivering quality of life services		
Cabinet Values	Accountability and Tradition		
Recommendations	Cabinet is asked to adopt the proposed service plans for 2015/2016.		

1. Key issues

- 1.1 Spelthorne's food safety enforcement service received a full audit by the Food Standards Agency (FSA) from 7 to 9 October 2014. The audit took place because the Council had not been audited by the FSA for well over five years and not for any concern over the performance of this service. The final audit report was positive for Spelthorne, highlighting that it was strong in service planning, review and management of its food premises database. The auditors reported no significant areas of concern. **A full copy of the FSA audit report is available in the Members' Room for viewing.**
- 1.2 Since Spelthorne switched from its successful "Scores on the Doors" scheme to the FSA's national Food Hygiene Ratings Scheme (FHRS), there has continued to be an improvement and maintenance of food hygiene standards in local food businesses under the FSA scheme. **Appendix A** illustrates this fact with the number of businesses achieving the two highest food hygiene ratings of "5" ("very good") or "4" ("good") increasing from 396 in April 2012 to 495 in February 2015. This represented an increase of the proportion of "4s" and "5s" of the total number of food businesses in the borough, from 73% in April 2012 to 81% in February 2015.
- 1.3 In 2014/2015 staff resources have been targeted at food businesses with low FHR scores of "0" ("urgent improvement required") and "1" ("Major improvement necessary"). These businesses represent a small core that persistently struggle to maintain satisfactory food hygiene standards. Where food hygiene standards have been found to be unacceptable, appropriate

action has been taken. For example, two food businesses agreed to voluntarily close until minimum legal standards were restored. Businesses have been encouraged to request a re assessment of their food hygiene rating, if they received a score lower than the top rating of “5”. This has led to 28 such re assessment visits being carried out between 1 April 2014 and 12 February 2015. This compared to only six in the whole of the previous financial year (2013/2014). Furthermore, the Council obtained additional funding from the FSA to employ the services of a qualified coach to give one to one coaching to 15 targeted food businesses that had a FHR score of either “0” or “1”. To date, follow up visits carried out by Council officers to six of these businesses has resulted in five improving their FHR, with two obtaining a FHR of “5”.

- 1.4 Not all registered food businesses in the borough, currently 776, are included in the FHRS (608 in February 2015). The FSA have ruled that unless a food business sells directly to the final consumer (e.g. most retailers and restaurants) they will be excluded from the FHRS. This means that businesses such as, food manufacturers, distributors, child minders and newsagents/chemist shops selling only low risk food, are exempt from the scheme.
- 1.5 The main developments since the service plans for 2014/15 were implemented are as follows:
 - (a) One business was successfully prosecuted for serious breaches of food hygiene legislation and received total fines that exceeded £10,000. Another business received a simple caution for less serious breaches of food hygiene legislation.
 - (b) In December 2014 a food safety newsletter was sent out to local food businesses providing information on a range of issues such as new legislation relating to duties on food businesses to control risks associated with food allergens, food hygiene training and providing advice about how and when to report workplace accidents to the Council.
 - (c) An evaluation took place of the levels of satisfaction from local businesses who had received a food hygiene or health and safety inspection in 2013/14. 100% of respondents felt they had been fairly treated. Furthermore, 100% felt that the contact with the Council officer had been helpful.
- 1.6 The main achievements of the Commercial team in 2013/14 and so far in 2014/15, relating to the Food and Health and Safety services provided, are summarised on pages 4 (Executive summary), 24 to 26 of the Food Service Plan and pages 3 (Executive summary) and 27 and 28 of the Health and Safety Service Plan. This included carrying out a total of 312 food hygiene and health and safety inspections in 2013/2014. So far in 2014/15, up to 12 February 2015, 313 food hygiene/health and safety inspections have been carried out.
- 1.7 The Commercial team participated in an annual health fair at one of the borough’s secondary Schools in 2014. The main focus was to increase the children’s awareness of the importance of good food hygiene in the home and making an informed choice about where to buy food from, hazards and risks

from noise induced hearing loss and the dangers from body piercing and tattooing.

