

Please note the change of venue for this meeting

Please reply to:

Contact: Gillian Hobbs
Service: Committee Services
Direct line: 01784 444243
E-mail: g.hobbs@spelthorne.gov.uk
Date: 3 July 2017

Notice of meeting

Overview and Scrutiny Committee

Date: Tuesday, 11 July 2017

Time: 7.30 pm

Place: Goddard Room, Council Offices, Knowle Green, Staines-upon-Thames

To: Members of the Overview and Scrutiny Committee

Councillors:

C.A. Davis (Chairman)
S.C. Mooney (Vice-Chairman)
R.O. Barratt
S. Capes
T.J.M. Evans

K. Flurry
A.E. Friday
A.L. Griffiths
N. Islam
J.G. Kavanagh

D. Patel
D. Saliagopoulos
J.R. Sexton
R.A. Smith-Ainsley
B.B. Spoor

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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

AGENDA

Description	Lead	Timings	Page Number.
1. Apologies			
To receive any apologies for non-attendance.	Chairman	7.30 pm	
2. Minutes			
To confirm the minutes of the meeting held on 18 May 2017.	Chairman		5 - 6
3. Disclosures of Interest			
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.	Chairman		
4. Call-in of Cabinet decisions			
No Cabinet decisions have been called in.			
5. The role of Overview and Scrutiny			
The attached documents are for background information:	Chairman	7.35 pm	7 - 26
<ul style="list-style-type: none"> ➤ Overview and Scrutiny Committee Terms of Reference ➤ Overview and Scrutiny Procedure Rules ➤ Review of the work programme 2016-2017 ➤ Current draft work programme for 2017-2018 ➤ Cabinet Forward Plan 			
Reports for noting			
<p>If any members of the Committee have questions they want to raise with officers in relation to any of the reports that follow, please inform the Chairman and Committee Manager as soon as possible and no later than 2 working days before the meeting. Please advise the general nature of your enquiry and the reason for officer attendance at this Committee.</p>			
6. Provisional Capital Outturn 2016/17			
To note the provisional capital outturn for 2016/17.			27 - 34

Description	Lead	Timings	Page Number.
7. Provisional Revenue Outturn 2016/17 To note the provisional revenue outturn for 2016/17.			35 - 42
8. Treasury Management Strategy annual report To note the Treasury Management Strategy annual report.			43 - 50
9. Project Management Dashboard update To note the Project Management Dashboard update.			51 - 60
10. Work Programming To consider the Committee's work programme for the forthcoming Municipal year. During this session, councillors will be invited to consider suitable topics for inclusion on the Committee's Work Programme. If councillors already have in mind any particular topic they wish to raise it would assist the Chairman if you could notify him in advance of the meeting, providing a broad outline of the matter. Councillors will still be able to add further topics at the Committee meeting.	Chairman	7.50 pm	
Close of Meeting		9.00pm	

This page is intentionally left blank

**Minutes of the Overview and Scrutiny Committee
18 May 2017**

Present:

Councillor C.A. Davis (Chairman)
Councillor S.C. Mooney (Vice-Chairman)

Councillors:

R.O. Barratt	A.L. Griffiths	D. Saliagopoulos
S. Capes	N. Islam	R.A. Smith-Ainsley
K. Flurry	J.G. Kavanagh	
A.E. Friday	D. Patel	

Apologies: Councillors T.J.M. Evans, J.R. Sexton and B.B. Spoor

424/17 Appointment of Chairman

It was proposed by Councillor R.O. Barratt and seconded by Councillor R.A. Smith-Ainsley and:

Resolved that Councillor C.A. Davis be appointed Chairman of the Overview and Scrutiny Committee for the forthcoming Municipal Year 2017/2018.

In accordance with Standing Order 22.5, Councillor Saliagopoulos requested that her vote against the motion be recorded.

425/17 Minutes

The minutes of the meeting held on 28 March 2017 were approved as a correct record.

426/17 Appointment of Vice-Chairman

It was proposed by Councillor C.A. Davis and seconded by Councillor S. Capes and:

Resolved that Councillor S.C. Mooney be appointed Vice-Chairman of the Overview and Scrutiny Committee for the forthcoming Municipal Year 2017/2018.

This page is intentionally left blank

OVERVIEW AND SCRUTINY COMMITTEE

(15 members)

1. GENERAL ROLE

- (a) To be councillor led and discharge the function of overview and scrutiny as a critical friend in relation to the development of policies and strategies to meet local needs and in relation to service delivery and performance management;
- (b) Review and / or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions
- (c) Make reports and / or recommendations to the Council and / or the Cabinet in connection with the discharge of any of the functions;
- (d) Question members of the Cabinet and / or committees and the Chief Executive, Deputy Chief Executives or Group Heads about their views on issues and proposals affecting Spelthorne and on their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (e) Consider any matter affecting Spelthorne or its inhabitants; and
- (f) Exercise the right to call in for reconsideration, decisions made but not yet implemented by the Cabinet.

2. POLICY REVIEW AND DEVELOPMENT

- (a) To assist the Council and the Cabinet on policy issues generally including the initiation and development of new policies and strategies (this includes not just the Council's policies and strategies but those of other bodies which affect the wellbeing of the Spelthorne Community);
- (b) To consider and advise the Cabinet and Council on the content of the Corporate Plan;
- (c) To review, consider and recommend improvements and developments in advance of the decisions of the Cabinet in relation to policy matters;
- (d) Conduct research, and consultation in the analysis of policy issues and possible options;
- (e) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and
- (f) Liaise with other external organisations operating in Spelthorne, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

3. SCRUTINY AND REVIEW

- (a) To review and monitor the Council's performance management arrangements and draw attention to local residents concerns;
- (b) To review and monitor the implementation of the Corporate Plan;
- (c) To review and monitor performance in meeting the Council's annual targets;
- (d) To review and monitor how and to what effect policies and strategies are being implemented and to make reports and recommendations, including proposals for changes to policies and practices to the Council and the Cabinet (this includes not just the delivery of Council policies and strategies but those of other bodies which affect the wellbeing of the Spelthorne community);
- (e) To review and monitor performance acting as a critical friend to the Cabinet regarding the Council's budget and policy framework;
- (f) To review and monitor any areas that the Committee believes is not performing setting up task groups as required;
- (g) To review and scrutinise as a critical friend the performance and decisions of the Cabinet in relation to service provision and performance management and to exercise the right of 'call in' of decision in accordance with the provisions of the Constitution;
- (h) To review and scrutinise the performance of other public bodies in Spelthorne, in particular they will exercise the Council's scrutiny responsibilities arising under the Police and Justice Act 2006 and the 'Councillor Call for Action' provisions under the Local Government and Public Involvement in Health Act 2007 and invite reports from appropriate public bodies by requesting them to address the committee and local people about their activities and performance; and
- (i) Question and gather evidence from any person (with their consent) to fulfil its purpose.

OVERVIEW AND SCRUTINY PROCEDURE RULES

1. NUMBER AND SIZE OF COMMITTEES

- 1.1 The Council will have an Overview and Scrutiny Committee as set out in Article 8 and will appoint members to it. The Committee may appoint such sub-committees and working groups, as it considers appropriate.

2. WHO MAY SIT ON OVERVIEW AND SCRUTINY COMMITTEES

- 2.1 All councillors except members of the Cabinet and the Mayor may be members of the Overview and Scrutiny Committee. However, no councillor may be involved in scrutinising a decision which he has been directly involved with.

3. CO-OPTEEES

- 3.1 The Overview and Scrutiny Committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees such as representatives from other organisations, local residents, outside experts etc.

4. MEETINGS

- 4.1 There shall be at least 4 ordinary meetings of the Overview and Scrutiny Committee in every year in accordance with the calendar of meetings agreed by the Council. These shall be at times and venues to be decided by the Committee.
- 4.2 In addition, extraordinary meetings may be called from time to time as and when appropriate. An extraordinary Overview and Scrutiny Committee meeting may be called by:
- (a) the Chairman of the Overview and Scrutiny Committee,
 - (b) any 3 members of the Committee; or
 - (c) The lead staff member to the Committee if he considers it necessary or appropriate after consultation with the Chairman.
- 4.3 When calling an extraordinary meeting the justification for doing so shall be given.
- 4.4 Any councillor may attend meetings of the Overview and Scrutiny Committee of which he is not a member but shall sit separately from the members of the Committee so that it is clear to members of the public, who are the members of the Committee. A councillor shall not be entitled to attend meetings of working groups or sub-committees unless appointed as a member or invited to attend by the working group or sub-committee.
- 4.5 A councillor in attendance at meetings may, when invited to do so by the Chairman, speak at the meeting in relation to an issue being discussed, provided he has notified the Chairman before the start of the meeting of his wish to speak on the item.
- 4.6 A councillor appointed as the Council's representative on an outside body may attend meetings and speak in relation to an issue being discussed which affects that body, provided that he has notified the Chairman before the start of the meeting of his wish to speak on the item.

5. APPOINTMENT OF CHAIRMAN

- 5.1 At the first meeting in the municipal year the Committee will elect the Chairman for the year from amongst the councillors appointed to the Committee. In the event of an equality of votes, the appointment shall automatically be deferred to the next meeting and the Committee shall elect a Chairman for the meeting to enable the business on the agenda to be transacted. The Chairman will then conduct the appointment of a Vice-Chairman.
- 5.2 The Chairman shall preside at every meeting of the Committee at which he is present but may invite the Vice-Chairman of the Committee to preside over all, or any part of the meeting.
- 5.3 In the absence of the Chairman, the Vice-Chairman shall preside and, in the absence of the Chairman and the Vice-Chairman, the Committee shall elect a person from among their number to preside at the meeting, which will be conducted by the lead staff member.

6. QUORUM

- 6.1 The quorum for the Overview and Scrutiny Committee (or any sub-committee) shall be one quarter of the members of the Committee.

