



Please reply to:

Contact: Gillian Scott
Service: Committee Services
Direct line: 01784 444243
E-mail: g.scott@spelthorne.gov.uk
Date: 2 July 2018

Notice of meeting

Overview and Scrutiny Committee

Date: Tuesday, 10 July 2018

Time: 7.30 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

To: Members of the Overview and Scrutiny Committee

Councillors:

| | | |
|-------------------------------|----------------|--------------------|
| S.C. Mooney (Chairman) | A.E. Friday | D. Saliagopoulos |
| J.G. Kavanagh (Vice-Chairman) | A.L. Griffiths | A. Sapunovas |
| S. Capes | A.T. Jones | J.R. Sexton |
| R. Chandler | V.J. Leighton | R.A. Smith-Ainsley |
| K. Flurry | D. Patel | 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. |
|---|----------------------------------|---------|--------------|
| <p>1. Apologies</p> <p>To receive any apologies for non-attendance.</p> | Chairman | 7.30pm | |
| <p>2. Minutes</p> <p>To confirm the minutes of the meeting held on 17 May 2018 as a correct record (copy attached).</p> | Chairman | | 5 - 6 |
| <p>3. Disclosures of Interest</p> <p>To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.</p> | | | |
| <p>4. Call-in of Cabinet decisions</p> <p>No Cabinet decisions have been called in.</p> | | | |
| <p>5. The Role of Overview and Scrutiny</p> <p>The attached documents are for background information.</p> <ul style="list-style-type: none"> • Overview and Scrutiny Committee Terms of Reference • Overview and Scrutiny Procedure Rules <p>Reports for noting</p> <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> | Chairman | 7.35pm | 7 - 16 |
| <p>6. Capital Outturn 2017/18</p> <p>To note the provisional capital outturn for 2017/18.</p> | Laurence Woolven / Cllr Williams | 7.45pm | 17 - 26 |
| <p>7. Revenue Outturn 2017/18</p> <p>To note the provisional revenue outturn for 2017/18.</p> | Laurence Woolven / Cllr Williams | | 27 - 46 |

| Description | Lead | Timings | Page Number. |
|---|---|---------------|----------------|
| <p>8. Corporate Project Management Update</p> <p>To receive an update on progress with corporate projects and their outcomes across the Council.</p> | <p>Sandy Muirhead/Cllr Boughtflower</p> | <p>7.55pm</p> | <p>47 - 60</p> |
| <p>9. Work Programme</p> <p>To consider the Committee's work programme for the forthcoming Municipal year.</p> | <p>Chairman</p> | <p>8.15pm</p> | <p>61 - 70</p> |

During this session, councillors will be invited to consider suitable topics for inclusion on the Committee's Work Programme for 2018-19.

If councillors already have in mind any particular topic they wish to raise it would assist the Chairman if you could notify her 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.

The following documents are attached to assist:

- Review of the work programme 2017/18
- Current draft work programme for 2018/19
- Cabinet Forward Plan

This page is intentionally left blank

**Minutes of the Overview and Scrutiny Committee
17 May 2018**

Present:

Councillor S.C. Mooney (Chairman)

Councillors:

| | | |
|-------------|----------------|--------------------|
| S. Capes | A.E. Friday | V.J. Leighton |
| R. Chandler | A.L. Griffiths | R.A. Smith-Ainsley |
| K. Flurry | A.T. Jones | B.B. Spoor |

Apologies: Councillors J.G. Kavanagh, D. Patel, D. Saliagopoulos and J.R. Sexton

141/18 Appointment of Chairman

It was proposed by Councillor R.A. Smith-Ainsley and seconded by Councillor A.E. Friday and

Resolved that Councillor S.C. Mooney be appointed Chairman of the Overview and Scrutiny Committee for the forthcoming Municipal Year 2018/19.

142/18 Minutes

The minutes of the meeting held on 13 March 2018 were approved as a correct record.

143/18 Appointment of Vice-Chairman

It was proposed by Councillor S.C. Mooney and seconded by Councillor R.A. Smith-Ainsley and

Resolved that Councillor J.G. Kavanagh be appointed Vice-Chairman of the Overview and Scrutiny Committee for the forthcoming Municipal Year 2018/19.

This page is intentionally left blank

OVERVIEW AND SCRUTINY COMMITTEE

(15 Members)

1. GENERAL ROLE

- (a) To be member 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 Heads of Service 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 or she 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 officer to the Committee if he or she 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 or she 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 or she has notified the Chairman before the start of the meeting of his or her 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 or she has notified the Chairman before the start of the meeting of his or her 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 or she 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 officer.

