

**ROBERTO TAMBINI
CHIEF EXECUTIVE**

Please reply to:

Contact: Liz Phillis
Service: Corporate Governance
Direct line: 01784 446276
Fax: 01784 446333
E-mail: l.phillis@spelthorne.gov.uk
Our ref: LP/OSCTTEE
Date: 3 September 2012

Notice of meeting:

Overview and Scrutiny Committee

Date: Tuesday 11 September 2012

Time: 7.30pm

Place: Council Chamber, Council Offices, Knowle Green, Staines

To: Members of the Overview and Scrutiny Committee

Ms P.A. Broom (Chairman)
Ms J.R. Sexton (Vice-Chairman)
A. Ayub
Mrs M. Bushnell
R.B. Colison-Crawford

R.D. Dunn
M.P.C. Francis
A.E. Friday
A.C. Harman
A.J. Mitchell

Mrs I. Napper
Mrs C.E. Nichols
Miss D. Patel
A.C. Patterson
Ms S. Webb

EMERGENCY PROCEDURE

In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the green adjacent to Broome Lodge. Members of the public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises.

THE LIFT MUST NOT BE USED

If you would like a copy of this agenda or the attached reports in a larger print please contact Liz Phillis (01784) 446276 or Email l.phillis@spelthorne.gov.uk

AGENDA

Description	Lead Person	Timings	Page Number
1. Apologies			
To receive any apologies for non-attendance.	Chairman	7.30pm	
2. Disclosures of Interest			
To receive any disclosure of interests	Chairman		
3. Minutes			
To confirm the minutes of the meeting held on 24 July 2012 (copy attached).	Chairman		1 - 8
If any member of the committee has any issues arising from the minutes of the meeting held on 24 July 2012 that they wish to raise at the meeting please inform Terry Collier, Assistant Chief Executive 24 hours in advance of the meeting			
4. Matters arising from the minutes			
To consider any matters arising from the Minutes of the Meeting held on 24 July 2012	Chairman		
5. Call in of Leader, Cabinet or Cabinet Member decisions			
No decisions have been called in for review.	Chairman		
6. Capital Monitoring 12/13			
To consider the attached report of the Chief Finance Officer	Adrian Flynn, Senior Accountant	7.25pm	9 - 11
Appendix A			12
Appendix B			13 - 14
7. Net Revenue Monitoring and Projected Outturns			
To consider the attached report of the Chief Finance Officer.	Adrian Flynn, Senior Accountant	7.55pm	15 - 17
Appendices A			18
Appendix B			19 - 20
Appendix C			21 - 32

Description	Lead Person	Timings	Page Number
8. Workforce Monitoring 2012			
To consider the attached report of the Head of Human Resources.	Jan Hunt, Head of Human Resources		33 - 38
Appendix A - Gender Split of Spelthorne Employees			39 - 40
Appendix B - Employee Ethnicity			41
Appendix C - Age Profile and Length of Service			42
Appendix D - Recruitment Monitoring			43 - 45
Appendix E - Turnover to 31 March 2012			46
If any member of the committee would like to discuss any particular aspect prior to or after the meeting please notify Terry Collier , Assistant Chief Executive on 01784 446249 or email t.collier@spelthorne.gov.uk			
9. Budget Process			
To receive a presentation from the Chief Finance Officer on the budget process and on forthcoming legislation with financial implications.	Terry Collier, Assistant Chief Executive	8.35pm	
10. Cabinet Forward Plan			
A copy of the latest Forward Plan is attached.			
If any member of the committee have any issues contained in the Cabinet Forward Plan they wish to look at please inform Terry Collier, Assistant Chief Executive, 24 hours in advance of the meeting with reasons for the request.	Terry Collier, Assistant Chief Executive	9.20pm	47 - 48
11. Work Programme			
To consider a work programme for the year	Chairman	9.25pm	
12. Any Other Business			
If any member wishes to raise an issue at the meeting could you please notify Terry Collier, Assistant Chief Executive t.collier@spelthorne.gov.uk 24 hours prior to the meeting otherwise the request may not be accepted.	Terry Collier, Assistant Chief Executive	9.35pm	

Minutes of the Overview and Scrutiny Committee

24 July 2012

Present:

Councillor Philippa Broom (Chairman)
Councillor Joanne Sexton (Vice-Chairman)

Councillors:

A. Ayub	A.C. Harman	A.C. Patterson
Mrs M. Bushnell	Mrs I. Napper	Miss S. Webb
A.E. Friday	Mrs C.E. Nichols	

Apologies: Councillors R.D. Dunn, M.P.C. Francis, A.J. Mitchell and Miss D. Patel

In Attendance

Councillor Penny Forbes-Forsyth, Cabinet Member for Community Safety and Young People, Councillor Dipak Gohil, Chairman of Audit Committee, Councillor Vivienne Leighton and Councillor Robert Watts, Cabinet Member for the Environment.

Prior to the start of the meeting the Chairman, Councillor Philippa Broom, welcomed the councillors newly appointed to serve on the committee. The Chairman also congratulated Councillor Joanne Sexton on her appointment of Vice Chairman to the committee.

206/12 Disclosures of Interest

No disclosures were made.

207/12 Minutes

The Chairman reminded councillors that they were only able to take part in confirming the minutes of the meetings if at that time they were a member of the committee.

The minutes of the meeting held on 16 and 24 May 2012 were approved as a correct record.

208/12 Matters arising

No matters reported.

OVERVIEW AND SCRUTINY COMMITTEE, 24 MAY 2012 - Continued

209/12 Call in of Cabinet Decisions

No decisions had been called in.

210/12 Matters Arising from the Minutes 16 May 2012

The Chairman reported that there were two items to discuss.

(1) Code of Conduct

Michael Graham, Head of Corporate Governance attended the meeting to update the Committee on the progress of the Member Code of Conduct and the Disclosable Pecuniary Interest regulations. The comments of the previous Overview and Scrutiny Committee were provided to Cabinet in accordance with the wishes of the Committee. Various suggestions of the Committee were incorporated into the final proposals which went to Council on 27 June 2012. The details of the new regulations were published on Friday 8 June and sent to the Chairman the following week. It was noted that the Committee would have wished to have considered the matter again; however time did not permit any further debate on the regulations prior to the implementation of the new regime on 1 July 2012.

RESOLVED that:

- (a) If a similar situation arises in the future where it is not possible to meet the request of the committee then the Chairman /Vice Chairman and committee members be advised of the reasons and be kept up to date with the progress being made and views being obtained; and
- (b) The Support Officer to ensure that in future all recommendations / resolutions from the committee are clearly defined and can be measured.

(2) Ashford Recreation Ground

At the meeting on 16 May 2012 the committee asked that the officers look into the reason for the lack of communication over the playground for disabled children created at Ashford Recreation Ground and advice members of the committee.

Councillor Mrs Napper reported that the official opening of the play area would take place on Saturday 11 August at 11.00am with everyone that participated in the consultation including members of the Parks and Open Spaces Task Group being invited to attend.

RESOLVED that the action and arrangements being made for the official opening be endorsed.

OVERVIEW AND SCRUTINY COMMITTEE, 24 MAY 2012 - Continued

211/12 **Overview and Scrutiny Committee Arrangements**

The Chairman reported that usually at the first meeting of the new Municipal Year the Vice Chairman presented a report on the role of the Overview and Scrutiny Committee. This year it would be more of an interactive discussion involving all committee members, including forming into small discussion groups with the Lead Member of that Group reporting back on their findings.

The discussion was split into four main areas (a) the role of the Committee (b) review of the work undertaken during 2011/12 (c) Task Groups and (d) identifying core areas / themes the committee could look at in the year ahead.

The Chairman reported that the outcomes of these discussions would form the bases for developing the work programme for this Municipal Year.

The first area of discussion was the question 'What is scrutiny about?' with the areas being identified as:

- Acting as a critical friend
- Challenge to status quo
- Accountability
- Transparency
- Responsiveness to community needs
- Ensuring excellent delivery of services
- Ensuring that decisions made are for the benefit of residents
- Value for money
- Talk shop / discussion

RESOLVED that the key focus of the committee to be: Delivery of Service / Value for Money / Accountability and Transparency.

The second area was based on the outcome of the discussion held at the meeting on 16 May 2012 which had responded to the following questions

- What have we done well and where have we achieved impact?
- What can we improve on?
- When scrutiny works – Why does it work?
- What do you consider is outstanding from the work programme and that needs to be carried forward?

The third area covered a discussion on the current task groups and how best to improve on the processes that could be used.

The committee acknowledged that the Food Waste Task Group had successfully completed its work but that a further review could be considered in 12 months time.

The committee discussed the need for the Planning Post Implementation Review Panel established to assess the effectiveness of the changes implemented following the TRA review to continue. Discussion also took

OVERVIEW AND SCRUTINY COMMITTEE, 24 MAY 2012 - Continued

place as to whether the terms of reference should be extended to include the Local Development Framework. In considering the membership of the Panel it was felt that for continuity purposes the councillors previously appointed to serve on the group should remain the same.

RESOLVED that:

- (a) The Planning Post Implementation Review Panel be reconstituted with the existing terms of reference;
- (b) The membership of the Review Panel be Councillor Miss D. Patel (Lead Member), Councillors R. Dunn, A.E. Friday, Mrs I. Napper and Miss J. Sexton; and
- (c) Councillors D. Gohil and Mrs M. Rough being invited to participate in the work of the Panel.

In relation to the Parks and Open Spaces Task Group the committee received an update from Councillor Webb, Lead Member, for the skate parks aspect of the Task Group. Councillor Webb placed on record her thanks and appreciation to all those who attended the Task Group meeting on 1 May 2012, which had involved the majority of interested parties and had been very constructive. The main outcome of that meeting was to confirm that there was a need to enhance the facilities on the site by providing CCTV, lighting, rain shelter and fencing.

She confirmed that the original work carried a ten year guarantee and that the contractors had visited the site. However she expressed concern that she had not been notified when they would be visiting the site so that she could have met with them.

Discussion continued of what had been learnt from the Sunbury skate park project that could be taken on board for the Shepperton skate park project. It was noted that the project for Shepperton included providing CCTV and lighting. Consideration was also given to the reasons why one project had not been completed before the second project had commenced and the need for project management arrangements to be reviewed. It was noted that Runnymede Borough Council had been appointed to oversee the installation of the Shepperton skate park.

It was noted that investigations were continuing to obtain external funding for the lighting £8,000, fencing £4,500 and CCTV £10,000 for Sunbury Skate Park. It was suggested that perhaps SITA who had a requirement to invest in community based projects could assist.

Councillor Webb expressed her view of the need to ensure that the sites were safe and provide a good quality recreation for the young people of the borough.

The committee went on to discuss the importance of ensuring that the site was safe and the excellent work the police had been doing.

OVERVIEW AND SCRUTINY COMMITTEE, 24 MAY 2012 - Continued

RESOLVED that:

- (a) The Parks, Open Spaces and Skate Parks Task Group be reconstituted with the terms of reference previously agreed but to include looking at safety aspects, finance and insurance issues;
- (b) The membership of the Task Group to be Councillors Philippa Broom, Mrs M. Bushnell, A.E. Friday, R. Dunn, Mrs Napper, Miss J. Sexton and Ms S. Webb;
- (c) Invitations to participate in the work of the Task Group be extended to Councillor Mrs Grant, Cabinet Member responsible for Parks and Assets, Councillor Penny Forbes-Forsyth, Cabinet Member for Community Safety and Young People, Councillor Vivienne Leighton (Ward Member) Police and Youth representatives; and
- (d) A report be prepared by the officers of what is happening to progress the skate park projects including the investigations for obtaining funding for CCTV, fencing and lighting for the Sunbury skate park.

The Vice Chairman, Councillor Joanne Sexton, outlined the benefits of introducing the use of project planning and project management for task groups. Project management techniques were a useful tool to organise activities and resources to deliver a successful result. It was felt that this method would be especially helpful in the initial planning stage of a review.

RESOLVED that:

- (a) A Task Group be established to meet in the very near future to set out guidelines /processes for how task groups should progress their projects and to ensure these groups have a clear remit, objectives and timescales; and
- (b) The membership of the Task Group to be Councillor Miss J. Sexton (Lead Member) Councillors A. Ayub, A. Friday and A.C. Patterson.

The fourth area the committee covered was looking at core themes /areas the committee wish to look at during the year. The Chairman invited members to split into small groups and identify areas that cover:

- Partnerships within a formal /contractual arrangement
- Partnerships that the council has an enabling role.
- Internal Council Services – critical support services
- External Council Services – delivery of direct residents' services

RESOLVED that the Chairman in conjunction with the Vice Chairman and support officers meet to draft a work programme based on the information and directions obtained at the meeting.

212/12 Provisional Capital Outturn 2011/12

The committee discussed with Adrian Flynn, Senior Accountant, the report covering the provisional outturn position and the reasons for variations from the budget. The committee noted that the provisional Capital spend in

OVERVIEW AND SCRUTINY COMMITTEE, 24 MAY 2012 - Continued

2011/12 was £1,444m against a revised budget including carry forwards of £1,992m with a variance of £548k.

General discussion took place on some of the key projects being undertaken and asked the Assistant Chief Executive, to provide additional information on the DEFRA grant for work associated with local air quality management duties.

The Chairman invited members to submit any comments on the layout and presentation of the financial information to her.

RESOLVED that:

- (a) The report of the Assistant Chief Executive on the provisional Capital outturn spend for 2011/12 be noted;
- (b) The Assistant Chief Executive, Lee O'Neil, to obtain further information concerning the question raised on the DEFRA grant and circulate the information to the Chairman and committee members; and
- (c) Members of the committee to forward comments on the layout and presentation of the financial information to the Chairman.

For easy of reference the response received from the Assistant Chief Executive to the question about the likelihood that the council would have to give the air quality grant money back to DEFRA if it is not spent, is set out below:

“Please be assured this is not likely; the air quality work for which the grant was given will go ahead and the money will be spent, although this work and the associated spend has been delayed as explained below.

The application for the grant was made to DEFRA a couple of years ago by the Council's Pollution Control Team when they first started working with the London Boroughs of Hounslow, Hillingdon, and Slough Borough Councils to update the model detailing the air quality in the four boroughs surrounding Heathrow Airport.

Soon after DEFRA awarded Spelthorne the grant, the Mayor of London announced he was having the London air emissions inventory updated. As the London air emissions inventory is an important component part of the air quality model, our work had to be interrupted otherwise the model would have been out of date before it was completed. Then, just before the London emissions inventory was completed Slough announced they too would be preparing a new emissions inventory, causing a further delay in the development of the air quality model. As a result of these interruptions the modelling work was delay for in excess of 18 months.

Much of local authority's air quality management duties require a phased approach. Therefore, when the model was completed, the subsequent work

OVERVIEW AND SCRUTINY COMMITTEE, 24 MAY 2012 - Continued

outlined in this response could then be picked up. We are currently looking at the air quality hotspot areas in Spelthorne by contrast to the existing boundary of Spelthorne's Air Quality Management Area (AQMA), and the legal duties that we need to address in respect of this. It is only once this work is completed can we work on renewing the Borough's Air Quality Action Plan; the purpose for which the grant was given to Spelthorne by DEFRA. DEFRA is aware of the delay to our programme and their causes, they are also content that we still have the money and have not spent it on non-authorized 'other' works"

213/12 Provisional Revenue Outturn Report 2011/12

The committee discussed with Adrian Flynn, Senior Accountant, the report covering the provisional outturn position on the Revenue budget in 2011/12. It was noted that the actual spend at year end against the revised budget of £12.387m was £12.450m. In addition it was noted that the interest earned on investments was £341k and with the VAT income received of £600k there was a net underspend of £443k.