7. WORK PROGRAMME

- 7.1 The Overview and Scrutiny Committee shall be responsible for setting its own work programme and in doing so shall take into account the wishes of members on that Committee who are not members of the largest political group on the Council. Any work programme agreed may be amended from time to time.

8. AGENDA ITEMS

- 8.1 Any councillor shall be entitled to notify the Chairman that they wish a relevant item to be included on the agenda for the next available meeting of the Committee; such notice to include the reason for wanting the matter to receive Committee consideration. The Chairman shall consider such a request and if he agrees that it is an appropriate matter for the Committee to discuss, the lead staff member to the Committee will ensure that it is included on the next available agenda. If the Chairman does not consider it appropriate for the Committee to consider the item requested, then he shall give his reasons to the councillor making the request. (Note: this relates to any matter relevant to the functions of the Committee other than a 'call-in' of a key decision, which is dealt with separately in paragraph 16 below)

9. ORDER OF BUSINESS

- 9.1 The normal order of business at overview and scrutiny committees shall be:
- (a) Apologies for absence;
 - (b) Minutes of the last meeting;
 - (c) Disclosures of interests;
 - (d) Call in of a Leader, Cabinet or Cabinet Member decision;
 - (e) Any matter referred under the "Councillor call for action" procedures

- (f) Outcomes of any reports or recommendations to the Leader, Cabinet or Cabinet Member
 - (g) Matters set out in the work programme for the meeting
 - (h) Cabinet Forward Plan
 - (i) Members of the Committee to suggest items for future Committee consideration
 - (j) Work Programme; and
 - (k) Any business identified by the Lead staff member to the Scrutiny Committee and agreed by the Chairman
- 9.2 Duration of meetings (Please see Standing Orders for Council contained in part 4 section (a) of the Council's Constitution for the rules on the length of time allowed for a single meeting).

10. POLICY REVIEW AND DEVELOPMENT

- 10.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- 10.2 In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the Overview and Scrutiny Committee may make proposals to the Leader, Cabinet or Cabinet Member (as the case may be) for developments in so far as they relate to matters within their terms of reference.
- 10.3 The Overview and Scrutiny Committee may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

11. CONDUCT OF REVIEWS

- 11.1 Before starting any review or enquiry, the Overview and Scrutiny Committee will:
- (a) Define the issue it wishes to look at and the Committee's purpose in undertaking the review;
 - (b) Indicate the type of background information and any performance or other data the Committee requires;
 - (c) Indicate the individuals the Committee would like to interview as part of their review (e.g. Members of the Cabinet, staff, representatives from other organisations, local residents and outside experts. etc);
 - (d) Set a realistic timescale including meeting dates if there are to be additional meetings to those in the calendar; and

- (e) Decide whether the review is to be undertaken by the Committee itself or by a working group of members of the Committee reporting to the main Committee.
- 11.2 The terms of reference for any review to be undertaken by the Overview and Scrutiny Committee will be agreed by the Chairman of the Committee with the assistance of the lead staff member and sent to all members of the Committee. The Chairman of the Committee will then manage the review with the lead staff member and support of the committee manager.
- 11.3 Where the Overview and Scrutiny Committee conducts reviews or investigations and asks people to attend to give evidence, it will proceed in accordance with the following principles:
 - (a) that the review or investigation will be conducted fairly and all members of the Committee will be given the opportunity to ask questions, to contribute and speak;
 - (b) that those assisting the Committee by attending be treated with respect and courtesy; and
 - (c) that the review or investigation be conducted so as to maximise the efficiency of the investigation or analysis.

12. REPORTS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

- 12.1 Once it has formed recommendations on proposals for development, the Overview and Scrutiny Committee will prepare a formal report or recommendation and submit it to the lead staff member for consideration by the Leader or Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Council (if the recommendation would require a departure from or a change to the agreed budget and policy framework) as appropriate.
- 12.2 If the Overview and Scrutiny Committee cannot agree on one single final report or recommendation to the Council, Leader or Cabinet as appropriate, then up to one minority report or recommendation may be prepared and submitted for consideration by the Council, Leader or Cabinet with the majority report or recommendation.
- 12.3 The Council, Leader or Cabinet shall consider the report or recommendation of the Overview and Scrutiny Committee within eight weeks of it being submitted to the lead staff member.
- 12.4 The agenda for Cabinet meetings shall include an item entitled 'Issues arising from Overview and Scrutiny'. The reports and recommendations of the Overview and Scrutiny Committee referred to the Leader, Cabinet or Cabinet Member shall be included at this point in the agenda (unless they have already been considered in the context of the Cabinet's deliberations on a substantive item on the agenda) within eight weeks of the Overview and Scrutiny Committee completing its report or recommendations.
- 12.5 All references and recommendations from the Overview and Scrutiny Committee will be considered by the Cabinet notwithstanding that the original decision may have been taken by an individual member of the Cabinet.

- 12.6 When the Council does meet to consider any referral from the Overview and Scrutiny Committee on a matter which would impact on the budget and policy framework, it shall also consider the response of the Leader or Cabinet to the Overview and Scrutiny proposals.
- 12.7 Where the Overview and Scrutiny Committee prepares a report or recommendation for consideration by the Cabinet in relation to a matter where the Leader has delegated decision making power to an individual member of the Cabinet, then the Overview and Scrutiny Committee will submit a copy of their report or recommendation to that individual for consideration and all members of the committee, for information. At the time of doing so, the Overview and Scrutiny Committee shall also serve a copy on the lead staff member and the Leader. If the councillor with delegated decision making power does not accept the recommendations of the Overview and Scrutiny Committee, then they must then refer the matter to the next available meeting of the Cabinet for debate before exercising their decision making power and responding to the report in writing to the Overview and Scrutiny Committee. The Cabinet Member to whom the decision making power has been delegated will respond to the Overview and Scrutiny Committee within eight weeks of receiving its report. A copy of their written response to it shall be sent to the lead staff member and the councillor will attend a future meeting to respond.
- 12.8 The Overview and Scrutiny Committee will in any event have access to the Cabinet's forward plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Overview and Scrutiny Committee following its consideration of possible policy/service developments, the Committee will at least be able to make its views known to the Cabinet in relation to any key decision.

13. RIGHTS OF COMMITTEE MEMBERS TO DOCUMENTS

- 13.1 In addition to their rights as councillors, members of the Overview and Scrutiny Committee have the additional right to documents, and to notices of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- 13.2 The above provision does not prevent detailed discussion between the Cabinet and the Overview and Scrutiny Committee taking place on the particular matter under consideration.

14. MEMBERS AND OFFICERS GIVING ACCOUNT

- 14.1 The Overview and Scrutiny Committee or sub-committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any member of the Cabinet, the Chief Executive, Deputy Chief Executives, or Group Heads to attend before it to explain in relation to matters within their remit:

- (a) any particular decision or series of decisions;
- (b) the extent to which the actions taken implement Council policy; and/or
- (c) their performance.

And it is the duty of those persons to attend if so required.

- 14.2 Where any councillor or staff member is required to attend the Overview and Scrutiny Committee under this provision, the Chairman of that committee will inform the lead staff member. The lead staff member shall inform the councillor(s) or staff members in writing giving at least 5 working days notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the committee. Where the account to be given to the Committee will require the production of a report, then the councillor or staff member concerned will be given sufficient notice to allow for the preparation of that documentation.
- 14.3 Where in exceptional circumstances, the councillor or staff member is unable to attend on the required date, then the Overview and Scrutiny Committee shall in consultation with the councillor or staff member arrange an alternative date for attendance.

15. ATTENDANCE BY OTHERS

- 15.1 The Overview and Scrutiny Committee may invite people other than those people referred to in 14 above to address the meeting, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and councillors and staff members in other parts of the public sector and shall invite whosoever it considers appropriate to attend.

16. CALL IN PROCEDURE

- 16.1 The Overview and Scrutiny Committee shall be entitled to call in for consideration any decisions taken by the Leader, Cabinet or a Cabinet Member in accordance with the following procedure:
- 16.2 The "call in" procedure shall not apply to recommendations the Cabinet makes to the Council.
- 16.3 The call in procedure does not apply to urgent decisions (i.e. a decision which has been taken without the normal period of notice being given after consultation with and the agreement of the Chairman of the Overview and Scrutiny Committee that the decision was urgent).
- 16.4 Within five working days of the date on which a decision of the Leader, Cabinet or a Cabinet Member is published, not less than three councillors [one of whom must be the Chairman] of the Overview and Scrutiny Committee, may give notice in writing to the lead staff member of their wish that the decision should be considered by the Overview and Scrutiny Committee before it is implemented.
- 16.5 On receipt of such a notice the lead staff member will advise the Chairman of the Committee, of the call in and liaise with the Chairman to arrange for the committee to meet to consider the matter as soon as reasonably practicable.
- 16.6 To avoid delay in considering an item "called in", an extraordinary meeting of the Committee shall be convened within seven working days of a "call in" being received if an ordinary meeting is not scheduled in that period.
- 16.7 When calling in a Leader, Cabinet or Cabinet Member decision for review, the councillors doing so shall in their notice of "call in"
- outline their reasons for requiring a review;

- Indicate any further information they consider the Committee needs to have before it in order to conduct a review in addition to the written report made by staff ;
 - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and
 - Indicate whether the staff member making the report to the Cabinet or to the Cabinet Member taking the decision or his representative should attend the meeting.
- 16.8 When a decision is called in for review, the Chairman of the Overview and Scrutiny Committee may arrange for any additional information they consider necessary to be made available to the Committee when it meets.
- 16.9 Where requested to do so, staff will arrange for the additional information to be supplied to the meeting and the staff member making the report to the Leader or Cabinet etc will attend.
- 16.10 When requested to do so, the Leader or his nominee, where the Cabinet has made the decision or the Cabinet Member who has made the decision will attend the meeting.
- 16.11 Having reviewed the decision, the Overview and Scrutiny Committee may either:
- (a) Request the Leader, Cabinet or Cabinet Member to reconsider the matter for reasons to be put forward by the Committee in their request to reconsider; or
 - (b) decide that no further action be taken, in which case the decision of the Leader or Cabinet etc may be actioned without further consideration or delay.
- 16.12 Where a decision is taken by the Leader, Cabinet or a Cabinet Member following consideration of a recommendation on the matter from the Overview and Scrutiny Committee and the decision is called in under the above procedure (ie a second call in on the same matter), the Overview and Scrutiny Committee must either:
- (a) refer the matter to the Council for decision with a recommendation from the Committee as to what it considers appropriate; or
 - (b) decide that no further action be taken, in which case the decision of the Cabinet or Cabinet Member may be actioned without further consideration or delay.

