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Date: 18 September 2018

## Notice of meeting

### Cabinet

**Date:** Wednesday, 26 September 2018

**Time:** 7.00 pm

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

<b>The members of the Cabinet</b>	<b>Cabinet member areas of responsibility</b>
I.T.E. Harvey (Leader)	Leader and Council Policy co-ordination
A.C. Harman (Deputy Leader)	Deputy Leader and Communications
M.M. Attewell	Community Wellbeing
C. Barnard	Planning and Economic Development
J.R. Boughtflower	Corporate Management
M.P.C. Francis	Housing
D. Patel	Environment and Compliance
O. Rybinski	Customer Service, Estates and Transport
H.R.D. Williams	Finance

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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## **AGENDA**

**Page nos.**

- 1. Apologies for absence**  
To receive any apologies for non-attendance.
- 2. Minutes** **7 - 18**  
To confirm the minutes of the meeting held on 18 July 2018 as a correct record.
- 3. Disclosures of Interest**  
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Recommendations from the Local Plan Working Party** **To Follow**  
To consider the recommendations from the Local Plan Working Party (LPWP) from its meeting held on 18 September 2018.  
  
Copies of the documents referred to in the recommendations will be available in the Members' Room following the LPWP meeting and made available to the public following the Cabinet meeting.
- 5. Overview and Scrutiny Committee Work Programme 2018-19** **19 - 22**  
To receive the Overview and Scrutiny Committee Work Programme for 2018-19 from the Chairman and Vice-Chairman, Councillors S.C. Mooney and J.G. Kavanagh.
- 6. Staines Town Gigabit Project - Key Decision** **23 - 28**  
**Councillor C. Barnard**  
  
To consider a report on the Staines Town Gigabit Project.
- 7. Capital Monitoring Q1** **29 - 34**  
**Councillor H.R.D. Williams**  
  
To receive a report on the capital spend for the period April to July 2018.
- 8. Revenue Monitoring Q1** **35 - 44**  
**Councillor H.R.D. Williams**  
  
To receive a report on the revenue spend for the period April to July 2018.

**9. Change in representation on Outside Bodies and Steering Groups for 2018-19 45 - 46**

**Councillor I.T.E. Harvey**

To consider the appointment of councillor representatives to outside bodies and the Members' Development Steering Group.

**10. Leader's announcements**

To receive any announcements from the Leader.

**11. Urgent items**

To consider any items which the Chairman considers as urgent.

**12. Exempt Business**

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

**13. Exempt Report - Knowle Green Estates Ltd - Business Plan update 47 - 60**

**Councillor I.T.E. Harvey**

To consider a report and business update on Knowle Green Estates Ltd.

**Reason for exemption**

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the property market by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the sales process and (ii) prejudicing the opportunity for the Council to acquire sites for the delivery of housing and the prudent management of its financial affairs.

**14. Exempt Report - White House Hostel Design Team Fees - Key Decision 61 - 66**

**Councillor I.T.E. Harvey**

To consider a report on the budget for the White House Hostel design phase.

**Reason for exemption**

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding procurement of contracts by allowing other parties to know the position of the Council. This in turn prejudices the Council by (i) distorting the procurement process and (ii) prejudicing the opportunity for the Council to place contracts for the prudent management of its financial affairs.

**15. Exempt Report - Redevelopment of Harper House - Key Decision** **67 - 74**  
**Councillor I.T.E. Harvey**

To consider a report on the proposed redevelopment of Harper House.

**Reason for exemption**

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding process for the site by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council to acquire a site through the Council for the prudent management of its financial affairs.

**16. Exempt Report - Acquisition of Property P - Key Decision** **75 - 82**  
**Councillor I.T.E. Harvey**

To consider the acquisition of a residential property for financial and asset investment purposes.

**Reason for exemption**

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the

circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding process for the site by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council to acquire a site through the Council for the prudent management of its financial affairs and provision of housing.

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**Minutes of Cabinet**

**18 July 2018**

**Present:**

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination  
Councillor M.M. Attewell, Community Wellbeing  
Councillor C. Barnard, Planning and Economic Development  
Councillor J.R. Boughtflower, Corporate Management  
Councillor M.P.C. Francis, Housing  
Councillor O. Rybinski, Customer Service, Estates and Transport  
Councillor H.R.D. Williams, Finance

**2502 Minutes**

The minutes of the Cabinet meeting held on 20 June 2018 were agreed as a correct record.

**2503 Disclosures of Interest**

There were none.

**2504 Mandatory Licensing of Houses in Multiple Occupation – Fee setting - Key Decision**

Cabinet considered a report on a proposed fee setting policy and fees for the licensing of Houses in Multiple Occupation (HMOs). A revised licensing scheme is required as the definition of a licensable HMO will change with effect from 1 October 2018 and consequently the number of properties in Spelthorne requiring a licence will significantly increase.

**Alternative options considered and rejected by Cabinet:**

- Not to adopt the HMO fees and fee setting policy
- To adopt the HMO fees and fee setting policy with amendments

**Resolved to:**

1. Adopt the proposed fee setting policy for the licensing of houses in multiple occupation, and
2. Agree to delegate authority to determine the fees under this policy for 2018/19 to the Leader in consultation with the Portfolio Holder.

**Reasons for decision**

- The proposed fee setting policy is designed to reward landlords who comply with their legal requirements, while ensuring non-compliant landlords pay for the additional Council resources used towards achieving their compliance.

- The fee setting policy directs the cost of the Council's statutory duties for licensing houses in multiple occupation to those who benefit financially from them, rather than council tax payers.

**2505 \*Supplementary Capital Programme Provision for Asset Acquisitions**

Cabinet considered a report requesting approval of a supplementary capital estimate for property acquisitions within the Borough to facilitate sufficient income to enable the Council to deliver its housing and regeneration programme.

There were no alternative options considered by Cabinet.

**Resolved to recommend to Council:**

1. To approve supplementary capital estimate for property acquisitions within the Borough of £594.859m for 2018/19 to facilitate generating sufficient income to enable the Council to progress its housing and regeneration projects across the Borough;
2. To agree the revised set of prudential indicators which include increasing the operational boundary to £1,500m and £1,520m for Authorised Limit for 2018/19;
3. To agree the interim policy on Borrowing in Advance of Need until Council agrees its new Investment Strategy; and
4. To reconfirm the Council's Minimum Revenue Provision policy to ensure prudent provision is made to cover repayment of loans

**Reason for recommendation:**

The Council needs to be able to continue to generate additional ongoing income to deliver its ambitious housing and regeneration programme across the Borough and to help meet the needs of its residents identified in the Corporate Plan.

**2506 Treasury Management Annual report 2017-18**

Cabinet considered the Treasury Management Annual Report for 2017-18, covering the council's activities in the borrowing and investment market and the associated financial risks.

**Resolved** that Cabinet notes the contents of the report

**2507 \*Proposal for future arrangements for terms and conditions for Spelthorne employees**

Cabinet considered a report proposing a move from nationally agreed pay awards and terms and conditions for staff to local Spelthorne arrangements for pay awards, and incorporating the current national conditions of service



that apply to Council employees into local Spelthorne terms and conditions of employment terms and conditions.

**Alternative options considered and rejected by Cabinet:**

To continue to apply national pay awards and national terms and conditions.

**Resolved to recommend Council:**

1. To agree that the Council takes steps to move to local arrangements for agreeing future pay awards for all employees;
2. To agree that the Council takes steps to move to local terms and conditions for all employees;
3. To agree formal proposals for consultation with UNISON and employees;
4. To agree a timetable and process for implementing the move to local pay and conditions from April 2019;
5. To delegate to the Chief Executive (in consultation with the Leader) authorisation to formally conclude a Collective Agreement with UNISON on local pay awards and local terms and conditions; and
6. To delegate to the Chief Executive authorisation to consult directly with staff on local pay awards and local terms and conditions if a Collective Agreement with UNISON cannot be reached by 31 August 2018. This may run in parallel with any continuing consultation with UNISON to finalise the terms of any Collective Agreement.

**Reasons for recommendation**

The Council will in future be more self-sufficient and able to take account of local circumstances and affordability.

**2508 \*Members' Allowances Scheme 2018-2019**

Cabinet considered the recommendations of the Independent Remuneration Panel on the type of allowances and amounts to be paid in the Members' Allowances Scheme for 2018/19.

It was moved and seconded that:

1. The report of the IRP be received and the Panel thanked for its work.
2. The recommendations of the Panel be accepted with the exception of increases to Special Responsibility Allowances. These should increase by the same amount as the Basic Allowance, which is by reference to the staff pay award for 2018/19.
3. The reasons for this decision be respectfully communicated to the Panel for its information.