General discussion took place on appendix C to the report which provided a breakdown by service of spend against the original budget.

RESOLVED that the report of the Assistant Chief Executive on the provisional Revenue outturn position for 2011/12 be received.

214/12 Youth

The Cabinet Member responsible for Community Safety and Young People, Councillor Penny Forbes-Forsyth, gave an overview of the work being undertaken to meet the needs of young people. This included the work being undertaken with youth groups and other organisations for young people.

The Cabinet Member invited members of the committee to work with her to help identify any gaps in the support /facilities provided to the youth of the borough.

RESOLVED that Councillors A. C. Harman, Mrs I. Napper, Mrs C. Nichols and Miss J. Sexton to meet with the Cabinet Member for Community Safety and Young People to help identify any gaps in the support provided to the youth of the borough.

215/12 Cabinet Forward Plan

The committee received the Cabinet Forward Plan.

216/12 Meeting Arrangements

The committee discussed and noted the need to change the meeting arrangements for the Municipal Year.

OVERVIEW AND SCRUTINY COMMITTEE, 24 MAY 2012 - Continued

It was noted that some committee members may not be able to attend the meeting suggested to be held on 11 September 2012. The Chairman asked that all committee members be emailed with the new meeting dates. If there was a problem with attendance for 11 September 2012 or the other meeting dates then the date(s) would be changed.

RESOLVED:

(a) That meetings of the committee be held on:

11 September 2012 (subject to availability)
 18 September 2012 – Crime and Disorder Scrutiny Committee
 27 November 2012
 5 February 2013

(b) Authority be given to the Chairman in consultation with the support officers to amend the start time, venues and dates for meetings during the course of the Municipal Year; and

(c) The support officer to email all members of the committee to ascertain whether all members of the committee would be able to attend the meetings on the revised dates.

217/12 Work Programme

The Chairman reported that she would be meeting with the Vice Chairman and Lead Officers to scrutiny to produce a draft work programme from the suggestions put forward by the committee. Once a draft work programme had been produced this would be circulated to all members of the committee for comments.

The Chairman also asked that if any member had any additional matters that they wish to be included within the work programme to email details to her for consideration.

RESOLVED that:

- (a) the action being taken by the Chairman in conjunction with the Officers to produce a work programme for the Municipal Year be agreed; and
- (b) The Chairman be authorised to update the work programme on a regular basis.

218/12 Any Other Business

No other business discussed

Overview and Scrutiny Committee

11 September 2012



Title	2012/13 Capital Monitoring Report		
Purpose	Resolution required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Adrian Flynn		
Summary	<p>To provide Cabinet with the spend figures for the period April to July 2012 on the capital programme.</p> <ul style="list-style-type: none"> • The current position shows that we have spent £217k to date, which represents 12% of the revised budget. • The projected outturn shows that we are anticipating to spend £1,616m which represents 93 % of the revised budget. • Approval to reduce the capital programme by £33k. 		
Financial Implications	As set out within the report and appendices		
Corporate Priority	All three priorities		
Recommendations	Cabinet are to note the current spend position and approve the reduction in the 2012/13 capital programme.		

MAIN REPORT

1. Background

- 1.1 The purpose of this report is to update Cabinet on the capital spend against the budget position of the schemes within the capital programme.
- 1.2 To inform Cabinet of the reasons for the variances
- 1.3 This will be the last financial year, where Spelthorne will have sufficient capital funds to fully fund anticipated future capital programmes, thereafter we will need to start either drawing down revenue reserves, making revenue contributions to capital or finding additional funding sources.

2. Key issues

- 2.1 Attached, as **Appendix A** and **B**, is the correct spend to date on capital covering the period April to July 2012.
- 2.2 For the period ending July 2012, capital expenditure was £ 217k (14%) of the original budget and (12%) of the revised budget.
- 2.3 The difference between the original budget and the revised budget is £178,000. The £178,000 is broken down as £158,000 worth of carry forwards from 11/12 and a £20,000 supplementary estimate. The details are noted on appendix B.
- 2.4 The original budgets relating to contaminated land investigation £13,000 and Environmental health/Building control mobile working £20,000 are no longer required and we seek approval to remove these sums from the capital programme.
- 2.5 The following projects are worth noting :
 - (a) Combined Heat and Power – There will be a meeting with SLM in September to set up and discuss the timeline of the project.
 - (b) Car park improvements – The automated number plate reader parking project is about to go out to tender with a projected start time of October 2012.
 - (c) Voice over Internet (VOIP) – The project may be delayed as there are possible partnership arrangements.

Transactions involving all the projects, but particularly critical ditches and IT are being reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital definition will be transferred to revenue.

3. Options analysis and proposal

- 3.1 Cabinet are asked to note the current spend position and to approve the reduction in the capital programme.

4. Financial implications

- 4.1 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 identified.

5. Other considerations

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

6. Risks and how they will be mitigated

6.1 Regular monitoring and updating of the actual figures will enable changes to be picked up and allow corrective action to be taken where necessary in a timely manner.

7. Timetable for implementation

7.1 Bi – monthly monitoring reports are prepared for Management team and incorporate revised actual figures.

Background papers: There are none

Appendices: A and B

Appendix A

CAPITAL REPORT P.4 JUL 2012/13

SCHEME	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATES	REVISED BUDGET	ACTUAL TO DATE	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
	£	£	£	£	£	£	£	£
Housing Investment Programme	306,600	-	-	306,600	135,940	-	306,600	-
New Schemes Fund	-	-	-	-	(8,663)	-	-	-
Other Services Programme	1,244,400	158,000	20,000	1,422,400	89,228	104,994	1,309,349	(100,051)
CAPITAL PROGRAMME TOTAL	1,551,000	158,000	20,000	1,729,000	216,505	104,994	1,615,949	(100,051)

1,709,000

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Appendix B		JULY (04) Capital Monitoring Report 2012/13																		
Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actual to Date	Commitments	Managers projected Outturn	Managers projection to revised budget	Comments										
Housing Investment Programme																				
Lee O'Neil																				
40203	Disabled Facilities Mandatory	505,000			505,000	132,774		505,000	-	Spend against the £505k budget as expected										
	Less Specified Capital Grant	- 285,000			- 285,000			- 285,000	-											
40204	Disabled Facilities Discretion	29,600			29,600	-		29,600	-	No spend likely until much later in financial year										
40205	Decent Homes Grant	20,000			20,000	3,166		20,000	-											
40207	Equity Release Scheme	10,000			10,000	-		10,000	-	Annual invoice not expected till Feb 2013										
40209	Home Improvement Agency Grant	27,000			27,000	-		27,000	-	Annual invoice not expected till Nov 2012										
	Total for HIP	306,600	-	-	306,600	135,940	-	306,600	-											
New Schemes fund																				
Michael Graham																				
41327	Shepperton Improvement Projec	-			-	8,663		-	-	Special creditor may not be valid										
	Total for NSF	-	-	-	-	8,663	-	-	-											
Other Services Programme																				
Rowena Davison																				
43304	GOSS - Website Upgrade	25,000			25,000	28,370	11481	28,370	3,370	Project is now complete										
Linda Norman																				
43505	CRM Solution	80,000			80,000	20,299		80,000	-	Project not due to start until Sept/Oct										
Jackie Taylor																				
41620	Wheelie Bins	50,000			50,000	-	16818	50,000	-	Currently holding supply of all sizes of bins										
Sandy Muirhead																				
40601	Wall/Loft Insulation	25,000			25,000	-		25,000	-											
41206	Ashford Rec Playground Upgrade	25,000			25,000	-		25,000	-											
41207	Combined Heat & Power	121,600			121,600	-		121,600	-	Meeting with SLM due in Sept to set up the project										
41302	Parking Handhelds	35,000			35,000	417		24,000	- 11,000	Estimated spend of £24k										
41309	Critical Ditches		10,000		10,000	4,200		10,000	-	Special creditor waiting to clear										
41317	Car Park Improvements		70,600		70,600	11,900	14464	70,600	-	APNR project tendering due with a projected start date of Oct 2012										
41629	Day Centre EE Lighting	-			-	7,848		7,848	7,848	Funded by Salix fund										
42037	Biffa Award Match Funding		8,700		8,700	-		8,700	-	Work involving Shortwood pond										
42049	Hawke Park				-	1,091	909	10,000	10,000	To be funded by the capital receipt received from the county council										
42274	Skate Park	85,000			85,000	-	3000	85,000	-											
	External Funding	- 50,000			- 50,000			- 50,000	-											
41632	White House depot lighting				-	13,029		13,029	13,029	Funded by Salix fund										
Lee O'Neil																				
41314	Air Quality		25,100		25,100	-		25,100	-	There will be spending on this DEFRA Grant later in the year										
41315	Cont Land Investigation	13,000			13,000	-				Budget is no longer required, Cabinet to be asked to remove from the programme										
43307	EHBC Mobile Working	20,000	20,000		40,000	-		20,000	- 20,000	Budget has been overstated by £20,000										
Jan Hunt																				
41608	HR and Payroll system	18,000	23,600		41,600	2,902		41,600	-	Meeting In August to map out spend for the year										

Appendix B		JULY (04) Capital Monitoring Report 2012/13																	
Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actual to Date	Commitments	Managers projected Outturn	Managers projection to revised budget	Comments									
Helen Dunn																			
43002	Website Enhancement	-			-	867	5590	1,500	1,500	Commitments of £5590 are not valid and will be removed, funded by underspends in other ICT projects									
43003	New Software	10,000			10,000	-		10,000	-	To be spent on various items in 12/13									
43004	Application Upgrades	10,000			10,000	-		10,000	-	To be spent on various items in 12/13									
43302	Payroll/HR	15,000			15,000	-		7,500	- 7,500	Additional set up consultancy may be required but unlikely to be fully spent									
43305	SharePoint	40,000			40,000	325		40,000	-	Governance tool and workflow tool and ad hoc consultancy will account for all the budget									
43306	Geographical Info System	-			-	- 73,100	633	-	-	Speical creditor was misposted and the adjustment will take place in Aug									
43310	Virtual Desktop (VDI)	50,000			50,000	-		5,000	- 45,000	Feasibility study planned for 12/13, but main project may be delayed until 13/14 or beyond									
43311	Voice Over Internet (VOIP)	85,000			85,000	-		-	- 85,000	Current phone system is past end of life. There are possible partnership arrangements which may delay project start									
43313	Out of Hours Telephony	21,700			21,700	21,700		21,700	-										
43501	Revenues & Benefits	-			-	1,500	14802	16,302	16,302	Expenditure to be funded by underspends in other ICT projects									
43502	Housing Support	-			-	- 1,700		-	-	Waiting for special creditor to clear									
43601	Remote & Mobile Working, Depot	20,000			20,000	-		10,000	- 10,000	Various devices are being looked at, and anticipated to be bought during 12/13									
43603	Server Updates	30,000			30,000	-		30,000	-	Migration to and replacement of SQL Servers is required, so likely to be fully spent									
43604	Desktop Upgrades	20,000			20,000	17,099	13410	30,000	10,000	Desktop Refresh for Windows 7									
43605	Telephone/Data Communications	20,000			20,000	1,675	5390	10,000	- 10,000	Additional Items for CTI upgrade - unlikely to be fully spent									
43606	Misc software	-			-	3,223		-	-	Expenditure coded to the wrong code and will be transfered in August.									
Dave Phillips																			
41618	Esso Site Stanwell	20,000			20,000	-		20,000	-										
42007	Lammas Park Water Mains	35,000			35,000	-		35,000	-	Project to start by Nov 2012									
42043	Accommodation Changes	20,000			20,000	-		20,000	-										
42050	Knowle Green reception	75,000			75,000	218	1,782	75,000	-										
42053	Knowle Green Heating	220,000		20,000	240,000	9,365	16,715	240,000	-	Project should be finished by October									
11599	Planned Maintenance	55,600			55,600	-		55,600	-	Actuals to be transferred at end of year									
Keith McGroary																			
41604	CCTV Stanwell	60,000			60,000			60,000	-	Phase 2 & 3 are progressing. Meeting on 6th Sept, will confirm when funding will be released									
	S106 Funding	- 60,000			- 60,000			- 60,000	-										
Liz Borthwick																			
40108	Leisure Centre Fitness Kit					21,400		21,400	21,400	Supplementary estimate required									
41027	Stanwell DC Cafe					5,000		5,000	5,000	Supplementary estimate may be required									
42012	Greeno Centre Development	35,000			35,000	-		35,000	-	Awaiting planning permission									
Lisa Stonehouse																			
41018	Pool Covers	14,500			14,500	-		14,500	-	Linked to Combined Heat & Power project. Looking to complete by end of 2012									
Total for Other		1,244,400	158,000	20,000	1,422,400	89,228	104,994	1,309,349	- 100,051										
Grand Total		1,551,000	158,000	20,000	1,729,000	216,505	104,994	1,615,949	- 100,051										

Overview and Scrutiny Committee

11 September 2012



Title	Net Revenue Monitoring and Projected Outturns		
Purpose	For Information		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Adrian Flynn		
Summary	<p>To provide members with the net revenue spend figures to July 2012</p> <ul style="list-style-type: none"> The forecast outturn is £12.663m against the revised budget of £12.371m; the projected variance is currently £262k (2.1%) adverse at net expenditure level. Interest earnings are forecast to be on Budget 		
Financial Implications	As set out within the report and appendices.		
Corporate Priority	All three priorities		
Recommendations	Overview and Scrutiny is asked to note the report.		

MAIN REPORT

1. Background

- 1.1 The purpose of this report is to update Members on the net revenue spend and forecast outturn position as at the 31 July 2012.
- 1.2 To inform members of the reasons for the variances identified against the budget agreed in February 2012.
- 1.3 In the budgets agreed for Heads of service, it is always anticipated that there will be budget variances from the original budget. This ensures that the authority meets any change in the needs of the service to adapt to any unexpected changes which happen in the period.

2. Key issues

- 2.1 The forecast over spend at net expenditure level is £261k (2.1%) against the revised budget.
- 2.2 In Appendices B and C1 to C9 the major areas causing the year to date budget to be higher or lower than the actual spend to date are detailed.
- 2.3 Budgets are profiled where there is a normal expected payment date e.g. National Non-Domestic rates (NNDR) payments are profiled to be paid in May, salaries in 12ths, grants on the month they are received previously, contracts on the payment frequency agreed, rentals on a quarterly basis etc. This still means however that the majority of the expenditure, profiled in 12ths to be spent, is reliant upon Service Heads ordering goods and services on a regular basis. In reality the major proportion of spend is generally made in the second half of the year. There will always be some timing differences which do not reflect underlying budget variances.
- 2.4 The major area of spend relates to Housing Benefit payments which are made 4 weekly at varying levels from £1.7m max to £20k minimum. However the grant income received comes in monthly based on estimates agreed at the start of the year. An Interim adjustment payment is paid or repaid after the midyear claim is submitted. Timing differences in excess of £1.5m in one month could occur if 2 large benefit payment runs occur within the same month.
- 2.5 Appendices B and C1 to C9 give a summarised breakdown of the revenue spend by portfolio area, firstly in overall terms and then breaking each portfolio down by cost centres.

3. Options analysis and proposal

- 3.1 It is still relatively early in the financial year, Management Team will be working with Heads of Service in order to seek to mitigate the adverse variance currently projected.
- 3.2 Overview and Scrutiny Committee is asked to note the current net revenue spend position and forecast position.

4. Financial implications

- 4.1 As set out within the report and appendices.

