

Public Agenda



To:
All members of the
Cabinet

Please reply to:
Contact: Gillian Hobbs
Service: Committee Services
Direct line: 01784 446240
E-mail: g.hobbs@spelthorne.gov.uk
Date: 22 February 2017

Supplementary Agenda

Cabinet - Wednesday, 22 February 2017

Dear Councillor

I enclose the following items which have been updated following issue of the agenda for the Cabinet meeting to be held on Wednesday, 22 February 2017:

4. Detailed Revenue Budget 2017 - 2018 - Key Decision **3 - 12**
Councillor Williams

To consider the report on the detailed Revenue Budget for 2017-18 and make a recommendation to Council.
(Updated with two additional recommendations nos. 4. and 5. and consequential additional paragraphs 4.5 and 4.6)

10. Annual Grants 2017-2018 **13 - 18**
Councillor Harman

To consider a report on the annual grants to be awarded to organisations within the voluntary and community sectors.
(Updated with one additional recommendation at second bullet point)

Yours sincerely

Gillian Hobbs
Corporate Governance
Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk telephone 01784 451499

To the members of the Cabinet

Councillors:

I.T.E. Harvey (Leader)
A.C. Harman (Deputy Leader)
M.M. Attewell

C.B. Barnard
N.J. Gething
A.J. Mitchell

J.M. Pinkerton OBE
H.R.D. Williams

Cabinet**22 February 2017**

Title	Detailed Revenue Budget for 2017/18		
Purpose of the report	To make a recommendation to Council on a Key Decision		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Reason for Recommendation	The Authority is required to set a balanced budget and a Council tax rate for the financial year 2017/18.		
Recommendations	<p>The cabinet is asked to recommend that Council consider and approves :</p> <ol style="list-style-type: none"> 1. The growth and savings items as set out in the report's appendices. 2. The Council tax Base for the whole council area for 2017-18.[Item T in the formula in Section 31b(3) of the local government Finance Act 1992, as amended (the "act")] should be 38.908.60 band D equivalent dwellings and, 2.1 Calculate that the Council tax requirement for the Council's own purpose for 2017-2018 is £192.44 Per Band D equivalent dwelling. 3. To approve a 2.7 % or (£5) increase in the Spelthorne Borough Council element of the Council tax for 2017-18. Moreover: <ol style="list-style-type: none"> a) The revenue estimates as set out in Appendix 1 be approved. b) No Money, as set out in this report is appropriated from General Reserves in support of Spelthorne's local Council tax for 2017/18. c) To agree that the council tax base for the year 2017/18 is 38,908.60 band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992. 		

That the following sums be now calculated by the Council for the year 2017/18 in accordance with Section 31 to 36 of the Local Government Act 1992.

A	71,540,160	Being the aggregate of the amount which the council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
B	64,052,589	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A(3) of the Act
C	7,487,571	Being the amount at 3(c) above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of it's Council tax for the year (including Parish precepts)
D	192.44	Being the amount at 3(c) above (item R), all divided by item T (2 above) calculated by the Council in accordance with Section 31B(1) of the act, as the basic amount of its Council Tax for the year (including

		Parish precepts)
E	0	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
F	192.44	Being the amount at 3(d) above less the result given by dividing the amount at 3 (e) above by Item T(2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.

That the following amounts be calculated for the year 2017/18 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
128.29	149.67	171.06	192.44	235.20	277.97	320.73	384.88

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

4. That the Council agrees to continue the Council's Local Council Tax Support Scheme with the same rules and regulations as was agreed for the 2014/15 scheme.

5. That the Council agrees to continue the complete disregard of war pension /armed forces pension income from benefit calculations.
6. That it be noted that for the year 2017/18 Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

Precepts issued to the Council

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
1) Surrey County Council	887.70	1035.65	1183.60	1331.55	1627.45	1923.35	2219.25	2663.10
2) Surrey Police	149.71	174.67	199.62	224.57	274.47	324.38	374.28	449.14

That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts as the amounts of Council tax for the year 2017/18.