**Resolved to recommend to Council that:**

1. The report of the IRP be received and the Panel thanked for its work;

2. The recommendations of the Panel be accepted with the exception of increases to Special Responsibility Allowances. These should increase by the same amount as the Basic Allowance, which is by reference to the staff pay award for 2018/19; and
3. The reasons for this decision be respectfully communicated to the Panel for its information.

**2509 Use of compulsory powers to enable development - 15 London Road and an unregistered site next to it, Staines-upon-Thames**

Cabinet considered a report seeking confirmation of the Council's willingness, in principle, to use compulsory purchase and / or appropriation powers in order to enable development of 15 London Road, and an unregistered site next to it, Staines-upon-Thames.

**Alternative options considered and rejected:**

To do nothing and allow market forces to determine whether the land is finally developed in accordance with the Council's aspirations.

**Resolved:**

1. To approve the principle of the Council's willingness to use compulsory powers to acquire or appropriate third party land and buildings for planning purposes, shown edged red on the plan in Appendix 1 to the report and such other incidental and adjoining interests in land which would facilitate and enable viable and deliverable development in connection with the creation of a housing development at 17-51 London Road in order to improve the Borough's economic, environmental and social wellbeing;
2. That the Head of Regeneration Growth in consultation with the Cabinet Members for Finance and Planning and Economic Development be authorised to undertake preparatory work up to an initial budget of £150,000 for the making of a compulsory purchase order; and
3. To note that the use of compulsory powers are subject to:
  - The Council using reasonable endeavours to assemble the development site by agreement or private treaty.
  - Approval by the Planning Committee of a suitable scheme for the comprehensive development of this site and 17-51 London Road
  - The Council being satisfied that there is a viable business plan and funding strategy, together with a preliminary property cost estimate detailing the costs of making and confirming any Compulsory Purchase Order and/or appropriation; and
  - In the event the Council and its development partners are unable to assemble the development land by agreement or private treaty, that a further report is presented to the Cabinet seeking authority to make a full and unconditional Compulsory Purchase Order for the site and to acquire or appropriate the site for Planning purposes.

**Reasons for decision:**

Knowing the Council is prepared to use compulsory purchase powers may be sufficient to bring parties to the negotiating table. However, the report also seeks specific authority to commence preparatory compulsory purchase procedures in respect of the site so that the Council will be in a position to proceed quickly to make a Compulsory Purchase Order so that it can acquire all necessary interests in the land to enable development.

Officers would be required to obtain further Cabinet Authority prior to the making of a Compulsory Purchase Order or appropriating land or rights over land.

Government guidance in Circular 10/2015 'Compulsory purchase and the Crichel Down Rules' make it clear that compulsory powers should only be exercised where there is a compelling case in the public interest.

**2510 Use of compulsory powers to enable development - 116, 118 and 120 High Street, Staines-upon-Thames**

Cabinet considered a report seeking confirmation of the Council's willingness, in principle, to use compulsory purchase and / or appropriation powers in order to enable development of 116, 118 and 120 High Street, Staines-upon-Thames.

**Alternative options considered and rejected:**

To do nothing and allow market forces to determine whether the land is finally developed in accordance with the Council's aspirations.

**Resolved:**

1. To approve the principle of the Council's willingness to use compulsory powers to acquire or appropriate third party land and buildings for planning purposes, shown edged green on the plan in Appendix 1 to the report and such other incidental and adjoining interests in land which would facilitate and enable viable and deliverable development in connection with the creation of a housing development at Charter Square (formerly known as Majestic House), High Street, Staines, in order to improve the Borough's economic, environmental and social wellbeing;
2. That the Head of Regeneration Growth in consultation with the Cabinet Members for Finance and Planning and Economic Development be authorised to undertake preparatory work for the use of a compulsory purchase order up to an initial budget of £150,000; and
3. To note the use of compulsory powers are subject to:
  - The Council using reasonable endeavours to assemble the development site by agreement or private treaty.
  - Approval by the Planning Committee of a suitable scheme for the comprehensive development of this site and 116, 118 and 120 High Street.

- The Council being satisfied that there is a viable business plan and funding strategy, together with a preliminary property cost estimate detailing the costs of making and confirming any Compulsory Purchase Order and/or appropriation; and
- In the event the Council and its development partners are unable to assemble the development land by agreement or private treaty, that a further report is presented to the Cabinet seeking authority to make a full and unconditional Compulsory Purchase Order for the site and to acquire or appropriate the site for planning purposes

**Reasons for decision:**

Government guidance in Circular 10/2015 'Compulsory purchase and the Crichel Down Rules' make it clear that compulsory powers should only be exercised where there is a compelling case in the public interest.

Knowing the Council is prepared to use compulsory powers may be sufficient to bring parties to the negotiating table. However, the report also seeks specific authority to commence preparatory compulsory purchase procedures in respect of the site so that the Council will be in a position to proceed quickly to make a decision so that it can acquire all necessary interests in the land to enable development.

Officers would be required to obtain further Cabinet authority prior to the making of a Compulsory Purchase Order or appropriating land or rights over land.

**2511 Annual Report**

Cabinet noted the Annual Report for 2017-18 which summarised the Council's key achievements over the past year and how those achievements are measured against the Council's corporate priorities.

**2512 Leader's announcements**

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

Team Spelthorne are celebrating after coming third in the Specsavers Surrey Youth Games in Guildford on 23 and 24 June. Over 300 local children, aged 7 – 16, enjoyed up to seven weeks of free coaching across 12 different sports in the lead up to the event, with 161 children going on to represent Team Spelthorne at the Games.

Residents have been asked to give their views on the Council's plans to build a new leisure centre on part of Staines Park. Drop-in sessions were held at the leisure centre on 29 and 30 June but residents can also comment using the online questionnaire (available until Monday 23 July).

Following Parliament's approval for a new runway at Heathrow, the Council has reiterated its commitment to ensuring that the expansion leaves a positive

legacy for Spelthorne communities. Cllr John Boughtflower will be heading up a working group to look in detail at Heathrow's proposals as they develop.

Officers are analysing the responses to the recent Issues and Options consultation on the new Local Plan, which ended on 25 June. The Council will be now developing 'preferred options' using feedback from the consultation, before holding two more consultation stages. The plan will then be submitted to the Secretary of State who will confirm if it can be recommended for adoption. We expect this process to be completed by September 2020.

A celebration event has been held to mark the completion of the £50m Stanwell New Start regeneration project. The project has delivered 326 properties including 98 affordable rent, 18 shared ownership and 166 privately owned homes.

From 1 October houses in multiple occupation with five or more people will need to be licensed. Currently only HMOs with three or more storeys and five or more people living there need to be licensed.

The refurbishment of the toddler area at Cedar Park Recreation Ground in Sunbury-on-Thames will be completed at the end of July.

A new creative competition for children and young people aged 5 -19 has been launched by the Mayor. The children are being asked to convey what they love about Spelthorne using any creative medium such as 2D art, a film, photograph, display, or a song, and the Council is hosting some practical workshops to help the children get started.

The Council is calling for nominations for the Spelthorne Sports Awards taking place on 9 October. There are categories for coaches, players, teams and volunteers.

Over a hundred children from five local primary schools took part in the second year of Singing Picnics at Kempton Park Racecourse on 20 June. Similar events also took place in six other locations across Surrey.

Congratulations to the Swan Sanctuary and the Spelthorne Natural History Society for both being awarded the Queen's Award for Voluntary Service, the highest honour given to volunteer groups across the UK.

The Council's Meals on Wheels team have been delivering bottles of water to clients during the hot weather to ensure they stay hydrated.

Local businesses are being reminded that there is still time to enter the Spelthorne Means Business Awards (entries close 31 August). The awards will be presented at a gala dinner at Shepperton Studios on 11 October.

The summer Bulletin is being delivered to residents from 16 – 20 July and features articles on Heathrow expansion, plans for a new leisure centre, the Capture Spelthorne photography competition and Surrey County Council's

funding cuts. It also highlights events being held in Borough over the summer holidays.

Improvement works have been scheduled to start at Groveley Road shopping parade in Sunbury-on-Thames on 13 August as part of a project being undertaken by Spelthorne Council and Surrey County Council to help enhance the appearance of local shopping parades. Improvements have already been carried out at Edinburgh Drive in Staines and in the coming months work will also be taking place at Woodlands Parade in Ashford and Clare Road in Stanwell. The work at Groveley Road is expected to last for six weeks.

The Elmsleigh surface car park is being resurfaced and will be closed to overnight parkers from 16 - 23 July from 7pm each night. The car park will open as normal from 7am - 7pm.

### **2513 Urgent item - Meals on Wheels vehicle procurement**

Cabinet considered an urgent report on the procurement of new vehicles for the Meals-on-Wheels service, seeking to exempt Contract Standing Orders and award the contract to Apetito to ensure that the Council is able to provide continuation of services with a fit for purpose fleet of vehicles.