2. Options analysis and proposal

- 2.1 The preferred option is to adopt the proposed service plans for 2015/16 **(available in the Members Room for viewing)**, to come into effect on 1 April 2015.
- 2.2 There is also an option for Members to amend the proposed service plans.
- 2.3 There is an option for members not to adopt the proposed service plans. This would mean the Council would not be following either the FSA's "Framework Agreement on Local Authority Food Law Enforcement" or the HSE's Guidance, as this requires local authorities to have food and health and safety service plans and recommends that the plan relates specifically to food and health and safety law enforcement. If these service plans are not adopted, the likelihood of the FSA or HSE auditing a local authority would increase.

3. Financial implications

- 3.1 The proposed service plans will be delivered within the proposed budget for 2015/16. The financial implications have been discussed with the relevant finance staff.

4. Other considerations

- 4.1 Under the Food Standards Act 1999 and Health and Safety at Work etc. Act 1974, the FSA and HSE, respectively, have powers to audit any local authority's food safety and health and safety enforcement services. In exceptional cases, the FSA and HSE have the powers to take over the duties of persistently under-performing councils.

5. Timetable for implementation

- 5.1 If the officer recommendation is approved the service plans for 2015/16 will come into effect on 1 April 2015.

Background papers: None.

Appendices: Appendix A – Food Standards Agency's National Food Hygiene Ratings scheme – Improvement in Spelthorne food businesses' Food hygiene ratings

Appendix A – Food Standards Agency’s National Food Hygiene Ratings scheme – Improvement in Spelthorne food businesses’ Food hygiene ratings

Food hygiene rating	Description of food hygiene standards	2 April 2012 (launch of scheme)	13 June 2014	24 February 2015
5	Very good	262	323	352
4	Good	134	134	143
3	Satisfactory	108	78	70
2	Improvement necessary	18	11	12
1	Major improvement necessary	17	30	24
0	Urgent improvement required	1	3	7
Totals		540	579	608

Cabinet**24 March 2015**

Title	Provision of resilience services		
Purpose of the report	To make a decision		
Report Author	Nick Moon		
Cabinet Member	Councillor Robert Watts	Confidential	No
Corporate Priority	Delivering quality of life services		
Cabinet Values	Community and Opportunity		
Recommendations	<p>Cabinet is asked to approve:</p> <ol style="list-style-type: none"> 1. The adoption of option 3 set out below including: <ol style="list-style-type: none"> a. The Council becoming a 10% shareholder in the Public Sector Mutual Applied Resilience b. The exemption to contract standing orders to award a three year contract to Applied Resilience for risk and resilience services 		

1. Background

- 1.1 Currently, Spelthorne Borough Council's (SBC) statutory responsibilities around emergency planning, business continuity and prevention of terrorism – PREVENT, now a new statutory requirement for Local Authorities (collectively known as resilience) is delivered through a 0.5 FTE post (the Risk and Resilience Manager), shared under a partnership agreement with Runnymede Borough Council.
- 1.2 The Council's resilience services are facing four pressures: increasing expectations from members of the public and professional partner stakeholders to prepare and respond; an increased risk profile, particularly with respect to severe weather; pressure on resilience services as the authority undergoes transformation; and continued severe financial pressures on the authority.
- 1.3 While the authority's emergency response broadly stood up well during the severe flooding of Jan/Feb 2014, it is clear that professional resilience support (for example specialist advice, support and contribution to command and control), came under significant strain and requires additional resilience itself.
- 1.4 In addition, the flooding has drawn residents' attention to, and willingness to be involved in, community resilience efforts. Feedback from residents, as well as SBC's own internal review has indicated better communication between

established community groups and SBC would benefit the overall emergency response.

- 1.5 After a vigorous assessment it was determined that a Public Service Mutual (PSM), in the form of a company limited by shares, was the most desirable vehicle for delivering resilience services.
- 1.6 It should be noted that the term 'Resilience Services' does not include most operational elements of SBC's emergency response, such as Streetscene operations, homelessness, building control or rest centres. The term refers specifically to the management services currently provided through the Risk and Resilience Manager.

2. Proposal

- 2.1 It is proposed that Spelthorne Borough Council become shareholders in a new public service mutual company called Applied Resilience, along with Runnymede Borough Council and the current Risk and Resilience Manager.
- 2.2 Spelthorne and Runnymede Borough Councils would both invest £10,000 per authority. The £20,000 would be used for initial start up expenses for the new company as well as a small contingency fund for the new organisation. In exchange for the £10,000 initial investment, SBC would receive a 10% equity stake, entitling it to receipt of dividends from 10% of profits made on any related earnings. The Shareholder agreement will ensure that if either council wishes to withdraw from being a shareholder in the Public Service Mutual the other council will have the right to acquire the other council's shareholding.
- 2.3 Applied Resilience would seek to trade with other organisations and over time increase the number of employees and turnover. In turn this would mean the dividend income stream accruing to the Council would grow over time. Since October interest has been shown by a number of boroughs in Surrey.