17. THE PARTY WHIP

- 17.1 The party political groups represented on the Council have recognised and agreed in principle that political group whipping as described in the Secretary of States' Guidance to New Council Constitutions is not appropriate and will not be applied in relation to the function of overview and scrutiny.

- 17.2 When considering any matter in respect of which a member of the Overview and Scrutiny Committee is subject to a party whip, the councillor must declare the existence of the whip and the nature of it before commencement of the Committee's deliberations on the matter. This shall then be recorded in the minutes of the meeting.

Review of Work undertaken by Overview and Scrutiny in 2016-17

Meeting date	Topic
July 2016	The role of Overview and Scrutiny
	Capital and revenue outturn 2015/16
	Treasury Management Annual Report
	Project Management update
September 2016	Review of Community Safety
	Joint Enforcement Team
November 2016	Review of Taxi Licensing
	Capital and Revenue Monitoring
January 2017	Budget issues 2016-2017
	Treasury Management
	Project Management update
March 2017	Welfare Reform and Universal Credit
	Review of Parking
	Capital and Revenue Monitoring

This page is intentionally left blank

Overview and Scrutiny Committee Work Programme 2017-2018

Date of Meeting	ISSUE	Lead Officer	Objectives
19 September 2017	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Review of Community Safety	Keith McGroary/ Cllr Gething	To consider the review of Community Safety.
	3. Procurement from local businesses	Sandy Muirhead/Cllr Mitchell	To review the involvement of local businesses in the Council's procurement processes.
	4. Review of parking in Ashford	Jackie Taylor/ Cllr Gething	To review the provision of parking in Ashford town centre
	5. Project Management update	Sandy Muirhead/Cllr Mitchell	To receive an update on the status of current Council projects.
	6. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.

Overview and Scrutiny Committee Work Programme 2017-2018

Date of Meeting	ISSUE	Lead Officer	Objectives
28 November 2017	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Budget Issues – 2018–2019/2019-2020	Terry Collier/Cllr Williams	To consider the issues for the Budget 2018-2019.
	Reports for noting		
	3. Capital Monitoring Report	Terry Collier / / Cllr Williams	To receive and note the current Capital spend position.
	4. Revenue Monitoring Report	Terry Collier / / Cllr Williams	To receive and note the current Revenue spend position.
	5. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.

Overview and Scrutiny Committee Work Programme 2017-2018

Date of Meeting	ISSUE	Lead Officer	Objectives
16 January 2018	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Business Rates – avoidance and evasion	Punita Talwar/Roy Tilbury/ Cllr Williams	To review the Council's counter fraud work.
	Reports for noting		
	3. Capital Monitoring Report and projected outturn	Terry Collier / Cllr Williams	To receive and note the current Capital spend position.
	4. Revenue Monitoring Report and projected outturn	Terry Collier / Cllr Williams	To receive and note the current Revenue spend position.
	5. Treasury Management half-yearly report	Terry Collier / Cllr Williams	To note the Treasury Management situation.
	6. Project Management update	Sandy Muirhead/Cllr Mitchell	To receive an update on the status of current Council projects.
	7. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.

Overview and Scrutiny Committee Work Programme 2017-2018

Date of Meeting	ISSUE	Lead Officer	Objectives
13 March 2018	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2.		
	3.		
	4. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.

Suggested topics to be scheduled:

- Impact of third runway at Heathrow and how the Council is preparing for it – March 2018 or later?
- Environmental Planning enforcement
- Changes in Homelessness duty
- Economic development/regeneration in Staines-upon-Thames and Ashford
- Managing anti-social behaviour in Staines-upon-Thames town centre

Spelthorne Borough Council

Cabinet Forward Plan and Key Decisions



This Forward Plan sets out the decisions which the Cabinet expects to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Cabinet which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

The members of the Cabinet and their areas of responsibility are:

Cllr I.T.E. Harvey	Leader of the Council	Cllr.harvey@spelthorne.gov.uk
Cllr A.C. Harman	Deputy Leader	Cllr.harman@spelthorne.gov.uk
Cllr. M.M. Attewell	Community Wellbeing	Cllr.attewell@spelthorne.gov.uk
Cllr C. Barnard	Planning and Economic Development	Cllr.barnard@spelthorne.gov.uk
Cllr M.P.C. Francis	Housing	Cllr.francis@spelthorne.gov.uk
Cllr N. Gething	Environment and Compliance	Cllr.gething@spelthorne.gov.uk
Cllr A.J. Mitchell	Corporate Management	Cllr.mitchell@spelthorne.gov.uk
Cllr O. Rybinski	Customer Service, Estates and Transport	Cllr.rybinski@spelthorne.gov.uk
Cllr H.R. Williams	Finance and Customer Services	Cllr.williams@spelthorne.gov.uk

Whilst the majority of the Cabinet's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Cabinet meetings listed below may be held in private where exempt and / or confidential information is due to be considered.

Representations regarding this should be made to committee.services@spelthorne.gov.uk

Please direct any enquiries about this Plan to the Committee Manager, Gillian Hobbs, at the Council offices on 01784 444243 or e-mail g.hobbs@spelthorne.gov.uk

Spelthorne Borough Council

Cabinet Forward Plan and Key Decisions for 1 July 2017 to 29 December 2017

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 19 Jul 2017	Play and refreshments facilities at Lammas recreation ground	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Jackie Taylor, Group Head - Neighbourhood Services Portfolio Holder for Environment and Compliance
Cabinet 19 Jul 2017 Council 20 Jul 2017	Members' Allowances Scheme 2017-2018 To consider a report from the Independent Remuneration Panel on a review of the members' Allowances Scheme 2017-2018	Non-Key Decision	Public	Gillian Hobbs, Committee Manager Leader of the Council
Cabinet 19 Jul 2017	Property Acquisition D	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 12 Dec 2017	Capital Programme 2018-2019 (1st draft)	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services
Cabinet 12 Dec 2017 Council 14 Dec 2017	Pay Policy Statement 2018-2019	Non-Key Decision	Public	Debbie O'Sullivan, HR Manager Portfolio Holder for Corporate Management

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 12 Dec 2017 Council 14 Dec 2017	Calendar of meetings 2018-2019	Non-Key Decision	Public	Gillian Hobbs, Committee Manager Leader of the Council
Cabinet 12 Dec 2017	Treasury Management half-yearly report	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services

This page is intentionally left blank

Overview and Scrutiny Committee

11 July 2017



Title	2016/17 Provisional Capital Outturn Report		
Purpose of the report	To note		
Report Author	Terry Collier		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	The Committee is asked to note the provisional capital outturn spend for 2016/17		
Reason for Recommendation	Not applicable		

1. Key issues

- 1.1 Due to rescheduling of some schemes to 2017/18, there will be an under spend for the 2016/17 financial year of £95.336m. (18.4%).
- 1.2 The majority of the under spend relates to the acquisition of assets project. This project is depended on the availability of suitable properties to purchase and the length of time it can take to complete property transactions.
- 1.3 A large proportion of this underspend will be addressed in the form of carry forwards to 2017/18.

Details of Variances

- 1.4 Attached as appendix A &B is the provisional level of spend as at the 31st March of £421.615m against the revised budget.

Attached as appendix C is the list of £94.858m worth of carry forwards that Management Team has agreed.

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

The following projects are worth noting with respect to variances from the original planned programme.

- 1.5 Acquisition of Assets: Following the successfully acquisition of the BP International Campus, the Council is continuing to pursue opportunities to acquire low risk Income generating assets. Such opportunities take time to find and complete, with the balance of £94.5m not able to be applied in 2016/17, but will be carried forward to support continuation of the programme of Acquisitions.
- 1.6 CCTV Enhancement: The project has been delayed as a result of no tenders originally being received but an agreement is now in place with at least one housing association maybe two to install the aerials, resulting in a carry forward being requested.
- 1.7 Plot 12 & 13, Towpath Car Park: This project is no longer going ahead, but a carry forward is requested to cover the cost of fencing.
- 1.8 Virtual Desk top Infrastructure (VDI): The basic set up is complete and a trial will take place and if successful will be rolled out across the organisation. A carry forward is requested.
- 2. Options analysis and proposal**
- 2.1 The Committee is asked to note the provisional capital outturn position.
- 3. Financial implications**
- 3.1 Any underspend on the approved Capital Programme enables the Council to invest the monies to gain additional investment income or can be used to fund additional schemes identified.
- 4. Other considerations**
- 4.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allocated the funds to complete the works.
- 5. Timetable for implementation**
- 5.1 Monthly position statements are provided to Management Team as an update on the current spends to date position.
- 5.2 All Group Heads 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.
- 5.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny Committee for investigation and comments.

