

**ROBERTO TAMBINI
CHIEF EXECUTIVE**

Please reply to:

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Our ref: LP/OSCTTEE
Date: 16 July 2012

Notice of meeting:

Overview and Scrutiny Committee

Date: Tuesday 24 July 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 disclosures of interest from members.	Chairman		
3. Minutes			
To confirm the minutes of the meeting held on: (a) 16 May 2012 (copy attached). If any member of the committee has any issues arising from the minutes of the meeting held on 16 May 2012 that they wish to raise at the meeting please inform Liz Borthwick, Assistant Chief Executive l.borthwick@spelthorne.gov.uk 24 hours in advance of the meeting.	Chairman		1 - 5
(b) 24 May 2012 (copy attached).	Chairman		6
4. Matters arising from the minutes			
To consider any matters arising from the minutes of the meeting held on 16 May 2012.	Chairman		
5. Call in of a Leader, Cabinet or Cabinet Member Decision			
No decisions have been called in for Review.	Chairman		
6. Overview and Scrutiny Committee Arrangements			
To consider the following matters: (a) The role of the Committee (b) Review of the work undertaken during 2011/12 (c) Task Groups (d) Core areas / themes the committee could look at in the year ahead.	Chairman	7.40pm	
7. Youth			
The Cabinet Member responsible for Young People, Councillor Penny Forbes-Forsyth, will report further at the meeting.	Chairman	9.00pm	

Description	Lead Person	Timings	Page Number
8. Meeting Arrangements			
<p>In accordance with the Overview and Scrutiny Procedure Rule 4.1, to agree the start time and meeting venues for the committee meetings for this Municipal Year.</p> <p>Currently the meetings start at 7.30pm and are held at the Council Offices.</p> <p>The Committee is scheduled to meet on 11 September, 4 December 2012 and 5 February 2013 with the Crime and Disorder Scrutiny Committee arranged for 2 October 2012.</p> <p>However it is requested that these dates be revised and for the committee to meet on 11 September 2012, 18 September 2012 (Crime and Disorder Scrutiny Committee) 27 November 2012 and 5 February 2013.</p>	Chairman	9.30pm	
9. Provisional Capital Outturn 2011/12			
To consider the attached report of the Chief Finance Officer (Copy Attached)	Adrian Flynn, Senior Accountant	9.35pm	7 - 13
10. Provisional Revenue Outturn 2011/12			
To consider the attached report of the Chief Finance Officer (Copy attached)	Adrian Flynn, Senior Accountant	9.50pm	14 - 31
11. Cabinet Forward Plan			
<p>A copy of the latest forward plan is attached.</p> <p>If any members of the committee have any issues contained in the Cabinet Forward Plan they wish to look at please inform Liz Borthwick, the Assistant Chief Executive, 24 hours in advance of the meeting with reasons for the request.</p>	Liz Borthwick, Assistant Chief Executive	10.00pm	32 - 33
12. Work Programme			
To consider a work programme for the Municipal Year.	Chairman	10.05pm	
13. Any Other Business			
<p>If any member wishes to raise an issue at the meeting could you please notify Liz Borthwick, Assistant Chief Executive on 01784 446376 or email l.borthwick@spelthorne.gov.uk 24 hours prior to the meeting otherwise the request may not be accepted</p>	Liz Borthwick, Assistant Chief Executive	10.15pm	

**Minutes of the Overview and Scrutiny Committee
16 May 2012**

Present:

Councillor Philippa Broom (Chairman)
Councillor Mrs Marian Rough (Vice-Chairman)

Councillors:

A. Ayub	M.P.C. Francis	A.C. Patterson
Mrs C.A. Bannister	Mrs I. Napper	Miss J.R. Sexton
Ms M. Bushnell	Mrs C.E. Nichols	Miss S. Webb
R.D. Dunn	Miss D. Patel	

Apologies: Councillors I.J. Beardsmore and D. Gohil.

In Attendance

The Chairman of the committee had extended an invitation to all non committee members to attend this meeting and take part in the discussion on the items relating to the draft Members' Code of Conduct and to participate in the review of the work undertaken by the Committee. Councillors Mrs S. Dunn, A.E. Friday, N. Gething, Cabinet Member for Communications, Mrs V.J. Leighton, Mrs J. Pinkerton, Deputy Leader and Cabinet Member for Health, Wellbeing and Independent Living, and R.L. Watts, Cabinet Member for the Environment were in attendance and took part in the discussions.

132/12 Disclosures of Interest

No disclosures were made.

133/12 Minutes

The minutes of the meeting held on 7 February 2012 were approved as a correct record.

134/12 Matters arising

No matters reported.

135/12 Call in of Cabinet Decisions

No decisions had been called in.

OVERVIEW AND SCRUTINY COMMITTEE, 16 MAY 2012 - Continued

136/12 Code of Conduct and Standards Committee

The Committee discussed with the Monitoring Officer his report providing an update on the implementation of the new ethical standards regime which had been introduced by the Localism Act 2011.

(a) Committee arrangements

The Monitoring Officer reported on the current preference to have a standalone committee to deal with ethical matters and to deal with complaints against councillors including arrangements for investigation. The size of the committee would be 8 councillors (subject to the proportionality rules) plus the retention of the current Independent Chairman and Vice Chairman in an advisory role. The terms of reference for this committee to be similar to that of the current Standards Committee but to include keeping an overview and advising on the Employees Code of Conduct and references to 'advising on the Council's Anti Fraud and Corruption Strategy and Confidential reporting code' being deleted as this was undertaken by the Audit Committee. The new committee to be called the Members' Code of Conduct Committee.

The Chairman invited the committee and those non committee members presents to give a view as to where they feel these arrangements could best sit in the committee structure. Consideration was given to three options (1) a standalone committee as outlined by the Monitoring Officer, (2) for the matters to be incorporated into the work of the Audit Committee or (3) the matters to be incorporated into the work of the Overview and Scrutiny Committee. The majority of members present supported the ethical arrangements being incorporated into the work of the Overview and Scrutiny Committee.

(b) Code of Conduct

The Committee considered what should be included in the new Members' Code of Conduct. To assist the committee the Monitoring Officer had prepared a draft Code which had been circulated with his report. Although it was originally anticipated that the new code would come into force on 1 April 2012 the new regulations were still awaited, and the commencement date had been extended until 1 July 2012.

The Committee noted that the regulations defining a Disclosable Pecuniary Interest had yet to be published.

The Committee felt that without the clarity of regulations defining Disclosable Pecuniary Interests and given the absence of any helpful steer or guidance to what constitutes a fit for purpose code of conduct it was not possible to progress the matter. Furthermore the actual date on which the current standards ethical framework would be superseded by the new regime had not yet been confirmed.

The Committee indicated that if the council was to take its duty to promote and maintain high standards of conduct for its councillors seriously then it

OVERVIEW AND SCRUTINY COMMITTEE, 16 MAY 2012 - Continued

must have in place a robust code and clear guidance as to how councillors should properly conduct themselves when acting in that capacity and the consequences for them if they do not. Therefore training should be arranged on the ethical regime with regular reminders to members of Disclosable Pecuniary Interests.

The Committee indicated that in the absence of the regulations and a confirmed implementation date, progress with the work could not continue and therefore the matters should come back to the committee before the new code and arrangements receive final approval at a council meeting. Consideration was also given to establishing a working group to look at the code and regulations in detail.

(c) Independent Person

The Committee discussed the appointment, role and functions of an Independent Person in the new ethical framework. It was noted that the main role was in an advisory capacity and how the Monitoring Officer must consult with the Independent Person prior to a decision on an allegation of misconduct by a councillor can be made. The member under investigation could also consult with the Independent Person.

The Committee discussed the benefits of appointing an Independent Person (and a reserve) jointly with other neighbouring authorities and to pay expenses only as incurred and no other remuneration.

The Committee noted that the arrangements for the appointment of the Independent Person had already been approved at a recent Council meeting. The committee felt that it would be beneficial if the Independent Person came from outside the borough.

(d) Arrangements for dealing with complaints

The Committee discussed what arrangements needed to be adopted for dealing with ethical standards complaints and for taking action where a councillor is found to have failed to comply with the code of conduct.

It was noted that the Localism Act 2011 had repealed the requirements for separate standards Assessment, Review and Determination Sub Committee and enables the council to establish its own processes. It was noted that the current suggestion was to have a Hearing Panel of three councillors plus an Independent member.

The Committee discussed a draft procedure for dealing with allegations of misconduct under section 28 of the Localism Act 2011 together with two flowcharts procedures showing present position and position which could be adopted.

OVERVIEW AND SCRUTINY COMMITTEE, 16 MAY 2012 - Continued

The committee discussed the powers being given to the Monitoring Officer to take the initial decision on whether a complaint requires investigation, subject to consultation with the Independent Person.

The committee discussed the significant differences between the provisions under the Localism Act 2011 and the current arrangements and noted;

- The absence in the new Act of any specific powers to sanction members who had breached the code; and
- The introduction in the Localism Act 2011 of criminal sanctions relating to breaches of the rules on Disclosable Pecuniary Interests.

RESOLVED that:

- 1 the provisions of the Localism Act 2011 as it affects the ethical framework of the council be noted; and
- 2 The Monitoring Officer to report the committee's views on the changes to the standards regime as identified at this meeting to the Cabinet.

137/12 Review of work undertaken during 2011/12

The Chairman divided the discussion on the review of the work undertaken into two parts the first was to receive reports from the Lead Members of the following Task Groups

Planning Implementation Review Task Group

Parks and Open Spaces

Skate Park Task Group

Food Waste Task Group

RESOLVED that the progress reports from the Lead Members of the Task Groups be received and in relation to:

- (a) The Skate Park Task Group a further meeting be arranged; and
- (b) In relation to the Parks and Open Spaces Task Group the officers agreed to look into the reason for the lack of communication over the playground for disabled children created at Ashford Recreation Ground; and advise all members of the committee.