The Council has determined that its relevant basic amount of Council Tax for 2017/18 is not excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

As the billing authority, the council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2017/18 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

1. Key issues

- 1.1 The 2017/18 revenue budget shows a very positive picture in that for the first time in a decade a balanced budget has been put forward without the use of reserves with investment being made in retaining staff, addressing resourcing issues in areas like Legal and Assets and also maintaining the Council's assets.
- 1.2 Appendix 1 summarises the current draft detailed Budget proposed for 2017-18. After allowing for Housing Benefit the gross budget is financed as follows,
- Fees and Charges and rental Income
 - Revenue Support Grant & Business Rates

- Council Tax

Grant Settlement

- 1.3 The Government grant settlement confirmed that Spelthorne would no longer be receiving any general grant support for 2017/18 which is a cut of £580k from 2016/17.

Council Tax and Capping

- 1.4 It has been confirmed that the referendum limit will remain either at 2% or a maximum rise of £5 for shire districts and boroughs although counties and unitaries will be able to levy an additional 3% for adult social care and the police can increase by 2%. Therefore the Council will continue its current strategy of protecting services by growing its income stream and setting a moderate council tax increase of (£5 or 2.7%) which provides an additional £194k per annum.

Basis of preparation of Detailed Budget

- 1.5 Service levels – the estimates have been prepared on the basis of maintaining existing service levels except where variations have been approved by the Cabinet and or the Council. Members should be aware that considerable work has been undertaken to reduce the list down to just the absolute essentials.
- 1.6 Pay and price levels – the estimates have been prepared at pay and price levels ruling at December 2016 including an average increase of 2% for salaries and wages from 1st April 2017.

Inflation has been included in respect of contracts where appropriate

Pensions

- 1.7 Following the triennial valuation of the Surrey Local Government Pension Fund as at the 31st March 2016, it is necessary for employers to increase their lump sum employer contributions to cover an increase in the deficit relating to benefits earned by scheme members as a result of service up to 31st March 2016 known as past service deficit contributions. For 2017/18 these contributions will rise by £51k. This a more moderate rate of increase than under the previous three years.

Fees and charges

- 1.8 All fees and charges have been reviewed. See separate report on the agenda.

Income Generation

- 1.9 The budget forecasts have reflected the performance of the Council's income over the last two years during which time income levels have held up despite the general economic pressures. As part of the 2016/17 budget monitoring officers have been keeping the Council's various income streams under continuous review, particularly car parking our largest fee earning area, and this has impacted on the level of in year savings required to balance the 2017/18 budget. Income has generally held up well, with Building Control, Green waste bin and school waste income doing particularly well and additional income has been included in the detailed estimates where it was seen to be achievable and potentially ongoing. It is estimated that the net additional income to be raised from fees and charges for 2017/18 is £143k.

Contingencies

- 1.10 No provision has been made for any general contingencies. The General fund reserve exists as a source of contingency funds should a need arise which can be addressed through offsetting savings.

Interest Rates

- 1.11 The Council at present has benefited from several years of above average investment returns through a diversified range of pooled investment funds. The return on these funds is 5.5% as at the 31st December 2016 which is a very good rate of return when compared to base rate of 0.25%.
- 1.12 Returns on maturing cash deposits are currently within the range of 0.30 to 0.90% and the average overall return on investments is expected to be around 3.3%

Investment Income

- 1.13 The Cabinet has separately received on the January meeting agenda the Annual Investment Strategy and Treasury Management Report for 2017/18 indicating the current position in respect of interest rates and the proposed strategy for dealing with the lower levels of interest rates and the reduction of investment monies.
- 1.14 Leading market forecasters, including Arlingclose, the Council's treasury advisors, expect the base rate to remain at 0.25% until at least the 1st quarter of calendar year 2018.

Use of Reserves

- 1.15 The change in the financial sustainability of the authority as a result of the recent investment property purchases means that for the year 2017/18, the authority will not need to draw on its Reserves in order to balance the budget. This is the first time this has been achieved for more than a decade.

Growth Items

- 1.16 Appendix 2 summarises the main budget growth and unavoidable expenditure pressures. This highlights that additional spending pressures or reduced income streams totalling £2.5m have been identified.
- 1.17 The evaluation of growth bids received from services have been evaluated using a number of criteria including
- Whether there is an invest to generate future income aspect
 - Whether there is an invest to achieve future savings
 - Whether it is necessary to meet statutory obligations
 - Whether it is necessary for operational reasons
 - The extent to which it supports corporate priorities
- 1.18 There are a number of areas of new or increased expenditure items included in the 2017/18 budget and some of these are highlighted below:
- Additional resources to meet statutory Housing pressures
 - Reducing Housing Benefits overpayments credits
 - Upgrade of Elmsleigh Centre lifts & replacement tiles.