Background papers: None

Appendices: A, B & C

CAPITAL OUTTURN REPORT 2016/17

Portfolio Member	ORIGINAL BUDGET	REVISED BUDGET	ACTUALS YTD	VARIANCE TO REVISED BUDGET
Cllr Pinkerton - Housing	416,200	341,200	(70,043)	(411,243)
Cllr Gething - Environment & Compliance	1,131,000	841,200	749,864	(91,336)
Cllr Barnard - Planning and Economic Development	11,297,000	3,274,300	3,187,738	(86,562)
Cllr Harvey - Leader	3,013,600	512,013,600	417,499,364	(94,514,236)
Cllr Mitchell - Corporate Management	597,600	480,300	248,141	(232,159)
	16,455,400	516,950,600	421,615,064	(95,335,536)

This page is intentionally left blank

CAPITAL OUTTURN REPORT 2016/17							
Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
Housing Investment Programme							
Cllr Pinkerton - Housing							
Deborah Ashman	40203	Disabled Facilities Mandatory	475,000	475,000	467,131	(7,869)	Expenditure is less against this budget as more concentration on Mandatory Grants
Deborah Ashman	40204	Disabled Facilities Discretion	29,600	29,600	2,514	(27,086)	
		Less Specified Capital Grant	(285,000)	(285,000)	(644,335)	(359,335)	
		Net Cost of Disabled Facilities Grants	219,600	219,600	(174,690)	(394,290)	
Deborah Ashman	40209	Home Improvement Agency grant	81,000	81,000	80,451	(549)	
		HIA Funding	(52,700)	(52,700)	(52,700)	-	
		Total	28,300	28,300	27,751	(549)	
Total For HIP			247,900	247,900	(146,939)	(394,839)	
Other Capital Programme							
Cllr Pinkerton - Housing							
Deborah Ashman	42024	Winter Shelter	25,000	25,000	25,000	-	The project has been completed
Deborah Ashman	42253	Day Cen Replacement Furniture	35,000	35,000	34,154	(846)	The project has been completed
Deborah Ashman	42283	DayCenHairSalonRefurbishment	18,300	18,300	17,742	(558)	The project has been completed
		Total	78,300	78,300	76,896	(1,404)	
Sandy Muirhead	42013	Civica EDMS&Locata Integration	25,000	-	-	-	This project has been rephased to 2017-18 as this is now on hold and expected to start in July 2017, pending the outcome of plans for Choice based letting partnership with Elmbridge Borough Council. We are at the initial stage of procuring the Rent Management Package. The budget has been rephased to 2017/18 and balance is requested to be carried forward into next financial year.
Sandy Muirhead	42015	Landlord Guarantee Scheme	65,000	15,000	-	(15,000)	
		Total	90,000	15,000	-	(15,000)	
Cllr Gething - Environment & Compliance							
Jackie Taylor	41026	Laleham Park Upgrade	200,000	-	-	-	This project is still being redefined to address changes to the project and the views of the portfolio holder is also being sought. This project has been rephased to 2017/18
Jackie Taylor	41030	Adult Fitness Eq Hengrove Park	-	69,600	54,936	(14,664)	
Jackie Taylor	41320	Pay & Display Machines	136,000	141,000	137,576	(3,424)	All machines are delivered. Installation has now been completed and final phase of operation is also completed.
Jackie Taylor	41321	Replace NoticeProcessingSystem	15,000	15,000	15,172	172	The project has been completed
Jackie Taylor	41502	Refuse/Recycling Vehicles	-	26,900	26,901	1	One Vehicle has been delivered. The balance of Budget has been rephased to 2017/18
Jackie Taylor	41506	Spelride Bus Replacement	250,000	250,000	239,980	(10,020)	The Buses are delivered and now awaiting for tracking devices to be installed.
Jackie Taylor	41602	Replacement of Market Stalls	50,000	50,000	38,266	(11,734)	The project has been completed
Jackie Taylor	41603	Replace of Grass Cut Machinery	40,000	40,000	39,949	(51)	The project has been completed
Jackie Taylor	41620	Wheelie Bins	50,000	50,000	39,224	(10,776)	The project has been completed
Jackie Taylor	42027	Domestic Home Energy	30,000	30,000	30,000	-	
Jackie Taylor	42032	Allotment Fencing	10,000	10,000	8,825	(1,175)	All Fencing work has been completed
		Total	781,000	682,500	630,829	(51,671)	
Deborah Ashman	41006	Kenyngton Manor Pavilion	-	-	-	-	
		Total	-	-	-	-	
Lee O'Neil	41314	Air Quality	-	-	-	-	
		Total	-	-	-	-	

CAPITAL OUTTURN REPORT 2016/17							
Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
Cllr Barnard - Planning and Economic Development							
Heather Morgan	41007	Stanwell Skate Park	-	-	-	-	
Heather Morgan	41015	Runnymede Estates	55,600	55,600	54,706	(894)	
Heather Morgan	41618	Esso Site Stanwell	-	15,700	-	(15,700)	The project is on hold. Budget is requested to be carried forwarded to 2017-18.
Heather Morgan	41622	Affordable Housing Opportunity	1,100,000	2,400	-	(2,400)	Continuing to look for the other opportunities and in touch with Registered Social Landlords Partners. This project has been rephased to 2017/18
Heather Morgan	42009	LoanToKnowleGreenEstatesLtd	2,986,400	2,986,400	2,986,230	(170)	
Heather Morgan	42011	Replace Council Accommodation	7,000,000	3,000	2,821	(179)	We are evaluating options for our office accommodation. Related expenditure to relocation of staff to depot has been charged. This project has been rephased to 2017/18
Heather Morgan	42017	Memorial Gardens	90,000	90,000	88,370	(1,630)	Work has already been completed & tested in association with Runnymede Borough Council. There are some retention payments are still due to Runnymede Borough Council
Heather Morgan	42033	Greeno Centre Car Park	65,000	65,000	55,302	(9,698)	Work has been completed and some retention payments are still outstanding.
Heather Morgan	42036	Plot 12&13 Towpath Car Park	-	56,200	309	(55,891)	Work has been delayed as the consultation is still in progress with the residents to develop the site. Once the agreement is reached, work is expected to commence. Budget is requested to be carried forward into next financial year
Total			11,297,000	3,274,300	3,187,738	(86,562)	
Cllr Harvey - Leader							
Heather Morgan	42038	Acquisition of Assets	3,013,600	512,013,600	417,499,364	(94,514,236)	Expenditure on number of assets/ sites
Total			3,013,600	512,013,600	417,499,364	(94,514,236)	
Cllr Mitchell - Corporate Management							
Helen Dunn	43003	New Software	20,000	20,000	18,891	(1,109)	Expenditure on various software enhancements throughout the financial year
Helen Dunn	43608	Other Hardware	20,000	20,000	19,475	(525)	Expenditure on various hardware enhancements throughout the financial year
Helen Dunn	43615	Replacement Back Up	80,000	80,000	80,000	-	The project has been completed
Helen Dunn	43616	Wireless Presentation	15,000	15,000	14,656	(344)	The project has been completed
Helen Dunn	43617	Microsoft Datacentre Licence	19,100	19,100	18,256	(844)	The project has been completed
Helen Dunn	43618	Email	10,000	10,000	6,357	(3,643)	The project has been completed
Helen Dunn	43619	Members Ipads	4,500	4,500	4,442	(58)	The project has been completed
Helen Dunn	43620	Unix	35,000	35,000	30,400	(4,600)	The project has been completed
Helen Dunn	43621	VDI	205,000	205,000	27,154	(177,846)	Work is currently in progress. Balance is requested to be carried forward into next financial year
Total			408,600	408,600	219,631	(188,969)	
Linda Norman	43505	CRM Solution	-	11,800	12,000	200	The project has been completed
Linda Norman	43510	New Booking System	-	4,900	4,360	(540)	The project has been completed
Total			-	16,700	16,360	(340)	
Sandy Muirhead	43503	Agile Working	-	20,000	995	(19,005)	This project is quite wide ranging in terms of moving towards more agile working and involves reviewing current ICT platforms and the setup of trials for the most suitable replacement. It also covers review of change management and training needs for staff, analysing the current working patterns and learning lessons from trials. Plans are moving ahead at looking at better use of space in Knowle Green which then links to the agile working and technology used. The project is progressing but is not expected to be completed in this financial year and has been rephased to 2017/18. Balance is requested to be carried forward into next financial year.
Sandy Muirhead	43511	ScannersCorporateEDMS Roll out	36,000	5,000	-	(5,000)	Project is part of EDMS. Project has been delayed and not completed in this financial year. Some initial consultation work is being undertaken in this financial year. The project has been rephased to 2017/18 and balance is requested to be carried forward into next financial year
Sandy Muirhead	43512	Sharepoint redesign & Relaunch	90,000	20,000	-	(20,000)	This project is under review and will be integrated with other ICT projects and not completed in this financial year. Some consultation work is expected to be undertaken in this financial year. The project has been rephased to 2017/18 and the balance is requested to be carried forward into next financial year
Sandy Muirhead	43515	Corporate EDMS Project	63,000	10,000	11,154	1,154	Work on Phase II is being undertaken. Currently the full analysis is being undertaken to find out Licence requirement & software set up and costs associated with this are expected to be incurred in this financial year. Project has been delayed and not completed in this financial year. Balance has been rephased to 2017/18
Total			189,000	55,000	12,149	(42,851)	
Cllr Gething - Enviroment & Compliance							
Keith McGroary	41619	Small Scale Area Regeneration	700,000	217,500	221,036	3,536	Tendering of the two of the Shopping parades have taken place, Refurbishment work has started with costs of £250k with half of the funding (£125k) is expected from Surrey County Council. £217k is expected to be spent in this financial year with match funding of £107k from Surrey County Council. The balance of budget has been rephased to 2017/18. The remaining regeneration of shopping parades is expected to be carried out in the next 3 financial year as this project is to run up to 4 years
Keith McGroary	External Funding 41621	CCTV Enhancement	(350,000) -	(108,800) 50,000	(102,000) -	6,800 (50,000)	Agreement is now reached with Metropolitan Housing for the siting of an aerial on their property, now awaiting for A2D to confirm their agreement for a similar aerial on their accommodation. Work is expected to start early March and completed by end of June 2017. The budget has been rephased to 2017/18 and balance is requested to be carried forward into next financial year.
Total			350,000	158,700	119,036	(39,664)	
Total For Other			16,207,500	516,702,700	421,762,004	(94,940,696)	#
Total Expenditure			17,143,100	517,397,100	422,414,099	(94,983,001)	
Total Funding			(687,700)	(446,500)	(799,035)	(352,535)	
GRAND TOTAL			16,455,400	516,950,600	421,615,064	(95,335,536)	