5. Other considerations

5.1 There are none.

6. Risks and how they will be mitigated

6.1 A projected balanced outturn depends on Management team (MAT), heads of service and all Budget Managers, managing their budgets within the parameters there were originally agreed and achieving, where necessary, corresponding growth and savings within those budgets. Careful monitoring of the budgets on a monthly basis ensures that any problems or anomalies are identified and investigated at an early stage

6.2 Any necessary corrective action on major budget variations, which cannot be remedied within the service, are reported to MAT immediately in order to ensure that as much time and opportunity is had to enable the position to be rectified quickly within the current financial year..

7. Timetable for implementation

7.1 Bi – monthly reports are produced for Management Team.

Background papers: There are none

Appendices:A,B,C1 to C9

APPENDIX A

2012/13 Net Revenue Budget Monitoring

	12/13		12/13	12/13
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	54,905,799	55,139,878	56,316,066	1,176,188
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	54,905,799	55,139,878	56,316,066	1,176,188
Less Specific fees and charges income	(42,462,499)	(42,433,599)	(43,682,996)	(1,249,397)
Net Expenditure - broken down as below	12,443,300	12,706,279	12,633,069	(73,210)
Economic Development	(577,800)	(577,800)	(594,300)	(16,500)
Corporate Governance	1,564,306	1,579,506	1,497,320	(82,186)
Planning and Housing	897,500	897,500	936,118	38,618
Health Wellbeing and Independent Living	1,541,194	1,609,294	1,429,950	(179,344)
Environment	2,922,200	2,922,200	2,830,800	(91,400)
Parks and Assets	2,705,400	2,832,900	3,009,966	177,066
Communications	1,479,400	1,479,400	1,441,900	(37,500)
Community Safety and Young People	212,504	219,504	224,900	5,396
Finance and Resources	1,698,596	1,743,775	1,856,416	112,641
NET EXPENDITURE AT SERVICE LEVEL	12,443,300	12,706,279	12,633,069	(73,210)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
Restructuring Savings	(40,000)	(40,000)	-	40,000
Partnership Savings	(40,000)	(40,000)	-	40,000
Resources to address project management issues	90,200	45,100	-	(45,100)
NET EXPENDITURE	12,153,500	12,371,379	12,633,069	261,690
NET EXPENDITURE	12,153,500	12,371,379	12,633,069	261,690
Interest earnings	(422,400)	(422,400)	(422,400)	-
Appropriation from Reserves:				
Reserves - General				-
Reserves - New Schemes Fund / HIF				-
Interest Equalisation reserve	(200,072)	(200,072)	(200,072)	-
Carryforward reserve transfer		(217,879)	(217,879)	-
Business Improvement Reserve	-	-		-
BUDGET REQUIREMENT	11,531,028	11,531,028	11,792,718	261,690
National non domestic rates	(3,732,806)	(3,732,806)	(3,732,806)	-
Revenue Support grant	(75,636)	(75,636)	(75,636)	-
New Homes Bonus	(541,000)	(541,000)	(541,000)	-
Council Tax freeze grant	(170,000)	(170,000)	(170,000)	-
NET BUDGET REQUIREMENT	7,011,586	7,011,586	7,273,276	261,690
Collection Fund Surplus/(deficit)	(7,920)	(7,920)	(7,920)	-
CHARGE TO COLLECTION FUND	7,003,666	7,003,666	7,265,356	261,690

Appendix B									
REVENUE MONITORING 2012/13									
EXPENDITURE AND INCOME SUMMARY 31 JULY 2012									
Results to 31-Jul-12	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD
	£	£	£	£	£	£	£	£	£
Economic Development									
Employees	18,600	18,600	6,200	10,626	0	36,500	17,900	18,700	5,223
Other Expenditure	284,100	284,100	141,700	153,125	17,033	291,170	7,070	170,300	123,443
Income	(880,500)	(880,500)	(240,000)	(253,755)	0	(921,970)	(41,470)	(758,000)	(210,398)
	(577,800)	(577,800)	(92,100)	(90,003)	17,033	(594,300)	(16,500)	(569,000)	(81,732)
Corporate Governance									
Employees	1,200,600	1,214,000	395,333	380,795	14,302	1,174,172	(39,828)	1,342,798	359,622
Other Expenditure	365,906	367,706	117,787	132,747	19,696	380,075	12,369	470,997	148,965
Income	(2,200)	(2,200)	(700)	(54,434)	0	(56,927)	(54,727)	(2,200)	(6,413)
	1,564,306	1,579,506	512,421	459,108	33,998	1,497,320	(82,186)	1,811,595	502,175
Planning and Housing									
Employees	1,851,000	1,851,000	616,500	628,622	4,500	1,875,200	24,200	1,885,500	623,628
Other Expenditure	34,355,800	34,355,800	11,458,400	12,397,298	28,106	35,494,600	1,138,800	34,647,300	11,200,058
Income	(35,309,300)	(35,309,300)	(11,797,500)	(15,078,112)	0	(36,433,682)	(1,124,382)	(35,523,900)	(10,556,346)
	897,500	897,500	277,400	(2,052,192)	32,606	936,118	38,618	1,008,900	1,267,339
Health Wellbeing and Independent Living									
Employees	1,356,400	1,356,400	453,000	451,211	6,412	1,358,650	2,250	1,450,100	460,800
Other Expenditure	989,096	1,028,296	476,654	466,576	83,971	911,517	(116,779)	1,001,696	419,072
Income	(804,302)	(775,402)	(315,926)	(309,636)	186	(840,217)	(64,815)	(827,801)	(357,803)
	1,541,194	1,609,294	613,728	608,151	90,569	1,429,950	(179,344)	1,623,995	522,069
Environment									
Employees	2,661,100	2,661,100	899,200	869,865	6,024	2,674,800	13,700	2,610,300	824,298
Other Expenditure	1,747,704	1,747,704	528,070	492,739	121,551	1,680,200	(67,504)	1,769,202	469,878
Income	(1,486,604)	(1,486,604)	(686,100)	(534,623)	1,392	(1,524,200)	(37,596)	(1,336,300)	(526,614)
	2,922,200	2,922,200	741,170	827,981	128,967	2,830,800	(91,400)	3,043,202	767,562
Parks and Assets									
Employees	626,200	626,200	206,755	211,147	632	630,205	4,005	655,699	228,376
Other Expenditure	3,417,097	3,544,597	1,184,235	1,012,426	902,707	3,563,261	18,664	2,991,613	669,823
Income	(1,337,897)	(1,337,897)	(673,651)	(608,065)	0	(1,183,500)	154,397	(1,292,800)	(394,198)
	2,705,400	2,832,900	717,339	615,508	903,340	3,009,966	177,066	2,354,512	504,001
Communications									
Employees	495,700	495,700	150,700	138,564	0	481,400	(14,300)	378,700	124,161
Other Expenditure	1,050,700	1,050,700	535,550	534,586	78,090	1,010,000	(40,700)	1,053,208	436,314
Income	(67,000)	(67,000)	(33,600)	(31,666)	0	(49,500)	17,500	(27,000)	(19,173)
	1,479,400	1,479,400	652,650	641,484	78,090	1,441,900	(37,500)	1,404,908	541,302
Community Safety and Young People									
Employees	231,900	231,900	77,100	93,715	130	276,891	44,991	187,000	76,262
Other Expenditure	218,000	225,000	101,774	109,536	5,191	235,909	10,909	220,000	102,199
Income	(237,396)	(237,396)	(74,598)	(77,633)	69	(287,900)	(50,504)	(230,600)	(69,909)
	212,504	219,504	104,275	125,618	5,389	224,900	5,396	176,400	108,552
Finance and Resources									
Employees	2,526,400	2,571,579	856,178	738,163	14,776	2,647,816	76,237	2,882,912	801,888
Other Expenditure	1,509,496	1,509,496	605,837	619,621	276,898	1,593,700	84,204	1,391,715	558,163
Income	(2,337,300)	(2,337,300)	(689,600)	(843,227)	0	(2,385,100)	(47,800)	(2,466,200)	(790,564)
	1,698,596	1,743,775	772,415	514,557	291,674	1,856,416	112,641	1,808,427	569,486

REVENUE MONITORING 2012/13									
EXPENDITURE AND INCOME SUMMARY 31 JULY 2012									
Results to	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD
	£	£	£	£	£	£	£	£	£
NET EXPENDITURE AT SERVICE LEVEL	12,443,300	12,706,279	4,299,298	1,650,212	1,581,666	12,633,069	(73,210)	12,662,939	4,700,754
Total Employees	10,967,900	11,026,479	3,660,966	3,522,709	46,777	11,155,634	129,155	11,411,709	3,504,257
Total Other Expenditure	43,937,899	44,113,399	15,150,008	15,918,653	1,533,243	45,160,432	1,047,033	43,716,031	14,127,914
Total Income	(42,462,499)	(42,433,599)	(14,511,676)	(17,791,151)	1,647	(43,682,996)	(1,249,397)	(42,464,801)	(12,931,417)
	12,443,300	12,706,279	4,299,298	1,650,212	1,581,666	12,633,069	(73,210)	12,662,939	4,700,754
Total Expenditure	54,905,799	55,139,878	18,810,974	19,441,363	1,580,019	56,316,066	1,176,188	55,127,740	17,632,171
Total Income	(42,462,499)	(42,433,599)	(14,511,676)	(17,791,151)	1,647	(43,682,996)	(1,249,397)	(42,464,801)	(12,931,417)
Net	12,443,300	12,706,279	4,299,298	1,650,212	1,581,666	12,633,069	(73,210)	12,662,939	4,700,754

Appendix C1										
Economic Development : Cabinet Member - Cllr Nick Gething										
Results to 31-Jul-12	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual	Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	27,400	27,400	22,300	22,012	200	27,300	(100)	23,500	23,243	
Income	0	0	0	0	0	0	0	0	0	
Bus Station	27,400	27,400	22,300	22,012	200	27,300	(100)	23,500	23,243	
Employees	18,600	18,600	6,200	6,091	0	18,500	(100)	18,700	5,223	
Other Expenditure	160,000	160,000	80,000	88,700	0	161,700	1,700	120,000	87,587	
Income	(580,500)	(580,500)	(140,000)	(136,382)	0	(580,500)	0	(581,000)	(139,964)	
Staines Town Centre Management	(401,900)	(401,900)	(53,800)	(41,591)	0	(400,300)	1,600	(442,300)	(47,154)	
Employees	0	0	0	4,535	0	18,000	18,000	0	0	extra employee costs covering the costs of the company temporarily managing the market, a report will be going to MAT and then Cabinet with options for the future management of the market
Other Expenditure	84,700	84,700	35,400	32,016	14,708	84,700	0	20,800	10,523	
Income	(300,000)	(300,000)	(100,000)	(111,903)	0	(336,000)	(36,000)	(177,000)	(70,434)	Reflects additional stalls brought in
Staines Market	(215,300)	(215,300)	(64,600)	(75,351)	14,708	(233,300)	(18,000)	(156,200)	(59,911)	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	12,000	12,000	4,000	10,397	2,125	17,470	5,470	6,000	2,090	Staines upon Thames day offset by sponsorship
Income	0	0	0	(5,470)	0	(5,470)	(5,470)	0	0	Sponsorship receipts for Staines upon Thames day
Economic Development	12,000	12,000	4,000	4,927	2,125	12,000	0	6,000	2,090	
Total Employees	18,600	18,600	6,200	10,626	0	36,500	17,900	18,700	5,223	
Total Other Expenditure	284,100	284,100	141,700	153,125	17,033	291,170	7,070	170,300	123,443	
Total Income	(880,500)	(880,500)	(240,000)	(253,755)	0	(921,970)	(41,470)	(758,000)	(210,398)	
	(577,800)	(577,800)	(92,100)	(90,003)	17,033	(594,300)	(16,500)	(569,000)	(81,732)	

Appendix C2										
Corporate Governance : Cabinet Member - Cllr Frank Ayers										
Results to	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual	Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
31-Jul-12										
Employees	95,000	95,000	31,700	32,812	6,235	95,000	-	111,100	41,707	
Other Expenditure	5,800	5,800	1,800	754	1,525	5,800	-	6,200	319	
Income	0	0	0	0	0	0	-	0	0	
MaT Secretariat & Support	100,800	100,800	33,500	33,566	7,761	100,800	0	117,300	42,026	
Employees	290,400	290,400	96,300	97,898	0	293,700	3,300	259,500	14,784	
Other Expenditure	17,300	17,300	5,800	(420)	6,435	17,300	-	21,200	5,294	
Income	0	0	0	(66)	0	(66)	(66)	0	0	
Assistant Chief Executives	307,700	307,700	102,100	97,412	6,435	310,934	3,234	280,700	20,078	
Employees	192,800	206,200	64,200	56,059	8,066	201,200	(5,000)	326,300	97,453	in house training budget carry forward
Other Expenditure	10,500	10,500	2,658	4,664	34	10,500	-	16,600	2,215	
Income	0	0	0	(71)	0	(71)	(71)	0	(110)	
Chief Executive	203,300	216,700	66,858	60,653	8,100	211,629	(5,071)	342,900	99,559	
Employees	258,300	258,300	82,633	75,701	0	225,272	(33,028)	258,300	89,915	Reduction of hours relating to Principal Solicitor, saving £5447.29, and savings on maternity cover.
Other Expenditure	23,200	23,200	15,361	36,904	11,311	48,215	25,015	21,701	8,267	Expenditure relates to Practical Law Company subscription (web based research and precedent tool), recouperated from other BC's as per increased income below
Income	(1,200)	(1,200)	(400)	(53,708)	0	(54,000)	(52,800)	(1,200)	(5,990)	Higher income relating to above comment
Legal	280,300	280,300	97,594	58,897	11,311	219,487	(60,813)	278,801	92,193	
Employees	144,900	144,900	47,900	46,290	0	139,000	(5,900)	140,000	36,775	Reflects having one rather than two deputy leader allowances.
Other Expenditure	16,000	16,000	4,000	531	3	16,000	0	17,000	2,205	
Income	0	0	0	0	0	0	0	0	0	
Committee Services	160,900	160,900	51,900	46,821	3	155,000	(5,900)	157,000	38,979	
Employees	89,500	89,500	29,700	29,696	0	89,400	(100)	89,600	29,922	
Other Expenditure	0	0	0	62	0	60	60	0	0	
Income	0	0	0	0	0	0	0	0	0	
Corporate Governance	89,500	89,500	29,700	29,757	0	89,460	(40)	89,600	29,922	
Employees	0	0	0	0	0	0	0	0	6,993	
Other Expenditure	10,900	10,900	3,600	0	0	0	(10,900)	105,800	27,994	No expenditure is expected unless there is a by election
Income	0	0	0	0	0	0	0	0	0	
Elections	10,900	10,900	3,600	0	0	0	(10,900)	105,800	34,988	
Employees	111,300	111,300	36,800	38,575	0	112,300	1,000	108,998	27,394	
Other Expenditure	30,606	30,606	3,668	3,064	0	30,600	(6)	32,696	1,497	
Income	(1,000)	(1,000)	(300)	(100)	0	(2,300)	(1,300)	(1,000)	(213)	
Electoral Registration	140,906	140,906	40,168	41,539	0	140,600	(306)	140,694	28,678	
Employees	18,400	18,400	6,100	3,764	0	18,300	(100)	49,000	14,679	
Other Expenditure	251,600	253,400	80,900	87,189	388	251,600	(1,800)	249,800	101,174	£1824 b/f from Dep Mayor into Mayor as agreed with Chief Finance Officer, and approved by Cabinet due to Mayoral cycle not commencing until June
Income	0	0	0	(489)	0	(490)	(490)	0	(100)	
Democratic Rep & Management	270,000	271,800	87,000	90,465	388	269,410	(2,390)	298,800	115,752	
Total Employees	1,200,600	1,214,000	395,333	380,795	14,302	1,174,172	(39,828)	1,342,798	359,622	
Total Other Expenditure	365,906	367,706	117,787	132,747	19,696	380,075	12,369	470,997	148,965	
Total Income	(2,200)	(2,200)	(700)	(54,434)	0	(56,927)	(54,727)	(2,200)	(6,413)	
	1,564,306	1,579,506	512,421	459,108	33,998	1,497,320	(82,186)	1,811,595	502,175	