The report was urgent because the lead in time to instruct Apetito to order new vehicles for delivery by 14 January 2019, had only recently been confirmed as 16 weeks. This meant the order must be placed by no later than 1 September 2018 which is before the next scheduled meeting of Cabinet.

#### **Alternative options considered and rejected:**

To undertake a tender exercise to see whether any other providers are able to provide the vehicles required.

Cabinet requested further details of the contract and leasing arrangements to be circulated before making its decision.

#### **Resolved:**

1. that subject to further details of the current arrangements being circulated to Cabinet,
2. to delegate approval of an exemption to Contract Standing Orders to the Portfolio Holder for Community Wellbeing, in consultation with the Leader or the Portfolio Holder for Finance, to enable officers to make an order for specialised vehicles for the Meals-on-Wheels contract with Apetito.

#### **Reason for decision**

The specification required for this service is considered quite niche to Apetito as the Council requires meals that can be cooked whilst in transportation due to lack of kitchen facilities.

**2514 Exempt Business**

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

**2515 Exempt report - Tender for Staines Market - Key Decision**

*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

Cabinet considered an exempt report on the management of Staines Market as the current contract is due to expire in November 2018.

**Alternative options considered and rejected:**

To directly employ staff to manage the market.

**Resolved to:**

1. Authorise the Group Head of Neighbourhood Services to progress with a tender exercise for a contract to operate Staines-upon-Thames market on behalf of the Council; and
2. Delegate the selection of the shortlist of tenderers and the selection of the contractor to the Group Head of Neighbourhood Services in consultation with the Portfolio Holder.

**Reason for decision:**

Contracting out the management of the market will maintain the current income levels from the market whilst retaining control over how the market operates.

**2516 \*Exempt report - White House construction advisors and design team - Key Decision**

*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

Cabinet considered an exempt report recommending capital expenditure for a design team for the redevelopment of the White House site across 2018/19 and 2019/20.

**Alternative options considered and rejected:**

To formally withhold approval of the budget for the design phase.

**Resolved to:**

1. **Recommend to Council** approval of the budget for the design phase of the project for the creation of a target of 28 affordable units on part of the White House site;
2. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to implement the redevelopment project; and
3. Delegate the appointment of the advisors and design team to the Group Head of Regeneration and Growth in consultation with the Portfolio Holder.

**Reasons for recommendation and decision**

Redevelopment of the site will provide affordable housing for Borough residents and the ongoing revenue stream (once the works have been completed) will assist in the future long-term financial stability of the Council.

Approval will be sought subsequently for the construction Capital budget.

**2517 Exempt report - Investment Acquisition (N) - Key Decision**  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

Cabinet considered an exempt report regarding the acquisition of Property 'N'.

**Alternative options considered:**

Formally agree not to submit a bid

**Resolved to:**

1. Approve the acquisition of the investment assets identified in this report;
2. Formally agree the offer submitted, and authorise the Chief Executive (and delegated Officers) to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition of the asset (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);
3. Authorise the Chief Finance Officer to decide (i) the most financially advantageous funding arrangements for the purchase, (ii) the most tax efficient method of holding the asset, and overall to ensure the acquisition is prudentially affordable;
4. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset; and
5. Agree to exempt Contract Standing Orders in respect of our advisors.



**Reason for decision:**

It will bring in a steady income stream for the term of the multiple leases with different durations.

In order for the Council to deliver its ambitious housing and regeneration programme across the Borough to help meet the needs of its residents, the Council needs to generate additional income to offset the revenue impacts of undertaking these projects across the Borough.

**2518 Exempt report - Investment Acquisition (O) - Key Decision**

*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

Cabinet considered an exempt report regarding the acquisition of Property 'O'.

**Alternative options considered:**

Formally agree not to submit a bid

**Resolved to:**

1. Approve the acquisition of the development and investment asset identified in this report;
2. Formally agree the offer submitted, and authorise the Chief Executive (and delegated Officers) to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition of the asset (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);
3. Authorise the Chief Finance Officer to decide (i) the most financially advantageous funding arrangements for the purchase, (ii) the most tax efficient method of holding the asset, and overall to ensure the acquisition is prudentially affordable;
4. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset;
5. Agree to exempt Contract Standing Orders in respect of our Advisors;
6. To delegate the selection of the design team and the contractor to the Group Head of Regeneration and Growth in consultation with the Portfolio Holder; and
7. **Recommend to Council** the approval of the budget for the design team and the contractor for the development of the site.

**Reason for recommendation:**

It will bring in a steady income stream once the site is developed in order for the Council to deliver its ambitious housing and regeneration programme across the Borough to help meet the needs of its residents. The Council

needs to generate additional income to offset the revenue impacts of undertaking these projects across the Borough.

**NOTES:-**

- (1) Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the “call-in” procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.**
- (2) Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.**
- (3) Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to “call in” a decision;**
- (4) To avoid delay in considering an item “called in”, an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a “call in” being received if an ordinary meeting is not scheduled in that period;**
- (5) When calling in a Cabinet decision for review the members doing so should in their notice of “call in”:-**

  - Outline their reasons for requiring a review;**
  - Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;**
  - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and**
  - Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.**
- (6) The deadline of five working days for “call in” by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 25 July 2018.**

Overview and Scrutiny Committee Work Programme 2018-2019

<b>Date of Meeting</b>	<b>ISSUE</b>	<b>Lead Officer</b>	<b>Outcome</b>
11 September 2018	1. Minutes	Chairman	Agreed.
	2. Update on temporary flood defences	Environment Agency	Update from the Environment Agency noted.
	3. Review of Community Safety	Jackie Taylor / Cllr Harvey	The review of community safety matters and the enforcement work of partner agencies for the period 2017/18 noted with actions for Insp. Cilia and David Munro to follow up on some matters raised by Committee.
	4. Treasury Management Annual Report	Anna Russell / Cllr Williams	Noted the outturn report on Treasury Management for 2017/18 and requested that pre-decision scrutiny of Capital Investment Strategy be added to the Committee work programme.
	5. Project Management update	Sandy Muirhead/Cllr Boughtflower	Noted an update on the status of current Council projects and Sandy Muirhead to follow up on member questions.
	6. Work Programme	Chairman / Terry Collier	Noted the work programme with the addition of pre-decision scrutiny of Capital Investment Strategy and discussion on task groups at the November meeting and inclusion of Leisure Centre consultation review at January 2019 meeting.

Overview and Scrutiny Committee Work Programme 2018-2019

<b>Date of Meeting</b>	<b>ISSUE</b>	<b>Lead Officer</b>	<b>Objectives</b>
20 November 2018	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Houses in Multiple Occupation – Article 4 direction	Esme Spinks / Cllr Barnard	To consider a report on the use of Article 4 Directions to manage conversions to Houses in Multiple Occupation.
	3. Heathrow and southern light railway	Heather Morgan / Cllr Harvey	To consider Heathrow Airport Ltd’s preferred masterplan option and Spelthorne’s bid for a southern light railway from Staines-upon-Thames to Heathrow Airport.
	4. Air quality	Tracey Willmott-French / Cllr Harvey	To consider the current impact of air quality on health in the Borough and the potential future impact from the Eco Park and Heathrow airport.
	5. Budget Issues – 2018/19 – 2019/20	Terry Collier / Cllr Williams	To consider the issues for the Budget 2018/19 to 2019/20.
	6. Capital Investment Strategy	Terry Collier / Cllr Williams	To consider the draft Capital Investment Strategy and make recommendations to Cabinet.
	7. Capital and Revenue Monitoring Report Q2	Laurence Woolven / Cllr Williams	To receive and note the current Capital and Revenue spend position.
	8. Task Groups	Chairman	To discuss the role of Task Groups in undertaking in-depth reviews to enhance the impact of Overview and Scrutiny.
	9. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the work programme and consider issues on the Cabinet Forward Plan which may be suitable for pre-decision scrutiny.

Overview and Scrutiny Committee Work Programme 2018-2019

<b>Date of Meeting</b>	<b>ISSUE</b>	<b>Lead Officer</b>	<b>Objectives</b>
15 January 2019	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Leisure Centre consultation	Lee O'Neil / Cllr Harvey	To review lessons learned from the first round consultation.
	3. Capital and Revenue Monitoring Reports and projected outturn	Laurence Woolven / Cllr Williams	To receive and note the current Capital and Revenue spend position.
	4. Treasury Management half-yearly report	Laurence Woolven / Cllr Williams	To note the Treasury Management situation.
	5. Project Management update	Sandy Muirhead/Cllr Boughtflower	To receive an update on the status of current Council projects.
	6. Housing Options	Deborah Ashman/Karen Sinclair/Cllr Francis	To review the Housing choices for applicants joining the Housing Register.
	7. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the work programme and consider issues on the Cabinet Forward Plan which may be suitable for pre-decision scrutiny.