- Business rates increases across all Council properties as a result of the national revaluation.
- Changes to Streetscene budgets to take account of increases in waste disposal gate fees, reduced recycling credit income.
- Additional resources to counter fraud.
- Address staff recruitment and retention issues.

Savings

- 1.19 In total savings of approximately £4.5m have been found. The savings include one off Business Improvement District (BID) area set up costs, Memorial resetting in our cemeteries and increased rental streams. These savings are necessary to offset the reduced general government grant and the additional pressures identified in appendix 2. All savings proposals have been incorporated into the budget estimates.
- 1.20 The salary savings target for 2017/18 will remain the same at £300k.

Precepts

Surrey County Council at its meeting on the 7th February set a Band D council tax of £1331.55 Representing a 4.99% increase and Surrey Police at its tax setting meeting on the 7th February set a band D council tax of £224.57 representing a 1.99% increase.

2. Options analysis and proposal

- 2.1 The Council is required to set a balanced budget and in the light of the detailed budget prepared, a council tax increase of £5 which is equivalent to 2.7 % is recommended.

3. Financial implications

- 3.1 Addressed in the body of the report.

4. Other considerations

- 4.1 Robustness of estimates the Local Government Act 2003 requires me, as the Council's Chief Financial Officer, to report on the robustness of the estimates made for the purposes of calculating the council tax. I am satisfied that each service budget has been prepared in the context of the council's corporate strategies, and longer term financial strategy which means that the Council is presented with robust estimates as a basis for making decisions about the level of council tax.
- 4.2 The nature and size of our revenue budget carries a degree of risk, this is particularly the case in the current economic climate.
- 4.3 Reserves and provisions – the local Government Act 2003 requires me to report on the adequacy of the council's financial reserves when consideration is given to the general fund budget requirement for the year. Under the local government finance act 1988, all revenue balances held by the council are at the direct disposal of the general fund with the exception of the collection fund and the investment reserve. Those balances are expected to total approximately £14.5m as at the 1st April 2017. However a number of these balances are earmarked specifically for social housing and the new scheme fund. The uncommitted funds stand at **£800k**. Taken together with the council's financial strategy to reduce the reliance on revenues to support the

council tax, I consider that the reserves and provisions will ensure that the council maintains a reasonably healthy financial position.

- 4.4 Officers are undertaking an equalities impact assessment of the budget proposals. In particular a detailed equalities impact assessment was undertaken for the proposed Local Council Tax Support Scheme.
- 4.5 As is the case with the current financial year we would like to continue the Local Council Tax Support scheme with the same rules and regulations as was agreed for the 2014/15 scheme. This was a 25% deduction made for working age claimants and a 10% deduction for working age claimants who we classified as disabled due to the benefits they receive. This is also taking into account any annual uprating of applicable amounts or premiums that is announced by central government for the following year.
- 4.6 It is sensible to re-confirm the Council's position with respect to the complete disregard of war pension /armed forces pension income from benefit calculations. If the full amount is disregarded the cost of this measure falls on the local authority as only the first £10.00 is disregarded by central government. We have already agreed to do this for our council tax support scheme. We have always disregarded the full amount since the housing benefit scheme came into existence along with practically every other local authority and the cost to the authority in the last subsidy claim was £17,000. We would like to continue make this disregard for 2017-18.
- 4.7 The budget has a number of risks and these are set out below :

Outside control	Internally based
Interest rates	Failure to sufficiently resource delivery of key asset income generation projects
Severe public sector spending cuts	Collection of retained business rates
Recycling Credits – falling values of recyclable materials	Reliance on interest earnings to balance the budget.
Staines town centre rents	Ability to deliver Towards a Sustainable Future objectives in accordance with planned timetable
Down turn in property development market	
Increased Gate fees for disposing of waste materials	
Impact of budget pressures on Surrey County Council and other public sector entities.	
Housing benefit subsidy/welfare reform.	

The risks are that the level of savings anticipated do not materialise or that there are additional spending pressures. These will be mitigated by ensuring proposals have been properly evaluated before being built into the final

budget for example clarifying any contractual assumptions, and thereafter through careful budget monitoring.