Planning and Housing : Cabinet Member - Cllr Gerry Forsbrey

Results to 31-Jul-12	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual	Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
Employees	0	0	0	0	0		0	0	0	
Other Expenditure	262,300	262,300	94,100	142,372	22,063	350,000	87,700	270,300	54,528	
Income	(89,400)	(89,400)	(63,100)	(127,915)	0	(260,000)	(170,600)	(89,400)	(43,069)	
Homelessness	172,900	172,900	31,000	14,457	22,063	90,000	(82,900)	180,900	11,459	Will be underspent by approx £90K, mainly due to Planned Voids
Employees	542,700	542,700	180,900	162,100	0	542,700	0	541,200	175,517	
Other Expenditure	33,500	33,500	11,200	13,859	0	33,500	0	36,500	12,707	
Income	(540,200)	(540,200)	(179,200)	(221,350)	0	(540,200)	0	(581,300)	(193,744)	
Housing Benefits Admin	36,000	36,000	12,900	(45,391)	0	36,000	0	(3,600)	(5,520)	Forecast to be on budget
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	33,948,800	33,948,800	11,316,200	12,207,550	0	35,000,000	1,051,200	34,043,800	11,046,603	Overpayments are reduced because of housing stability
Income	(34,128,800)	(34,128,800)	(11,368,200)	(14,586,927)	0	(35,150,000)	(1,021,200)	(34,243,800)	(10,165,750)	
Housing Benefits Payments	(180,000)	(180,000)	(52,000)	(2,379,377)	0	(150,000)	30,000	(200,000)	880,853	Subsidies as a whole are higher than budgeted but income will compensate this
Employees	450,400	450,400	149,900	183,449	4,500	480,000	29,600	475,300	157,456	There will be an overspend, due to use of agency staff, offset by underspends elsewhere in housing options
Other Expenditure	28,600	28,600	8,300	6,106	7	28,600	0	29,800	7,063	
Income	(54,600)	(54,600)	(20,900)	(31)	0	(54,600)	0	(54,600)	(39)	
Housing Needs	424,400	424,400	137,300	189,523	4,507	454,000	29,600	450,500	164,480	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	0	100,000	0	
Income	0	0	0	0	0	0	0	(80,000)	0	
PSL	0	0	0	0	0	0	0	20,000	0	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	9	0	0	0	0	0	
Income	0	0	0	0	0	0	0	0	0	
Housing Management	0	0	0	9	0	0	0	0	0	
Employees	55,200	55,200	18,200	18,221	0	54,700	(500)	55,100	19,946	
Other Expenditure	1,600	1,600	400	981	0	1,500	(100)	1,700	(1,846)	
Income	(160,000)	(160,000)	(53,400)	(63,782)	0	(180,000)	(20,000)	(130,000)	(64,073)	
Land Charges	(103,200)	(103,200)	(34,800)	(44,580)	0	(123,800)	(20,600)	(73,200)	(45,973)	
Employees	642,900	642,900	214,200	216,445	0	652,600	9,700	607,400	204,267	Employee on wrong cost centre, budget to be adjusted to reflect this.
Other Expenditure	61,400	61,400	20,400	22,999	4,457	61,400	0	63,900	75,425	May exceed budget due to Police College appeal and potential retail warehouse application.
Income	(335,300)	(335,300)	(111,700)	(78,065)	0	(248,832)	86,468	(343,800)	(89,621)	This estimate is based on the income for the first four months pro rata'd, and then increased by 15% from October 2012 as per the DCLG announcement. It must be noted that this figure is greatly variable and needs to be monitored frequently.
Planning Development Control	369,000	369,000	122,900	161,379	4,457	465,168	96,168	327,500	190,071	
Employees	159,800	159,800	53,300	48,407	0	145,200	(14,600)	206,500	66,441	Employee on wrong cost centre, budget to be adjusted to reflect this.
Other Expenditure	19,600	19,600	7,800	3,423	1,580	19,600	0	101,300	5,578	Possible that consultancy budget will be exceeded dependent on what assessments may need to be updated as a result of the NPPF. This budget will need increasing for 13/14 £20k in light of future updates of evidence base.
Income	(1,000)	(1,000)	(1,000)	(43)	0	(50)	950	(1,000)	(50)	
Planning Policy	178,400	178,400	60,100	51,787	1,580	164,750	(13,650)	306,800	71,969	
Total Employees	1,851,000	1,851,000	616,500	628,622	4,500	1,875,200	24,200	1,885,500	623,628	
Total Other Expenditure	34,355,800	34,355,800	11,458,400	12,397,298	28,106	35,494,600	1,138,800	34,647,300	11,200,058	
Total Income	(35,309,300)	(35,309,300)	(11,797,500)	(15,078,112)	0	(36,433,682)	(1,124,382)	(35,523,900)	(10,556,346)	
	897,500	897,500	277,400	(2,052,192)	32,606	936,118	38,618	1,008,900	1,267,339	

Appendix C4										
Health Wellbeing and Independent Living : Cabinet Member - Cllr Jean Pinkerton										
Results to	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual	Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	451,900	451,900	289,700	306,190	0	326,000	(125,900)	469,500	281,830	income from former Voluntary Services lets in Knowle Green - offsetting entry in Knowle Green cost centre
Income	0	0	0	0	0	0	-	0	(11,392)	
General Grants	451,900	451,900	289,700	306,190	0	326,000	(125,900)	469,500	270,438	
Employees	101,400	101,400	33,500	33,495	0	101,400	0	91,400	29,978	
Other Expenditure	11,800	11,800	2,475	1,962	0	11,800	0	15,600	5,537	
Income	0	0	0	0	0	0	0	0	(778)	
Com Care Administration	113,200	113,200	35,975	35,457	0	113,200	0	107,000	34,737	
Employees	299,600	299,600	100,600	98,962	0	297,700	(1,900)	310,400	102,624	
Other Expenditure	222,696	222,696	82,504	79,329	46,728	223,600	904	259,900	69,457	
Income	(218,598)	(218,598)	(71,758)	(76,902)	0	(220,300)	(1,702)	(254,201)	(70,798)	
Day Centres	303,698	303,698	111,346	101,389	46,728	301,000	(2,698)	316,099	101,283	
Employees	66,500	66,500	22,000	21,759	0	66,300	(200)	68,800	21,201	
Other Expenditure	86,800	86,800	24,625	21,454	10,573	86,800	0	95,400	22,596	
Income	(185,804)	(185,804)	(46,868)	(47,304)	0	(186,200)	(396)	(167,000)	(47,087)	
Meals On Wheels	(32,504)	(32,504)	(243)	(4,091)	10,573	(33,100)	(596)	(2,800)	(3,290)	
Employees	73,600	73,600	25,600	23,670	0	71,000	(2,600)	86,300	23,889	Vacancy being covered by temporary staff on lower grade.
Other Expenditure	58,700	97,900	14,550	13,547	15,027	97,900	0	30,100	11,020	£39,200 budget carry forward for purchase of telecare equipment to allow people to remain indepently in their own homes for longer.
Income	(273,100)	(273,100)	(161,200)	(184,815)	0	(287,100)	(14,000)	(289,800)	(181,356)	Mainly Charges for services income is expected to be higher than the budget due to more activity and SCC funding is also expected to be higher than the budget.
Span	(140,800)	(101,600)	(121,050)	(147,598)	15,027	(118,200)	(16,600)	(173,400)	(146,447)	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	0	0	904	
Income	0	0	0	0	0	0	0	0	0	
Concessionary Fares	0	0	0	0	0	0	0	0	904	
Employees	112,000	112,000	37,000	40,427	0	115,000	3,000	112,600	40,149	
Other Expenditure	51,400	51,400	28,300	21,351	163	48,000	(3,400)	44,396	7,614	
Income	(93,800)	(93,800)	(24,000)	(25,865)	0	(94,000)	(200)	(79,800)	(46,050)	
SAT	69,600	69,600	41,300	35,913	163	69,000	(600)	77,196	1,713	Budget to be re-profiled.
Employees	703,300	703,300	234,300	232,683	6,412	707,030	3,730	780,600	242,015	Additional payments made to staff for additional responsibilities funding from corporate unallocated staffing budget
Other Expenditure	32,800	32,800	11,000	6,059	2,320	61,717	28,917	33,600	7,513	£28,917 budget carried forward for handyman scheme in partnership with Runnymede
Income	(10,500)	18,400	0	35,773	186	(28,917)	(47,317)	(18,500)	(302)	Credit note raised in error by income section, should have been in 2011/12
Environmental Health Admin	725,600	754,500	245,300	274,514	8,918	739,830	(14,670)	795,700	249,225	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	46,800	46,800	15,100	5,246	835	29,500	(17,300)	25,800	2,702	Ongoing budget reduction for 2013-14
Income	(8,600)	(8,600)	(8,700)	(3,697)	0	(8,600)	0	(8,600)	(1,971)	
Environmental Protection Act	38,200	38,200	6,400	1,549	835	20,900	(17,300)	17,200	730	
Employees	0	0	0	215	0	220	220	0	0	
Other Expenditure	1,300	1,300	(100)	599	180	1,300	0	2,500	148	
Income	(3,000)	(3,000)	(1,000)	(1,267)	0	(4,200)	(1,200)	(4,000)	(574)	
Food Safety	(1,700)	(1,700)	(1,100)	(453)	180	(2,680)	(980)	(1,500)	(426)	
Employees	0	0	0	0	0	0	0	0	945	
Other Expenditure	5,400	5,400	1,900	1,253	0	5,400	0	5,400	233	
Income	(8,900)	(8,900)	(1,700)	(4,123)	0	(8,900)	0	(3,900)	(1,003)	
Public Health	(3,500)	(3,500)	200	(2,869)	0	(3,500)	0	1,500	175	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	19,500	19,500	6,600	9,585	8,145	19,500	0	19,500	9,517	
Income	(2,000)	(2,000)	(700)	(1,436)	0	(2,000)	0	(2,000)	(2,401)	
Rodent & Pest Control	17,500	17,500	5,900	8,149	8,145	17,500	0	17,500	7,116	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	0	0	0	
Income	0	0	0	0	0	0	0	0	5,911	
Gypsy sites	0	0	0	0	0	0	0	0	5,911	
Total Employees	1,356,400	1,356,400	453,000	451,211	6,412	1,358,650	2,250	1,450,100	460,800	
Total Other Expenditure	989,096	1,028,296	476,654	466,576	83,971	911,517	(116,779)	1,001,696	419,072	
Total Income	(804,302)	(775,402)	(315,926)	(309,636)	186	(840,217)	(64,815)	(827,801)	(357,803)	
	1,541,194	1,609,294	613,728	608,151	90,569	1,429,950	(179,344)	1,623,995	522,069	

Environment : Cabinet Member - Cllr Robert Watts

Results to 31-Jul-12	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual		Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	Outturn	YTD	
	£	£	£	£	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	1,000	1,000	0	0	0	300	(700)	3,000	450	0	DVLA now pick up the majority of vehicles due to car tax issues
Income	0	0	0	0	0	0	0	0	0	0	
Abandoned Vehicles	1,000	1,000	0	0	0	300	(700)	3,000	450	0	
Employees	0	0	0	0	0	0	0	0	7,507	80	
Other Expenditure	57,500	57,500	47,000	47,301	576	57,500	0	46,000	66,222	40,256	
Income	0	0	0	734	1,392	0	0	0	697	745	Vending Machine invoices being posted in error to income, will be transferred during August and the commitment will be removed.
Depot	57,500	57,500	47,000	48,035	1,968	57,500	0	46,000	74,426	41,081	
Employees	537,700	537,700	179,000	164,797	0	537,700	0	551,800	551,946	165,864	
Other Expenditure	57,500	57,500	15,500	5,698	8,116	57,500	0	47,500	43,933	10,164	£15k budget carry forward for weed spraying
Income	(21,200)	(21,200)	(16,600)	5,225	0	(38,900)	(17,700)	(17,000)	(15,978)	(307)	50% Depot Manager's costs to be billed to Runnymede
DS Management & Support	574,000	574,000	177,900	175,720	8,116	556,300	(17,700)	582,300	579,900	175,721	
Employees	979,300	979,300	340,400	293,458	6,024	979,300	0	833,600	850,144	249,604	
Other Expenditure	771,300	771,300	186,200	286,327	31,448	771,300	0	756,300	830,353	226,606	
Income	(446,200)	(446,200)	(372,900)	(411,851)	0	(446,200)	0	(355,000)	(572,635)	(352,327)	
Refuse Collection	1,304,400	1,304,400	153,700	167,934	37,472	1,304,400	0	1,234,900	1,107,862	123,883	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	9,500	9,500	627	(3,198)	3,768	9,500	0	9,500	9,246	2,746	Adjustment for previous year is still outstanding which is being investigated
Income	0	0	0	0	0	0	0	0	0	0	
Energy Initiatives	9,500	9,500	627	(3,198)	3,768	9,500	0	9,500	9,246	2,746	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	30,500	30,500	6,000	5,579	27,471	30,500	0	27,996	25,872	6,872	
Income	0	0	0	(3,276)	0	(3,300)	(3,300)	0	0	0	
Environmental Enhancements	30,500	30,500	6,000	2,304	27,471	27,200	(3,300)	27,996	25,872	6,872	
Employees	351,600	351,600	116,300	119,896	0	353,800	2,200	355,500	352,117	124,349	
Other Expenditure	13,000	13,000	7,375	11,260	10,584	15,200	2,200	16,500	15,885	6,105	
Income	(30,504)	(30,504)	0	(3,163)	0	(34,800)	(4,296)	(20,000)	(25,796)	(3,989)	
Enviro Services Administration	334,096	334,096	123,675	127,994	10,584	334,200	104	352,000	342,206	126,464	
Employees	546,400	546,400	181,600	205,375	0	546,400	0	615,100	622,174	191,226	
Other Expenditure	318,600	318,600	102,700	28,525	17,296	318,600	0	313,600	294,060	81,545	
Income	(47,700)	(47,700)	7,300	(793)	0	(48,000)	(300)	(47,700)	(54,766)	(54,686)	
Street Cleaning	817,300	817,300	291,600	233,107	17,296	817,000	(300)	881,000	861,468	218,085	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	319,800	319,800	106,700	62,026	12,530	250,000	(69,800)	370,800	278,306	65,692	Lower disposal costs
Income	(651,000)	(651,000)	(207,300)	(9,908)	0	(643,000)	8,000	(603,600)	(598,930)	(12,747)	
Waste Recycling	(331,200)	(331,200)	(100,600)	52,118	12,530	(393,000)	(61,800)	(232,800)	(320,624)	52,945	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	31,700	31,700	0	0	0	31,700	0	32,100	31,333	360	Staines christmas lights budget
Income	0	0	0	0	0	0	0	0	0	0	
Technical Projects	31,700	31,700	0	0	0	31,700	0	32,100	31,333	360	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	103,204	103,204	39,968	41,090	3,713	104,000	796	101,200	102,963	25,144	
Income	0	0	0	0	0	0	0	0	0	0	
Public Conveniences	103,204	103,204	39,968	41,090	3,713	104,000	796	101,200	102,963	25,144	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	8,000	8,000	4,700	3,524	0	8,000	0	9,400	7,720	548	
Income	0	0	0	0	0	0	0	0	0	0	
Emergency Planning	8,000	8,000	4,700	3,524	0	8,000	0	9,400	7,720	548	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	0	3,000	0	20	
Income	0	0	0	0	0	0	0	(3,000)	0	0	
Waste Recycling Marketing	0	0	0	0	0	0	0	0	0	20	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	5,500	5,500	2,000	2,005	6,050	5,500	0	9,106	32,821	725	
Income	0	0	0	0	0	0	0	0	0	0	
Water Courses & Land Drainage	5,500	5,500	2,000	2,005	6,050	5,500	0	9,106	32,821	725	
Employees	246,100	246,100	81,900	86,338	0	257,600	11,500	254,300	273,042	93,176	Relates to tree officer costs.
Other Expenditure	20,600	20,600	9,300	2,602	0	20,600	0	23,200	12,269	3,095	
Income	(290,000)	(290,000)	(96,600)	(111,590)	0	(310,000)	(20,000)	(290,000)	(304,987)	(103,303)	Subject to market.
Building Control	(23,300)	(23,300)	(5,400)	(22,651)	0	(31,800)	(8,500)	(12,500)	(19,677)	(7,032)	