For the second part of the discussion the Chairman invited members to form into small groups with each group discussing the following questions and presented their finding to the committee.

What have we done well and where have we achieved impact?

What can we improve on?

When scrutiny works – why does it work?

OVERVIEW AND SCRUTINY COMMITTEE, 16 MAY 2012 - Continued

What do you consider is outstanding from our work programme and that needs to be carried forward next year?

138/12 The Year Ahead

RESOLVED that this matter be deferred until the next meeting.

139/12 Cabinet Forward Plan

The Committee received the Cabinet Forward Plan

140/12 Any Other Business

No other business discussed

MINUTES OF THE OVERVIEW AND SCRUTINY COMMITTEE

24 MAY 2012

Present:

Councillors:

A. Ayub	M.P.C. Francis	Mrs C.E. Nichols
I.J. Beardsmore	A.E. Friday	Ms D. Patel
Ms M. Bushnell	A.C. Harman	A.C. Patterson
R.D. Dunn	A.J. Mitchell	Mrs S. Webb
	Mrs I. Napper	

Apologies: Councillors Ms P.A. Broom and Ms J.R. Sexton.

155/12 Appointment of Chairman

RESOLVED that Councillor Ms P.A. Broom be appointed Chairman of the Overview and Scrutiny Committee for the Municipal Year 2012/2013.

156/12 Minutes

RESOLVED to postpone agreement of the minutes of the meeting held on 16 May 2012 until the next ordinary meeting of the Committee.

157/12 Appointment of Vice-Chairman

RESOLVED that Councillor J.R. Sexton be appointed Vice-Chairman of the Overview and Scrutiny Committee for the Municipal Year 2012/2013.

Overview and Scrutiny Committee

24 July 2012



Title	2011/12 Provisional Capital Outturn 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 advise Cabinet of the provisional outturn spend on the capital programme for 2011/12 and to identify major variances.</p> <p>The outturn shows that we spent at the financial year end, £1,444m which represents 72.5% of the revised budget of £1,992m.</p>		
Financial Implications	<p>The provisional capital spend in 2011/12 is £1,444m</p> <p>Revised budget including carry forwards was £1,992m</p> <p>Outturn variance is £ 548k under spent</p>		
Corporate Priority	All three priorities		
Recommendations	Cabinet are asked to note the provisional capital outturn spend for 2011/12.		

MAIN REPORT

1. Background

- 1.1 The purpose of this report is to update Cabinet on spend as at 31 March 2012 against the 2011/12 capital programme agreed at Full Council in February 2011.
- 1.2 Quarterly reports are provided to MAT, Cabinet and Overview and Scrutiny committee of the spend to date position and the projected spend for the year along with officer comments on the variances.

2. Key issues

- 2.1 Appendix A summarises the provisional level of spend as at the 31 March of £1,444m against the revised budget.
- 2.2 Appendix B shows the detailed spend position on the individual schemes along with officer comments.
- 2.3 £158k worth of budget carry forward requests have been agreed by MAT.
- 2.4 The difference between the original and revised budget is £466,040. The £466,040 is broken down as £203,500 worth of carry forwards from 2010/11 and £307,540 worth of supplementary estimates agreed during 2011/12.
- 2.5 A £45,000 adjustment has also been made to the 2011/12 revised budget as a result of the original DFG grant budget being overstated by this amount.
- 2.6 The following projects are worth noting:
 - (a) CRM project: Due to resources/timing issues, the project has been delayed till 2012/13 and a budget carry forward request has been agreed by MAT.
 - (b) Housing Enabling fund: £30,000 grant payment to A2 Dominion in relation to affordable housing at Windmill Lodge, Sunbury. 50% of the grant due at the start of the project and the remaining 50% due on completion.
 - (c) Tennis courts: The £16000 overspend will be funded by the Liveability Fund reserve
 - (d) Capital Salaries: There was no use of this budget during the year, as the criteria for capitalising salaries as capital expenditure has tightened.
 - (e) Transactions involving all projects but particularly critical ditches, allotments, community alarm system, IT and bowls club self management were 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. Any transaction that fails to meet the definition will be transferred to revenue.

3. Options analysis and proposal

- 3.1 Cabinet are asked to note the provisional capital outturn position.

4. Financial implications

- 4.1 Any under spend 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 us liable to litigation if they are not allocated the funds to complete the works.

6. Risks and how they will be mitigated

- 6.1 All schemes are evaluated and investigated prior to going on the programme to ensure that sufficient budget has been requested and the scheme works meet with capital regulations as to what can be defined as capital expenditure.
- 6.2 The risk that the schemes will not be completed due to insufficient finance is mitigated by the post evaluation work.
- 6.3 The risk that the approved contractor is not able to finish the scheme because of a lack of resources is mitigated by a financial appraisal being taken on all contractors.
- 6.4 The risk that the scheme is not finished to the Council's satisfaction can be mitigated by making stage payments to the contractor and keeping a proportion of the cost back as retention monies to be released once satisfactory completion has been completed.

7. Timetable for implementation

- 7.1 Monthly position statements are provided to MAT as an update on the current spend to date position.
- 7.2 All Heads of Service with capital schemes are provided monthly with system reports which enable them to investigate spend in order to identify any spend which doesn't relate to the scheme.
- 7.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

Background papers:

There are none

Appendices:

A,B & C

Appendix A

CAPITAL OUTTURN REPORT 2011/12

SCHEME	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATES	OTHER BUDGET ADJUSTMENTS	REVISED BUDGET	OUTTURN TO DATE
	£	£	£		£	£
Housing Investment Programme	400,900	37,000	-	(45,000)	392,900	396,279
New Schemes Fund	-	-	-		-	(4,343)
Other Services Programme	1,125,500	166,500	307,540		1,599,540	1,051,616
CAPITAL PROGRAMME TOTAL	1,526,400	203,500	307,540	(45,000)	1,992,440	1,443,552

Capital Outturn Report 2011/12

Cost Centre	Description	Full Yr Original budget £	Full Yr Revised budget £	Actuals £	Comments
Housing Investment Programme					
Lee O'Neil					
40203	Disabled Facilities Mandatory	497,000	485,700	525,281	The original budget was overstated by £45,000, offset by receiving additional funding of £29,000 and £4,700 awarded by DCLG. The overspend on this grant budget was offset by the underspend on the disabled Facilities discretion budget.
	Less Specified Capital Grant	(285,000)	(318,700)	(318,453)	£285k grant from DCLG initially awarded with additional funding of £33,700 received through out the year
40204	Disabled Facilities Discretion	29,600	29,600	6,020	For the last 3 years this budget has been 100% spent on mandatory DFGs. In light of the overspend on the Disabled Facility mandatory budget, we will limit spending on this budget code to prevent a significant overspend between the mandatory and discretionary disabled facilities budget codes.
	Net Cost of Disabled Facilities Grants	241,600	196,600	212,848	
40205	Decent Homes Grant	89,000	126,000	115,640	Overspent was due to a delay in employing new Grant Officer which was caused by the Police being slow to complete the CRB check for this post. This meant the contractor who was doing the work having to be retained until the Grant officer was in post. -
40207	Equity Release Scheme	10,000	10,000	4,000	This budget under spent this year is due to the reluctance of homeowners to release equity in their homes/take out loans. Spending on this budget is likely to increase in the coming years if the Decent Home Grant is withdrawn from April 2012 The budget under spent this year by £10,000 (We expect to pay A2D in the region of £26,300 for this financial year. This sum will increase in the next financial year by at least the Retail Price Index
40209	Home Improvement Agency grant	35,300	35,300	25,320	%. There is a need to maintain this budget at the £35,300 level in light of increasing demand in service, and pending the outcome of the home improvement agency financial provision review by Surrey County Council for 2012/13 and future years.
40601	Wall/Loft Insulation	25,000	25,000	23,471	
40114	Housing Enabling Fund	0	0	15,000	Payment made to A2 dominion in relation to affordable housing at Windmill lodge, Sunbury
	Total	159,300	196,300	183,431	
Total For HIP		400,900	392,900	396,279	
New Schemes fund					
Michael Graham					
41326	Sunbury Improvement Project	0	0	66,742	
41327	Shepperton Improvement Project	0	0	0	
41328	Ashford Improvement Project	0	0	28,915	Invoices relate to works that have been completed during April and May 2011
	SCC Match Funding	0	0	-100000	3rd and final instalment of area regeneration grant money received from Surrey County Council
	Net Cost of Improvement Projects	0	0	-4,343	
Total For NSF		0	0	-4,343	
Other Services Programme					
Dave Phillips					
41325	Lammas Sea Cadets Relocation	0	0	-	
41404	PA System	0	14,540	14,540	Transfer from reserves at year end and approved by the leader of the council
41612	Clockhouse Lane	0	0	1,430	Refurbishment works on Clock Tower in Ashford Recreation Ground
42043	Accommodation Changes	0	0	18,893	First floor toilet refurb, agreed by MAT and approved by the leader of the council
	Total	0	14,540	34,863	
Helen Dunn					
43001	Web & Intranet General	10,000	10,000	0	Budget relates to ongoing enhancements and was not required in 2011/12 as a result of the Goss website upgrade.
43002	Website Enhancement	10,000	10,000	17,719	My Alerts feature as part of My Spelthorne
43101	Contract/Doc Mangmt	10,000	10,000	0	CRM project was delayed due to timing and resources issues till 2012/13, this budget would relate to ongoing enhancements rather than project start up.
43201	Payments	0	0	2,669	Actual invoices are slightly above the 16K Speech recognition software that was accrued in 2010/11
43301	Finance Suite	10,000	10,000	4,250	Anticipated to be carried forward to next year
43302	Payroll/HR	10,000	10,000	0	Budget relates to ongoing enhancements and was not required in 2011/12 as a result of the HR and Payroll upgrade project .
43304	GOSS	0	0	0	See 43306
43309	Steria Consultancy	0	0	0	
43401	Planning	0	0	4,625	Minor amends to on-line planning portal. PO to be cancelled
43501	Revenues & Benefits	30,000	30,000	24,776	Efficiency version installed.
43502	Housing Support	30,000	30,000	0	Implementation of scanning module
43602	Secure Networking	30,000	30,000	31,203	Firmware upgrades and new SAN host installation
43603	Server Updates	30,000	30,000	18,767	Firmware upgrades
43604	Desktop Upgrades	50,000	50,000	46,948	Equipment refresh
43605	Telephone/Data Communications	0	0	48,730	Invade replacement as agreed by Terry Collier. This system has been ordered.
43606	Misc software	20,000	20,000	22,578	Various small packages including DocBinder
43607	Printing	10,000	10,000	945	Multi function device's solutions
	Total	250,000	250,000	223,211	