5. Timetable for implementation

5.1 Full Council to approve the Budget on 23 February 2017.

Background papers: None

Appendices: 1 & 2

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Cabinet**22 February 2017**

Title	Annual Grants 2017-18		
Purpose of the report	To make a decision		
Report Author	Joanne Jones		
Cabinet Member	Councillor Tony Harman	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Recommendations	<p>Cabinet is asked to:</p> <ul style="list-style-type: none"> • Agree the grants awards for 2017/18; • Delegate authority to the Leader in consultation with either the Deputy Leader or the Chief Executive or the Deputy Chief Executive (for Finance) to award Windfall Grants and • Note all other support to the voluntary, charity sector. 		
Reason for Recommendation	<p>The agreement to award grants for 2017-18 will:</p> <ul style="list-style-type: none"> - enable a number of charities to continue operating in the borough for the year ahead; - maintain service levels where charities provide complementary activities to Council frontline services; - enable new charities and community groups to begin working in the borough, or expand their operations 		

1. Key issues

- 1.1 The grants programme for 2017/18 was publicised in October 2016 and 37 applications were received. This compares with 21 last year.
- 1.2 The Voluntary / Community Sector is seen as a key driver of services under the Localism Act 2011.
- 1.3 The Health and Social Care Act came into force in April 2013, creating local Clinical Commissioning Groups (CCGs) which directly commission services for their populations. Previously, clinicians in many areas were frustrated by negotiating with Primary Care Trusts to get the right services for their patients. The CCGs see the voluntary sector as important providers of certain services to complement their services and address unmet need.
- 1.4 It is likely that if the voluntary sector did not provide services there would be even more pressure on local authorities (it is widely acknowledged that for

every pound spent by a local authority in grant aid, six pounds of value is received).

2. Options analysis and proposal

- 2.1 To agree proposed funding to our major organisations for 2017/18 and to agree / not agree to the recommendation for the remaining funding for 2017/18
- 2.2 Following a meeting of the Grants Panel - Cllr Tony Harman, Cllr Jean Pinkerton OBE, Cllr Colin Barnard, Joanne Jones (Community Development Manager) and Mary West (Sport & Active Lifestyle Officer) - the following grant support is proposed.

Major organisations

• CAB (Runnymede & Spelthorne (Impartial advice on debt, divorce, benefits, family matters)	£75,000
• HomeStart (Family support charity)	£15,000
• Rentstart (Assists homeless singles and childless couples)	£30,000
• Shopmobility (Assists those with mobility problems access facilities)	£15,000
Total	£135,000

Other applicants

• Browns Community Services (Support for vulnerable adults with complex needs)	£1,000
• Crest (Support for anyone affected by cancer)	£800
• Crossroads (Respite breaks to unpaid carers)	£3,500
• Daybreak (Day respite care, older people)	£2,000
• Mulberry Centre (Cancer info & support)	£3,000
• N Surrey Domestic Abuse (Independent, confidential, impartial advice)	£3,000
• One to One (Social activities for adults with learning disabilities)	£1,000
• Revitalise (Respite breaks with care)	£1,000
• SCAN (Improve access / awareness for people with disabilities)	£500
• Spelthorne Community & Arts Assn	£2,400
• Spelthorne Sports Council	£2,400
• Talk (Support for those with communication difficulty after stroke)	£1,000
Total	£21,600

- 2.3 The panel proposes to ring-fence the remaining funds for 2017-18, to support provision of services formerly provided by Voluntary Action In Spelthorne (£18,000) and AgeUK Runnymede & Spelthorne (£25,000) which represents the sum that would have been allocated for these services in 2017-18. Officers are currently working on options; it is intended to outline proposals before the commencement of the new financial year.
- 2.4 A sum of £10,000 would be held back as contingency funding, to be allocated throughout the financial year as new applications come in.
- 2.5 It is also proposed that any organisations receiving in excess of £5,000 enter into a service level agreement to ensure that the Council is receiving value for money and also that the receiving organisation supports the Council's priorities.

3. Financial implications

- 3.1 The grant funding awarded is £209,600.
- 3.2 The funding or support in kind for 2017/18 is projected to be as follows.