Environment : Cabinet Member - Cllr Robert Watts

Results to 31-Jul-12	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual		Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	Outturn	YTD	
	£	£	£	£	£	£	£	£	£	£	
Total Employees	2,661,100	2,661,100	899,200	869,865	6,024	2,674,800	13,700	2,610,300	2,656,930	824,298	
Total Other Expenditure	1,747,704	1,747,704	528,070	492,739	121,551	1,680,200	(67,504)	1,769,202	1,751,433	469,878	
Total Income	(1,486,604)	(1,486,604)	(686,100)	(534,623)	1,392	(1,524,200)	(37,596)	(1,336,300)	(1,572,395)	(526,614)	
	2,922,200	2,922,200	741,170	827,981	128,967	2,830,800	(91,400)	3,043,202	2,835,968	767,562	

Appendix C6										
Parks and Assets : Cabinet Member - Cllr Denise Grant										
Results to 31-Jul-12	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual	Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
Employees	93,400	93,400	30,925	33,871	0	96,105	2,705	93,600	35,286	
Other Expenditure	52,000	52,000	5,749	2,014	7,400	52,000	-	17,500	46,222	
Income	0	0	0	0	0	0	-	0	0	
Asset Mgn Administration	145,400	145,400	36,674	35,885	7,400	148,105	2,705	111,100	81,508	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	2,200	2,200	2,200	10,455	7,598	30,561	28,361	0	12,656	Portacabin and lock up hire - Portacabins to be purchased this year?
Income	0	0	0	0	0	0	-	0	0	
Sea Cadets	2,200	2,200	2,200	10,455	7,598	30,561	28,361	0	12,656	
Employees	0	0	0	50	0	0	-	1,300	53	
Other Expenditure	65,301	154,301	16,633	12,584	9,751	132,500	(21,801)	56,200	9,149	Budget carry forward of £27; £15k; £27k; £20k respectively for Electrical testing & remedial works, Fire Risk assessments, Beresford House and Bridge Street.
Income	(21,797)	(21,797)	(6,826)	(11,975)	0	(21,800)	(3)	(21,800)	(30,301)	Full income expected by year end
General Property Expenses	43,504	132,504	9,807	659	9,751	110,700	(21,804)	35,700	(21,099)	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	10,000	28,500	1,111	0	0	28,500	-	20,000	0	Budget carry forward of £18,500 for works on reflections
Income	0	0	0	0	0	0	-	0	0	
Memorial Gardens	10,000	28,500	1,111	0	0	28,500	0	20,000	0	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	0	0	0	0	0	0	-	1,200	0	
Income	0	0	0	0	0	0	-	0	0	
War Memorials	0	0	0	0	0	0	0	1,200	0	
Employees	176,100	176,100	57,867	60,487	84	181,500	5,400	188,200	68,677	Variance relates to caretakers overtime
Other Expenditure	456,196	456,196	272,276	274,396	24,816	456,200	4	406,506	275,903	
Income	(267,200)	(267,200)	(180,100)	(146,776)	0	(141,300)	125,900	(265,100)	(168,917)	income from former Voluntary Services lets in Knowle Green - offset by reduced expenditure in general grants code
Knowle Green	365,096	365,096	150,043	188,107	24,901	496,400	131,304	329,606	175,663	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	87,400	87,400	24,722	30,472	56,279	87,400	-	88,400	32,027	
Income	0	0	0	0	0	0	-	0	0	
Print Unit	87,400	87,400	24,722	30,472	56,279	87,400	0	88,400	32,027	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	556,800	556,800	170,807	118,180	636,086	547,200	(9,600)	126,000	50,358	Purchase Order raised for £579,200. Error being looked into
Income	0	0	0	0	0	0	-	0	0	
Planned Maintenance Programme	556,800	556,800	170,807	118,180	636,086	547,200	(9,600)	126,000	50,358	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	200,000	205,000	0	(1)	3,224	205,000	-	230,000	840	Budget carry forward of £5,000 for Knowle Green Space audit. Budget to be expended by end of year.
Income	0	0	0	0	0	0	-	0	0	
Responsive Maintenance Program	200,000	205,000	0	(1)	3,224	205,000	0	230,000	840	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	6,200	6,200	1,500	3,315	681	6,200	0	6,500	2,156	
Income	(33,200)	(33,200)	(12,200)	(12,581)	0	(33,300)	(100)	(22,700)	(13,552)	
Allotments	(27,000)	(27,000)	(10,700)	(9,265)	681	(27,100)	(100)	(16,200)	(11,396)	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	16,996	16,996	1,144	1,004	0	17,000	4	35,900	720	
Income	0	0	0	0	0	0	0	0	0	
Staines Metro Commons	16,996	16,996	1,144	1,004	0	17,000	4	35,900	720	
Employees	120,100	120,100	39,900	38,176	0	120,100	0	122,100	36,361	
Other Expenditure	1,641,400	1,656,400	559,900	403,380	137,815	1,641,400	(15,000)	1,643,400	373,644	weed spraying works delayed from 11/12 - carry forward agreed to pay for it
Income	(190,600)	(190,600)	(81,500)	(81,171)	0	(191,000)	(400)	(190,600)	(34,518)	
Grounds Maintenance	1,570,900	1,585,900	518,300	360,386	137,815	1,570,500	(15,400)	1,574,900	375,487	
Employees	0	0	0	4,660	0	4,700	4,700	0	0	Overtime payments relating to Laleham park toilets with no budget
Other Expenditure	110,604	110,604	46,976	45,966	13,645	109,300	(1,304)	141,300	22,816	
Income	(117,700)	(117,700)	(45,550)	(24,746)	0	(80,700)	37,000	(111,500)	(30,138)	Loss of rental income (£18k) for Fordbridge Park due to surrender of lease last year and currently vacant. Remainder relating to Grants & Donations, Reimbursements, Lettings, football, Filming and Fun Fair income are also expected to be lower than the budget
Parks Strategy	(7,096)	(7,096)	1,426	25,879	13,645	33,300	40,396	29,800	(7,323)	

Parks and Assets : Cabinet Member - Cllr Denise Grant

Results to 31-Jul-12	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual	Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
Employees	2,600	2,600	900	1,345	0	2,600	0	2,599	1,126	
Other Expenditure	19,400	19,400	12,500	12,979	609	20,400	1,000	19,404	6,495	
Income	(47,000)	(47,000)	(1,000)	(4,525)	0	(50,000)	(3,000)	(47,000)	(1,314)	Higher income expected due to more activity/ bookings
Arts Development	(25,000)	(25,000)	12,400	9,799	609	(27,000)	(2,000)	(24,997)	6,307	
Employees	5,000	5,000	1,364	681	0	5,000	0	5,000	272	
Other Expenditure	2,800	2,800	1,400	1,592	2,003	2,800	0	2,800	1,263	
Income	0	0	0	0	0	0	0	0	0	
Festivals	7,800	7,800	2,764	2,273	2,003	7,800	0	7,800	1,535	
Employees	218,800	218,800	72,400	65,985	0	208,100	(10,700)	223,300	73,783	Savings expected due to a vacant post for the first part of the year
Other Expenditure	15,700	15,700	4,575	2,242	135	13,500	(2,200)	15,700	4,301	
Income	0	0	0	0	0	0	0	0	0	
Leisure Administration	234,500	234,500	76,975	68,227	135	221,600	(12,900)	239,000	78,084	
Employees	10,200	10,200	3,400	5,354	548	11,500	1,300	14,600	6,140	
Other Expenditure	41,000	41,000	21,675	21,244	691	39,900	(1,100)	24,500	13,217	
Income	(14,000)	(14,000)	(4,800)	(4,311)	0	(15,500)	(1,500)	(12,100)	(8,371)	
Leisure Development	37,200	37,200	20,275	22,287	1,239	35,900	(1,300)	27,000	10,986	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	20,400	20,400	4,466	5,416	0	19,700	(700)	27,403	4,464	
Income	0	0	0	0	0	0	0	0	0	
Leisure Grants	20,400	20,400	4,466	5,416	0	19,700	(700)	27,403	4,464	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	0	0	0	
Income	(42,200)	(42,200)	(8,200)	(8,200)	0	(42,200)	0	(47,500)	(8,545)	
Leisure Promotions	(42,200)	(42,200)	(8,200)	(8,200)	0	(42,200)	0	(47,500)	(8,545)	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	4,400	4,400	3,600	3,489	0	4,300	(100)	1,200	3,355	
Income	(8,000)	(8,000)	0	0	0	(8,000)	0	0	0	
Museum	(3,600)	(3,600)	3,600	3,489	0	(3,700)	(100)	1,200	3,355	
Employees	0	0	0	538	0	600	600	5,000	6,678	Temporary employees costs are being investigated
Other Expenditure	7,900	7,900	4,300	22,338	444	26,100	18,200	24,700	6,112	Additional costs for boiler replacement and building works at St. Martins hall
Income	(45,700)	(45,700)	(16,000)	(17,869)	0	(47,100)	(1,400)	(42,500)	(11,596)	
Public Halls	(37,800)	(37,800)	(11,700)	5,008	444	(20,400)	17,400	(12,800)	1,194	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	71,000	71,000	11,000	12,481	0	72,500	1,500	71,000	(204,438)	
Income	(229,100)	(229,100)	(221,375)	(223,470)	0	(231,200)	(2,100)	(227,600)	(2,566)	
Spelthorne Leisure Centre	(158,100)	(158,100)	(210,375)	(210,989)	0	(158,700)	(600)	(156,600)	(207,003)	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	8,300	8,300	8,300	9,801	0	9,800	1,500	12,100	0	
Income	0	0	0	0	0	0	0	(3,000)	0	
Sunbury Leisure Centre	8,300	8,300	8,300	9,801	0	9,800	1,500	9,100	0	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	21,100	21,100	9,400	18,267	1,530	41,000	19,900	19,900	8,225	Tree works in the cemeteries, plus the cost of new benches & increased electricity/water costs
Income	(321,400)	(321,400)	(96,100)	(72,441)	0	(321,400)	0	(301,400)	(84,380)	
Cemeteries	(300,300)	(300,300)	(86,700)	(54,174)	1,530	(280,400)	19,900	(281,500)	(76,155)	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	811	0	0	0	0	339	Invoice misposted and will be moved in August
Income	0	0	0	0	0	0	0	0	0	
Nursery	0	0	0	811	0	0	0	0	339	
Total Employees	626,200	626,200	206,755	211,147	632	630,205	4,005	655,699	228,376	
Total Other Expenditure	3,417,097	3,544,597	1,184,235	1,012,426	902,707	3,563,261	18,664	2,991,613	669,823	
Total Income	(1,337,897)	(1,337,897)	(673,651)	(608,065)	0	(1,183,500)	154,397	(1,292,800)	(394,198)	
	2,705,400	2,832,900	717,339	615,508	903,340	3,009,966	177,066	2,354,512	504,001	

Communications : Cabinet Member - Cllr Christine Bannister

Results to 31-Jul-12	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual	Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
Employees	203,200	203,200	73,100	61,743	0	188,900	(14,300)	169,100	52,271	Savings expected due to 2 members of staff currently on maternity leave, partially covered by one temporary member of staff.
Other Expenditure	88,300	88,300	20,750	14,618	5,874	86,400	(1,900)	107,600	9,577	
Income	(29,900)	(29,900)	(15,000)	(12,448)	0	(12,400)	17,500	0	0	Income is expected to be lower as partnership with Runnymede BC has now ceased in June 2012
Corporate Publicity	261,600	261,600	78,850	63,913	5,874	262,900	1,300	276,700	61,848	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	13,800	13,800	4,700	0	0	0	(13,800)	13,800	0	
Income	0	0	0	0	0	0	-	0	0	
Research & Consultation	13,800	13,800	4,700	0	0	0	(13,800)	13,800	0	
Employees	292,500	292,500	77,600	76,821	0	292,500	0	209,600	71,890	Slightly larger part year saving anticipated from bringing ICT back in house than built into the budget
Other Expenditure	948,600	948,600	510,100	519,968	72,216	923,600	(25,000)	931,808	426,737	
Income	(37,100)	(37,100)	(18,600)	(19,218)	0	(37,100)	0	(27,000)	(19,173)	
Information & Comms Technology	1,204,000	1,204,000	569,100	577,571	72,216	1,179,000	(25,000)	1,114,408	479,454	
Total Employees	495,700	495,700	150,700	138,564	0	481,400	(14,300)	378,700	124,161	
Total Other Expenditure	1,050,700	1,050,700	535,550	534,586	78,090	1,010,000	(40,700)	1,053,208	436,314	
Total Income	(67,000)	(67,000)	(33,600)	(31,666)	0	(49,500)	17,500	(27,000)	(19,173)	
	1,479,400	1,479,400	652,650	641,484	78,090	1,441,900	(37,500)	1,404,908	541,302	

Community Safety and Young People : Cabinet Member - Cllr Penny Forbes Forsyth

Results to 31-Jul-12	Budget			Actual YTD £	Commitments £	Forecast Outturn £	Variance to Revised £	11/12 Budget £	11/12 Actual YTD £	Comments
	Original	Revised	YTD							
	£	£	£							
Employees	0	0	0	0	110	0	-	0	0	Commitments to be cleared
Other Expenditure	2,700	2,700	600	2,683	2,264	2,700	-	3,300	665	Commitments to be cleared
Income	(76,000)	(76,000)	(25,300)	(22,233)	69	(74,000)	2,000	(76,000)	(19,447)	Full budget not achievable due to reduction in taxi licences being applied for
Taxi Licensing	(73,300)	(73,300)	(24,700)	(19,550)	2,443	0	2,000	(72,700)	(18,782)	
Employees	131,500	131,500	43,500	58,247	0	175,000	43,500	87,400	43,504	Two members of staff with no budget funded through CDRP/ SSSP funds
Other Expenditure	162,296	162,296	88,674	93,025	750	168,900	6,604	163,700	91,806	
Income	(50,196)	(50,196)	(16,732)	(34,520)	0	(98,300)	(48,104)	(44,400)	(32,536)	Additional income from CDRP/SSSP funds to partially off set the costs as above
Community Safety	243,600	243,600	115,442	116,752	750	245,600	2,000	206,700	102,774	
Employees	100,400	100,400	33,600	33,197	20	99,591	(809)	99,600	32,588	Staffing costs may reduce pending recruitment
Other Expenditure	3,900	3,900	1,300	3,793	0	8,209	4,309	3,900	1,188	
Income	(101,600)	(101,600)	(31,400)	(15,347)	0	(100,600)	1,000	(101,600)	(16,191)	Full budget not achievable due to reduction in gaming licences being applied for, most of budget comes in by the end of November
Licensing	2,700	2,700	3,500	21,643	20	7,200	4,500	1,900	17,585	
Employees	0	0	0	2,271	0	2,300	2,300	0	170	
Other Expenditure	49,104	56,104	11,200	10,035	2,176	56,100	(4)	49,100	8,539	£7k budget carried forward to continue to administer play scheme vouchers for families on low incomes
Income	(9,600)	(9,600)	(1,166)	(5,533)	0	(15,000)	(5,400)	(8,600)	(1,735)	Income is expected to be higher due to more activity and additional external funding with no budget
Youth	39,504	46,504	10,034	6,773	2,176	43,400	(3,104)	40,500	6,974	
Total Employees	231,900	231,900	77,100	93,715	130	276,891	44,991	187,000	76,262	
Total Other Expenditure	218,000	225,000	101,774	109,536	5,191	235,909	10,909	220,000	102,199	
Total Income	(237,396)	(237,396)	(74,598)	(77,633)	69	(287,900)	(50,504)	(230,600)	(69,909)	
	212,504	219,504	104,275	125,618	5,389	296,200	5,396	176,400	108,552	