Cost Centre	Description	Full Yr Original	Full Yr Revised	Actuals	Comments
		£	£	£	
Linda Norman					
43305	CRM	160,000	160,000	20,865	Start delayed till 2012/13 due to timing and resource issues. A budget carry forward request has been agreed by MAT
	Total	160,000	160,000	20,865	
Jackie Taylor					
41208	Walled Garden Irrigation	0	28,000	27,640	Project completed.
41209	Food Waste Collection	0	265,000	248,244	The direct service vehicle is included within the actual spend.
41504	Direct Service Vehicle Procure	44,000	44,000	0	Due to duplication of the budget, the vehicle spend is included within the Food waste budget
41620	Wheelee Bins	100,000	100,000	99,092	Wheelee bins now purchased.
	Total	144,000	437,000	374,976	
Jan Hunt					
41608	HR and Payroll system	60,000	60,000	46,042	Phase two of the project will not commence until the new financial year, therefore a carry forward request has been agreed by MAT.
	Total	0	60,000	46,042	
Lee O'Neil					
41314	Air Quality	32,000	32,000	0	Driver training has taken place across the Council. Review and Assessment work progressing. Grant to be utilised or returned to DEFRA. Any DEFRA grant money not ultimately spend for the purpose granted will have to be returned to DEFRA.
41314	Pollution	(22,000)	(22,000)	0	DEFRA provided SBC with a grant for work associated with local air quality management duties amounting to £32,000. Some of this grants has been spent on driver training and source apportionment AQ modelling work. This project due to the action planning process will continue to run for approximately another 18-month. If this grant money is not spent by SBC for these planned AQ purposes it will have to be returned to DEFRA.
41315	Cont Land Investigation	57,500	86,100	99,480	Over the entire course of the Denman Drive investigation, grants have been received from DEFRA to cover 100% of all site investigations and the remediation. No request has been made to carried this budget over to the 2012/13 financial year. Some £28,000 of the DEFRA grant money remains unspent; this money was awarded to SBC to cover the significant officer time spent on the project. The Denman Drive investigation is now finished, therefore this budget is no longer required.
43307	EHBC Mobile Working	0	39,400	4,400	Smart phone trial being undertaken, project results to be analyzed to assess viability. £35,000 carry forward budget
	Total	67,500	135,500	103,880	
Liz Borthwick					
40103	Community Alarm System	20,000	25,200	0	The expenditure fails to meet the definition of capital as laid out by the Councils auditors KPMG.
40108	Leisure Centre Fitness Kit	65,000	65,000	0	The original proposal was to generate an additional £19,000 per annum on our management fee income for 2011/12 - 2014/15, but SLM now wish to renegotiate the terms of the agreement and a meeting has been arranged for June 2012
41027	Stanwell DC Cafe	10,000	10,000	9,990	Construction of a cafe in Stanwell day centre, some of the expenditure to date failed to meet the definition of capital as laid out by the Councils auditors KPMG and has been transferred to revenue.
41035	Bowls Club self management	29,000	41,700	10,661	A majority of the expenditure did not meet the definition of capital as laid out by the authority's auditors KPMG, and has subsequently been transferred to revenue.
41036	Soft Play Area (BLF)	0	0	10,000	Big Lottery funded
	Total	124,000	141,900	30,651	
Rowena Davison					
43306	GOSS - Website Upgrade	70,000	70,000	70,000	Project was completed by March 2012
	Total	70,000	70,000	70,000	
Sandy Muirhead					
41203	Tennis Courts	25,000	25,000	40,598	Project started end of September, overspend to be met from Liveability fund reserve
41309	Critical Ditches	0	20,000	17,840	
41317	Car Park Improvements	74,000	117,200	20,243	The issue of a tender for the implementation of the new automatic number plate reader machines (APNR) has been delayed to June 2012 and a carry forward request has been agreed by Mat.
41627	Salix Low Carbon M'ment Prog	76,000	76,000	0	Salix fund.
41630	Bridge Street CP Lighting	0	0	21,506	Project is complete and is funded by the Salix Fund.
41631	Eimlsleigh CP Lighting	0	0	46,830	Project is complete and is funded by the Salix Fund.
42037	Biffa Award Match Funding	0	17,400	0	We were awarded a Biffa Grant which was match funded to undertake work over 3 years to Shortwood Pond to ensure its value for rare plants under our duty on biodiversity remained, as well as providing an enhanced historic feature for the community -period. There was no spend in 2011/12 as there was a delay in appointing to the vacant post
42040	Allotments	25,000	25,000	-	The expenditure did not meet the definition of capital as laid out by the authority's auditors KPMG and has subsequently been transferred to revenue.
42049	Hawke Park	0	0	112	Actual invoice was slightly more than the 2010/11 special creditor entered on the system.
	Total	200,000	280,600	147,129	
Terry Collier					
45002	Capital Salaries	50,000	50,000	0	With the stricter interpretation being applied by external audit, we do not think we can justify any capitalised salaries.
	Total	50,000	50,000	0	
Total For Other		1,125,500	1,599,540	1,051,616	
Grand Total		1,526,400	1,992,440	1,443,552	

Appendix C

Detailed list of Capital carry forward requests

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Agree	Profile	Service Head/ Accountancy Comments
	Air Quality ContrCap Consults	Tracey Willmott-French	41314	8239	£25,100	£25,100	1	External funding via Defra
	EHBCMobile Cap Equip	Tracey Willmott-French	43307	8252	£20,000	£20,000	1	To be used for stage 2 of the mobile working project
	CRIT DITCHES Cap Other Work	Sandy Muirhead	41309	8225	£10,000	£10,000	1	Identifying options/solutions regarding Sweeps ditch
	Low Carbon Prog Cap Equip	Sandy Muirhead	41627	8252	£70,000		1	Y/E balance on the Salix fund. This is not a carry Fwd?
	Biffa Award Cap Other Work	Sandy Muirhead	42037	8225	£20,000	£8,700	1	Carry forward amount should be £8,700 for work on Shortwood pond and not £20k as stated
	Allotments Cap Other Work	Sandy Muirhead	42040	8225	£23,000		1	I don't believe that this money should be carried forward, as allotment expenditure to date is not capital related. The 1011 carry forward remained unspent during 1112
	HRPayrollSystemCap Equip	Jan Hunt	41608	8252	£23,600	£23,600	1	Required for phase 2 of the project and to cover outstanding commitments at year end
	Car Park Improv Cap Other Work	Sandy Muirhead	41317	8225	£70,600	£70,600	1	APNR system to replace the current outdated pay on foot system in Elmsleigh car park
	Value Approved:				£262,300	£158,000		

Overview and Scrutiny Committee

24 July 2012



Title	Provisional Revenue Outturn report 2011/12		
Purpose	Resolution required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	Yes
Report Author	Adrian Flynn		
Summary	<p>To provide Cabinet with details of the provisional outturn spend on the revenue budget in 2011/12 and to identify major variances.</p> <ul style="list-style-type: none"> • The actual spend at year end against the revised budget of £12.387 m was £12,450m. (0.5%) overspend against the budget. • The interest earned on our investments was £341k • Extraordinary income received (relating to VAT) was £ 600k • After investment income, planned use of reserves and the extra ordinary VAT income there is a £443k net under spend 		
Financial Implications	<ul style="list-style-type: none"> • £62k overspend against budget at service level but this includes separation costs of £422k relating to deleted posts which will deliver ongoing savings • £15k Lower Investment income than budget • Vat refund of £595k produces an under spend of £517k This enables us not to use the budgeted use of interest equalisation reserve and new schemes fund helping to preserve our reserve balances <p>The residual under spend enables £218k of revenue carry forwards to be accommodated</p>		
Corporate Priority	All three priorities		
Recommendations	Cabinet is asked to note the provisional outturn position		

MAIN REPORT

1. Background

- 1.1 The purpose of the report is to update Cabinet on the provisional revenue outturn (prior to audit) spend for 2011/12.
- 1.2 To advise Cabinet of the reasons for variances identified against the original budget approved in February 2011.