3. Options analysis

- 3.1 The business plan previously circulated to Cabinet contains a detailed analysis of current drivers, market conditions and other sensitivity analysis and financial planning and should be referred to for more detail.
- 3.2 A summary of the options is shown below

Option	Description	Advantages	Disadvantages
1	Maintain services at current level	Successful track record. Reduced short term risk	Resilience not increased Resilience services will have to be carefully rationalised based on risk profile and statutory responsibilities Reliance on key personnel Very limited scope

			for savings Not supportive of the Towards a Sustainable Future agenda
2	Increase resilience resource – in house	Increased resource for resilience work	No savings realised Not supportive of the Towards a Sustainable Future agenda Additional burden on SBC in terms of support services and oncosts
3 (recommended)	Creation of a PSM to deliver resilience services via a contract	Increased resilience to service Additional capacity to deliver resilience work Service delivery safeguarded under a contract arrangement Agreed service costs fixed for contract duration of three years Potential for payment of dividends to SBC, offsetting some costs Aligned with corporate approach to innovation and maintaining service delivery.	Increased short term cost Some short term risks

3.3 It is recommended that Option 3 be adopted.

4. Financial considerations

4.1 The business plan gives a full financial overview, undertaken by a Cabinet Office approved third party (Mutual Ventures). However, the key highlights, drawn out from the detail Business Plan are summarised below;

- Existing staff cost (including oncosts) of post shared with RBC - £39,260

- Initial upfront investment from SBC in the Public Service Mutual - £10k. We expect this would be repaid in full through dividends within five years.
- Projected annual contractual charge to SBC £55k
- This includes the benefit of an additional post recruited by the PSM
- Projected net cost to SBC:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	£000s					
Total Contract Value:	55.1	55.1	55.1	55.1	55.1	275.5
Investment / Start - Up	10.0	-	-	-	-	10.0
Total Commitment:	65.1	55.1	55.1	55.1	55.1	285.5
Projected Dividend*	1.0	2.1	2.5	2.9	3.3	11.8
Net Expenditure	64.1	53.0	52.6	52.2	51.8	273.7

*This is calculated based on 10% of profit made on related income.

It needs to be recognised that there is a need to ensure that we maintain effective resilience arrangements to meet our statutory obligations and the expectations of our community. This proposal enables additional resource and resilience to be achieved at the minimum short term cost to the Council with the potential for longer term reduction in the net cost as the dividend income stream increases.

- 4.2 The proposed contract for resilience services, as outlined in the business plan, includes provision for an increase in current resilience activities to cover additional community resilience work and progression of the resilience work stream, including bringing the work programme up to date and progressing new priorities such as business continuity planning and support with the Towards a Sustainable Future work programme. Effectively, it includes provision of additional personnel equivalent to an additional 0.5 FTE – bringing the overall resource up to 33 hours a week for the life of the contract. However this additional post will be part of the new organisation and not an additional burden to SBC in terms of on costs, NI and pension contributions etc.
- 4.3 Following consultation with SBC's legal services, it has been determined that SBC is able to offer the new organisation a directly awarded contract for the duration of 3 years. Although this is less than the business plan is based on (5 years), it is sufficient to provide some medium term assurance, through the provision of business, to the new organisation, with the prospect of it growing to increase income generation through business with other parties. A direct award of a 5-year contract would be contrary to the Public Contracts Regulations 2006.
- 4.4 A direct award of a contract to this new organisation will require exemptions from Contract Standing Orders, as there will not be a tender exercise.
- 4.5 The new organisation would seek an initial investment from SBC of £10,000, in exchange for a 10% stake in the business and a seat on the company board, as well as dividends worth 10% of the profit made on related services. However, the business plan also relies on the same initial investment and

equity stake from Runnymede Borough Council. This investment would cover initial set up costs, such as financial and legal services, ICT, website and marketing, as well as providing support with initial cash flow and financial resilience.