Overview and Scrutiny Committee Work Programme 2018-2019

<b>Date of Meeting</b>	<b>ISSUE</b>	<b>Lead Officer</b>	<b>Objectives</b>
19 March 2019	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Review of parking in Ashford	Lee O'Neil / Cllr Harvey	To consider the outcomes from the survey undertaken into the parking situation in Ashford.
	3. Capital and Revenue Monitoring Q3	Laurence Woolven / Cllr Williams	To note the current Capital and Revenue spend to January 2019.
	8. Fly Tipping	Jackie Taylor/Cllr Harvey	To review the impact of changes to Surrey County Council's waste services on fly tipping in the Borough
	9. Recycling and Waste collections	Jackie Taylor/Cllr Harvey	To consider satisfaction rates for the Council's waste services
	4. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the work programme and consider issues on the Cabinet Forward Plan which may be suitable for pre-decision scrutiny.

**Cabinet****26 September 2018**

<b>Title</b>	Staines Gigabit Town Project		
<b>Purpose of the report</b>	To make a Key Decision		
<b>Report Author</b>	Keith McGroary, Economic Development Manager		
<b>Cabinet Member</b>	Councillor Colin Barnard	<b>Confidential</b>	No
<b>Corporate Priority</b>	Economic Development		
<b>Recommendations</b>	<b>That the cabinet approve the contribution of £500k in order to deliver gigabit speeds to Staines-upon-Thames which will also enable access to an additional £2m in contributions to deliver this project.</b>		
<b>Reason for Recommendation</b>	<b>Applications are invited by Enterprise M3 (EM3) Local Enterprise Partnership to bid for match-funding for projects. It is proposed that SBC contribute £500k to attract a further £500k from EM3 and another £1.5m in partnership with a company called VXFibre to lay fibre to the premises (FTTP) to around 3,000 premises in Staines-upon-Thames which will put the town at the forefront of internet speeds in the country. This will also create an ongoing revenue which will generate up to £12k a month and repay the investments made by EM3 and SBC over 10 years.</b>		

**1. Key issues**

- 1.1 Expressions of interest were invited by the EM3 <https://www.enterprisem3.org.uk/> across 14 local authority areas covering Surrey and Hampshire to bid for funding either as a grant or match funding to support strategic projects which help deliver the ambitions set out within the EM3 Local Industrial Strategy. Specifically 'projects that increase digital connectivity across the M3 area, enabling 'Smart Towns and Cities' and the internet of things'.
- 1.2 Within the Spelthorne Economic Strategy 2017 – 2022 there is an action to facilitate an improvement to the broadband provision in the Borough. A gigabit is equivalent to **1,000** megabits per second (mbps), the speed of SBC internet is at best **70**mbps which on current UK standards is regarded as good and amongst the best in the Borough; superfast broadband is anything but superfast, superfast is measured as such if speeds are over **24**mbps.

- 1.3 The introduction of gigabit access to our businesses and residents would provide that nudge for Staines-upon-Thames to step up and become a destination of first choice, particularly by those industries or individuals that would like to live or work in an area that is not only the best physically connected Borough with air, rail, river and road links, but may also be one of the best digitally connected local authorities.
  - 1.4 Because the provision of gigabit speeds is not readily available to the ordinary person / business (there is less than 4% coverage in the country), a number of future benefits from an economic, health and social perspective will manifest as innovation is stimulated by a step-change in both internet speeds and reliability.
  - 1.5 The availability of gigabit speeds would give Staines-upon-Thames a competitive advantage and a more attractive destination for inward investment which would lead to further job creation in new high-tech, digital industries. It is also likely that a number of businesses with low skill requirements and low GDP contribution would be replaced by companies taking advantage of the gigabit speeds who would replace those jobs with higher skilled and higher paid jobs.
  - 1.6 Amongst the Grand Challenges identified in the governments Industrial Strategy is the ambition to put the UK at the forefront of the artificial intelligence (AI) and data revolution. In order to realise this ambition businesses in the first instance need to be able to access gigabit speeds. Through FTTP a user can select what speed they require (which will also reflect in the cost) from 100MB to 1GB, but where there is the demand the model has the capacity for the 1GB to be increased to 10GB or more. In order to develop AI, networking speeds need to operate at 'real time', so this would mean access to multi-megabit provision. It has been stated in the Industrial Strategy that 'digital technologies including AI would generate 80,000 new jobs annually and that AI will add £230bn to the UK economy by 2030'.
  - 1.7 The business incubator that is planned to open in Staines-upon-Thames would be included within the project and provide a significant unique selling point to attract entrepreneurs and provide the speed to support innovation. This provision is likely to increase the number of new start businesses in the creative and digital industries.
  - 1.8 In order to realise these ambitions it is critical that we make provision of gigabit levels of speed to develop, and in the future to use new technologies often referred to as the internet of things (IOT). Indeed when 5G is launched FTTP would also support the delivery of this service, given that 5G technology is in the advanced stages at Surrey University, this would complement this investment.
  - 1.9 This project is considered to be phase 1 and if proven successful, there will be ambitions to extend the project to other towns within the borough if the funding can be found.
- 2. Options analysis and proposal**
- 2.1 By committing £500k to this project it would generate a further £2m in match funding from EM3 (£500k) and £1.5m from our partner in delivering this project VXFibre <https://www.vx.se/>. This would help place our main town on



the national / international map and enhance it as a destination of choice for the technical and digital industries, and support future inward investment opportunities.

2.2 Significantly, this project also promises to repay the investment over time and also generate a future income; this reduces the risk of loss of any shared investment.

2.3 The only other viable option would be not to do anything.

2.4 **The recommendation is that this proposal is supported and that Staines-upon-Thames becomes the first gigabit town in Surrey.**

### **3. Financial implications**

3.1 £500k would be required from SBC which would be provided through the 100% business retention scheme ring-fenced for economic development activities, therefore not affecting this year's budget. This fund which has been made available by the government for the 2018-19 financial year, amounts to just under £1m.

3.2 The proposal is that EM3 would receive the £500k investment back from the revenue generated from the project in around 5 years, or when full payment has been achieved. The revenue would be generated by giving access to broadband providers such as TalkTalk, Virgin and BT Openreach etcetera who would collect payments from subscribers, then share part of that payment with SBC and VXFibre. SBC would then receive the revenue generated after EM3 have been repaid, which would repay the £500k investment by SBC over the following 4 or 5 years, and then provide an ongoing revenue for the council beyond the date of repayment.

### **4. Other considerations**

4.1 Where workers are able to access high capacity broadband speeds it enables more people to home work and thus takes cars off the roads. In addition the technology of full fibre networks is more energy efficient than the copper based systems already in place. Once the fibre is laid, open access to the provision would be made to those businesses that provide broadband services such as TalkTalk, Sky and BT etcetera.

4.2 A customer would be able to choose the speed of the broadband connection from 100mbps to 1GB with the cost of the service applied according to the speed selected.

4.3 A legal agreement would need to be drawn up by the SBC legal team in order to enter into this partnership.

4.4 State Aid: By being an Open Access model; inviting any and varied service providers to share in this network it ensures there is not competition with the private sector. It would be enabling and inviting the private sector to invest in the borough and creating a creative and competitive environment in which they can operate. Moreover this model follows the Market Economy Operator Principle (MEOP) concept in that an economic transaction carried out by a public body does not constitute State aid if it is carried out in line with normal market conditions.

4.5 VXFibre is a company of Swedish origin and has evolved from a company that has a wealth of experience working in partnership with councils to deliver gigabit connectivity. The company are currently working on a project in

Stoke-on-Trent and are in discussions with other UK councils including Guildford. <https://www.computerweekly.com/news/252435438/Vxfiber-brings-Swedish-open-access-full-fibre-broadband-model-to-UK>

## **5. Timetable for implementation**

- 5.1 A final decision will be made in December by EM3 with regards to whether or not the grant will be awarded for this project. If successful, tendering will take place to identify a company who would carry out the laying of the fibre on behalf of SBC and VXFibre; work would be expected to commence by March 2019. The laying of the fibre is expected to take around 6 months to complete. Much of the fibre will be placed in existing utility ducts that supply connections to existing infrastructure such as traffic lights, CCTV and street lamps; this reduces the amount of digging required. Most new fibre not threaded through existing ducts would be laid underneath pavements rather than roads except where it is necessary to cross over a road, this means there would be limited roadworks taking place. The depth that the cabling is laid is just 30cm and 10cm wide, so does not require heavy plant machinery and can be accomplished quite quickly.
- 5.2 Access to broadband providers will then be made available and SBC will then receive £4 every month for each connection made to the 3,000 homes / businesses in Staines-upon-Thames. This would generate £144k per year if all connected properties were signed up.