2. Key issues

- 2.1 The summary on Appendix A shows that we have spent £12,450m against the full year budget of £12,387m
- 2.2 Within the expenditure there are one- off redundancy and pension costs of approximately £422k which will deliver ongoing savings in future years. We have currently not offset any of these costs by use of the Business improvement reserve, thereby helping to preserve the balance on this reserve.
- 2.3 Appendix B summarises spend across portfolios by service areas broken down into employees, other expenditure and income. Comments are provided from service managers in significant variances.
- 2.4 Appendices C1 to C8 give a breakdown by service of spend against the original budget.
- 2.5 **Investment Income**
- 2.6 Interest earned on our investments amounted to £341k which was £15,000 below the original budget. This was caused by low interest rates, issues around counter party credit risk making it harder to find counter parties we could place funds with and shorter investment periods throughout the year.
- 2.7 **Extraordinary Items**
- 2.8 The one off VAT refund of £595k related to prior year's overpayments of VAT in relation to trade waste recovered from Customs and Excise by the accountancy department.
- 2.9 The VAT refund has the effect of producing an under spend of £517k before contributions to or from reserves.
- 2.10 **Transfers to and from Reserves**
- 2.11 Transfers to and from reserves relating to New Schemes Fund (£50k), Interest Equalisation reserve (£150k) were as originally budgeted. As a result of the VAT refund it is not necessary to use these contributions, thereby helping to protect the balances on these reserves.
- 2.12 It was not necessary to use £75k from reserves as originally budgeted to fund Airtrack legal expenses as the Airtrack proposal was dropped.
- 2.13 Transfers relating to area based grant have been credited directly back to offset service expenditure.
- 2.14 The transfer in relation to Airtrack was not required as expenditure was not incurred.
- 2.15 Additional transfers to reserves are proposed relating to:

Carry forward reserve – an amount of £218k. This can be accommodated within the under spend. It is proposed to be transferred to reserves in relation to work underway but not completed in 2011/12 – these schemes are identified in appendix D.

3. Options analysis and proposal

3.1 Cabinet is asked to note the provisional outturn position for 2011/12.

4. Financial implications

4.1 There are no ongoing financial implications in the report but variances which have occurred will be investigated to see if they are ongoing and should be incorporated into future year budget deficit / surplus projection calculations.

5. Other considerations

5.1 There are none.

6. Risks and how they will be mitigated

6.1 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 within the current financial year.

7. Timetable for implementation

7.1 Quarterly reports are provided to Cabinet plus Overview and Scrutiny committee for information, comment and scrutiny.

7.2 Monthly system generated summary reports with drill down facilities are sent to MAT, heads of service and cabinet members monthly.

Background papers:

There are none

Appendices: A, B, C1 to C8, D

Appendix A				
2011/12 Provisional Net Revenue Outturn				
	11/12	11/12	11/12	11/12
	Budget		Outturn	Variance
	Original	Revised	to date	to Revised
	£	£	£	£
Gross Expenditure	55,127,704	55,397,204	55,994,364	597,160
Less Benefits (overset by grant)	(34,243,800)	(34,243,800)	(34,889,361)	(645,561)
Total gross expenditure excluding benefits	20,883,904	21,153,404	21,105,002	(48,402)
Less specific fees and charges income	(8,221,004)	(8,221,004)	(8,655,119)	(434,115)
Net expenditure - broken down as below:	12,662,900	12,932,400	12,449,883	(482,517)
Economic Development	501,700	501,700	506,924	5,224
Planning and Housing	2,123,300	2,123,300	1,815,924	(307,376)
Older People and Health Liaison	1,160,800	1,241,300	1,056,964	(184,336)
Environment	3,043,200	3,059,200	2,836,710	(222,490)
Parks and Leisure	1,448,000	1,461,000	1,386,661	(74,339)
Communications	805,200	855,200	822,035	(33,165)
Community Safety and Assets	1,060,900	1,170,900	1,512,334	341,434
Finance	2,519,800	2,519,800	2,512,330	(7,470)
NET EXPENDITURE AT SERVICE LEVEL	12,662,900	12,932,400	12,449,883	(482,517)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	0	300,000
Restructuring savings	(165,000)	(165,000)	0	165,000
Partnership Savings	(30,000)	(30,000)	0	30,000
Less Support not charged to revenue	(50,000)	(50,000)	0	50,000
NET EXPENDITURE	12,117,900	12,387,400	12,449,883	62,483
NET EXPENDITURE	12,117,900	12,387,400	12,449,883	62,483
Interest earnings	(356,000)	(356,000)	(341,000)	15,000
Extraordinary Item				
Vat Refund			(595,000)	(595,000)
Appropriation from Reserves:				
Reserves - New Schemes Fund / HIF	(50,000)	(50,000)		50,000
Area Based Grant	(22,500)	(22,500)		22,500
				-
				-
Interest Equalisation reserve	(150,762)	(150,762)		150,762
Air track	(75,000)	(75,000)	0	75,000
Carry Forward reserve transfer	-	(269,500)	(269,500)	-
BUDGET REQUIREMENT	11,463,638	11,463,638	11,244,383	-219,255
National non domestic rates	(3,282,804)	(3,282,804)	(3,282,804)	-
Revenue Support Grant	(1,014,724)	(1,014,724)	(1,014,724)	-
New homes Bonus	(230,000)	(230,000)	(230,000)	-
Council Tax Freeze Grant	(170,000)	(170,000)	(170,000)	-
NET BUDGET REQUIREMENT	6,766,110	6,766,110	6,546,855	-219,255
Collection Fund Surplus/(deficit)	7,700	7,700	7,700	-
CHARGE TO COLLECTION FUND	6,773,810	6,773,810	6,554,555	-219,255
11/12 Revenue carry forward		0	218,000	218,000
Residual adjustment to general fund reserve		0	1255	1255
Net position				0

Appendix B				
REVENUE MONITORING 2011/12				
EXPENDITURE SUMMARY 31 MARCH 2012				
Results to	Budget		Actual	Variance
	Original	Revised		
	£	£	£	to Revised
31-Mar-12				£
Employees	664,600	664,600	668,162	3,562
Other Expenditure	597,300	597,300	691,379	94,079
Income	(760,200)	(760,200)	(852,616)	(92,416)
Economic Development	501,700	501,700	506,924	5,224
Employees	2,095,100	2,095,100	2,120,419	25,319
Other Expenditure	35,579,100	35,579,100	35,975,786	396,686
Income	(35,550,900)	(35,550,900)	(36,280,281)	(729,381)
Planning and Housing	2,123,300	2,123,300	1,815,924	(307,376)
Employees	1,456,400	1,456,400	1,434,751	(21,649)
Other Expenditure	532,200	612,700	526,596	(86,104)
Income	(827,800)	(827,800)	(904,384)	(76,584)
Older People and Health Liaison	1,160,800	1,241,300	1,056,964	(184,336)
Employees	2,610,300	2,610,300	2,651,704	41,404
Other Expenditure	1,769,200	1,785,200	1,745,706	(39,494)
Income	(1,336,300)	(1,336,300)	(1,560,700)	(224,400)
Environment	3,043,200	3,059,200	2,836,710	(222,490)
Employees	367,600	367,600	369,239	1,639
Other Expenditure	2,094,900	2,107,900	2,056,238	(51,662)
Income	(1,014,500)	(1,014,500)	(1,038,816)	(24,316)
Parks and Leisure	1,448,000	1,461,000	1,386,661	(74,339)
Employees	281,600	281,600	505,406	223,806
Other Expenditure	599,600	649,600	426,698	(222,902)
Income	(76,000)	(76,000)	(110,069)	(34,069)
Communications	805,200	855,200	822,035	(33,165)
Employees	468,800	468,800	613,365	144,565
Other Expenditure	1,025,000	1,135,000	1,408,183	273,183
Income	(432,900)	(432,900)	(509,215)	(76,315)
Community Safety and Assets	1,060,900	1,170,900	1,512,334	341,434
Employees	3,467,300	3,467,300	3,068,993	(398,307)
Other Expenditure	1,518,704	1,518,704	1,731,737	213,033
Income	(2,466,204)	(2,466,204)	(2,288,400)	177,804
Finance	2,519,800	2,519,800	2,512,330	(7,470)
NET EXPENDITURE AT SERVICE LEVEL	12,662,900	12,932,400	12,449,883	(482,517)
Total Employees	11,411,700	11,411,700	11,432,040	20,340
Total Other Expenditure	43,716,004	43,985,504	44,562,323	576,819
Total Income	(42,464,804)	(42,464,804)	(43,544,481)	(1,079,677)
	12,662,900	12,932,400	12,449,883	(482,517)

Appendix C1					
Economic Development : Cabinet Member - Cllr Colin Davis					
Results to 31-Mar-12	Budget		Actual £	Variance to Revised £	Comments
	Original £	Revised £			
Employees	0	0	0	-	
Other Expenditure	23,500	23,500	24,643	1,143	Higher Business rates payable
Income	0	0	0	-	
Bus Station	23,500	23,500	24,643	1,143	
Employees	258,300	258,300	260,990	2,690	Maternity cover cost expected to reduce following maternity submission to Dept Work Pensions
Other Expenditure	21,700	21,700	13,488	(8,212)	Savings on books and publications, printing and stationary, legal fees and court costs, offset by general subscriptions
Income	(1,200)	(1,200)	(10,195)	(8,995)	Income is higher than the budget due to more activity
Legal	278,800	278,800	264,283	(14,517)	
Employees	18,700	18,700	17,622	(1,078)	
Other Expenditure	120,000	120,000	183,047	63,047	Service charges on Spelthorne's share of the running cost of the Elmsleigh Centre is expected to be higher by £41k than the budget. Remainder relates to annual consultancy fees expenditure relating to Staines Town Centre Management.
Income	(581,000)	(581,000)	(581,708)	(708)	
Staines Town Centre Management	(442,300)	(442,300)	(381,039)	61,261	
Employees	0	0	243	243	
Other Expenditure	20,800	20,800	74,972	54,172	Purchase of Market stalls
Income	(177,000)	(177,000)	(249,172)	(72,172)	Increased income due to extra market on a Friday and taking the market back in-house
Staines Market	(156,200)	(156,200)	(173,957)	(17,757)	
Employees	140,000	140,000	133,247	(6,753)	Underspend due to in year vacancy - post now filled.
Other Expenditure	17,000	17,000	4,712	(12,288)	Savings on internal printing
Income	0	0	0	-	
Committee Services	157,000	157,000	137,959	(19,041)	
Employees	89,600	89,600	91,889	2,289	
Other Expenditure	0	0	1,533	1,533	
Income	0	0	0	-	
Corporate Governance	89,600	89,600	93,422	3,822	
Employees	0	0	0	-	
Other Expenditure	6,000	6,000	10,273	4,273	
Income	0	0	(8,608)	(8,608)	
Economic Development	6,000	6,000	1,665	(4,335)	
Employees	0	0	6,992	6,992	
Other Expenditure	105,800	105,800	78,289	(27,511)	Expenditure on local elections is lower than the budget and there was no by election costs incurred
Income	0	0	0	-	
Elections	105,800	105,800	85,281	(20,519)	
Employees	109,000	109,000	107,327	(1,673)	Savings expected against temporary staff budget
Other Expenditure	32,700	32,700	26,070	(6,630)	Savings expected mainly on Electoral Registration Phone Response costs
Income	(1,000)	(1,000)	(2,317)	(1,317)	More sale of Electoral Register than expected
Electoral Registration	140,700	140,700	131,081	(9,619)	
Employees	49,000	49,000	49,850	850	
Other Expenditure	249,800	249,800	274,353	24,553	Higher allowances, mobile phone and computer hardware spend
Income	0	0	(617)	(617)	
Democratic Rep & Management	298,800	298,800	323,587	24,787	
Total Employees	664,600	664,600	668,162	3,562	
Total Other Expenditure	597,300	597,300	691,379	94,079	
Total Income	(760,200)	(760,200)	(852,616)	(92,416)	
	501,700	501,700	506,924	5,224	