Appendix C9										
Finance and Resources : Cabinet Member - Cllr Tim Evans										
Results to 31-Jul-12	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual	Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	-	112,500	37,985	
Other Expenditure	0	0	0	0	0	0	-	5,400	638	
Income	0	0	0	0	0	0	-	0	(16)	
Corporate Service	0	0	0	0	0	0	0	117,900	38,607	
Employees	165,000	165,000	52,255	54,191	360	163,000	(2,000)	164,400	53,925	
Other Expenditure	20,300	20,300	4,500	2,574	5,275	20,300	-	20,702	5,037	
Income	(39,900)	(39,900)	(17,600)	(15,622)	0	(39,900)	-	(41,200)	(16,322)	
Audit	145,400	145,400	39,155	41,142	5,635	143,400	(2,000)	143,902	42,640	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	21,500	21,500	(1,400)	4,432	0	21,500	-	21,505	1,309	
Income	0	0	0	0	0	0	-	0	0	
People & Partnerships	21,500	21,500	(1,400)	4,432	0	21,500	0	21,505	1,309	
Employees	0	0	0	0	0	0	-	90,900	2,752	
Other Expenditure	0	0	0	0	0	0	-	2,600	343	
Income	0	0	0	0	0	0	-	0	0	
Business Improvement	0	0	0	0	0	0	0	93,500	3,095	
Employees	233,300	233,300	90,422	80,238	0	240,700	7,400	214,600	72,029	
Other Expenditure	14,900	14,900	5,000	260	6,453	14,900	-	14,704	796	
Income	(42,200)	(42,200)	(21,200)	(21,130)	0	(42,200)	-	(42,204)	(14,090)	
HR	206,000	206,000	74,222	59,368	6,453	213,400	7,400	187,100	58,735	
Employees	50,200	50,200	16,500	22,873	0	55,900	5,700	50,600	15,806	
Other Expenditure	2,200	2,200	500	238	0	2,200	-	2,200	1,314	
Income	0	0	0	0	0	0	-	0	0	
Payroll	52,400	52,400	17,000	23,111	0	58,100	5,700	52,800	17,120	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	0	0	0	0	0	0	-	0	68	
Income	(2,000)	(2,000)	0	0	0	0	2,000	(2,000)	0	
Mortgages	(2,000)	(2,000)	0	0	0	0	2,000	(2,000)	68	
Employees	6,000	6,000	6,000	6,850	0	8,840	2,840	0	5,835	Casual pay pro rata'd
Other Expenditure	207,200	207,200	67,044	9,358	68,194	207,200	0	211,200	2,147	
Income	0	0	0	0	0	0	0	(100,000)	(84,532)	
Corporate Management	213,200	213,200	73,044	16,208	68,194	216,040	2,840	111,200	(76,550)	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	10,000	10,000	0	(7)	0	10,000	0	10,000	7,894	
Income	0	0	0	0	0	0	0	0	0	
Misc Expenses	10,000	10,000	0	(7)	0	10,000	0	10,000	7,894	
Employees	685,400	685,400	226,300	66,330	1,500	685,400	0	685,400	73,511	
Other Expenditure	51,700	51,700	16,900	7,503	27,662	51,700	0	51,700	5,717	
Income	0	0	0	0	0	0	0	0	0	
Unapportionable CentralO/Heads	737,100	737,100	243,200	73,833	29,162	737,100	0	737,100	79,228	
Employees	348,000	393,179	114,600	131,817	0	400,176	6,997	288,612	114,532	Budget revised to reflect recruitment of additional member of staff
Other Expenditure	8,896	8,896	1,199	7,850	750	8,900	4	12,100	664	
Income	0	0	0	0	0	0	0	0	0	
Accountancy	356,896	402,075	115,799	139,667	750	409,076	7,001	300,712	115,197	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	78	0	200	200	0	429	
Income	(145,600)	(145,600)	0	0	0	(130,800)	14,800	(145,600)	0	
Business Rates	(145,600)	(145,600)	0	78	0	(130,600)	15,000	(145,600)	429	
Employees	683,800	683,800	232,000	226,526	0	683,800	-	743,200	242,789	
Other Expenditure	101,600	101,600	31,250	26,467	20,582	185,600	84,000	96,904	16,405	Additional expenditure of £84k relating to Council Tax Benefit Localisation off set by external funding income- see below
Income	(144,300)	(144,300)	0	(84,052)	0	(228,300)	(84,000)	(144,300)	(661)	Additional Funding received of £84k relating to Council Tax Benefit Localisation with no budget
CServ Management & Support	641,100	641,100	263,250	168,940	20,582	641,100	0	695,804	258,532	
Employees	0	0	0	0	0	0	0	192,200	65,649	
Other Expenditure	0	0	0	0	0	0	0	6,900	4,143	
Income	0	0	0	0	0	0	0	0	(15)	
Financial Support	0	0	0	0	0	0	0	199,100	69,777	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	222,700	222,700	1,244	0	0	222,700	0	207,600	814	
Income	0	0	0	(897)	0	(900)	(900)	0	(897)	
Insurance	222,700	222,700	1,244	(897)	0	221,800	(900)	207,600	(83)	
Employees	354,700	354,700	118,100	149,339	12,916	410,000	55,300	340,500	117,075	Agency Staff employed to cover vacant positions
Other Expenditure	848,500	848,500	479,600	560,868	147,981	848,500	0	728,200	510,446	Net projected outturn expected to be on track but difficult to predict at this time for although season ticket income up new proposed car park at Majestic House could have adverse impact especially if in place for Christmas period
Income	(1,963,300)	(1,963,300)	(650,800)	(721,526)	0	(1,943,000)	20,300	(1,990,896)	(674,031)	

Finance and Resources : Cabinet Member - Cllr Tim Evans

Results to	Budget			Actual	Commitments	Forecast	Variance	11/12	11/12 Actual	Comments
	Original	Revised	YTD	YTD		Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
31-Jul-12										
Car Parks	(760,100)	(760,100)	(53,100)	(11,319)	160,897	(684,500)	75,600	(922,196)	(46,511)	
Total Employees	2,526,400	2,571,579	856,178	738,163	14,776	2,647,816	76,237	2,882,912	801,888	
Total Other Expenditure	1,509,496	1,509,496	605,837	619,621	276,898	1,593,700	84,204	1,391,715	558,163	
Total Income	(2,337,300)	(2,337,300)	(689,600)	(843,227)	0	(2,385,100)	(47,800)	(2,466,200)	(790,564)	
	1,698,596	1,743,775	772,415	514,557	291,674	1,856,416	112,641	1,808,427	569,486	

Overview and Scrutiny Committee

11 September 2012



Title	Workforce Monitoring 2012		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Jan Hunt/Debbie O'Sullivan		
Summary	<p>Key Issues</p> <ul style="list-style-type: none"> • Workforce monitoring in accordance with Spelthorne's Single Equality Scheme and legislation • Make-up of workforce focusing on gender, disability, ethnicity and age • Monitoring of the recruitment and selection process • Trends • Requirement to publish workforce diversity data on an annual basis 		
Financial Implications	Financial penalties are possible if Spelthorne is found to have discriminated unfairly		
Corporate Priority	Service and Support		
Recommendations	The Overview and Scrutiny Committee is asked to note the workforce monitoring and trends.		

MAIN REPORT

1. Background

- 1.1 The Equality Act 2010 brought together legislation covering discrimination, including protection of employees and applicants against unlawful discrimination on the grounds of gender, race, disability, age, sexual orientation, pregnancy, marriage and civil partnership, religion and belief and gender reassignment.
- 1.2 Spelthorne has a combined Single Equality Scheme to cover the previous requirements for separate Race, Disability and Gender Equality Schemes. In 2009 Spelthorne was successful in being recognised at level 3 (Achieving) against the Government's Equality and Diversity Standard.
- 1.3 Public authorities are expected to undertake employment monitoring on a wide range of circumstances including numbers of staff, staff subject to disciplinary action, appointments, promotion, grievances from staff and ceasing employment. With effect from January 2012 monitoring information must be published on an annual basis.
- 1.4 We also monitor the appointments process to check that we are continuing to attract applicants from a wide range of backgrounds. Applicants complete an Equal Opportunities Monitoring Questionnaire, which is detached from the application form prior to shortlisting, so that recruitment decisions are made on the basis of objective information relating to qualifications and experience, with more personal information available for monitoring purposes only.
- 1.5 Monitoring results are considered by the officer Equality and Diversity Steering Group and Management Team and are reported for member scrutiny.

2. Key issues

3. WORKFORCE MONITORING

- 3.1 **Staff numbers.** At 31 March 2012 Spelthorne employed 306 people (275.66 full time equivalents). This compared to the establishment of 301.64 full time equivalent if all posts were filled, with a reduction of 11.47 full time equivalent posts in the year to 31.3.12. 232 staff (75.8%) were at grade 1-6 covering clerical, administrative and operative posts, 62 staff (20.3%) at M1-SM2, for professional and manager posts and 12 (11 posts) (3.9%) at head of service and management team.
- 3.2 **Full and Part time working.** 73.5% of the workforce works full time (225 staff) and 26.5% (81 people) work part time. There are similar numbers of male and female staff working full time (53.8% male and 46.2% female), with the majority of part time staff women (81.5% female, 18.5% male). The independent living service has the greater proportion of its workforce working part time, with few full time posts in that area.
- 3.3 **Gender.** The workforce is split between 44.4% male and 55.6% female staff. See **Appendix A.**

- 3.4 A greater proportion of female staff are at the lower levels in the organisation. At grades up to Scale 6 the gender split is 57% female / 43% male. At the professional and managerial grades there is a more even split of 48.4% female and 51.6% male. At senior levels (Management team and heads of service) it is 33.3% male (53% male in 2011) and 66.7% (47% female in 2011). This significant change is due to a number of male senior managers leaving the authority as a result of the senior management restructure at the end of 2011 and also the departure of the Deputy Chief Executive and deletion of his post.
- 3.5 **Disability.** 9 staff are noted as having a disability (7 from self-declaration and 2 identified by HR as meeting the criteria for 'automatic' inclusion as disabled). This is 2.9% of the workforce, compared to census data that shows that around 10% of the working age population in Spelthorne is disabled. Thus staff with disabilities are under-represented in our workforce. It is hoped that staff will be more willing to self declare a disability when the self service element of the iTrent HR and Payroll system is rolled out later in 2012.
- 3.6 **Ethnicity.** Spelthorne uses the ethnic classifications used in the census. The workforce is predominately of white ethnicity, with 92.5% describing themselves as White, with 7.5% from other ethnic backgrounds. See **Appendix B** for details.
- 3.7 These figures can be compared with the population make up of the Borough. The 2001 census figures showed that 94.3% of the local population described themselves as White with 5.7% from other ethnic groups, indicating that the workforce is broadly in line with the ethnic make-up of the population at the previous census. Information from the 2011 census is not yet available but indications are that around 9.5% of the Spelthorne population is now from other ethnic groups.
- 3.8 **Age.** Spelthorne employs people in all age ranges with a high proportion (67%) at 40 years old or over, and 38% of the workforce are age 50 and over. It is encouraging to see that nearly 15% of the workforce are aged 30 or under. See **Appendix C**.
- 3.9 **Length of Service.** Spelthorne has a wide span of service length with 36.5% of staff having under 5 years service and we have a large number of staff (37.9%) with 5-10 years service. Only 9.8% of staff having over 15 years service (13.3% in 2011). The high level of staff with shorter service reflects higher turnover in the early years in part due to people moving on if they decide that working in local government is not for them or leaving for promotion elsewhere. Lower levels of staff with very long service reflects changing employment patterns with flatter structures, fewer people remaining with one employer throughout their working life and the effect of the senior management and secretariat restructure which saw the loss of some staff with high levels of service. See **Appendix C**.
- 4. MONITORING OF THE RECRUITMENT PROCESS**
- 4.1 Applications for advertised vacancies are monitored for gender, ethnicity, disability and age. The results of recruitment monitoring for the year April 2011 to March 2012 are shown in **Appendix D**.
- 4.2 Monitoring shows the number of applications received, numbers shortlisted and appointments made. There were no complaints of unfair discrimination or treatment received in the period under review, and there is no evidence to

suggest that any differences are due to unfair discrimination on any grounds other than suitability for the post applied for.

- 4.3 All vacancies advertised externally are advertised on www.surreyjobs.info a specialist e-recruitment portal developed with other public sector partners in Surrey which links to the www.jobsgopublic.com national recruitment network, with traditional press media now used in few cases.
- 4.4 There were a higher number of positions advertised in 2011/12 than the previous year. There were a total of 832 applications for 49 adverts with a total of 45 appointments made (the figure for 2010/2011 was 590 applications for 22 adverts with 21 appointments made). There was a 122.72% increase in the number of vacancies advertised in 2011/12 to the previous year. This was as a result of staff turnover, internal promotions, reorganisation in some areas and a number of temporary appointments.
- 4.5 **Gender.** Applications were received from 392 men (47.2% of applicants) and 440 women (50.8% of applicants). There was a greater proportion of female applicants shortlisted and appointed than applied, with 69% of female applicants appointed compared to 58.2% of applicants.
- 4.6 **Disability.** We continue to receive small numbers of applications from applicants declaring a disability, with 18 applications (2.1% of applications). 4 of these applicants were shortlisted, with no appointments
- 4.7 **Ethnic minority.** Overall 20.9% of applicants (174 applications) were from ethnic minority applicants. Of these 21 (11.1% of shortlisted applicants) were shortlisted and 6 appointed (13.33% of all appointments). The proportion of ethnic minority applicants appointed was therefore less than the proportion of applications received. There is no evidence of any unfair discrimination.
- 4.8 **Age.** Applications were received from all age ranges, with all ages shortlisted and appointments in all age ranges. It is encouraging to see that over a third (37.7%) of appointments were of younger people between 18 and 30 years old, helping to balance the age of the workforce.
- 4.9 **Promotion.** Existing staff can apply for all vacancies, with some restricted to internal applicants only. During the year 2011/12 16 staff were promoted and they were all from a White British background. This is a higher number than previous years and it partly reflects the level of organisational change during 2011/2012 which also helped provide the opportunity for a number of employees to apply for promotional opportunities and thus retaining their skills within Spelthorne.
- 5. Other Employment Monitoring**
- 5.1 **Grievance proceedings.** There were no formal grievances.
- 5.2 **Disciplinary proceedings.** There were 2 formal disciplinary cases, with both individuals from a White British background.
- 5.3 **Leaving employment.** Turnover in 2011/12 was at 15.3% of the workforce, with 48 permanent/long term staff leaving Spelthorne. See **Appendix E** for comparison with earlier years. Most were from a White British background (93.75%), with 3 (6.25%) from other ethnic backgrounds. 25 leavers resigned voluntarily to take up opportunities elsewhere, a voluntary turnover rate of 8%. This is a significant increase on previous years.