**Background papers: None**

**Appendices: Map**

APPROX 250 Premise In Extension  
Not Within Boundary

SSE BACKHAUL

SSE DATA CENTRE

SSE BACKHAUL

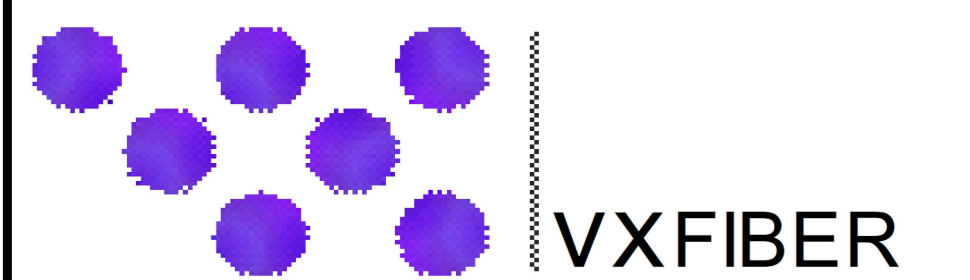
APPROX 3000 TOTAL  
Homes/SME/MDU

APPROX 500 Premise In  
Build But Not Shown In  
Build Boundary

### STAINES GIGABIT CITY



IN PARTNERSHIP WITH



#### LEGEND

- Boundary
- Civils route
- SSE Asset
- Chambers

#### LEGEND

- Residential Semi
- Residential Detached
- HMO
- Residential Terraced
- Flats
- Commercial Other
- Commercial Retail
- Commercial Offices

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**Cabinet****26 September 2018**

<b>Title</b>	Capital Monitoring Report		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Laurence Woolven (Chief Accountant)		
<b>Cabinet Member</b>	Councillor Howard Williams	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	Cabinet to note the current level of spend.		
<b>Reason for Recommendation</b>	Not applicable		

**1. Expenditure to date and Estimated Outturn**

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to July 2018.
- 1.2 For the period ending July 2018, capital expenditure including commitments was £23.8m, which represents 2.85% of the revised budget.
- 1.3 The projected outturn shows that we are anticipating to spend £335.3m which would be £499.7m under the revised budget of £835.0m.

**Councillor Harvey – Leader**

- 1.4 The spend on the Acquisition of Assets scheme is forecast to be 498.9m under the revised budget. This could alter if further asset opportunities are identified.
- 1.5 To date committed expenditure in this area is £22.5m (2.7% of budget).

**Councillor Barnard – Planning and Economic Development**

- 1.6 It is projected that this area could underspend by £384k, primarily as a result of no expenditure currently being planned on the Affordable Housing Opportunity scheme, although the council continues to look for opportunities.
- 1.7 To date committed expenditure in this area is £1.3m (10.5% of budget).

### **Councillor Boughtflower – Corporate Management**

- 1.8 This area is forecasting an underspend of £75k, primarily as a result of a £40k saving on the VDI project and a £35k saving on the Sharepoint upgrade which is now unlikely to happen in 2018/19.
- 1.9 All other projects are expected to be completed in this financial year. It should be noted that committed expenditure to date on this area is £59.6k out of a budget of £1.47m including carry forwards (4.0%).

### **Councillor Francis – Housing**

- 1.10 The level of activity relating to disability facilities is higher than budget but this is offset by increased funding from DCLG and A2 Dominion.

### **Councillor Harvey – Environment and Compliance**

- 1.11 Small Scale Area Regeneration is forecast to be £239k underspent, Edinburgh Drive Parade has been completed with 3 more parades still to be upgraded as waiting for S278 agreement. Surrey County Council funding has ceased for future projects of this type.
- 1.12 To date £417.7 has been committed in this portfolio (39.3% of budget).

## **2. Financial implications**

- 2.1 Any underspend on the approved Capital Programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes.

## **3. Timetable for implementation**

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

**Background papers: None**

**Appendices: A&B**

## CAPITAL MONITORING REPORT AT 31 JULY 2018

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Francis - Housing	73,100	206,100	-	279,200	(496,823)	501	279,200	-
Cllr Harvey - Environment & Compliance	930,200	161,900	(29,800)	1,062,300	115,934	301,850	823,600	(238,700)
Cllr Barnard - Planning and Economic Development	13,257,800	-	(607,800)	12,650,000	590,457	738,667	12,265,600	(384,400)
Cllr Harvey - Leader	203,500,000	21,184,700	594,887,900	819,572,600	22,528,026	401	320,594,900	(498,948,800)
Cllr Boughtflower - Corporate Management	1,462,300	11,500	-	1,473,800	32,593	27,010	1,398,300	(75,500)
	<b>219,223,400</b>	<b>21,564,200</b>	<b>594,250,300</b>	<b>835,037,900</b>	<b>22,770,187</b>	<b>1,068,429</b>	<b>335,361,600</b>	<b>(499,647,400)</b>

## CAPITAL MONITORING REPORT AT 31 JULY 2018

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Adjustments	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<b><u>Housing Investment Programme</u></b>											
<b><u>Cllr Francis - Housing</u></b>											
Deborah Ashman & K Sinclair	40203	Disabled Facilities Mandatory	707,400	138,000	-	845,400	268,577	-	908,400	63,000	Increased expenditure met by increased grant
Deborah Ashman & K Sinclair	40204	Disabled Facilities Discretion	29,600	-	-	29,600	5,000	501	29,600	-	Expenditure expected in the latter part of the financial year
		Less Specified Capital Grant	(707,400)	-	-	(707,400)	(770,400)	-	(770,400)	(63,000)	Increased grant
		<b>Net Cost of Disabled Facilities Grants</b>	<b>29,600</b>	<b>138,000</b>	<b>-</b>	<b>167,600</b>	<b>(496,823)</b>	<b>501</b>	<b>167,600</b>	<b>-</b>	
Deborah Ashman & K Sinclair	40209	Home Improvement Agency grant	83,000	-	-	83,000	-	-	83,000	-	Expenditure expected in the latter part of the financial year
		HIA Funding	(39,500)	-	-	(39,500)	-	-	(39,500)	-	
		<b>Total</b>	<b>43,500</b>	<b>-</b>	<b>-</b>	<b>43,500</b>	<b>-</b>	<b>-</b>	<b>43,500</b>	<b>-</b>	
<b>Total For HIP</b>			<b>73,100</b>	<b>138,000</b>	<b>-</b>	<b>211,100</b>	<b>(496,823)</b>	<b>501</b>	<b>211,100</b>	<b>-</b>	
<b><u>Other Capital Programme</u></b>											
<b><u>Cllr Francis - Housing</u></b>											
Deborah Ashman & K Sinclair	42044	Community Building Grant Scheme	-	3,100	-	3,100	-	-	3,100	-	
		<b>Total</b>	<b>-</b>	<b>3,100</b>	<b>-</b>	<b>3,100</b>	<b>-</b>	<b>-</b>	<b>3,100</b>	<b>-</b>	
Sandy Muirhead	42015	Landlord Guarantee Scheme	-	65,000	-	65,000	-	-	65,000	-	This project is expected to be completed by end of this financial year
		<b>Total</b>	<b>-</b>	<b>65,000</b>	<b>-</b>	<b>65,000</b>	<b>-</b>	<b>-</b>	<b>65,000</b>	<b>-</b>	
<b><u>Cllr Harvey - Environment &amp; Compliance</u></b>											
Jackie Taylor	41025	Tennis Court Refurbishment	27,500	-	-	27,500	-	14,000	27,500	-	This project is underway and expected to be completed by end of this financial year
Jackie Taylor	41026	Laleham Park Upgrade	200,000	-	-	200,000	-	-	200,000	-	A way forward has been agreed by ward members, and officers are proceeding with build options.
Jackie Taylor	41030	Hengrove Park Improvement	-	11,900	-	11,900	-	-	11,900	-	Park's upgrade of equipment is expected during this financial year
Jackie Taylor	41505	GroundsMaintenanceProject	-	55,900	-	55,900	-	55,930	55,900	-	Delivery of Tractor is delayed and expected during this financial year.
Jackie Taylor	41609	Replacement Multi Use Vehicle	-	80,000	-	80,000	-	80,000	80,000	-	Delivery of Vehicle is expected by October 2018
Jackie Taylor	41620	Wheelie Bins	50,000	-	-	50,000	22,169	-	50,000	-	Bins will be ordered throughout the financial year depending on need as & when identified
Jackie Taylor	41624	InstallElecVehicleChargePoints	-	1,900	-	1,900	1,320	-	1,900	-	Electric Vehicle charging point is expected to be installed by end of October 2018
Jackie Taylor	41627	Solar PV For Staines Comm Cent	25,000	12,200	(29,800)	7,400	6,454	-	7,400	-	Currently work is in progress on the specifications. Project is expected to be completed by end of the financial year
Jackie Taylor	42027	Domestic Home Energy	30,000	-	-	30,000	417	4,920	30,000	-	Project is underway and expected to be completed by end of this financial year
Jackie Taylor	42043	Renewal of Toilet Facilities	60,000	-	-	60,000	4,745	-	60,000	-	Project is underway and expected to be completed by end of this financial year
Jackie Taylor	41621	CCTV Enhancement	145,500	-	-	145,500	-	147,000	145,500	-	Contract has been awarded to Runnymede BC and expected to be completed by end of this financial year. Overspent against this project is to be funded through other projects within Neighbourhood Services
		<b>Total</b>	<b>538,000</b>	<b>161,900</b>	<b>(29,800)</b>	<b>670,100</b>	<b>35,105</b>	<b>301,850</b>	<b>670,100</b>	<b>-</b>	
Lee O'Neil	41314	Air Quality	24,500	-	-	24,500	-	-	24,500	-	The project is in progress with other priorities and expected to be completed by end of 2018/19.
		<b>Total</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>24,500</b>	<b>-</b>	