Appendix C2					
Planning and Housing : Cabinet Member - Cllr Gerry Forsbrey					
Results to 31-Mar-12	Budget		Actual £	Variance to Revised £	Comments
	Original £	Revised £			
Employees	0	0	0	-	
Other Expenditure	270,300	270,300	223,428	(46,872)	In year savings on bed and breakfast costs
Income	(89,400)	(89,400)	(198,435)	(109,035)	
Homelessness	180,900	180,900	24,993	(155,907)	
Employees	541,200	541,200	518,454	(22,746)	Offsetting savings being made on housing needs salaries
Other Expenditure	36,500	36,500	26,321	(10,179)	
Income	(581,300)	(581,300)	(581,273)	27	
Housing Benefits Admin	(3,600)	(3,600)	(36,499)	(32,899)	
Employees	0	0	0	-	
Other Expenditure	34,043,800	34,043,800	34,649,501	605,701	Increased demand for benefit payments
Income	(34,243,800)	(34,243,800)	(34,889,362)	(645,562)	increased level of housing benefit overpayments recovered
Housing Benefits Payments	(200,000)	(200,000)	(239,860)	(39,860)	
Employees	475,300	475,300	491,543	16,243	Increased workloads require additional staffing but offset by savings on housing benefits salaries
Other Expenditure	29,800	29,800	23,055	(6,745)	
Income	(54,600)	(54,600)	(54,737)	(137)	
Housing Needs	450,500	450,500	459,861	9,361	
Employees	0	0	0	-	
Other Expenditure	100,000	100,000	0	(100,000)	
Income	(80,000)	(80,000)	0	80,000	
PSL	20,000	20,000	0	(20,000)	
Employees	55,100	55,100	57,199	2,099	
Other Expenditure	1,700	1,700	(2,357)	(4,057)	
Income	(130,000)	(130,000)	(188,403)	(58,403)	Income is higher due to greater activity
Land Charges	(73,200)	(73,200)	(133,562)	(60,362)	
Employees	607,400	607,400	621,248	13,848	Current service pension costs are higher
Other Expenditure	63,900	63,900	78,879	14,979	London Irish enquiry costs and statute advertisement costs.
Income	(343,800)	(343,800)	(317,986)	25,814	Unlikely to achieve Planning Applications income target due to external elements but additional large schemes are anticipated which will hopefully mitigate some of the under achievement of income.
Planning Development Control	327,500	327,500	382,141	54,641	
Employees	206,500	206,500	203,274	(3,226)	
Other Expenditure	101,300	101,300	79,411	(21,889)	Expenditure actively reduced throughout the year.
Income	(1,000)	(1,000)	(122)	878	Low sales as available online
Planning Policy	306,800	306,800	282,563	(24,237)	
Employees	209,600	209,600	228,701	19,101	Offset by additional income
Other Expenditure	931,800	931,800	897,550	(34,250)	Includes Price adjustments not budgeted and Capital Items that will need charging to Revenue
Income	(27,000)	(27,000)	(49,964)	(22,964)	Additional income from leased computers and greater reimbursement from Runnymede for Head of ICT
E Government Services	1,114,400	1,114,400	1,076,287	(38,113)	
Total Employees	2,095,100	2,095,100	2,120,419	25,319	
Total Other Expenditure	35,579,100	35,579,100	35,975,786	396,686	
Total Income	(35,550,900)	(35,550,900)	(36,280,281)	(729,381)	
	2,123,300	2,123,300	1,815,924	(307,376)	

Appendix C3					
Older People and Health Liaison : Cabinet Member - Cllr Jean Pinkerton					
Results to 31-Mar-12	Budget		Actual	Variance to Revised	Comments
	Original	Revised			
	£	£	£	£	
Employees	91,400	91,400	97,454	6,054	Increase of hours for one member of staff during the year not budgeted for.
Other Expenditure	15,600	27,800	27,780	(20)	
Income	0	0	0	-	
Com Care Administration	107,000	119,200	125,234	6,034	
Employees	316,700	316,700	313,575	(3,125)	Savings expected mainly due to lower expenditure against Temporary staff budget
Other Expenditure	259,900	259,900	208,848	(51,052)	Savings expected mainly against food purchases, Operational equipment maintenance and Utility Budgets
Income	(254,200)	(254,200)	(248,701)	5,499	Overall Day Centres Membership fees income is lower than the budget and no sale of food income against budget on Benwell Day Centre as they do not do any food sales, partly off set by rental income of £7k for Churchill Centre with no budget
Day Centres	322,400	322,400	273,722	(48,678)	
Employees	68,800	68,800	65,103	(3,697)	
Other Expenditure	95,400	95,400	88,549	(6,851)	Commercial vehicle lease payments are lower than the budget
Income	(167,000)	(167,000)	(186,168)	(19,168)	Sale of food income is higher by £12k and Critical/Substantial Needs contribution income from Surrey County Council is also higher by £7k than the budget
Meals On Wheels	(2,800)	(2,800)	(32,516)	(29,716)	
Employees	86,300	86,300	75,632	(10,668)	One member of staff on maternity leave covered by temporary staff on lower grade and no expenditure against Temporary staff Budget
Other Expenditure	30,100	65,400	74,913	9,513	Community Alarms Capital costs of £25k was moved here following recommended reclassification by Council's external auditors KPMG and external telecare monitoring contract payments are higher by £4k than the Budget partly off by lower Expenditure of £16k as against total agreed carried forward of £35k for supporting people agreement project.
Income	(289,800)	(289,800)	(257,280)	32,520	Mainly charges for services income is lower by £38k against the budget, partly off set by higher income by £6k from SCC for supporting people agreement.
Span	(173,400)	(138,100)	(106,736)	31,364	
Employees	0	0	0	-	
Other Expenditure	0	0	904	904	
Income	0	0	(52)	(52)	
Concessionary Fares	0	0	852	852	
Employees	112,600	112,600	119,890	7,290	
Other Expenditure	44,400	44,400	42,733	(1,667)	
Income	(79,800)	(79,800)	(91,693)	(11,893)	Increased usage of the service by the public
SAT	77,200	77,200	70,931	(6,269)	
Employees	780,600	780,600	761,381	(19,219)	Staffing vacancy saving
Other Expenditure	33,600	33,600	32,189	(1,411)	Reduced Contractor costs
Income	(18,500)	(18,500)	(93,275)	(74,775)	Warmer homes fund grant awarded
Environmental Health Admin	795,700	795,700	700,295	(95,405)	
Employees	0	0	0	-	
Other Expenditure	25,800	58,800	12,737	(46,063)	Air quality survey delayed and lower spending on assessments
Income	(8,600)	(8,600)	(5,183)	3,417	
Environmental Protection Act	17,200	50,200	7,554	(42,646)	
Employees	0	0	0	-	
Other Expenditure	2,500	2,500	3,651	1,151	
Income	(4,000)	(4,000)	(5,332)	(1,332)	Low uptake of food safety courses, bookings made for future periods
Food Safety	(1,500)	(1,500)	(1,681)	(181)	

Older People and Health Liaison : Cabinet Member - Cllr Jean Pinkerton

Results to	Budget		Actual	Variance	Comments
	Original	Revised			
	£	£	£	£	
31-Mar-12					
Employees	0	0	1,717	1,717	Costs to be reclaimed for temp from Surrey Future Jobs Fund
Other Expenditure	5,400	5,400	9,481	4,081	Health & Safety Equipment purchases
Income	(3,900)	(3,900)	(15,528)	(11,628)	Additional non budgeted income generated from First Aid courses
Public Health	1,500	1,500	(4,330)	(5,830)	
Employees	0	0	0	-	
Other Expenditure	19,500	19,500	24,811	5,311	Increased collection of stray dogs.
Income	(2,000)	(2,000)	(7,082)	(5,082)	Increased income from the return of stray dogs to their owners
Rodent & Pest Control	17,500	17,500	17,728	228	
Employees	0	0	0	-	
Other Expenditure	0	0	0	-	
Income	0	0	5,911	5,911	Write off of outstanding debts
Gypsy Sites	0	0	5,911	5,911	
Total Employees	1,456,400	1,456,400	1,434,751	(21,649)	
Total Other Expenditure	532,200	612,700	526,596	(86,104)	
Total Income	(827,800)	(827,800)	(904,384)	(76,584)	
	1,160,800	1,241,300	1,056,964	(184,336)	