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 or she agrees that it is an appropriate matter for the Committee to discuss, the lead officer 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 or she shall give his or her reasons to the member 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 Officer 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, officers, 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 officer and sent to all members of the Committee. The Chairman of the Committee will then manage the review with the lead officer 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 officer 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 officer.
- 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 officer and the Leader. If the member 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 officer and the member 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 Heads of Service 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 member or officer is required to attend the Overview and Scrutiny Committee under this provision, the Chairman of that committee will inform the lead officer. The lead officer shall inform the member(s) or officers 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 member or officer concerned will be given sufficient notice to allow for the preparation of that documentation.
- 14.3 Where in exceptional circumstances, the member or officer is unable to attend on the required date, then the Overview and Scrutiny Committee shall in consultation with the member or officer 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 members and officers 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 members [one of whom must be the Chairman] of the Overview and Scrutiny Committee, may give notice in writing to the lead officer 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 officer 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 members 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 officers ;
 - 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 to the Cabinet Member taking the decision or his/her 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, officers will arrange for the additional information to be supplied to the meeting and the officer 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.

Overview and Scrutiny Committee

10 July 2018



| | | | |
|----------------------------------|---|---------------------|----|
| Title | 2017/18 Provisional Capital Outturn Report | | |
| Purpose of the report | To note | | |
| Report Author | Laurence Woolven, Chief Accountant | | |
| Cabinet Member | Councillor Howard Williams | Confidential | No |
| Corporate Priority | Financial Sustainability | | |
| Recommendations | The Committee is asked to note the provisional capital outturn spend for 2017/18 and the agreed capital carry forward of £21,564,170. | | |
| Reason for Recommendation | Not applicable | | |

1. Key issues

- 1.1 Due to rescheduling of some schemes to 2018/19, there will be an under spend for the 2017/18 financial year of £233.47m.
- 1.2 The majority of the under spend (£224.64m) 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 the overall underspend will be addressed in the form of carry forwards to 2018/19.

Details of Variances

- 1.4 Attached as appendix A & B is the provisional level of spend as at the 31st March of £272.45m against the revised budget.

Attached as appendix C is the list of £21.56m worth of carry forwards that Cabinet 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 successful acquisition of the HG12, WBC 4 and 3 Roundwood Avenue, 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 £224.64m being carried forward to support continuation of the programme of Acquisitions. £203.50m has previously been agreed to be moved to the 2018/19 capital programme, the remaining £21.14m forms part of the requested carry forward figure at appendix C.
 - 1.6 Replace Council Accommodation: This project has been stopped as the Council are no longer looking at relocating, resulting in an underspend of £7.00m. The Council is now progressing with renovating and altering the offices (Project Lima) and the 2018/19 capital programme contains £885k to fund this project.
- 2. Options analysis and proposal**
 - 2.1 The Overview and Scrutiny 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

Appendix A

CAPITAL OUTTURN REPORT 2017/18

| Portfolio Member | ORIGINAL BUDGET | REVISED BUDGET | ACTUALS YTD | VARIANCE TO REVISED BUDGET |
|--|--------------------|--------------------|--------------------|----------------------------|
| Cllr Francis - Housing | 184,300 | 487,000 | 236,883 | (250,118) |
| Cllr Gething - Environment & Compliance | 1,157,700 | 1,722,300 | 813,569 | (908,731) |
| Cllr Barnard - Planning and Economic Development | 1,236,600 | 1,292,800 | 892,681 | (400,119) |
| Cllr Harvey - Leader | 207,257,000 | 501,757,000 | 270,046,386 | (231,710,614) |
| Cllr Mitchell - Corporate Management | 441,000 | 662,800 | 462,613 | (200,187) |
| | 210,276,600 | 505,921,900 | 272,452,131 | (233,469,769) |