## CAPITAL MONITORING REPORT AT 31 JULY 2018

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Adjustments	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<b><u>Cllr Barnard - Planning and Economic Development</u></b>											
Heather Morgan	41007	Stanwell Skate Park	-	-	-	-	(1,249)	-	-	-	Retention payment is expected to be paid in this financial year
Heather Morgan	41015	Runnymede Estates	55,600	-	-	55,600	-	-	55,600	-	Capitalised Planned Maintenance expenditure to be moved here at the end of the financial year
Heather Morgan	41024	SpelthorneLeisurCenDevelopment	1,800,000	-	-	1,800,000	9,300	450	1,800,000	-	Development work is expected to start soon and expected to be completed by end of the financial year
Heather Morgan	41622	Affordable Housing Opportunity	966,000	-	(622,800)	343,200	-	-	-	(343,200)	We will continue to look for the other opportunities and in touch with Registered Social landlords Partners
Heather Morgan	42010	KG Car Park Improvements	100,000	-	-	100,000	-	-	100,000	-	Tenders have been invited and work is expected to start in July 2018.
Heather Morgan	42017	Memorial Gardens	-	-	-	-	(2,256)	-	-	-	There are some retention payments are still due to Runnymede Borough Council
Heather Morgan	42034	Community Centre projects	100,000	-	-	100,000	-	-	100,000	-	Project likely to start in September depending on outcome of planning committee on 17 September 2018
Heather Morgan	42036	Plot 12&13 Towpath Car Park	41,200	-	15,000	56,200	-	-	15,000	(41,200)	Anticipated underspend
Heather Morgan	41328	Ashford MSCP Improvements	-	-	-	-	13,100	-	-	-	MAT has agreed this project to go ahead.
Heather Morgan	42039	Bugle	1,450,000	-	-	1,450,000	310,076	-	1,450,000	-	Project is under development and expected to be completed by end of the financial year
Heather Morgan	42041	Churchill	570,000	-	-	570,000	200,611	-	570,000	-	Project is under development and expected to be completed by end of the financial year
Heather Morgan	42042	Benwell	8,000,000	-	-	8,000,000	60,875	738,217	8,000,000	-	Planning permission & designing are underway. Project is expected to be completed by end of this financial year
Heather Morgan	42052	Whitehouse	175,000	-	-	175,000	-	-	175,000	-	Demolition work has been completed. Planning permission & designing work are underway. Project is expected to be completed by end of this financial year
<b>Total</b>			<b>13,257,800</b>	<b>-</b>	<b>(607,800)</b>	<b>12,650,000</b>	<b>590,457</b>	<b>738,667</b>	<b>12,265,600</b>	<b>(384,400)</b>	
<b><u>Cllr Harvey - Leader</u></b>											
Deborah Ashman & K Sinclair	42045	Ward Grants	-	44,200	28,900	73,100	20,000	-	44,200	(28,900)	Project is expected to be completed by end of this financial year
Heather Morgan	42038	Acquisition of Assets	203,500,000	21,140,500	594,859,000	819,499,500	22,508,026	401	320,550,700	(498,948,800)	Expenditure has been incurred on acquiring one new sites i.e. Thames Side House. Project Harry assets purchased in August and will show next period, forecast showing if no more acquisitions are made.
<b>Total</b>			<b>203,500,000</b>	<b>21,184,700</b>	<b>594,887,900</b>	<b>819,572,600</b>	<b>22,528,026</b>	<b>401</b>	<b>320,594,900</b>	<b>(498,948,800)</b>	
<b><u>Cllr Boughtflower - Corporate Management</u></b>											
Alistair Corkish	43003	New Software	20,000	-	-	20,000	-	5,000	20,000	-	Expenditure on various software enhancements throughout the financial year.
Alistair Corkish	43608	Other Hardware	38,000	-	-	38,000	128	4,685	38,000	-	Expenditure on various hardware enhancements throughout the financial year
Alistair Corkish	43611	Mobiles and Tablets	15,000	-	-	15,000	-	-	15,000	-	Expenditure expected later during this financial year
Alistair Corkish	43612	Mobile Device Management	10,000	-	-	10,000	-	-	10,000	-	The System requires upgrading which is expected to be completed by end of this financial year
Alistair Corkish	43621	VDI	90,000	-	-	90,000	(4,357)	15,747	50,000	(40,000)	Project is in progress and expected to be completed by end of this financial year
Alistair Corkish	43622	ICT Network	30,000	-	-	30,000	28,605	-	30,000	-	Project is in progress and expected to be completed by end of this financial year
Alistair Corkish	43624	Council Chamber Audio	-	-	-	-	1,186	-	1,500	1,500	Project has already been approved by MAT to go ahead and the initial installation of equipment has been completed. Additional Expenditure for goosenecks and lapel mic to be incurred which can be funded through other ICT projects.
Alistair Corkish	43625	Customer Portal	10,000	-	-	10,000	-	-	10,000	-	Currently in touch with Suppliers about possible options
Alistair Corkish	43626	Customer Services Contact Cent	40,000	-	-	40,000	-	-	40,000	-	Various quotes have been invited which will be looked at and the decision will be taken based on specific requirements. Project is expected to be completed by end of this financial year
Alistair Corkish	43627	Oracle Upgrade	10,000	-	-	10,000	6,360	1,425	8,000	(2,000)	Project is in progress and expected to be completed by end of this financial year
Alistair Corkish	43628	Reception Terminals	8,000	-	-	8,000	-	-	8,000	-	This is part of Lima project which is expected to start later in the year and expected to be completed by end of this financial year
Alistair Corkish	43629	Sharepoint Upgrade	35,000	-	-	35,000	-	-	-	(35,000)	It's doubtful if this project happens in this financial year. New Business case has to be completed which has to be approved in order to progress further.
Alistair Corkish	43630	SQL Server	30,000	-	-	30,000	-	-	30,000	-	This project is in progress and expected to be completed by end of this financial year
<b>Total</b>			<b>336,000</b>	<b>-</b>	<b>-</b>	<b>336,000</b>	<b>31,922</b>	<b>26,857</b>	<b>260,500</b>	<b>(75,500)</b>	