Appendix C4					
Environment : Cabinet Member - Cllr Robert Watts					
Results to 31-Mar-12	Budget		Actual	Variance	Comments
	Original	Revised		to Revised	
	£	£	£	£	
Employees	0	0	0	-	
Other Expenditure	3,000	3,000	450	(2,550)	DVLA now pick up the majority of vehicles due to car tax issues
Income	0	0	0	-	
Abandoned Vehicles	3,000	3,000	450	(2,550)	
Employees	0	0	9,972	9,972	Pension curtailment costs as part of technical pensions accounting adjustments
Other Expenditure	46,000	46,000	66,222	20,222	Increased business rates payable on the depot and the cost of security patrols
Income	0	0	697	697	
Depot	46,000	46,000	76,891	30,891	
Employees	551,800	551,800	549,820	(1,980)	
Other Expenditure	47,500	47,500	40,286	(7,214)	
Income	(17,000)	(17,000)	(4,283)	12,717	The majority of the Income is no longer receivable as the post holder Mick Raynor has left the authority
DS Management & Support	582,300	582,300	585,823	3,523	
Employees	833,600	833,600	848,367	14,767	Higher agency staff costs and extra staff for the food waste scheme.
Other Expenditure	756,300	756,300	830,353	74,053	Higher fuel, lease ,tyre and vehicle maintenance costs
Income	(355,000)	(355,000)	(572,635)	(217,635)	Increased income from the garden waste scheme, the supply of bins and bin collections from schools.
Refuse Collection	1,234,900	1,234,900	1,106,085	(128,815)	
Employees	0	0	0	-	
Other Expenditure	9,500	9,500	9,246	(254)	
Income	0	0	0	-	
Energy Initiatives	9,500	9,500	9,246	(254)	
Employees	0	0	0	-	
Other Expenditure	28,000	44,000	25,872	(18,128)	Carried forward of £16k from previous year was not utilised as no 'Surveys and associated works' were carried out due to a vacant post and further delay in filling that post.
Income	0	0	0	-	
Environmental Enhancements	28,000	44,000	25,872	(18,128)	
Employees	355,500	355,500	351,035	(4,465)	Actual expenditure expected to be lower against the budget due to a vacant post
Other Expenditure	16,500	16,500	14,756	(1,744)	
Income	(20,000)	(20,000)	(25,796)	(5,796)	
Enviro Services Administration	352,000	352,000	339,995	(12,005)	
Employees	615,100	615,100	620,473	5,373	Higher pension current service costs
Other Expenditure	313,600	313,600	294,060	(19,540)	Reduced expenditure on leasing of operational equipment, materials and supplies, vehicle maintenance and replacement transport and plant.
Income	(47,700)	(47,700)	(54,766)	(7,066)	Extra income received as a result of work on the 2011 local elections
Street Cleaning	881,000	881,000	859,767	(21,233)	
Employees	0	0	0	-	
Other Expenditure	0	0	0	-	
Income	0	0	0	-	
Street Scene Enforcement	0	0	0	0	
Employees	0	0	0	-	
Other Expenditure	370,800	370,800	278,306	(92,494)	Lower contractor costs for disposal of the waste
Income	(603,600)	(603,600)	(598,930)	4,670	Reduced credits received due to lower tonnages
Waste Recycling	(232,800)	(232,800)	(320,624)	(87,824)	

Environment : Cabinet Member - Cllr Robert Watts

Results to 31-Mar-12	Budget		Actual	Variance to Revised	Comments
	Original	Revised			
	£	£	£	£	
Employees	0	0	0	-	
Other Expenditure	32,100	32,100	31,333	(767)	
Income	0	0	0	-	
Technical Projects	32,100	32,100	31,333	(767)	
Employees	0	0	0	-	
Other Expenditure	101,200	101,200	102,963	1,763	
Income	0	0	0	-	
Public Conveniences	101,200	101,200	102,963	1,763	
Employees	0	0	0	-	
Other Expenditure	9,400	9,400	7,720	(1,680)	
Income	0	0	0	-	
Emergency Planning	9,400	9,400	7,720	(1,680)	
Employees	0	0	0	-	
Other Expenditure	3,000	3,000	0	(3,000)	
Income	(3,000)	(3,000)	0	3,000	
Waste Recycling Marketing	0	0	0	0	
Employees	0	0	0	-	
Other Expenditure	9,100	9,100	32,821	23,721	Critical ditches capital costs of has now been moved here following recommended reclassification by Council's external auditors KPMG.
Income	0	0	0	-	
Water Courses & Land Drainage	9,100	9,100	32,821	23,721	
Employees	254,300	254,300	272,037	17,737	
Other Expenditure	23,200	23,200	11,317	(11,883)	Expenditure low as consultant not used, and Microfilming not carried out.
Income	(290,000)	(290,000)	(304,987)	(14,987)	Up on budget, still suspected however that some work being taken by 'Competent Persons' instead of SBC.
Building Control	(12,500)	(12,500)	(21,633)	(9,133)	
Total Employees	2,610,300	2,610,300	2,651,704	41,404	
Total Other Expenditure	1,769,200	1,785,200	1,745,706	(39,494)	
Total Income	(1,336,300)	(1,336,300)	(1,560,700)	(224,400)	
	3,043,200	3,059,200	2,836,710	(222,490)	

Appendix C5					
Parks and Leisure : Cabinet Member - Cllr Denise Grant					
Results to 31-Mar-12	Budget		Actual £	Variance to Revised £	Comments
	Original £	Revised £			
Employees	0	0	0	-	
Other Expenditure	6,500	6,500	31,165	24,665	Allotments capital costs of £11k has now been moved here following recommended reclassification by Council's external auditors KPMG. Water charges are expected to be higher by £5k than the budget.
Income	(22,700)	(22,700)	(35,710)	(13,010)	Increased usage resulting in better income figures
Allotments	(16,200)	(16,200)	(4,545)	11,655	
Employees	0	0	0	-	
Other Expenditure	0	0	116	116	Expenditure misposted and will be transferred to grounds maintenance
Income	0	0	0	-	
Nursery	0	0	116	116	
Employees	0	0	0	-	
Other Expenditure	35,900	35,900	35,496	(404)	Savings expected against site improvements budget
Income	0	0	0	-	
Staines Metro Commons	35,900	35,900	35,496	(404)	
Employees	122,100	122,100	103,837	(18,263)	Savings due to vacant posts
Other Expenditure	1,643,400	1,656,400	1,596,461	(59,939)	March weed spraying was cancelled , lower vehicle costs and reduced level of repairs required for playground equipment
Income	(190,600)	(190,600)	(194,816)	(4,216)	Increased income form sponsorship for Spelthorne in bloom, civic floral displays and advertising.
Grounds Maintenance	1,574,900	1,587,900	1,505,482	(82,418)	
Employees	0	0	0	-	
Other Expenditure	141,300	141,300	149,329	8,029	Higher water charges than the budget
Income	(111,500)	(111,500)	(91,366)	20,134	Loss of rental income (£18k) for Fordbridge Park due to surrender of lease this year. Other Grants, Reimbursement, football, lettings, Filming & Refreshment Rights income are also expected to be lower than the budget
Parks Strategy	29,800	29,800	57,963	28,163	
Employees	2,600	2,600	6,493	3,893	Increase in Temp staff employed through out the year
Other Expenditure	19,400	19,400	18,345	(1,055)	
Income	(47,000)	(47,000)	(48,096)	(1,096)	
Arts Development	(25,000)	(25,000)	(23,259)	1,741	
Employees	5,000	5,000	3,590	(1,410)	
Other Expenditure	2,800	2,800	8,801	6,001	Additional contribution of £4k to Surrey county council towards 'Olympics look 2012 banners' and more events happened this year than expected
Income	0	0	(242)	(242)	
Festivals	7,800	7,800	12,150	4,350	
Employees	223,300	223,300	229,077	5,777	
Other Expenditure	15,700	15,700	9,620	(6,080)	
Income	0	0	0	-	
Leisure Administration	239,000	239,000	238,698	(302)	
Employees	14,600	14,600	13,788	(812)	
Other Expenditure	24,500	24,500	58,354	33,854	Bowls Clubs capital costs of £30k has now been moved here following recommended reclassification by Council's external auditors KPMG, partly off set by savings expected against other budgets.
Income	(12,100)	(12,100)	(14,323)	(2,223)	
Leisure Development	27,000	27,000	57,820	30,820	