Capital Carry Forward Requests 2016/17

Carry Forward	Account No	Capital Project	Amount requested to be carried forward £	Comments
1	41621	CCTV conversion to Wireless	50,000	Residual balance left to carry forward after the majority of the project was rephrased to 2017/18. Tenders for the project went out but there were no applications.
2	43621	ICT: Virtual Desk Top Infrastructure (VDI)	177,800	Basic set up is complete and a trail will take place and if successful, the project will be rolled out universally.
3	43503	Agile working	19,000	Work progressing. There will be an increase in activity and expenditure once there is an established direction on the development of the Knowle Green site and the future location of the Council offices.
4	43511	Corporate Scanners	5,000	Further review in line with projects associated with the Business Transformation and transformation of the workplace.
5	43512	Sharepoint	20,000	To enable project to move forward in 17/18 to reduce drives and therefore server requirement
6	41030	Hengrove Park	14,600	To enable the project to be completed.
7	42036	Towpath Car Park	56,200	
8	42015	Landlord Guarantee Scheme	15,000	To enable the project to be completed.
9	42038	Acquisition of Assets	94,500,000	Residual Budget
			<u>94,857,600</u>	

This page is intentionally left blank

Overview and Scrutiny Committee

11 July 2017



Title	2016/17 Provisional Revenue Outturn Report		
Purpose of the report	To note		
Report Author	Terry Collier		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	The Committee is asked to note the provisional revenue outturn for 2016/17.		
Reason for Recommendation	Not applicable		

1. Key issues

- 1.1 The summary on appendix A shows that we have spent £5.857m against the full year revised budget of £14.889m (a 60.7% or £9.033m underspend). Taking into account the use of carry forwards, investment income, reduced use of reserves, interest payments and business rates retention the net underspend is approximately £4.992m
- 1.2 The reason for this change of position is a result of the net rental income generated by purchasing the main BP International Campus and South West Corner sites plus Elmbrook House.
- 1.3 £4m of the net surplus generated will be set aside to build the initial basis of a reserve to be built up to fund potential refitting (not repairs –which are covered with the lease being full repairing) costs at the end of the initial 20 year lease period.
- 1.4 The net surplus has had a positive impact on the 2017/18 Revenue Budget and in future years the ongoing revenue surplus will be used to support the overall revenue budget.
- 1.5 Appendix B summarises spend across portfolios by service areas broken down in employees, other expenditure and income.
- 1.6 Appendices C1 to C9 give a breakdown by service of spend against the revised budget plus comments on various variances. These appendices have been sent out under separate cover.
- 1.7 There is an end of year accounting adjustment relating to the accounting requirements to replace cash pension transactions with notional accounting

values in accordance with accounting standards. This has resulted in the historic pension deficit charge from the Surrey Pension fund on the central overheads cost centre being reversed out and incorporated in a recharge across all services. This has resulted in a favourable variance of £1.2m on the central overheads cost centre.

Investment Income

Interest earned on our investments amounted to £984k which was £166k lower than the original budget. The main reason for the lower amount is as a result of the Bridge Street transaction falling through.

Transfers to and from Reserves

- 1.8 Carry forward reserve: an amount of £34k is being put forward for approval this relates to the Corporate Training Budget and Better Neighbourhood grants. These can be accommodated within the underspend. It is proposed to transfer to reserves in relation to work underway but not completed in 2016 - 17.

- 1.9 These Schemes are identified in appendix D.

2. Options analysis and proposal

- 2.1 The Committee is asked to note the provisional revenue outturn position and list of carry forwards provisionally approved by corporate management team.

3. Financial implications

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

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

- 5.1 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.
- 5.2 Monthly system generated summary reports with drill down facilities are sent to corporate management team, Group Heads and Cabinet members.

Background papers: None

Appendices: A, B & D

APPENDIX A

2016/17 Net Revenue Budget Monitoring
As at end of 31 MARCH 2017

	16/17	16/17	16/17	16/17
	Budget		Total	Variance
	Original	Revised	Actuals	to Revised
	£	£	£	£
Gross Expenditure	57,037,600	57,134,200	57,168,159	33,959
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	57,037,600	57,134,200	57,168,159	33,959
Less Housing Benefit grant	(31,944,000)	(31,944,000)	(31,987,501)	(43,501)
Less Specific fees and charges income	(10,000,400)	(10,000,400)	(19,323,734)	(9,323,334)
Net Expenditure - broken down as below	15,093,200	15,189,800	5,856,925	(9,332,875)
Leader of the Council	637,700	637,700	781,735	144,035
Deputy Leader	631,700	635,300	607,434	(27,866)
Corporate Management	1,861,400	1,893,900	1,863,468	(30,432)
Housing	1,037,200	1,033,300	1,600,991	567,691
Finance and Customer Service	3,728,900	3,756,400	3,341,675	(414,725)
Planning and Economic Development	2,474,300	2,524,900	(7,247,859)	(9,772,759)
Environment and Compliance	4,633,900	4,588,700	4,756,501	167,801
Community Wellbeing	88,100	119,600	152,979	33,379
NET EXPENDITURE AT SERVICE LEVEL	15,093,200	15,189,800	5,856,925	(9,332,875)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)		300,000
Partnership Savings	-	-		-
Pay award	132,000	132,000		(132,000)
Efficiencies to offset pay award	(132,000)	(132,000)		132,000
NET EXPENDITURE	14,793,200	14,889,800	5,856,925	(9,032,875)
NET EXPENDITURE	14,793,200	14,889,800	5,856,925	(9,032,875)
Interest earnings	(1,150,000)	(1,150,000)	(983,935)	166,065
Interest repayments			4,088,828	4,088,828
Staines Town Development/TaSF	(786,000)	(786,000)	0	-
Independent Living Service Reserve	55,955	55,955		-
BUDGET REQUIREMENT	12,913,155	13,009,755	8,961,818	(4,777,982)
Baseline NNDR Funding	(3,009,000)	(3,009,000)	(3,009,000)	-
Revenue Support grant	(580,000)	(580,000)	(580,000)	-
Transition Grant	(100,000)	(100,000)	(100,000)	-
New Homes Bonus	(1,895,600)	(1,895,600)	(1,895,600)	-
NET BUDGET REQUIREMENT	7,328,555	7,425,155	3,377,218	(4,777,982)
Collection Fund Surplus/(deficit)	(148,029)	(148,029)	(266,400)	(118,371)
CHARGE TO COLLECTION FUND	7,180,526	7,277,126	3,110,818	(4,896,353)
2015/16 Revenue carryforward				(95,909)
Net Position				(4,992,262)

This page is intentionally left blank

Appendix B			
REVENUE MONITORING 2016/17			
EXPENDITURE AND INCOME SUMMARY 31 MARCH 2017			
Results to	Budget	Actual	Variance
31-Mar-17	Revised	YTD	to Revised
	£	£	£
Leader of the Council			
Employees	390,000	443,393	53,393
Other Expenditure	314,400	415,446	101,046
Income	(66,700)	(77,105)	(10,405)
	637,700	781,735	144,035
Deputy Leader			
Employees	180,700	199,376	18,676
Other Expenditure	465,600	475,514	9,914
Income	(11,000)	(67,457)	(56,457)
	635,300	607,434	(27,866)
Corporate Management			
Employees	1,200,500	1,239,968	39,468
Other Expenditure	740,900	667,827	(73,073)
Income	(47,500)	(44,327)	3,173
	1,893,900	1,863,468	(30,432)
Housing			
Employees	1,258,500	1,349,678	91,178
Other Expenditure	33,252,500	33,610,695	358,195
Housing Benefit grant income	(31,944,000)	(31,987,501)	(43,501)
Income	(1,533,700)	(1,371,881)	161,819
	1,033,300	1,600,991	567,691
Finance and Customer Service			
Employees	3,180,400	2,144,824	(1,035,576)
Other Expenditure	901,400	1,565,412	664,012
Income	(325,400)	(368,561)	(43,161)
	3,756,400	3,341,675	(414,725)
Planning and Economic Development			
Employees	1,606,500	1,663,437	56,937
Other Expenditure	2,570,100	1,723,074	(847,026)
Income	(1,651,700)	(10,634,370)	(8,982,670)
	2,524,900	(7,247,859)	(9,772,759)
Environment and Compliance			
Employees	4,027,600	4,200,346	172,746
Other Expenditure	4,883,600	5,146,940	263,340
Income	(4,322,500)	(4,590,784)	(268,284)
	4,588,700	4,756,501	167,801
Community Wellbeing			
Employees	1,483,900	1,623,403	139,503
Other Expenditure	677,600	698,825	21,225
Income	(2,041,900)	(2,169,249)	(127,349)
	119,600	152,979	33,379
NET EXPENDITURE AT SERVICE LEVEL	15,189,800	5,856,925	(9,332,875)
Total Employees	13,328,100	12,864,425	(463,675)
Total Other Expenditure	43,806,100	44,303,734	497,634
Housing Benefit grant income	(31,944,000)	(31,987,501)	(43,501)
Total Income	(10,000,400)	(19,323,734)	(9,323,334)
	15,189,800	5,856,925	(9,332,875)
Total Expenditure	57,134,200	57,168,159	33,959
Total Income	(41,944,400)	(51,311,235)	(9,366,835)
Net	15,189,800	5,856,925	(9,332,875)

This page is intentionally left blank

Revenue Carry Forward Requests 2016/17

				Appendix D
Carry Forward	Account No	Account Description	Amount requested to be carried forward £	Comments
10	30101	Corprate Training Budget	25,000	The TaSF Member Task Group has stressed the importance of appropriate training and development for staff, along with succession planning. Managing disciplinary and grievance issues has been identified as a particular priority by senior mangers' as an immediate training need.
11	30130	Better Neighbourhood Grants	8696	Please carry forward as per the Leaders request.
			33,696	

This page is intentionally left blank

Cabinet**21 June 2017**

Title	Treasury Management Annual Report 2016-17		
Purpose of the report	To note		
Report Author	Richard Mcfarlane		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	The Committee is asked to note the contents of this report.		
Reason for Recommendation	Not applicable		

1. Key issues**Background**

- 1.1 The Chartered Institute of Public Finance and Accountancy's Treasury Management Code (CIPFA's TM Code) requires that authorities report on the performance of the treasury management function at least twice a year (mid-year and at year end).
- 1.2 The Council's Treasury Management Strategy for 2016/17 was fully approved by Cabinet in February 2017 and Council in February 2017.
- 1.3 The Authority has invested and borrowed substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risk.