## CAPITAL MONITORING REPORT AT 31 JULY 2018

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Adjustments	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Sandy Muirhead	<a href="#">42008</a>	Project Lima	885,000	-	-	885,000	-	153	885,000	-	This project has started and expected to be completed by end of the financial year
Sandy Muirhead	<a href="#">43503</a>	Agile Working	27,000	-	-	27,000	671	-	27,000	-	This project is interlinked with Project Lima which is to deliver office space reorganisation and consolidation, new modern furniture and storage functions. Project Lima is incorporating the roll-out of Virtual Desktop infrastructure which will create more flexible hotdesking opportunities. The Agile Working Project is therefore running alongside Lima particularly in relation to creating collaborative working spaces and providing technology to support group working.
Sandy Muirhead	<a href="#">43511</a>	ScannersCorporateEDMS Roll out	31,000	-	-	31,000	-	-	31,000	-	This project will also be subsumed into an assessment of data capture and requirements for new scanners and is linked to corporate EDMS
Sandy Muirhead	<a href="#">43512</a>	Sharepoint redesign & Relaunch	90,000	-	-	90,000	-	-	90,000	-	This project is under review and will be integrated with other ICT projects. This work with the go-ahead on project lima provides more opportunities for successful implementation.
Sandy Muirhead	<a href="#">43515</a>	Corporate EDMS Project	93,300	11,500	-	104,800	-	-	104,800	-	Work on Phase II is being undertaken. Currently the full analysis is being undertaken to find out Licence requirements & software set up. This project is also linked with 'Project Lima' and expected to be completed by end of the financial year.
<b>Total</b>			<b>1,126,300</b>	<b>11,500</b>	<b>-</b>	<b>1,137,800</b>	<b>671</b>	<b>153</b>	<b>1,137,800</b>	<b>-</b>	
<b>Cllr Harvey - Environment &amp; Compliance</b>											
Keith McGroary	<a href="#">41619</a>	Small Scale Area Regeneration	605,800	-	-	605,800	80,830	-	230,000	(375,800)	Contract was awarded in spring 2017. 1 shopping parade has been completed and 3 are still outstanding. 5% surcharge to be applied by contractor due to over 12 months elapsing since contract awarded due to inflation. Each of the remaining 3 shopping parades required full S278 licences from SCC. The delay in the project has been solely due to the lack of licence to proceed. As of W/C 20 August the final licence for the parades was granted. Work is already well under way at Groveley Road. The remaining 2 parades will be completed at the very latest during the course of this financial year, probably earlier subject to weather conditions. Surrey's contribution to the projects is £101k; no further funding will be available for similar projects due to the cut backs made by SCC
<b>External Funding</b>			<b>(238,100)</b>	<b>-</b>	<b>-</b>	<b>(238,100)</b>	<b>-</b>	<b>-</b>	<b>(101,000)</b>	<b>137,100</b>	
<b>Total</b>			<b>367,700</b>	<b>-</b>	<b>-</b>	<b>367,700</b>	<b>80,830</b>	<b>-</b>	<b>129,000</b>	<b>(238,700)</b>	
<b>Total For Other</b>			<b>219,150,300</b>	<b>21,426,200</b>	<b>594,250,300</b>	<b>834,826,800</b>	<b>23,267,010</b>	<b>1,067,928</b>	<b>335,150,500</b>	<b>(499,647,400) #</b>	
Total Expenditure			220,208,400	21,564,200	594,250,300	836,022,900	23,540,587	1,068,429	336,272,500	(499,721,500)	
Total Funding			(985,000)	-	-	(985,000)	(770,400)	-	(910,900)	74,100	
<b>GRAND TOTAL</b>			<b>219,223,400</b>	<b>21,564,200</b>	<b>594,250,300</b>	<b>835,037,900</b>	<b>22,770,187</b>	<b>1,068,429</b>	<b>335,361,600</b>	<b>(499,647,400)</b>	

**Cabinet****26 September 2018**

<b>Title</b>	Revenue Monitoring Report		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Laurence Woolven (Chief Accountant)		
<b>Cabinet Member</b>	Councillor Howard Williams	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	To note the current level of spend		
<b>Reason for Recommendation</b>	Not applicable		

**1. Key issues**

1.1 To provide Cabinet with the net revenue spend figures to the end of July 2018.

- The forecast outturn is shown below. It shows a positive variance of £0.93M:

	Revised Budget £M	Forecast Outturn £M	Variance £M
Service level Expenditure	63.03	62.60	(0.43)
Service level Income	(40.89)	(41.46)	(0.57)
Salary budget saving <i>(actual vacancy savings are reflected in services expenditure outturn)</i>	(0.30)	-	0.30
Net Acquisition Income	(7.86)	(8.09)	(0.23)
Other Income	(0.21)	(0.21)	-
External Financing	(5.26)	(5.26)	-
Revenue Carry forward	(0.71)	(0.71)	-
Council Tax Income	(7.80)	(7.80)	-
Net	-	(0.93)	(0.93)

## 2. Options analysis and proposal

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

The following highlights variances where the variance is greater than 5% of the spend area. In addition, all variances of over £5K are noted.

### Leader

Spend Area	Variance	Comment
Elections	Positive £10k	No further expenditure expected provided there is no by election
Electoral Registration	Positive £10k	Vacancy saving
Land Charges	Positive £18k	New Burdens grant received
Legal	Positive £32k	Higher income due to more activity
People & Partnerships	Adverse £15k	Employee expenses - settlement
<b>Total</b>	<b>Positive £55k</b>	

### Deputy Leader

Spend Area	Variance	Comment
<b>Total</b>	<b>£0</b>	No major variances to report

### Corporate Management

Spend Area	Variance	Comment
HR	Positive £26k	Vacancy saving
ICT	Adverse £4k	Vacancy saving offset by loss of shared partnership funding
Corporate Management	Positive £70k	Retention allowance payments lower than anticipated
<b>Total</b>	<b>Positive £92k</b>	

## Housing

Spend Area	Variance	Comment
Housing Needs	Positive £9k	Vacancy saving
Homelessness	Positive £183k	B&B usage has been lower than anticipated. This area will be kept under close review as numbers could rise before year end.
Housing Benefits Admin	Positive £5k	Employee saving
<b>Total</b>	<b>Positive £197k</b>	

## Finance

Spend Area	Variance	Comment
Audit	Positive £53k	Savings expected due to vacancy (£23k) and counter fraud budget (43k), although partly offset by 13k deficit on partnership income
<b>Total</b>	<b>Positive £53k</b>	

## Planning and Economic Development

Spend Area	Variance	Comment
Asset Management Administration	Adverse £83k	Thameside House costs partly offset by savings on Staines-upon-Thames programme, White House and Elmsleigh Lifts
Planning Policy	Adverse £41k	Agency spend £25k and Legal costs £16k
Planning Development Control	Positive £197k	Additional resource in salary budget plus income from planning performance agreement
<b>Total</b>	<b>Positive £73k</b>	

## Environment & Compliance

Spend Area	Variance	Comment
DS Management and Support	Positive £17k	Additional income from shared services
Refuse Collection	Positive £170k	Higher income expected due to increased take up on garden waste service
Waste Recycling	Positive £189k	Contract fees no longer paid due to changes to the recycling credit system
Public Conveniences	Positive £11k	Savings expected due to the closure of public convenience
Grounds Maintenance	Positive £8k	Additional income due to more activity
Car Parks	Positive £50k	Higher income from increased usage of major car parks expected
<b>Total</b>	<b>Positive £445k</b>	

## Community Well Being

Spend Area	Variance	Comment
SPAN	Positive £67k	Additional income anticipated
Com Care Admin	Positive £15k	Vacancy saving
Day Centres	Adverse £56k	Higher cleaning, tutor and equipment expenses (£21K) plus High needs income lower than anticipated (£35K)
Meals on Wheels	Adverse £21k	Lower number of meals invoiced to date
SAT	Positive £23k	Additional funding from SCC only confirmed in July 2018
Spelthorne Leisure Centre	Positive £15k	Increase in profit share forecast
Cemeteries	Positive £50k	Income expected to exceed budget as a result of an increase in burials
<b>Total</b>	<b>Positive £93k</b>	

## Customer Services, Estates and Transport

Spend Area	Variance	Comment
Total	£0	No major variances to report

### Asset Acquisitions

The table below shows the latest monitoring position for the acquired assets, the net income is used to meet the budget shortfall resulting from reduced government grant, Surrey County Council funding and other pressures.

	Revised Budget £m	Forecast Outturn £m	Variance £m
Rental Income	31.305	39.831	8.526
Loan Interest Payable	(14.396)	(18.820)	(4.424)
Minimum Revenue Provision	(7.345)	(7.345)	0
Sinking Funds	(1.700)	(5.577)	(3.877)
Set Aside for specific revenue purposes	(0.335)	(0.560)	(0.225)
Net Income (used to fund Revenue budget)	7.529	7.529	0