Parks and Leisure : Cabinet Member - Cllr Denise Grant

Results to 31-Mar-12	Budget		Actual £	Variance to Revised £	Comments
	Original £	Revised £			
	Employees	0	0	0	
Other Expenditure	27,400	27,400	26,386	(1,014)	
Income	0	0	0	-	
Leisure Grants	27,400	27,400	26,386	(1,014)	
Employees	0	0	0	-	
Other Expenditure	0	0	0	-	
Income	(47,500)	(47,500)	(41,408)	6,092	Lower profit share income from Crown Golf at Sunbury Ltd.
Leisure Promotions	(47,500)	(47,500)	(41,408)	6,092	
Employees	0	0	0	-	
Other Expenditure	1,200	1,200	11,624	10,424	Higher business Rates payable (3K)
Income	0	0	(15,000)	(15,000)	Museum internal transfer of grant income with no budget.
Museum	1,200	1,200	(3,376)	(4,576)	
Employees	0	0	1,118	1,118	
Other Expenditure	24,700	24,700	13,927	(10,773)	Savings expected mainly against budget for contribution to R&R Funds.
Income	(42,500)	(42,500)	(40,569)	1,931	Rental income is expected to be lower due to St. Martins lease was terminated with Jean Bamforth School of Dance and income from new lease with Kings Community Church will start next year.
Public Halls	(17,800)	(17,800)	(25,523)	(7,723)	
Employees	0	0	0	-	
Other Expenditure	71,000	71,000	29,517	(41,483)	Reduced energy costs
Income	(227,600)	(227,600)	(214,701)	12,899	SLM annual contract income is lower than the budget
Spelthorne Leisure Centre	(156,600)	(156,600)	(185,184)	(28,584)	
Employees	0	0	0	-	
Other Expenditure	12,100	12,100	9,266	(2,834)	Reduced facilities mgt charges
Income	(3,000)	(3,000)	0	3,000	
Sunbury Leisure Centre	9,100	9,100	9,266	166	
Employees	0	0	11,335	11,335	Temporary staff expenditure with no budget. It was agreed by MAT to fund small projects relating to the youth active lifestyle. External funding received of £7800 in previous year was agreed to be carried forward to be used in this year on various projects
Other Expenditure	49,100	49,100	31,140	(17,960)	Expenditure mainly against operational Equipment budget is lower than expected
Income	(8,600)	(8,600)	(12,341)	(3,741)	Youth- Active Lifestyles other reimbursements income is expected to be higher than budget
Youth	40,500	40,500	30,134	(10,366)	
Employees	0	0	0	-	
Other Expenditure	19,900	19,900	26,690	6,790	Higher Grounds maintenance, electricity, water and business rates charges
Income	(301,400)	(301,400)	(330,244)	(28,844)	Higher income due to increased demand
Cemeteries	(281,500)	(281,500)	(303,554)	(22,054)	
Total Employees	367,600	367,600	369,239	1,639	
Total Other Expenditure	2,094,900	2,107,900	2,056,238	(51,662)	
Total Income	(1,014,500)	(1,014,500)	(1,038,816)	(24,316)	
	1,448,000	1,461,000	1,386,661	(74,339)	

Appendix C6					
Communications : Cabinet Member - Cllr Nick Gething					
Results to 31-Mar-12	Budget		Actual £	Variance to Revised £	Comments
	Original £	Revised £			
Employees	0	0	0	-	
Other Expenditure	469,500	469,500	359,754	(109,746)	All grants expected to be distributed by year end aside from CAB Staines which has 20k to carry forward to Housing Options budget for 2012/13. Charitable Rate Relief transfer yet to be actioned, budget for this is £97,500.
Income	0	0	(11,392)	(11,392)	Unbudgeted sponsorship income
General Grants	469,500	469,500	348,362	(121,138)	
Employees	112,500	112,500	329,472	216,972	Redundancy costs of £60k and pr-rata year end pension settlement/ curtailment adjustment of £130k for one member of staff with no budget, partly off set by lower salary costs for last quarter.
Other Expenditure	5,400	5,400	1,191	(4,209)	Savings expected against Printing and Postage budgets.
Income	0	0	(21)	(21)	
Corporate Service	117,900	117,900	330,642	212,742	
Employees	169,100	169,100	175,935	6,835	
Other Expenditure	107,600	157,600	61,227	(96,373)	Savings on the borough newspaper
Income	0	0	(24,897)	(24,897)	50% of Head of Communication costs are being recharged to Runnymede BC due to partnership arrangements w.e.f.June 2011.
Corporate Publicity	276,700	326,700	212,264	(114,436)	
Employees	0	0	0	-	
Other Expenditure	13,800	13,800	0	(13,800)	
Income	0	0	0	-	
Research & Consultation	13,800	13,800	0	(13,800)	
Employees	0	0	0	-	
Other Expenditure	3,300	3,300	4,527	1,227	
Income	(76,000)	(76,000)	(73,759)	2,241	
Taxi Licensing	(72,700)	(72,700)	(69,233)	3,467	
Total Employees	281,600	281,600	505,406	223,806	
Total Other Expenditure	599,600	649,600	426,698	(222,902)	
Total Income	(76,000)	(76,000)	(110,069)	(34,069)	
	805,200	855,200	822,035	(33,165)	

Appendix C7					
Community Safety and Assets : Cabinet Member - Cllr Penny Forbes- Forsyth					
Results to 31-Mar-12	Budget		Actual £	Variance to Revised £	Comments
	Original £	Revised £			
Employees	93,600	93,600	151,150	57,550	Redundancy costs not in budgeted - to be funded from the Business Improvement Reserve at year end. Additional temp costs
Other Expenditure	17,494	37,494	162,513	125,019	Purchase order raised for Asbestos survey, Runnymede partnership costs
Income	0	0	0	-	
Asset Mgn Administration	111,094	131,094	313,663	182,569	
Employees	0	0	0	-	
Other Expenditure	56,200	56,200	74,621	18,421	Profiling of Ridge consultants budget, Electrical testing/inspections. Forthcoming overspend on Esso site works to be financed by insurance monies. Forthcoming Surrey First overspend as agreed by Cabinet.
Income	(21,800)	(21,800)	(71,210)	(49,410)	Surrender of lease on Beresford House generated additional £22500, and grazing licences receipts
General Property Expenses	34,400	34,400	3,411	(30,989)	
Employees	0	0	0	-	
Other Expenditure	20,000	20,000	1,353	(18,647)	Repair and replacement of plant room, fittings etc ('Reflections'). RBC have been consulted and this will now be commencing in 2012/13.
Income	0	0	0	-	
Memorial Gardens	20,000	20,000	1,353	(18,647)	
Employees	0	0	0	-	
Other Expenditure	0	0	41,670	41,670	Expenditure relates to hire and insurance of portacabins and the cost of a feasibility study.
Income	0	0	0	-	
Sea Cadets	0	0	41,670	41,670	
Employees	0	0	0	-	
Other Expenditure	1,200	1,200	0	(1,200)	Offered as a saving in 12/13 budget
Income	0	0	0	-	
War Memorials	1,200	1,200	0	(1,200)	
Employees	87,400	87,400	135,476	48,076	Additional salary costs as 3 members of staff not budgeted for, off set by grant contributions.
Other Expenditure	163,700	163,700	177,990	14,290	Telephone maintenance and CCTV monitoring payments to BT and Runnymede are expected to be higher than the budget
Income	(44,400)	(44,400)	(93,674)	(49,274)	CDRP/SSSP contributions to off set additional Salary expenditure.
Community Safety	206,700	206,700	219,792	13,092	
Employees	99,600	99,600	100,731	1,131	
Other Expenditure	3,900	3,900	5,276	1,376	
Income	(101,600)	(101,600)	(102,850)	(1,250)	
Licensing	1,900	1,900	3,158	1,258	
Employees	188,200	188,200	226,008	37,808	Over budget largely due to redundancy and overtime
Other Expenditure	406,506	406,506	521,753	115,247	Business rates higher than budget
Income	(265,100)	(265,100)	(241,482)	23,618	Air track Inquiry income will not be achieved. Rental income from SCDT will also not be achieved due to cessation of the contract.
Knowle Green	329,606	329,606	506,279	176,673	
Employees	0	0	0	-	
Other Expenditure	126,000	446,000	414,778	(31,222)	Additional works identified as part of the Runnymede Contract, savings of c£30k made this year.
Income	0	0	0	-	
Planned Maintenance Programme	126,000	446,000	414,778	(31,222)	
Employees	0	0	0	-	
Other Expenditure	230,000	0	8,229	8,229	Budget transferred to Planned Maintenance as Runnymede partnership works.
Income	0	0	0	-	
Responsive Maintenance Program	230,000	0	8,229	8,229	
Total Employees	468,800	468,800	613,365	144,565	
Total Other Expenditure	1,025,000	1,135,000	1,408,183	273,183	
Total Income	(432,900)	(432,900)	(509,215)	(76,315)	
	1,060,900	1,170,900	1,512,334	341,434	

Appendix C8					
Finance : Cabinet Member - Cllr Tim Evans					
Results to 31-Mar-12	Budget		Actual	Variance	Comments
	Original	Revised		to Revised	
	£	£	£	£	
Employees	164,400	164,400	165,012	612	
Other Expenditure	20,700	20,700	20,492	(208)	
Income	(41,200)	(41,200)	(37,437)	3,763	
Audit	143,900	143,900	148,067	4,167	
Employees	0	0	0	-	
Other Expenditure	88,400	88,400	102,266	13,866	This budget requires a revision to better reflect the increasing costs of the printers.
Income	0	0	0	-	
Print Unit	88,400	88,400	102,266	13,866	
Employees	0	0	0	-	
Other Expenditure	21,500	21,500	19,549	(1,951)	
Income	0	0	0	-	
People & Partnerships	21,500	21,500	19,549	(1,951)	
Employees	111,100	111,100	150,343	39,243	Redundancy payments to two members of staff
Other Expenditure	6,200	6,200	899	(5,301)	Savings on stationary and printing
Income	0	0	0	-	
MaT Secretariat & Support	117,300	117,300	151,241	33,941	
Employees	259,500	259,500	300,412	40,912	Includes redundancy payments to be funded through the Business Improvement Reserve
Other Expenditure	21,200	21,200	14,060	(7,140)	Underspend on conference expenses
Income	0	0	(321)	(321)	
Assistant Chief Executives	280,700	280,700	314,152	33,452	
Employees	326,300	326,300	262,866	(63,434)	Deputy CX has left the authority, plus a under spend on the training budget
Other Expenditure	16,600	16,600	8,883	(7,717)	Under spend on public transport budget
Income	0	0	(238)	(238)	
Chief Executive	342,900	342,900	271,511	(71,389)	
Employees	90,900	90,900	2,752	(88,148)	vacant posts
Other Expenditure	2,600	2,600	359	(2,241)	
Income	0	0	0	-	
Business Improvement	93,500	93,500	3,111	(90,389)	
Employees	214,600	214,600	247,618	33,018	Overspend on staffing cover as agreed by MAT
Other Expenditure	14,704	14,704	12,641	(2,063)	
Income	(42,204)	(42,204)	(35,586)	6,618	
HR	187,100	187,100	224,673	37,573	
Employees	50,600	50,600	58,162	7,562	Overtime costs associated with transfer to the new payroll System.
Other Expenditure	2,200	2,200	2,491	291	
Income	0	0	0	-	
Payroll	52,800	52,800	60,653	7,853	
Employees	0	0	0	-	
Other Expenditure	0	0	129	129	One off Payment to consultant
Income	(2,000)	(2,000)	0	2,000	
Mortgages	(2,000)	(2,000)	129	2,129	
Employees	743,200	743,200	944,947	201,747	Redundancy costs of £127k for 4 members of staff and final technical pension accounting adjustments relating to pro-rata settlement/curtailment costs of £106k with no budget partly off set by savings achieved for these posts.
Other Expenditure	96,900	96,900	73,412	(23,488)	Savings achieved mainly against postage budget
Income	(144,300)	(144,300)	(152,738)	(8,438)	Legal costs reimbursements income is mainly higher than the budget.
CServ Management & Support	695,800	695,800	865,621	169,821	