Grants	£209,600
Rate Relief	£50,000
Free facilities	£1,269
Business rates	£6,484
Accommodation	£22,207
Neighbourhood Grants	£39,000
Total	£328,560

See Appendix A – Other support for charities and community organisations including the Leader's Windfall Grants.

4. Other considerations

- 4.1 The Voluntary Sector offers services to a wide range of communities in Spelthorne. The value of the sector shows itself in its involvement with residents from across the borough. It can deliver outcomes the public sector finds hard to deliver on its own, such as one-to-one support, dedication to a specific group or cause; expert guidance and advice and non-statutory services. Some providers represent or advocate for minorities, user groups and faith communities. The sector's activities enhance aspects of health and wellbeing, self-reliance, community resilience and social cohesion.

5. Timetable for implementation

- 5.1 Grants to be paid in April 2017; ring-fenced grants to be paid when new services are set up or commissioned, subject to Service Level Agreements. Contingency funding to be paid out as applications are received during the financial year.

Appendices: Appendix A – Other support for charities & community organisations

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Appendix A – Other support for charities & community organisations

Spelthorne Council supports the voluntary sector in a number of ways and detailed below are some examples

1.1 Other Support to Voluntary / Charity organisations

- Rate / Business rate relief to charities / voluntary organisations.
- Free accommodation
- Facilities with no rent
- In kind support
- Better Neighbourhood Grants

1.2 Rate / Business Rate Relief

There is a range of relief on rates / business rates for charities. Many organisations are entitled to mandatory relief of 80% but the Council has the authority to offer discretionary rate relief of up to 20%. Cabinet approval is required for any organisations receiving a “top up” of over £2,000 per annum and officers may approve a “top up” of up to £2,000.

The Council also has the ability to offer discretionary rate relief (need to meet the criteria). Again, Cabinet agree discretionary awards over £2,000 and officer under £2,000

Examples of organisations who receive the following

- Top up on mandatory over £2,000 e.g. Leisure Centres / Art Galleries.
- Top up on mandatory under £2,000 e.g. Scout Hut.
- Discretionary under £2,000 e.g. Village Halls / Sports clubs.
- Discretionary over £2,000 e.g. Sailing clubs / Sports clubs.

The value of the discretionary rate relief for 2017/18 is £50,000

1.3 Free Accommodation

The following organisations receive free accommodation in Knowle Green.

- Age UK Runnymede and Spelthorne – due to move out March 2017; talks with a possible substitute service provider in that office are ongoing
- Carers Support – service takeover might necessitate vacating the office
- Crest
- One to One
- Rentstart

The rent value of this area (117.89sq m) is £22,206.65 per annum.

1.4 **Facilities with no rent**

There are a few facilities which the Council leases to organisations at no cost. The key facilities are

- Riverside Arts Centre Sunbury
- Spelthorne Museum and archive store

The facilities above provide service for residents of the Borough. The facilities are extensively used by the community and are operated by volunteers. The values are as follows

- Riverside Arts Centre £44,000 per annum (rental)
- Spelthorne Museum £11,000 per annum (utilities & other charges)

There is also a number of groups/organisations located on Council land for which the Council receives a ground rent. Of these, community/charity use brings in £13,014.50 a year.

Spelthorne Council also makes a grant to Surrey County Council, to cover the lease of space and service charge at Sunbury Library occupied by Citizens' Advice. This is projected to be around £6,700 for 2017/18.

1.5 **In Kind Support**

Organisations such as Civic Pride and The Allotment Society receive meeting rooms free of charge, storage and help to deliver projects.

1.6 **Better Neighbourhood Grants**

Councillors are expected to be each allocated £1,000 per annum from 2017-2018, to make their neighbourhood better, a total of £39,000. In some cases ward councillors put their allocations together to try to make better use of the money.

The Leader allocates any residual money at the end of the financial year.

1.7 **Leader's "windfall" grants 2017-18**

The Leader has announced a one-off sum of £20,000 per ward - £260,000 in total - being made available as a result of the Council's improved finances following the recent purchase and lease back of the BP Sunbury International Campus and other investment initiatives. The money is for councillors to use in 2017-18 for capital projects within their wards. It is proposed to delegate authority to the Leader in consultation with either the Deputy Leader or the Chief Executive or the Deputy Chief Executive (for Finance) to award Windfall Grants.