- 5.4 **‘Managed’ turnover** includes dismissals including redundancies, ill-health and planned retirements. Managed turnover was at 6.7 % with 5 retirements at age 65, 13 redundancies, 2 ill health retirements and 1 early retirement. There were also 2 cases of death in service.
- 5.5 **Workforce monitoring not currently undertaken.** We do not currently report on religion / belief and sexuality. We will be able to provide an indication of data in these areas in the near future as staff will be able to self declare if they wish when the next phase of the iTrent HR and Payroll system is implemented. We also do not currently report on training provision broken down by protected characteristics, but again with the full implementation of the iTrent system we will be able to report on this data.

6. Options analysis and proposal

- 6.1 No options – report is for information.

7. Financial implications

- 7.1 There are no financial implications of this report, although there are resource implications from the recruitment activity and for gathering monitoring data. There could be financial penalties if Spelthorne is found to have discriminated unfairly.

8. Other considerations

- 8.1 Spelthorne must comply with the requirements of all employment legislation and with specific public sector equality duties. Spelthorne has achieved level 3 of the Equality Standard, which requires that effective monitoring and review of diversity is undertaken.
- 8.2 Applicants or employees who believe that they have been unfairly discriminated against or have suffered a detriment on the grounds of their race, gender, disability, age, sexual orientation, religion / belief, pregnancy or maternity, gender reassignment, marriage or civil partnership or working arrangements can claim against Spelthorne at Employment Tribunal. Equal opportunities awards are potentially unlimited and the Council’s reputation could be damaged in the event of any successful claims.
- 8.3 A diverse workforce reflects the community and ensures Spelthorne has access to a wide range of experiences and backgrounds to assist service delivery.
- 8.4 There is now a requirement for workforce monitoring information to be published annually and this requires time and resources to collate and report on the data required.

9. Risks and how they will be mitigated

- 9.1 The risk of discrimination claims is mitigated by training, development and briefing of staff involved in recruitment, selection and the management of staff, and by ensuring that employment procedures set out requirements and expectations.

10. Timetable for implementation

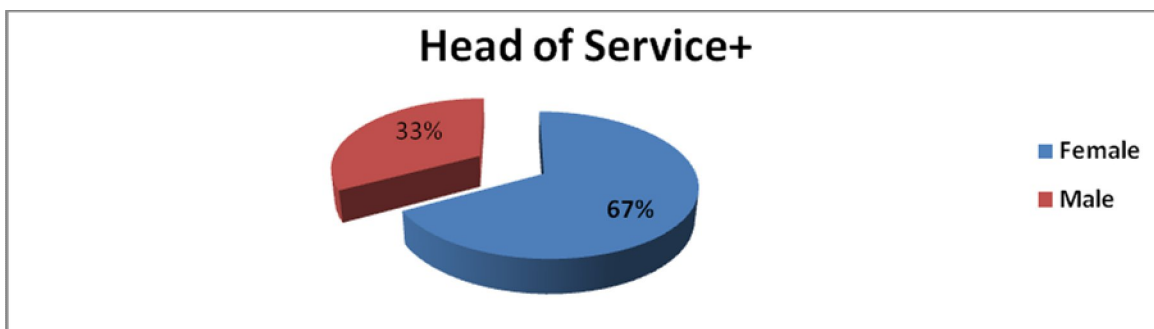
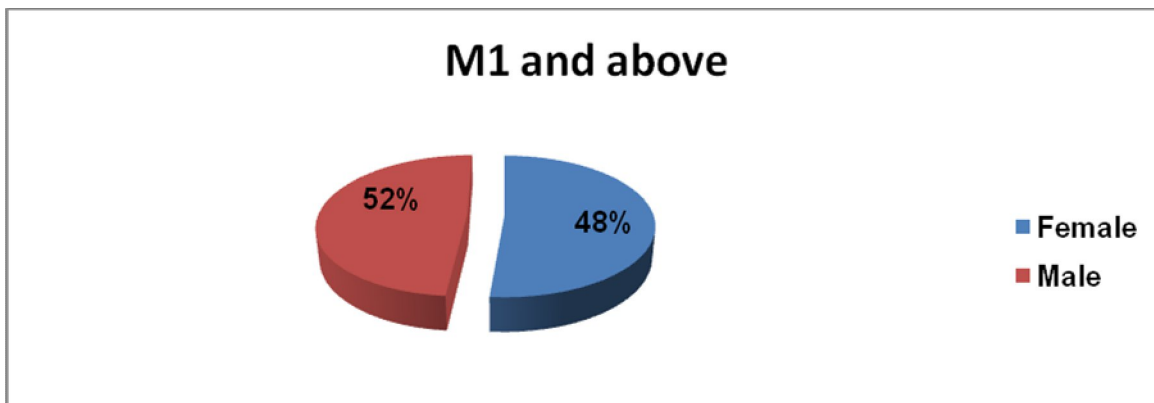
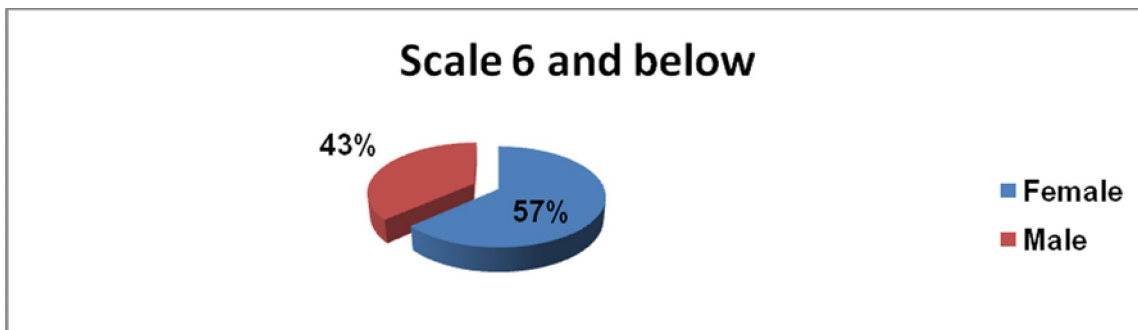
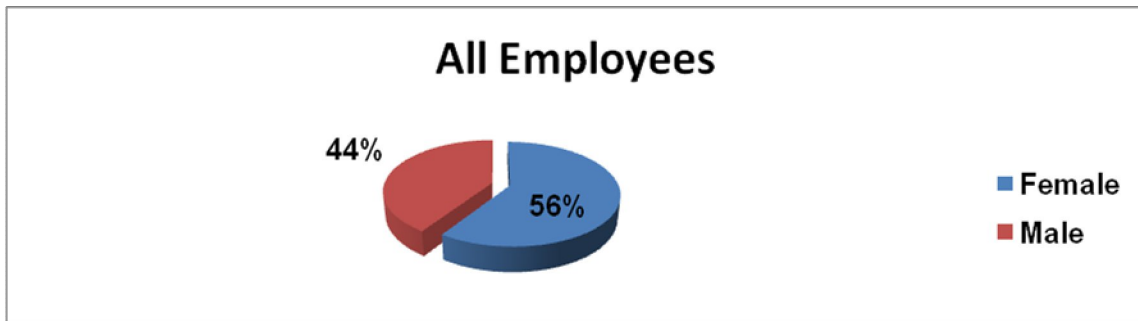
10.1 Employment monitoring and the actions above are ongoing.

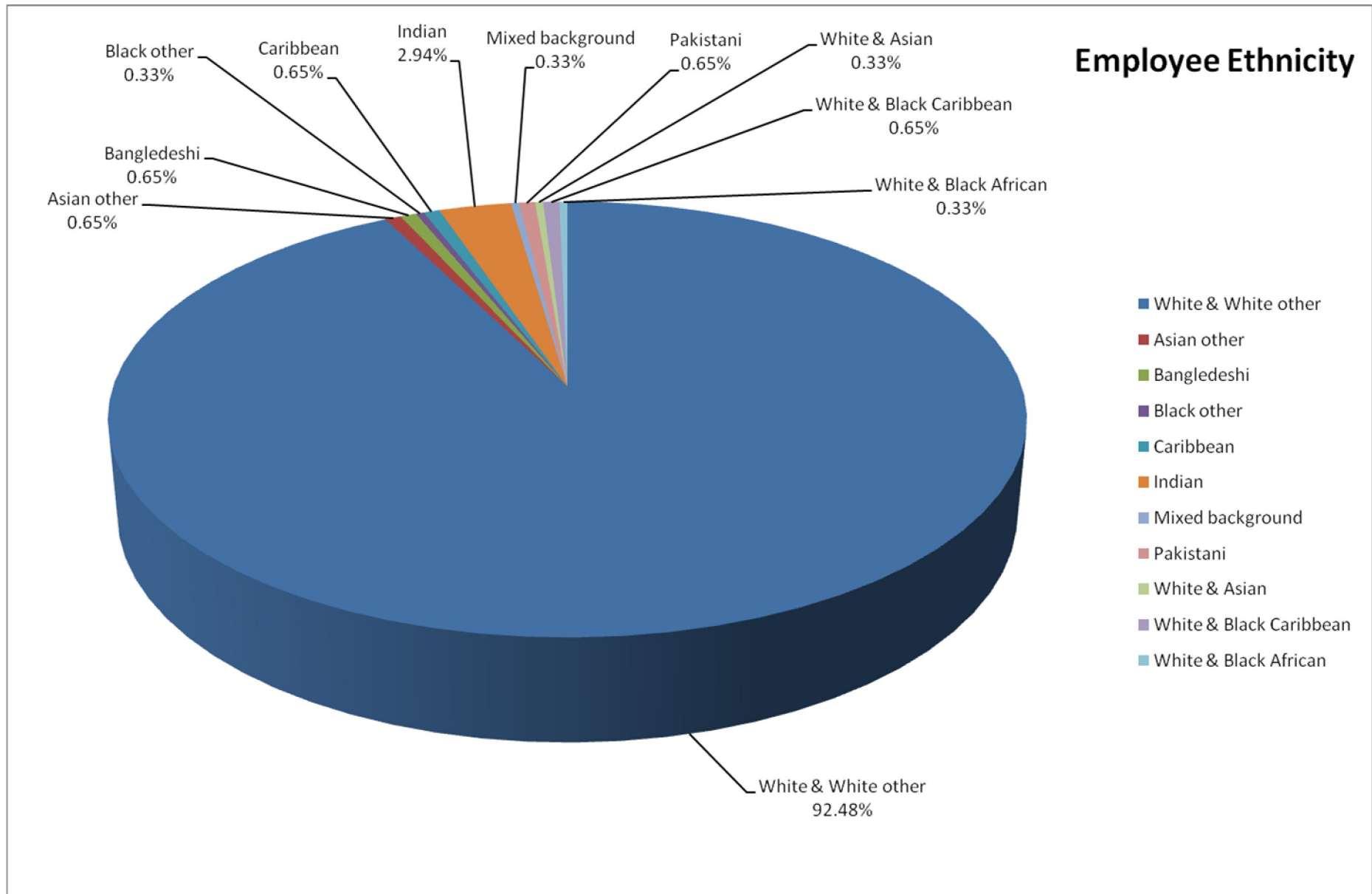
Background papers: There are none.

Appendices: Appendix A – Gender Split
Appendix B – Ethnicity Breakdown
Appendix C – Length of Service and Age Profile
Appendix D – Recruitment Monitoring
Appendix E – Staff Turnover

Appendix A

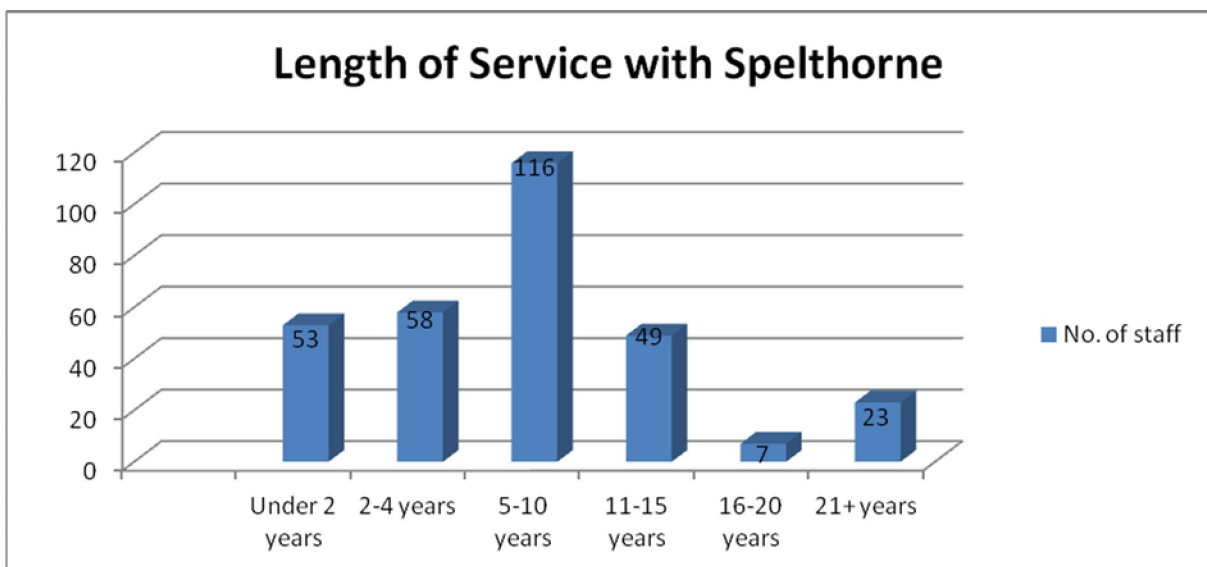
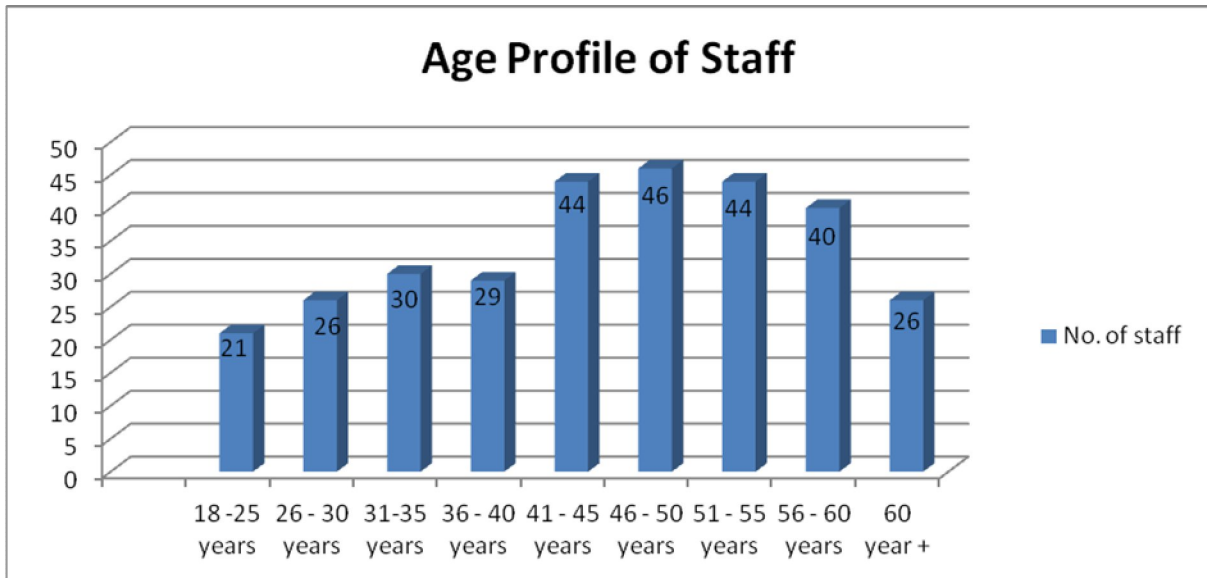
Gender Split of Spelthorne Employee