Compliance with Treasury Limits

- 1.4 During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement. The outturn Prudential Indicators for 2016/17 are shown in Appendix A.

Strategy for the Year 2016/17

- 1.5 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.
- 1.6 Currently the Bank of England base rate remains at 0.25% with no increase expected by our treasury advisors. Arlingclose central case is that the rate will remain at 0.25% but there is a low possibility of a drop close to zero with a

very small chance of a reduction below zero. The general consensus by Arlingclose is that the base rate will remain at 0.25% for at least another year.

- 1.7 Investments are managed in house and the Council has continued to place part of its core investment portfolio in pooled investment funds to achieve higher returns. The total investment in such an arrangement stands at £17.5m in 2016-17 and covers a range of equity, property and corporate bond funds. With an average rate of return of 5.18% for 2016-17 these continue to out-perform the current returns available for cash and fixed term deposits which generate an average return of just under 1.03%.
- 1.8 This performance fully supports the decision taken a number of years ago to widen the investment strategy. In addition to the annual return generated, there are also significant capital gains of £1.77m on the initial investments made and a breakdown of these is shown in paragraph 2.11 below.
- 1.9 Although money can be redeemed from the pooled funds at short notice, the Authority's intention is to hold them for the medium-term. Their performance and suitability in meeting the Authority's investment objectives are monitored regularly and discussed with Arlingclose.

The Council's remaining funds are managed from an overall cash flow perspective, although maturities are extended wherever possible to improve returns. Fixed term deposits in the form of a loan to Network Housing Group along with deposits in instant access accounts and money market funds has achieved the aim of increasing the return received and achieving greater diversification.

2. Options analysis and proposal

Performance in 2016/17

- 2.1 As part of the councils plan to achieve a sustainable future, progress has been embarked on three strands: (1) use of assets and income generation (2) the Knowle Green programme and new ways of working and (3) structural review. In order to be fully self-financing by 2020 and to continue to generate significant additional income streams Council approved supplementary capital expenditure of £400m, increasing the capital provision for property acquisitions to £445.455m for 2016/17. A very considerable portion of this was spent on acquiring the main site at BP in Sunbury, along with the subsequent purchase of BP's South West Corner site, and Elmbrook House in Sunbury.
- 2.2 The Council manages its investments in-house and invests with the most highly rated counterparties. During the year all investments were made in full compliance with the Council's treasury management policies and practices and in consultation with Arlingclose.
- 2.3 As at 31st March 2017 the net investment portfolio held by the Council was £26.79m. Full details of all investments held are shown in Appendix B.
- 2.4 The Council had originally estimated net investment income of £1,15m to be credited to the General Fund in 2016/17. This was a prudent estimate based on historical performance (interest income was £586k in 2015/16) and this also took into consideration the significant capital investments that occurred during the financial year. The non-Disposal of Bridge Street gave rise to the under-recovery of income against Budget.

2.5 The actual interest outturn for the year was £977,764 made up as follows:

Investment Income	Actual £	Budget £
Temporary Investments & Cash Deposits	103,017	150,000
Pooled Equity & Bond Funds	874,747	1000,000
Total Investment Income	977,764	1,150,000

The outturn position largely reflects the impact of the Council not realising a capital receipt for Bridge Street car park site which the Budget when set had anticipated being re-invested.. Every effort has been made to maximise the return achieved and minimise the shortfall in meeting the budget expectation.

Investment Performance Monitoring

- 2.6 Regular quarterly meetings of officers and the Portfolio holder are held with Arlingclose and in-house performance is monitored monthly. The Council is heavily dependent on investment returns to support the General Fund and the stability of those returns is an important part of our ongoing financial objectives.
- 2.7 Creditworthiness is also monitored regularly. The Council uses Arlingclose's suggested criteria to assist in the selection of suitable investment counterparties. This is based on credit ratings, including sovereign ratings, provided by the three main ratings agencies and supplemented by additional market data including rating outlooks, credit default swaps, bank equity prices etc. to assist the Council in making more informed decisions about which counterparties to invest with. However, the final selection decision always rests with the Council.
- 2.8 The end of bank bail-outs, the introduction of bail-ins, and the preference being given to large numbers of depositors other than local authorities means that the risks of making unsecured deposits continues to be elevated relative to other investment options. The Authority therefore increasingly favoured secured investment options or diversified alternatives such as non-bank investments and pooled funds over unsecured bank and building society deposits.

Debt Management

- 2.9 In September and December 2016 the council undertook the purchase of the BP main site and the SW corner. This was funded via the PWLB at highly competitive borrowing rates of sums borrowed of £377.5m and £28.2m respectively. The result being that the investment was configured so that a provision was set aside over the course of the lease and generating surplus balances to support the revenue budget. To date this has met projected expectation. Despite the increase in debt on the balance sheet this is countered by the significant extra revenue supporting the revenue budget.

Conclusions for 2016/17 and Prospects for 2017/18

- 2.10 Market interest rates remain at historically low levels and Arlingclose believe these are unlikely to increase in 2017-2018 despite significant changes in the global environment. The return on investments achieved in 2016/17 has therefore been very good considering the external economic conditions the

Council has to operate within. The major contributing factor to this has been the Pooled Investment Funds.

- 2.11 As at 31st March 2017 the Council had £17.49m invested in these longer term arrangements. In addition to this, as at 31st March 2017 there was a capital gain of £1.77m on these funds and this is detailed in the table below:

Pooled Fund Asset Class	Original Investment	Market Value at 31/3/17
Equity Funds	£11.80m	£12.83
Corporate Bond Funds	£3.19m	£3.44m
Property Funds	£2.5m	£2.99m
Total Investment	£17.49m	£19.26m

- 2.12 Capital gains can vary on a daily basis and cannot be realised unless the investments are sold. Past performance is also no guide to the future but no treasury management activity is without risk so a balanced portfolio containing a good mix of asset classes can help to mitigate and manage risk effectively.
- 2.13 The Council's portfolio will continue to be kept under constant review in consultation with our treasury advisors to optimise investment performance whilst keeping risk to a minimum. The Council is proactive in its treasury management strategy so that it can act quickly when market conditions change.
- 2.14 With significant purchase acquisitions to be undertaken in the future by the council planning work has already commenced in conjunction with the most effective way to reinvest these funds and fund future revenue gaps.
- 2.15 With diversification of the overall portfolio also in mind, the Council had made a fixed term loan for a period of five years at a rate of 3.6% to Network Housing Group. Full due diligence was completed before this arrangement was entered into to ensure suitability, and the Council may look to make similar loans to other Housing Associations in the future if an appropriate opportunity becomes available.
- 2.16 The Council will also be working closely with Knowle Green Estates Ltd in the future, offering finance to the new entity at commercial rates. This will provide the Council with an additional fixed income stream and further diversification of the portfolio.

3. Financial implications

- 3.1 This report is a review of past investment performance and the financial implications are as set out in this report. The ability of the Council to generate maximum net investment returns with minimal risk provides significant resources for funding the Council's services.

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

5.1 Treasury management is an ongoing activity and normally there is no specific timetable for implementation.

Background papers: None

Appendices: A & B

PRUDENTIAL INDICATORS

ACTUALS 2016/17

Capital Expenditure Prudential Indicators	2015/16 Original Estimate	2015-16	2016/17 Draft	2016/17 Actual
Prudential Indicator	£'000	£'000	£'000	£'000
Capital Expenditure	10,955	1,551	16,455	422,414
Ratio Financing Costs to Revenue Stream	(4.65)	(4.38)	(8.43%)	(10.98%)
Net Longer-term Borrowing	£0	£0	£0	£413,000
In year Capital Financing Requirement	£0	£0	£0	£422,414
Capital Financing Requirement as at 31 st March	£0	£0	£0	422,414

Treasury Indicators	Management Prudential	2015/16 Original Estimate	2015/16 Actual Outturn	2016/17 Draft	2017/18 Estimate
Prudential Indicator		£'000	£'000	£'000	£'000
Authorised Limit for external debt		12,000	12,000	12,000	750,000
Operational Boundary for external debt		10,000	10,000	10,000	720,000
Gross Debt to Capital Finance Requirement		£0	£0	42,000	487,964
Upper limit for fixed rate exposure		100%	100%	100%	100%
Upper limit on variable rate exposure		100%	100%	100%	50%
Upper limit principal invested for over 364 days		12,000	12000	12,000	40,000

Maturity structure of fixed rate borrowing	Upper limit	Lower limit
Under 12 months	£550,000,000	£500,000,000
12 months but within 24 months	£82,500,000	£0
24 months but within 5 years	£110,000,000	£0
5 years but within 10 years	£137,500,000	£0
10 years and above	£275,000,000	£0