### 3. Financial implications

3.1 As set out within the report and appendices

### 4. Other considerations

4.1 There are none

### 5. Timetable for implementation

5.1 Bi – monthly reports are produced for Management team

**Background papers: None**

**Appendices:**

**A and B**

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# APPENDIX A

## 2018/19 Net Revenue Budget Monitoring As at end of 31 JULY 2018

	18/19	18/19	18/19	18/19
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	63,189,300	63,031,700	62,598,617	(433,083)
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	63,189,300	63,031,700	62,598,617	(433,083)
Less Housing Benefit grant	(32,021,000)	(31,221,000)	(31,221,000)	-
Less Specific fees and charges income	(9,733,400)	(9,664,400)	(10,241,886)	(577,486)
<b>Net Expenditure - broken down as below</b>	<b>21,434,900</b>	<b>22,146,300</b>	<b>21,135,731</b>	<b>(1,010,569)</b>
Leader of the Council	1,404,000	1,408,300	1,353,740	(54,560)
Deputy Leader	563,400	573,100	577,500	4,400
Corporate Management	2,155,700	2,335,800	2,243,500	(92,300)
Housing	2,103,900	2,103,900	1,906,600	(197,300)
Finance and Customer Service	2,660,500	2,690,800	2,639,700	(51,100)
Planning and Economic Development	4,446,500	4,891,800	4,813,600	(78,200)
Environment and Compliance	5,691,200	5,730,700	5,281,591	(449,109)
Community Wellbeing	393,300	393,300	301,800	(91,500)
Transport	2,016,400	2,018,600	2,017,700	(900)
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>21,434,900</b>	<b>22,146,300</b>	<b>21,135,731</b>	<b>(1,010,569)</b>
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
<b>NET EXPENDITURE</b>	<b>21,134,900</b>	<b>21,846,300</b>	<b>21,135,731</b>	<b>(710,569)</b>
<b>NET EXPENDITURE</b>	<b>21,134,900</b>	<b>21,846,300</b>	<b>21,135,731</b>	<b>(710,569)</b>
Asset Acquisition Income	(31,305,500)	(31,305,500)	(39,831,480)	(8,525,980)
Debt Interest Payable	14,395,300	14,395,300	18,819,005	4,423,705
Minimum Revenue Provision	7,344,700	7,344,700	7,344,700	-
Refurbishments Reserve Contributions	1,700,000	1,700,000	5,577,300	3,877,300
Interest earnings	(900,000)	(900,000)	(900,000)	-
Set aside for Independent Living	(56,000)	(56,000)	(56,000)	-
Revenue Contributions to Capital Outlay	747,000	747,000	747,000	-
<b>BUDGET REQUIREMENT</b>	<b>13,060,400</b>	<b>13,771,800</b>	<b>12,836,256</b>	<b>(935,544)</b>
Baseline NNDR Funding	(3,300,000)	(3,300,000)	(3,300,000)	-
Business Rates - Economic Development Set Aside	(1,000,000)	(1,000,000)	(1,000,000)	-
New Homes Bonus	(956,900)	(956,900)	(956,900)	-
<b>NET BUDGET REQUIREMENT</b>	<b>7,803,500</b>	<b>8,514,900</b>	<b>7,579,356</b>	<b>(935,544)</b>
2017/18 Revenue carry forward	0	(711,400)	(711,400)	-
Collection Fund Surplus/(deficit)	(48,100)	(48,100)	(48,100)	-
Income from Council Tax	(7,755,400)	(7,755,400)	(7,755,400)	-
<b>Net Position</b>	<b>-</b>	<b>-</b>	<b>(935,544)</b>	<b>(935,544)</b>

<b>Appendix B</b>				
<b>REVENUE MONITORING 2018/19</b>				
<b>EXPENDITURE AND INCOME SUMMARY 31 JULY 2018</b>				
<b>Results to 31-Jul-18</b>	<b>Budget</b>		<b>Forecast</b>	<b>Variance</b>
	<b>Original</b>	<b>Revised</b>	<b>Outturn</b>	<b>to Revised</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Leader of the Council</b>				
Employees	982,800	982,800	989,800	7,000
Other Expenditure	619,700	624,000	612,900	(11,100)
Income	(198,500)	(198,500)	(248,960)	(50,460)
	<b>1,404,000</b>	<b>1,408,300</b>	<b>1,353,740</b>	<b>(54,560)</b>
<b>Deputy Leader</b>				
Employees	137,600	137,600	142,600	5,000
Other Expenditure	431,800	441,500	451,500	10,000
Income	(6,000)	(6,000)	(16,600)	(10,600)
	<b>563,400</b>	<b>573,100</b>	<b>577,500</b>	<b>4,400</b>
<b>Corporate Management</b>				
Employees	1,604,000	1,612,300	1,495,100	(117,200)
Other Expenditure	596,000	767,800	757,800	(10,000)
Income	(44,300)	(44,300)	(9,400)	34,900
	<b>2,155,700</b>	<b>2,335,800</b>	<b>2,243,500</b>	<b>(92,300)</b>
<b>Housing</b>				
Employees	1,630,500	1,630,500	1,610,700	(19,800)
Other Expenditure	34,291,400	33,491,400	33,544,800	53,400
Housing Benefit grant income	(32,021,000)	(31,221,000)	(31,221,000)	-
Income	(1,797,000)	(1,797,000)	(2,027,900)	(230,900)
	<b>2,103,900</b>	<b>2,103,900</b>	<b>1,906,600</b>	<b>(197,300)</b>
<b>Finance and Customer Service</b>				
Employees	2,502,300	2,502,300	2,481,800	(20,500)
Other Expenditure	171,100	201,400	158,100	(43,300)
Income	(12,900)	(12,900)	(200)	12,700
	<b>2,660,500</b>	<b>2,690,800</b>	<b>2,639,700</b>	<b>(51,100)</b>
<b>Planning and Economic Development</b>				
Employees	2,062,300	2,062,300	1,965,910	(96,390)
Other Expenditure	3,712,700	4,158,000	4,281,060	123,060
Income	(1,328,500)	(1,328,500)	(1,433,370)	(104,870)
	<b>4,446,500</b>	<b>4,891,800</b>	<b>4,813,600</b>	<b>(78,200)</b>
<b>Environment and Compliance</b>				
Employees	5,308,500	5,314,500	5,323,000	8,500
Other Expenditure	4,272,700	4,237,200	3,877,447	(359,753)
Income	(3,890,000)	(3,821,000)	(3,918,856)	(97,856)
	<b>5,691,200</b>	<b>5,730,700</b>	<b>5,281,591</b>	<b>(449,109)</b>
<b>Community Wellbeing</b>				
Employees	1,747,500	1,747,500	1,738,300	(9,200)
Other Expenditure	681,400	681,400	728,600	47,200
Income	(2,035,600)	(2,035,600)	(2,165,100)	(129,500)
	<b>393,300</b>	<b>393,300</b>	<b>301,800</b>	<b>(91,500)</b>
<b>Transport</b>				
Employees	1,046,200	1,046,200	1,046,200	-
Other Expenditure	1,390,800	1,393,000	1,393,000	-
Income	(420,600)	(420,600)	(421,500)	(900)
	<b>2,016,400</b>	<b>2,018,600</b>	<b>2,017,700</b>	<b>(900)</b>
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>21,434,900</b>	<b>22,146,300</b>	<b>21,135,731</b>	<b>(1,010,569)</b>

REVENUE MONITORING 2018/19				
EXPENDITURE AND INCOME SUMMARY 31 JULY 2018				
	Budget		Forecast	Variance
<b>Results to</b>	Original	Revised	Outturn	to Revised
<b>31-Jul-18</b>	£	£	£	£
Total Employees	17,021,700	17,036,000	16,793,410	(242,590)
Total Other Expenditure	46,167,600	45,995,700	45,805,207	(190,493)
Housing Benefit grant income	(32,021,000)	(31,221,000)	(31,221,000)	0
Total Income	(9,733,400)	(9,664,400)	(10,241,886)	(577,486)
	21,434,900	22,146,300	21,135,731	(1,010,569)
<b>Total Expenditure</b>	<b>63,189,300</b>	<b>63,031,700</b>	<b>62,598,617</b>	<b>(433,083)</b>
<b>Total Income</b>	<b>(41,754,400)</b>	<b>(40,885,400)</b>	<b>(41,462,886)</b>	<b>(577,486)</b>
<b>Net</b>	<b>21,434,900</b>	<b>22,146,300</b>	<b>21,135,731</b>	<b>(1,010,569)</b>

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**Cabinet****26 September 2018**

<b>Title</b>	Changes in Representation on Outside Bodies and Steering Groups for 2018-19		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Gill Scott, Principal Committee Manager		
<b>Cabinet Member</b>	Councillor Ian Harvey	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Recommendations</b>	<b>Cabinet is asked to agree the changes to representation on the Outside Bodies listed in this report</b>		

**1. Key Issues****Portfolio for Environment and Compliance**

- 1.1 Following the recent appointment of Councillor Patel to the Cabinet, it is necessary to change the representation on certain outside bodies where that appointment is relevant to the portfolio.
- 1.2 The following outside bodies include representation by the portfolio holder for Environment and Compliance:
- Spelthorne Safer, Stronger Partnership Board
  - Surrey Waste Partnership
- 1.3 It is proposed that Councillor Patel as the new portfolio holder for Environment and Compliance is appointed as the representative on each of these bodies until June 2019.

**Members' Development Steering Group**

- 1.4 It is also necessary to make an appointment to the Members' Development Steering Group which requires two Cabinet members on its membership and currently has a vacancy for one.
- 1.5 Councillor J. Boughtflower has been nominated for this appointment.

**NW Surrey Engagement Programme Stakeholder Reference Group**

- 1.6 Surrey Heartlands Health and Care Partnership and CCGs has recently approached the Council for representation on a stakeholder reference group for an engagement programme on out of hospital services across North West Surrey. It aims to look at how to create a local health and care system that supports people's wellbeing and how to transform services outside the major hospitals to reduce pressure on the wider system.

1.7 The Partnership seeks a Spelthorne councillor representative and deputy on the Group. Nominations for the representative and deputy will be tabled at the Cabinet meeting.

**2. Timetable for implementation**

2.1 The appointments will be effective immediately until their expiry in June 2019, when all the representation on outside bodies will undergo their annual review.

**Background papers:**

None

**Appendices:**

None

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