Finance : Cabinet Member - Cllr Tim Evans

Results to 31-Mar-12	Budget		Actual £	Variance to Revised £	Comments
	Original £	Revised £			
	Employees	0	0	5,934	
Other Expenditure	211,200	211,200	333,867	122,667	
Income	(100,000)	(100,000)	(98,968)	1,032	Charge to A2 Dominion for sponsorship of services
Corporate Management	111,200	111,200	240,833	129,633	
Employees	0	0	0	-	
Other Expenditure	10,000	10,000	49,227	39,227	Legal Services write off claim with Havensilver agreed by Cabinet- 20/01/11
Income	0	0	0	-	
Misc Expenses	10,000	10,000	49,227	39,227	
Employees	685,400	685,400	38,710	(646,690)	Pension added years payments to SCC are lower than budget
Other Expenditure	51,700	51,700	29,258	(22,442)	
Income	0	0	0	-	
Unapportionable CentralO/Heads	737,100	737,100	67,968	(669,132)	
Employees	288,600	288,600	328,149	39,549	£23k reduction in salary budget at the beginning of the year. Overtime payment (£2k) and Temporary staff (£8k)
Other Expenditure	12,100	12,100	15,916	3,816	CIPFA subscription payment (£6.6k)
Income	0	0	(5)	(5)	
Accountancy	300,700	300,700	344,061	43,361	
Employees	0	0	0	-	
Other Expenditure	0	0	834	834	Summons costs
Income	(145,600)	(145,600)	0	145,600	
Business Rates	(145,600)	(145,600)	834	146,434	
Employees	0	0	0	-	
Other Expenditure	0	0	0	-	
Income	0	0	0	-	
Council Tax	0	0	0	0	
Employees	192,200	192,200	192,964	764	
Other Expenditure	6,900	6,900	6,740	(160)	
Income	0	0	(20)	(20)	
Financial Support	199,100	199,100	199,684	584	
Employees	0	0	0	-	
Other Expenditure	207,600	207,600	225,884	18,284	Premises insurance double the set budget
Income	0	0	(897)	(897)	
Insurance	207,600	207,600	224,987	17,387	
Employees	340,500	340,500	371,125	30,625	Cost of employing agency staff to cover for vacant posts
Other Expenditure	728,200	728,200	814,830	86,630	Cost of repairs to the lift at Tothill car par plus higher business rates payable. Lines and signs expenditure, operational equipment purchases, fuel and leasing costs were higher than the budget.
Income	(1,990,900)	(1,990,900)	(1,962,190)	28,710	Rental income down but offset by higher pay and display income, Season tickets sales and park/phone income
Car Parks	(922,200)	(922,200)	(776,236)	145,964	
Total Employees	3,467,300	3,467,300	3,068,993	(398,307)	
Total Other Expenditure	1,518,704	1,518,704	1,731,737	213,033	
Total Income	(2,466,204)	(2,466,204)	(2,288,400)	177,804	
	2,519,800	2,519,800	2,512,330	(7,470)	

Appendix D
Revenue Carry Forwards

Service Area	Expenditure Area	Officer Responsible	Carry forward Value	Works Agreed	Comments
Mayoral Services	Town Twinning	R.Tambini	1824		
StreetScene	Highways Verges	J.Taylor	15000	Weed spraying	Weed spraying due in March was delayed to April as a result of the cold weather.
HR	In house Training	J.Hunt	13448	In House training	HR have identified a number of key area's that require funding form the in house budget for 12/13 e.g. Project Mgt and performance management training.
Environmental Health	Warm Homes Healthy People Project	TW.French	28917	Handy man scheme in partnership with Runnymede.	Grant funding obtained from DCLG, if not spent then it has to be returned.
Leisure	Youth Operational equipment purchase	L.Stonehouse	7000	To continue to administer play scheme vouchers for families on low incomes.	The majority of the Operational equipment was purchased as a result of a grant from the Big Lottery, resulting in a budget under spent.
Ind Living	Supporting People	J.Lowin	39190	Purchase of Telecare equipment to allow people to remain independently in their own homes for longer	Funded by the county and there is no cost to the council and should generate additional income.
Asset Mgt	Responsive Maintenance and service contracts	D.Phillips	27000	Electrical testing & remedial works	Delay in completing the works
Asset Mgt	Responsive Maintenance and service contracts	D.Phillips	18500	Memorial Gardens Reflections	Delay in completing the works due to further work having to be undertaken.
Asset Mgt	Responsive Maintenance and service contracts	D.Phillips	15000	Fire risk Assessments	Delay in completing the works due to resource issues. Work is being undertaken on a part time basis
Asset Mgt	Responsive Maintenance and service contracts	D.Phillips	5000	Knowle Green Space audit	Tied in with the Public sector hub project for Knowle Green
Asset Mgt	Responsive Maintenance and service contracts	D.Phillips	27000	Beresford house	Work required to put the property into a condition, so that it can be leased out.
Asset Mgt	Responsive Maintenance and service contracts	D.Phillips	20000	Bridge Street	Delay in completing the works.
Total			217879		

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	A	B	C	D	E	F	G	H	I	J
	Report title or issue	Officer	C/Member	Key	MAT	Briefing	Cabinet	O&S	Audit	Council
1										
2	Bailiff Contract review	LN	TE	Key	19-Jun	02-Jul	17-Jul			19-Jul
3	Supplementary Planning Documents (SPD) small units and flooding	HM	GF	Key		02-Jul	17-Jul			19-Jul
4	Gambling Policy 2013-2016 - draft for consultation	JB	FF		26-Jun	02-Jul	17-Jul			
5	Council Tax Benefits Reforms - preferred option for consultation	HM	GF	Key	24-Jul	25-Jul	Ex 7 Aug			
6	Census 2011 Report	JB	GF		July-Sept	July-Sept	July-Sept			
7	Workforce monitoring	JH	TE		21-Aug			11-Sep		
8	Older People's Review	JL	JP	Key	28-Aug	10-Sep	25-Sep			
9	Corporate Enforcement policy	JB	JP		28-Aug	10-Sep	25-Sep			
10	Development Plan for Ashford and Staines Assets	DP	DG		28-Aug	10-Sep	25-Sep			
11	Tenancy Strategy	JH	GF		28-Aug	10-Sep	25-Sep			
12	Customer Services revenue write-offs	LN	TE		28-Aug	10-Sep	25-Sep			
13	Corporate Risk Management report	PT	TE		04-Sep				20-Sep	
14	Anti-fraud, Bribery and Corruption report	DH	TE		04-Sep				20-Sep	
15	Annual Audit report	DH	TE		04-Sep				20-Sep	
16	Feedback from Appraisals	JH	TE		25-Sep					
17	Gambling Policy - recommendation from Licensing Cttee	LO'N	FF	Key		05-Nov	20-Nov			13-Dec
18	Council Tax Benefits Reforms - preferred option for implementation	HM	GF	Key	23-Oct	05-Nov	20-Nov			Ex 20-Nov
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	Biodiversity action plan	DH	RW	Key	23-Oct	05-Nov	20-Nov			
22	Public toilets contract re-tender	CM	DG	Key	23-Oct	05-Nov	20-Nov			
23	Youth Strategy	LS	FF	Key	23-Oct	05-Nov	20-Nov			
24	Contaminated land	TWF	RW		23-Oct	05-Nov	20-Nov			13-Dec
25	Manor Park and Laleham Park cafes	CM	RW		23-Oct	05-Nov	20-Nov			
26	Tenancy Strategy	HM	GF	Key	23-Oct	05-Nov	20-Nov			
27	Moorings on the Thames	DP	DG		20-Nov	03-Dec	18-Dec			
28	Customer Services revenue write-offs	LN	TE				18-Dec			

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1										
29	Community Infrastructure Levy	HM	GF		20-Nov	03-Dec	18-Dec			
30	Housing Strategy review	HM	GF		20-Nov	03-Dec	18-Dec			
31	Stainesafe radio	VS			20-Nov	03-Dec	18-Dec			
32	Review of recruitment and retention allowances	JH	TE		03-Dec					
33	Update on Active Lifestyle Strategy	LB	DG	Key	02-Jan	14-Jan	29-Jan			
34	Pay Policy Statement	JH	TE		15-Jan	28-Jan	12-Feb			21-Feb
35	Appraisal timetable	JH	TE		26-Mar					
36	Annual turnover, recruitment and establishment changes	JH	TE		30-Apr					
37	Customer Services revenue write-offs	LN	TE				30-Apr			