Actual External Debt as at 31/3/17	£413m
---	-------

Details of Investments Held as at 31st March 2017

Investment Type	Amount £m	Interest Rate %	Start Date	Maturity Date
<u>Pooled Investment Funds</u>				
Charteris Elite Equity Income	0.8	3.92%	May 2012	N/A
Schroeders UK Corporate Bond	1.5	5.17%	May 2012	N/A
M&G Optimal Income Sterling	1.69	3.72%	Apr 2015	N/A
M&G Global Dividend	1.0	4.43%	Jun 2012	N/A
Schroders Income Maximiser	3.0	7.88%	Jul12 / Jul15	N/A
CCLA LAMIT Property Fund	2.5	6.92%	Mar13 / Apr14	N/A
M&G Extra Income Fund Sterling	2.0	4%	August 2016	N/A
Investee Diversified Income	3.0	4%	August 2016	N/A
Threadneedle Inv Services	2.00	4%	September 2016	N/A
Total Pooled Investment Funds	17.49	5.18%		
<u>Fixed Rate Deposits (Short Term)</u>				
Network Housing Group	2.0	3.60%	28 April 2016	27 Apr 2021
<u>Other Deposits</u>				
Funding Circle	0.3	5.00%	Apr / May 2015	N/A
Total Other Deposits	2.3	3.76%		
<u>Cash Flow Investments</u>				
Invesco	5.6	0.30%		Instant Access
BNP Paribas MMF	1.4	0.31%		Instant Access
Total Cash Flow Investments	7.00	0.30%		
Total Investments at 31/03/17	26.79%	3.92%		

Overview and Scrutiny Committee

11 July 2017



Title	Corporate Project Management progress report		
Purpose of the report	To note		
Report Author	Sandy Muirhead – Group Head for Commissioning and Transformation		
Cabinet Member	Councillor Tony Mitchell	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	To receive the report.		
Reason for Recommendation	Not applicable		

1. Key issues

- 1.1 This report provides an update on the progress of the Council's key projects. This report also highlights the work of the corporate project team and how the team is evolving to ensure it meets the needs of the new structure.
- 1.2 The way in which dashboards to track progress of projects and work streams are reported has been changed to fall in line with the Group Heads appointed under the new structure (Commissioning and Transformation / Community Well Being / Neighbourhood Services / Regeneration and Growth / Finance and Customer Relations). Please see attached corporate dashboard Appendix 1.
- 1.3 The structure review has been completed in a number of sections with Deputy Group Heads being appointed in Commissioning and Transformation, Community Well Being and Neighbourhood Services. An interim Deputy Group Head has been appointed in Customer Relations. The Group Head and Deputy Group Head of Commissioning and Transformation will continue to meet with all Group Heads to obtain their views on their current and future needs in relation to projects and procurement. The outcome of the meetings is being mapped to ensure that they have sufficient project and procurement support.
- 1.4 The councils' focus continues on property acquisitions and housing projects. Some of the previous priority/flagship projects have either been put on hold, delayed or have closed early but if need be can be resurrected due to current circumstances. Appendix 1 includes details of these projects.

2. Corporate Project Office

- 2.1 The Group Head has reviewed the roles of the team to ensure the service is fit for purpose to support the council as a whole under the new structure. This includes incorporating Procurement, Performance and Policy and Information Governance within the team. An Information Governance officer joined the team in January 2017. With the introduction of the General Data Protection regulations in May 2018 projects and the organisation as a whole will need to ensure its procedures and policies are in line with these regulations. Not to do so could result in significant fines by the Information Commissioner.
- 2.2 Work on the roll out of the EDMS (Electronic Document Management System) across the council is being progressed in anticipation of future consolidation of space the Council occupies.

3. Corporate Project dashboard and Map update

- 3.1 The number of projects and under the different Group Heads is set out below. Further details for projects are attached at appendix 1.

Group Head	Current Projects	Pipeline Projects	Projects Closed
Commissioning and Transformation	6	0	1
Community Well Being	4	0	1
Neighbourhood Services	4	2	1
Regeneration and Growth	12	0	6
Customer Relations	0	0	0

- 3.2 The corporate project officers continue to meet and discuss individual projects in more detail, particularly those with a red or amber status. Highlight reports continue to be produced on a regular basis by the majority of project managers.

4. Financial implications

- 4.1 Funding and approval for new projects still needs to be carefully considered by all parties. Projects should not be initiated unless there is a clear business case and funding streams plus necessary officer support is available to manage the project. These should be identified at the project planning stage. It is hoped that support will be given for all initial documentation for initiating a project will first go through the corporate project team prior to going to MAT and Cabinet which will help ensure that the project meets the councils priorities and that sufficient resources are available to take the project forward.

5. Timetable for implementation













- 5.1 Project progress will continue to be reported to MAT, Cabinet Briefing and Overview and Scrutiny Committee every quarter. The corporate project team will continue to meet and discuss individual projects in more detail, particularly those with a red or amber status. Highlight reports underpin the project reporting hierarchy and will continue to be produced monthly by each project manager.

Background papers: There are none





Appendices: Appendix 1 – Dashboard

This page is intentionally left blank





Project Status Dashboard

Commissioning and Transformation											
Project Name	Progress against Milestones	Benefits identified and anticipated delivery on target	Risks and Issues	Budget	Stakeholder Engagement	Resources	Anticipated completion date	Project Manager	Project Sponsor	RAG status	Comments. If Red or Amber state how you are able to address the issues
Agilisys Engage Citizen Experience	Consideration being given as to whether to continue with the project or close down and terminate contract with Agilisys	To deliver a cost effective, modern service which meets customer and corporate needs through the development and use of appropriate technologies whilst maintaining customer care and statutory responsibilities	1 issue identified	£15k Slight overspend to the budget has been identified	MAT Councillors Customer Services Back office systems administrators and staff	Customer Services Finance ICT Communications Potential Users Environmental services Streetscene Housing Benefits	Revised date of May 2017	Michael Pegado	Sandy Muirhead	 	Latest Highlight report received 04/05/17 Project being reviewed with a view to terminating contract without any penalties and possible compensation
Enhancing the Customer Experience Online Booking System	Training and workshops continue to be held and UAT for Customer Services staff progressing. Extension to Artemis contract to March 2017 agreed and now terminated	To provide a cost effective, modern on line booking system service which meets customer and corporate needs	6 issues/risks identified	£42k Slight overspend of budget has been identified	MAT Councillors Customer Services Back office systems administrators and staff	ICT Customer Services Leisure Services Residents Software supplier Communications	Revised date of June 2017	Michael Pegado	Sandy Muirhead	 	Latest Highlight report received 04/05/17 Booking system still being tested prior to going live
Enhancing the Customer Experience Phase 3 Garden Waste	Project completed on time with the Depot using the new software	To provide a web self-service facilities and on line payments					December 2016 minor revisions June 2017	Michael Pegado	Linda Norman	 	Latest update received 31/04/17 A closure report to be prepared.
EDMS - Civica	Currently the Project Manager is working with Building control, Planning Human Resources and Asset Management to identify needs and arrangements for back scanning of documentation. Leisure will be using SharePoint once the new version has been rolled out.	The introduction of Electronic Document Management systems in all areas will deliver efficiencies in working practices and cost savings	4 issues / risks identified	£154,272	ICT EDMS Project Team Group Heads Staff Councillors	ICT Finance Legal Group Heads as appropriate MAT Councillors	March 2017	Sonia Hazlehurst	Sandy Muirhead	 	Latest highlight report received 04/05/17 Continuing to ensure training is carried out in service areas and additional licences and software procured and installed when necessary
Agile Working	The project is wide ranging in terms of moving towards more agile working and involves reviewing current ICT platforms and the setup of trials for the most suitable replacements.	To deliver savings, income generation and facilitate service redesign	8 issues / risks identified	£50k £250k being sought for purchasing and installation of Virtual Desktop infrastructure (VDI)	Service areas MAT Group Heads Councillors	ICT Legal Finance Human Resources Group Heads as appropriate Project Team Communications	December 2019	Sonia Hazlehurst	Sandy Muirhead	 	Latest Highlight report received 28/04/17 Awaiting clarification on the future of Knowle Green site prior to progressing project.
Redevelopment of Knowle Green	Plans are moving ahead at looking at better use of space in Knowle Green which then links to agile working and technology used	To deliver savings, income generation and facilitate service redesign	None identified	N/A	Councillors MAT Group Heads Staff	ICT Legal Finance Human Resources Health and Safety	On going	Corporate Project Team	Sandy Muirhead / Heather Morgan	 	This is an on-going project

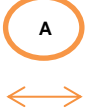
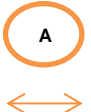