Appendix C

Age Profile and Length of Service



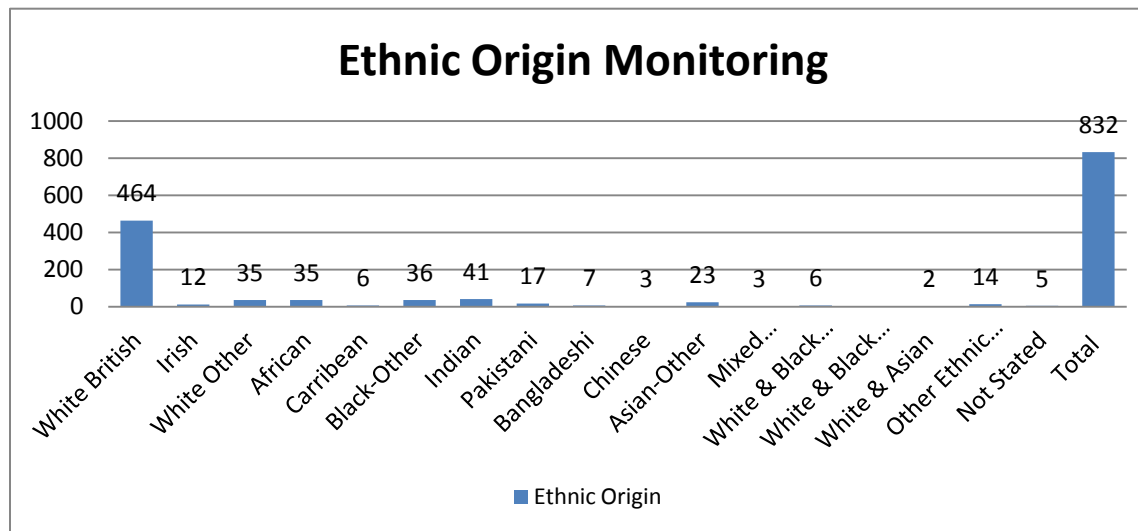
APPENDIX D: RECRUITMENT MONITORING

Recruitment Activity 2011/12

No of recruitment campaigns run			49
Internal			21
External			28

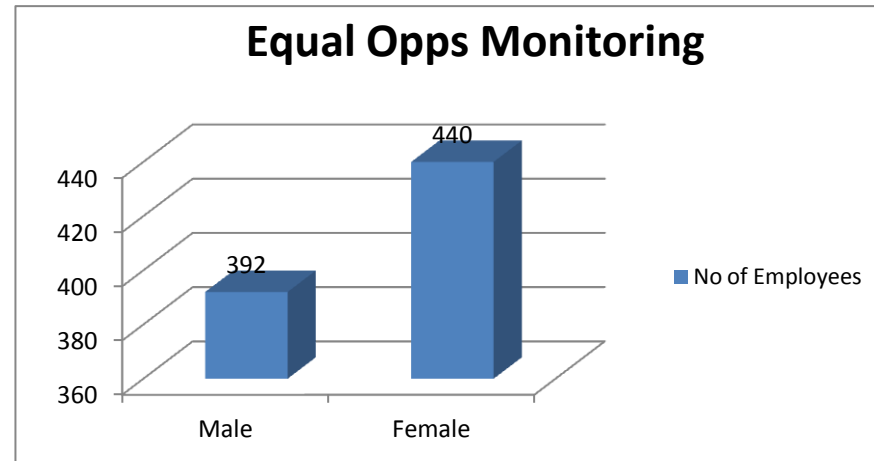
Total no of applications made			832
Shortlisted Candidates			184
No of Appointments Made:			45

Ethnic Origin	No of People
White British	464
Irish	12
White Other	35
African	35
Carribbean	6
Black-Other	36
Indian	41
Pakistani	17
Bangladeshi	7
Chinese	3
Asian-Other	23
Mixed Background	3
White & Black Carribbean	6
White & Black African	
White & Asian	2
Other Ethnic Group	14
Not Stated	5
Total	832

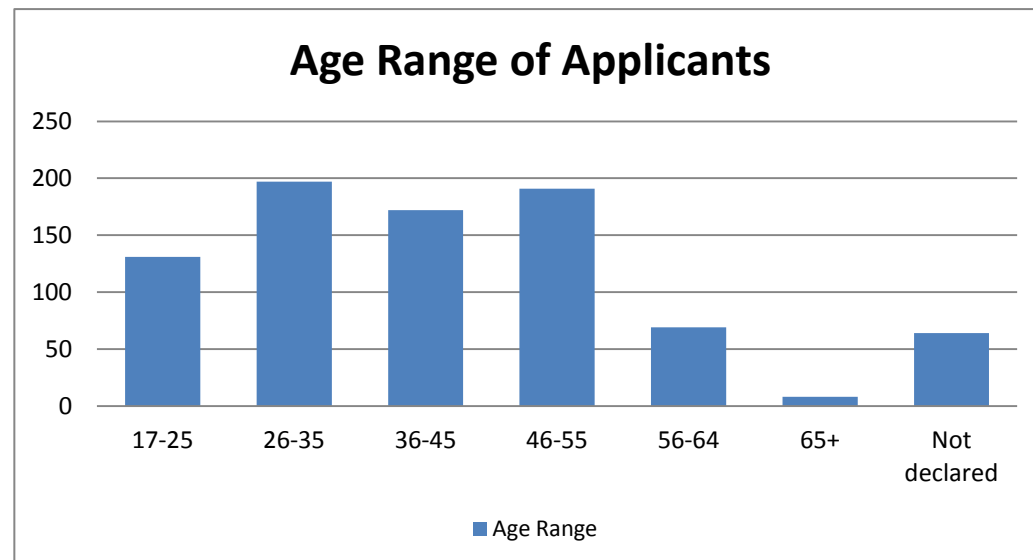


APPENDIX D: RECRUITMENT MONITORING

Sex	No of people
Male	392
Female	440
Total	832

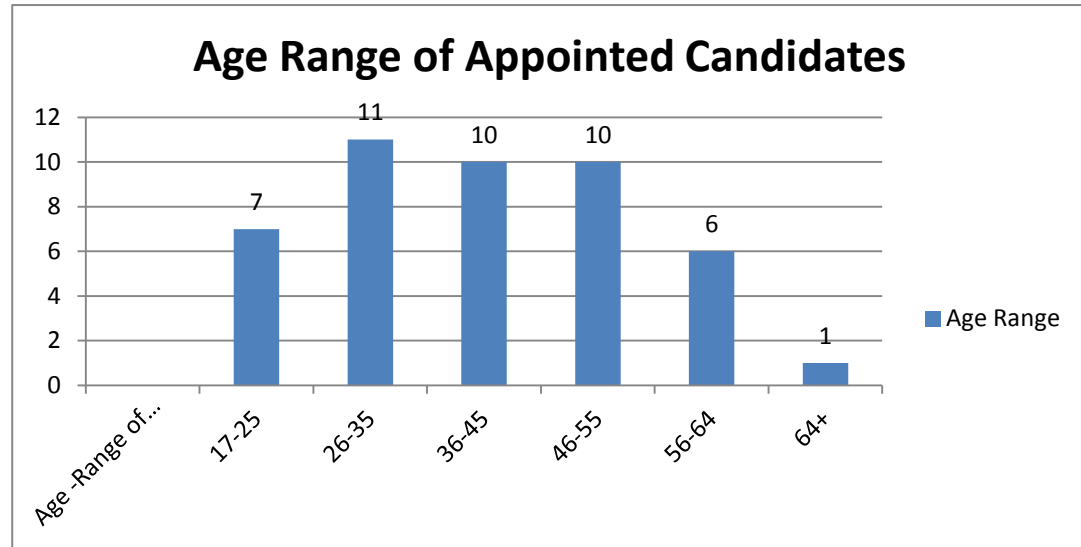


Age	No of people
17-25	131
26-35	197
36-45	172
46-55	191
56-64	69
65+	8
Not declared	64
Total	832



APPENDIX D: RECRUITMENT MONITORING

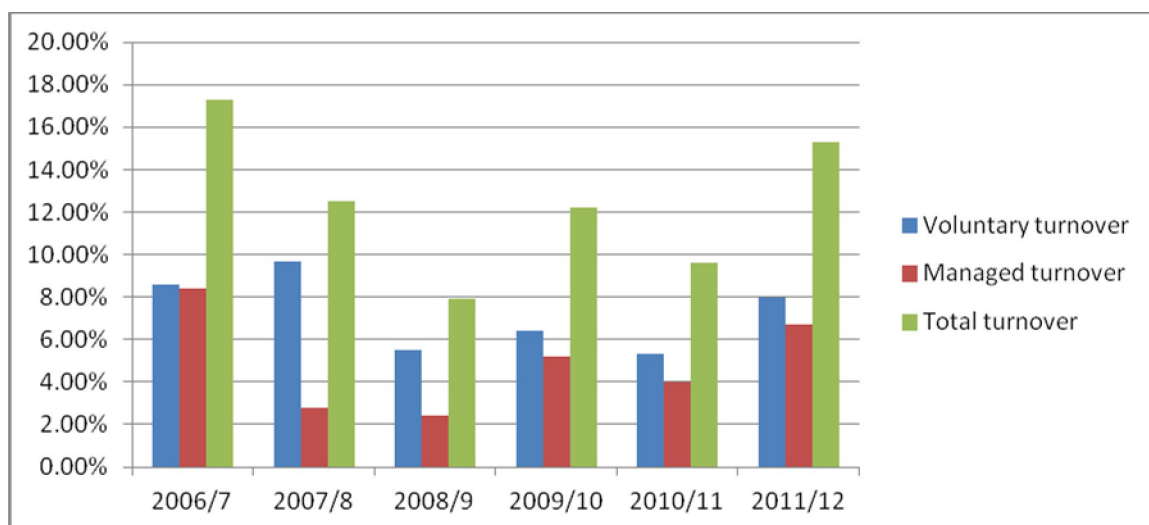
Age -Range of Appointed Candidates	No of Candidates
17-25	7
26-35	11
36-45	10
46-55	10
56-64	6
64+	1
	45



Appendix E Turnover

Turnover up to 31 March 2012 was a total of 48 or 15.3% of the workforce (9.6% the previous year), with 8% voluntary turnover, 6.7% managed turnover and 0.6% death in service. This is a significant increase in the numbers of staff leaving Spelthorne compared to recent years.

There were 48 leavers in 2011/12 compared to 31 in 2010/11, 25 voluntary leavers, 21 managed leavers (5 retirements at age 65, 13 redundancies, 2 ill health retirement and 1 early retirement), and 2 deaths in service. Permanent staff and longer term temporary posts/staff are included in the figures, but not casual cover or short term temps of under a year.



Voluntary turnover rates are the more significant indicator, representing the loss of staff that we would have expected to continue working for us, and now need to replace. The current level of voluntary turnover has increased, now approaching 10%.

Managed turnover covers dismissals where Spelthorne have taken action to bring the employment to an end, including redundancies, dismissals on the grounds of ill-health and retirements (in the first half of the year). Each of the 'managed' cases generally requires a significant amount of manager and HR input and time.

Spelthorne Borough Council - Forward Plan - 03/09/2012

	A	B	C	D	E	F	G	H	I	J
1	Report title or issue	Officer	C/Member	Key	MAT	Briefing	Cabinet	O&S	Audit	Council
2	Staines-upon-Thames Town Centre development	MG	DG		14-Aug	05-Sep				
3	Tenancy Strategy (consultation)	JH	GF	Key	28-Aug	10-Sep				
4	Minutes of the LDF Working Party	JB	GF			10-Sep	25-Sep			
5	Older People's Review	DA	JP	Key	04-Sep	10-Sep	25-Sep			
6	Off Street Parking (Briefing Note only)	SM			04-Sep	10-Sep				
7	Aggregates recycling Joint DPD - modifications	GD	GF		04-Sep	10-Sep	25-Sep			
8	Future of Ashford College presentation	HM	GF			10-Sep				
9	KPMG's close of accounts audit report	DH	TE		04-Sep				20-Sep	
10	Council policies on website	LO'N	CB		04-Sep					
11	Corporate Risk Management report	PT	TE		04-Sep				20-Sep	
12	Anti-fraud, Bribery and Corruption report	DH	TE		04-Sep				20-Sep	
13	Annual Governance report	DH	TE		04-Sep				20-Sep	
14	Annual Audit report	DH	TE		04-Sep				20-Sep	
15	Steria TUPE	HD	FA		18-Sep					
16	Feedback from Appraisals	JH	TE		25-Sep					
17	Capital and Revenue monitoring Reports	AF	TE		18-Sep	05-Nov	20-Nov			
18	Gambling Policy - recommendation from Licensing Cttee	JB	PFF	Key	23-Oct	05-Nov	20-Nov			13-Dec
19	Playing pitch strategy	LS	DG	Key	23-Oct	05-Nov	20-Nov			
20	New leisure and culture Strategy	LS	DG	Key	23-Oct	05-Nov	20-Nov			13-Dec
21	Corporate Plan	LO'N	FA		23-Oct	05-Nov	20-Nov			13-Dec
22	Public toilets contract re-tender	CM	RW	Key	23-Oct	05-Nov	20-Nov			
23	Manor Park and Laleham Park	CM	DG		23-Oct	05-Nov	20-Nov			
24	Knowle Green Hub	DP	DG	Key	23-Oct	05-Nov	20-Nov			
25	Tenancy Strategy	JH	GF	Key	23-Oct	05-Nov	20-Nov			
26	Census 2011 Report	JB	GF		Nov-Dec	Nov-Dec	Nov-Dec			
27	Moorings on the Thames	DP	DG		20-Nov	03-Dec	18-Dec			
28	Customer Services revenue write-offs	LN	TE				18-Dec			

Spelthorne Borough Council - Forward Plan - 03/09/2012

	A	B	C	D	E	F	G	H	I	J
1	Report title or issue	Officer	C/Member	Key	MAT	Briefing	Cabinet	O&S	Audit	Council
29	Community Infrastructure Levy	HM	GF		20-Nov	03-Dec	18-Dec			
30	Council Tax Benefits Reforms - preferred option for implementation	HM	GF		20-Nov	03-Dec	18-Dec			
31	Housing Strategy review	HM	GF		20-Nov	03-Dec	18-Dec			
32	Stainesafe radio	VS			20-Nov	03-Dec	18-Dec			
33	Review of recruitment and retention allowances	JH	TE		03-Dec					
34	Update on Active Lifestyle Strategy	LB	DG	Key	02-Jan	14-Jan	29-Jan			
35	Youth Strategy	LS	PFF	Key	02-Jan	14-Jan	29-Jan			
36	Pay Policy Statement	JH	TE		15-Jan	28-Jan	12-Feb			21-Feb
37	Corporate Enforcement policy	JB	JP		15-Jan	28-Jan	12-Feb			
38	Contaminated land	TWF	RW		15-Jan	28-Jan	12-Feb			21-Feb
39	Appraisal timetable	JH	TE		26-Mar					
40	Annual turnover, recruitment and establishment changes	JH	TE		30-Apr					
41	Customer Services revenue write-offs	LN	TE				30-Apr			