- 4.6 Dividend projections in the business plan are based on a fairly conservative estimate of potential business based on market conditions. The assumptions have also been subjected to a vigorous stress test to ensure the business is viable if certain revenue streams are not obtained.
- 4.7 It should be noted that the business would remain solvent even if no additional business was obtained during the life of the three-year contract and SBC would still receive an improved service with additional resilience. However, it is very unlikely, given on-going conversations and commitments, the business will not make any new business over the life time of the contract.
- 4.8 As shareholders, SBC would be entitled to a 10% share of the company's profits made on related services. Although these are modest, they will cover the initial investment by SBC within five years. They will also be projected to provide an ongoing income stream for the council after the initial investment has been repaid. Again, the primary driver for the Council is to improve and strengthen this service area.
- 4.9 Articles of Association and a Stakeholders Agreement would detail the voting rights of the Board and shareholders ensuring reasonable protection for all shareholders. Any dividends to be awarded to Nick Moon would be agreed at this point and would not affect SBC's entitlement to 10% of the profits the new organisation makes on providing related services.

5. Timetable for implementation

- 5.1 Should the Option 3 above be approved by the Cabinet, the new arrangements would be determined in the Articles of Association, Shareholder Agreement and Contract, which would state the date of the contract start. Given the current requests for proposals for support from other authorities, it is hoped that this happens by June 2015 following a transition period to allow the relevant documents to be agreed with Runnymede.
- 5.2 The timetable is dependent on other service pressures, particularly an emergency response required.

6. Risk Management

- 6.1 The proposed organisation's Business Plan contains a detailed risk analysis for risks associated with the new business, however one key risk (failing to make any new business) is highlighted below along with mitigations and comments.
- 6.2 The table below focuses on Council risks in approving the recommended proposal and not doing so.

Risk	Mitigation	Comment
New mutual launched as described in Option 3.		
The new organisation fails to gain any new business	<p>New business has already been generated with a number of future prospect meetings already calendared.</p> <p>The proposal will increase current resilient levels and cap costs even if no new business is sought, although the 10k initial investment would be lost.</p>	The new organisation has a number of interested parties already requesting proposals and the business plan clearly outlines market conditions, differentiators and sensitivity analysis showing a viable business. The business plan was approved by the Cabinet Office Mutual Support Board as being viable and they have expressed a strong interest in it.
The new contract does not cover sufficiently work currently undertaken in house, or does not allow enough flexibility to cover evolving risk management issues	A detailed specification is in draft form. Flexibility will also be built into the contract allowing for SBC to re-direct priorities as required. The contract will be based on meeting the authorities statutory requirements around resilience.	The service is not 'task' driven, unlike many contracts. Some flexibility will be beneficial to SBC to allow it to adapt to unexpected challenges. The contract is also of a short duration, so if there is dissatisfaction with the service SBC could chose to re-tender or easily bring the service back in house.
A situation arises where the Executive Director is unable, or unwilling to continue with the business	Both Spelthorne and Runnymede Borough Councils will have Directors on the new organisations Board. The Board will also benefit from two Non-Executive Directors. The Board will support the Executive Director, and hold him to account, in ensuring business continuity and succession planning.	Should this unlikely situation arise and the new organisations Board are unable to manage the situation, SBC could quite easily bring the service back in house. The shareholder agreement would make provision for the dissolution of the company and this agreement would be legally binding.
The Council's contract management is not sufficient to successfully manage the contract	Day to day resilience planning will be overseen by the Chief Executive and will differ in practice very little from current in house management. Where issues arise SBC will have the advantage of a legal contract in place, as opposed to the more	Although this area of business is important, the spin out's primary driver is not to save money, rather to deliver an improved service. Establishing a new contract management mechanism is uneconomical given the size of the contract.

	restrictive staff performance management options currently available.	<p>Resilience must remain the prevue of a strategic level officer due to the level of risk and were SBC to establish a new contract management structure (as part of a wider programme) this would add additional safeguards, however it is believed that due to the nature of this contract, concern in this area is minimal.</p> <p>It will also be in the business interests of the new organisation to ensure SBC is satisfied with the performance as the length of the contract is short and it would not make business sense to risk dissatisfaction from the Council during a new tender process.</p>
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- 6.3 In order to monitor the risk of a contractual arrangement as stated above in the short term the day to day resilience planning will initially be over seen by the Chief Executive. Management Team does recognise the request by Cabinet to strengthen our contract capabilities. Proposals are now being developed to address this.

Background papers:

Appendices:

Appendix 1 – Applied Resilience Business Plan which has previously circulated to the Cabinet (copy in Members room).