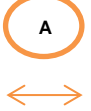
Project Status Dashboard

Community Well Being											
Project Name	Progress against Milestones	Benefits identified and anticipated delivery on target	Risks and Issues	Budget	Stakeholder Engagement	Resources	Anticipated completion date	Project Manager	Project Sponsor	RAG status	Comments. If Red or Amber state how you are able to address the issues
Stanwell New Start	Completion of Phases 2 and 3 progressing. Phase IV has not yet been delivered. Discussions underway regarding development accounts. Monthly officer meetings to monitor project held	Development of housing complex and community hall	5 issues / risks identified	No specific budget agreed for the project.	A2D Community	Legal Communications	Revised completion date 2017	John Hesbrook/ Karen Sinclair	Terry Collier	 ↑	E mail received 27/03/17 Phase 4 affordable units have now been completed and handed over. Discussions ongoing with A2D over development accounts The Council have agreed that A2D can keep the works compound area in the Open Space until the completion of all the Phase 4 units
Land Lord Guarantee Scheme (Spelthorne Rent Assured)	The scheme will initially be designated a pilot for up to 10 households in need of 2 bed accommodation. Communications/ marketing plan agreed	To develop and promote a scheme to attract new private sector landlords to sign up to place homeless clients currently in B&B accommodation	6 Issues / risks identified	£93,500 Revenue costs	Housing Board Project Team Group Heads as appropriate Staff Councillors	Finance Legal Human Resources ICT Housing Communications	September 2016 Revised to December 2016	Jayne Brownlow	Deborah Ashman	 ↑	Email received 28/03/17 A closure report being prepared for consideration at next Housing Board meeting.
Asset Management System	Discussion continuing as to the procurement route that can be used for this project. Soft marketing to be undertaken.	Proposed system continues being reviewed as there is a need to meet several objective complexities greater than original anticipated	9 Issues / risks identified	£65k	Housing Finance ICT Customer Services Audit Knowle Green Estates Civica and Locata	Finance Legal ICT Customer Services	September 2017	Michael Pegado	Sandy Muirhead	 ↔	Latest Highlight report received 04/05/17 Progress made on system requirements and Procurement route to be taken. Process Maps produced. Consultants appointed to help in the short term with database Change in project sponsor
Civica/ Locata LG2 Housing Module	Contract considerations and adjustments are being made in consultation with the current supplier. Negotiations have been escalated for directions to be taken with regards to costings and the demands being made by the supplier.	Introduce new housing module system	6 Issues / risks have been identified	£25k	Housing ICT Civica Locata	ICT Housing Civica	March 2017	Michael Pegado	Deborah Ashman / Karen Sinclair	 ↔	Latest Highlight report received 04/05/17 Project is on hold

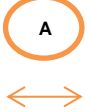
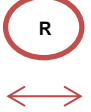


Project Status Dashboard

Neighbourhood Services											
Project Name	Progress against Milestones	Benefits identified and anticipated delivery on target	Risks and Issues	Budget	Stakeholder Engagement	Resources	Anticipated completion date	Project Manager	Project Sponsor	RAG status	Comments. If Red or Amber state how you are able to address the issues
Waste Services and Waste Vehicles	It is anticipated that the new vehicles will be delivered in June 2017. Progress to extend leases for current vehicles and workshop being made.	Data on re-routing exercise continues to be evaluated. Once completed discussions to be undertaken on the need for any changes to refuse collections	4 issues /risks identified	£255,000 Capital Revenue agreed via budget setting process	Residents Councillors Customer Services Surrey County Council	Surrey County Council Finance Legal/ Procurement Human Resources Communications	June 2017	James Weedon /Jackie Taylor	Lee O'Neil		Latest Highlight report received 21/04/17 Communication Plan being progressed with initial information being provided to residents in the Spring edition of the Bulletin
Hengrove Adult Fitness Equipment	Project successfully completed with gym equipment installed and project completed on 27 March 2017	Create additional positive activities for adults to take part in and ensure that the area is well used	3 issues /risks identified	£55k	Ward Councillors Park Users Ashford North Residents Association	Finance Legal/Procurement Communication Team	March 2017	Sabena Sims	Jackie Taylor		Draft closure report received
Refurbishment of Cedar Park Recreation Ground Play Area	Only four tenders received therefore decided to reconsider options	Improve play facilities for users of the park	2 issues /risks identified	£50k	Ward Councillors Park Users	Finance Legal/Procurement Communication Team	February 2017	Sabena Sims	Jackie Taylor		Project on hold and will re commence once clarification is obtained on what equipment is required in the park.
Electric vehicles charging points for Tothill and Elmsleigh Multi storey car parks	To install an electric vehicle (EV) dual charging point in Tothill MSCP and to install 6 single units at Elmsleigh MSCP	In installing electric vehicle charging points the council is signalling to residents and visitors that we are aware of the move to electric cars which have zero emissions	tbc	£15k in year one	Ward councillors	Finance Communications IT Legal/procurement Committee services	November 2017	Francesca Lunn	Jackie Taylor		Project initiation documents completed

Project Status Dashboard

Regeneration and Growth											
Project Name	Progress against Milestones	Benefits identified and anticipated delivery on target	Risks and Issues	Budget	Stakeholder Engagement	Resources	Anticipated completion date	Project Manager	Project Sponsor	RAG status	Comments. If Red or Amber state how you are able to address the issues
Ashford Multi Storey Car Park	Cabinet have conditionally agreed preferred bidder and Heads of Terms are being finalised for discussions with preferred bidder	Receive income from the site through a lease or sale of land Consideration is also being given to alternative car parking arrangements	3 issues / risks identified	Spend to date £14,182	Ashford Pride Ashford North Residents Association Local Retailers Residents Ward Councillors Inland Homes	Planning Assets Finance Legal Communications	Winter 2017	Heather Morgan	Terry Collier		Latest Highlight report received 06/02/17 Sale and development agreement together with pre application discussions taking place
Bridge Street Car Park											Closure report received including actions required
Riverside Car Park											MAT agreed to close project down
Airport Parking											MAT agreed to put project on hold
Short Lane											MAT agreed to put project on hold
Churchill Community Hall Redevelopment	Initial investigation work being carried out including structure engineers tenders as well as options for modular builds	Redevelop and build 3 x 2 bedroom homes (supporting project to acquire land from A2 adjacent to the hall is progressing)	5 Issues/ Risks identified	Funding from SBC Housing Development Company or a supplementary bid to be submitted (£700,000 Cabinet report 22/03/17)	Legal Neighbours Councillors	Finance Asset Management Legal Procurement Planning Reigate Asset Management	April 2018	Reigate and Banstead / Sonia Hazlehurst	Heather Morgan		Latest Highlight report received 28/04/17. Anticipated completion date reviewed and amended. Reigate and Banstead BC appointed to provide development management of project
Harper Hotel (Phase 1)	.Agreement reached to demolish and rebuild to an agreeable specification	To meet the demands of the increase in homelessness in the Borough, whilst also reducing the amount spent on bed and breakfast accommodation in line with the council's aim to becoming self-financing by 2020									Draft closure report completed including agreed recommendations. New project to be established in due course
Harper Hotel (Phase 2)	Initial investigations being undertaken including the architect to provide a full design and plans once counsels opinion has been obtained	To meet the demands of the increase in homelessness in the Borough, whilst also reducing the amount spent on bed and breakfast accommodation in line with the council's aim to becoming self-financing by 2020	7 Issues / Risks identified	Actual spend to date being collated	Knowle Green Estates Ltd Transform Housing Runnymede BC Legal Tenants Neighbours Communications Councillors	External contractors Reigate Asset Management Assets Finance Legal/Procurement Housing Communications Planning Environmental Health Health and Safety Building Control	January 2019	John Hesbrook / Sonia Hazlehurst	Heather Morgan		First Highlight report received 28/04/17 Guidance being sought from Counsel on the size of self-contained units and other planning issues. Discussions are also being undertaken with regard to contaminated land

Project Status Dashboard

Regeneration and Growth											
Project Name	Progress against Milestones	Benefits identified and anticipated delivery on target	Risks and Issues	Budget	Stakeholder Engagement	Resources	Anticipated completion date	Project Manager	Project Sponsor	RAG status	Comments. If Red or Amber state how you are able to address the issues
The Bugle Return site and surrounding land for redevelopment	Procurement process commenced with tenders/quotes for Architect and Quality Surveyor and structure engineers Options for the land at the rear of the site have been assessed	Options for the development of housing in tandem with the leisure opportunities for the site to maximise potential for use and income generation	4 Issues / risks identified	£2,400,000	Neighbours Fishing Club Residents Association Legal Councillors	Reigate and Banstead Asset Management Finance Asset Management Legal Planning Corporate Project Team (SH) Sustainability Communications	July 2018	Caroline Holman (R&B) Sandy Muirhead	Heather Morgan / Sandy Muirhead		Latest highlight report received 28/04/17 Due to the low response for Structural Engineers further quotes are being obtain but this process has caused slight delay in progressing project.
Supporting Spelthorne Secondary Shopping Areas (SSSSA)	Completion date for S278 for Edinburgh Drive and Groveley Road to be 31 March 2017. Contract agreed for work on these two parades to commence on 31 March 2017.	SCC match funding to upgrade 4 shopping parades	Issues regarding the budget and s278 agreement continues to be discussed with SCC and other statutory agreements may cause a delay to the project timetable	Phase 1 £200k with £500k being spent over 4 years	Surrey County Council Councillors Residents Shopping Parade businesses Resident Associations Housing Associations Business Forums	Runnymede Borough Council appointed to manage project Assets Legal Human Resources Communications	Phase 1 – June 2017 overall project 2020	Alfred Osawe / Keith McGroary / Michael Pegado	Terry Collier		Latest Highlight report 04/05/17 Project Manager, Project Sponsor and Legal services in discussions with SCC re Section 278 Agreement
Business Improvement District	Project succeeded in achieving BID status although there was an over spend on the original budget.	Increase business rates and improve wellbeing of town	none identified	Original budget £35k actual cost £61,040.50	Businesses	Consultant appointed and BID Steering Group established	April 2017 (5 year term)	Keith McGroary/ Michelle Baker	Terry Collier		Draft closure report received.
Conversion of CCTV cameras from broadband to wireless	Convert existing broadband and fibre optic connected cameras. In addition the installation of a new camera and supporting equipment from a S106 Agreement	To upgrade the transmission from broadband/fibre optic to wireless connectivity and result in better quality images and saving the council Up to £50k per year	2 risks identified	£50k plus S106 funding for additional installation of a new camera and supporting equipment	Safer Runnymede A2D Housing Metropolitan Housing	Consultants appointed Legal Services MAT Cabinet Committee Services	December 2017	Keith McGroary	Lee O'Neil		Initial project documentation completed and discussions with Legal regarding the procurement process progressing. Consultants to be appointed

This page is intentionally left blank