CAPITAL OUTTURN REPORT 2017/18

| Portfolio Member / Service Head | Cost Centre | Description | Original Budget | Revised Budget | Actuals YTD | Variance to Revised Budget | Comments |
|---|-------------|---|-----------------|----------------|----------------|----------------------------|---|
| <u>Housing Investment Programme</u> | | | | | | | |
| <u>Cllr Francis - Housing</u> | | | | | | | |
| D Ashman & K Sinclair | 40203 | Disabled Facilities Mandatory | 644,300 | 932,000 | 947,969 | 15,969 | The balance of budget has been requested to be carried forward into 2018/19 |
| D Ashman & K Sinclair | 40204 | Disabled Facilities Discretion | 29,600 | 29,600 | 4,231 | (25,369) | Lower expenditure against the budget as more time devoted against Mandatory work |
| | | Less Specified Capital Grant | (644,300) | (644,300) | (783,268) | (138,968) | |
| | | Net Cost of Disabled Facilities Grants | 29,600 | 317,300 | 168,932 | (148,369) | |
| D Ashman & K Sinclair | 40209 | Home Improvement Agency grant | 81,000 | 81,000 | 80,451 | (549) | |
| | | HIA Funding | (26,300) | (26,300) | (52,865) | (26,565) | |
| | | Total | 54,700 | 54,700 | 27,586 | (27,114) | |
| Total For HIP | | | 84,300 | 372,000 | 196,518 | (175,483) | |
| <u>Other Capital Programme</u> | | | | | | | |
| <u>Cllr Francis - Housing</u> | | | | | | | |
| D Ashman & K Sinclair | 42044 | Community Building Grant Scheme | 25,000 | 25,000 | 21,900 | (3,100) | A balance of budget has been requested to be carried forward into 2018/19 |
| | | Total | 25,000 | 25,000 | 21,900 | (3,100) | |
| Sandy Muirhead | 42013 | Civica EDMS&Locata Integration | 25,000 | 25,000 | 18,465 | (6,535) | |
| Sandy Muirhead | 42015 | Landlord Guarantee Scheme | 50,000 | 65,000 | - | (65,000) | A request to carry forward the budget has been put forward for consideration |
| | | Total | 75,000 | 90,000 | 18,465 | (71,535) | |
| <u>Cllr Gething - Environment & Compliance</u> | | | | | | | |
| Jackie Taylor | 41026 | Laleham Park Upgrade | 200,000 | 200,000 | - | (200,000) | The budget has been moved to 2018/19 |
| Jackie Taylor | 41030 | Hengrove Park Improvement | | 14,600 | 2,689 | (11,911) | The balance of budget has been requested to be carried forward into 2018/19 |
| Jackie Taylor | 41322 | Bridge St Car Parking Machines | 25,000 | 25,000 | 5,038 | (19,962) | This project has been completed and the underspend will be used against other projects. |
| Jackie Taylor | 41502 | Refuse/Recycling Vehicles | 225,000 | 225,000 | 236,240 | 11,240 | The project has been completed |
| Jackie Taylor | 41505 | Grounds Maintenance Project | - | 500,000 | 445,000 | (55,000) | A request to carry forward the budget has been put forward for consideration |

CAPITAL OUTTURN REPORT 2017/18

| Portfolio Member / Service Head | Cost Centre | Description | Original Budget | Revised Budget | Actuals YTD | Variance to Revised Budget | Comments |
|--|-----------------------|--------------------------------|------------------|------------------|----------------|----------------------------|--|
| Jackie Taylor | 41506 | Spelride Bus Replacement | - | - | - | - | The project has been completed |
| Jackie Taylor | 41609 | Replacement Multi Use Vehicle | 80,000 | 80,000 | - | (80,000) | A request to carry forward the budget has been put forward for consideration |
| Jackie Taylor | 41610 | Miniature Railway Staines park | 15,000 | 15,000 | 14,271 | (729) | The project has been completed |
| Jackie Taylor | 41620 | Wheelie Bins | 50,000 | 50,000 | 49,630 | (370) | |
| Jackie Taylor | 41624 | InstallElecVehicleChargePoints | 15,000 | 15,000 | 13,080 | (1,920) | The balance of budget has been requested to be carried forward into 2018/19 |
| Jackie Taylor | 41625 | TothillCarParkLightingUpgrade | 30,400 | 30,400 | 19,800 | (10,600) | This project has been completed |
| Jackie Taylor | 41626 | GreenoDayCenLighting Upgrade | 10,800 | 10,800 | 10,385 | (415) | This project has been completed |
| Jackie Taylor | 41627 | Solar PV For Staines Comm Cent | 25,000 | 25,000 | 17,592 | (7,408) | A balance of budget has been requested to be carried forward into next year |
| Jackie Taylor | 41628 | Parking Service Vans | 20,000 | 20,000 | 21,452 | 1,452 | This project is completed. Overspends against this will be funded through other lines of capital budget within Neighbourhood Services. |
| Jackie Taylor | 42027 | Domestic Home Energy | 30,000 | 30,000 | 32,815 | 2,815 | This project is completed. Overspends against this will be funded through other lines of capital budget within Neighbourhood Services. |
| | | Total | 726,200 | 1,240,800 | 867,991 | (372,809) | |
| Lee O'Neil | 41314 | Air Quality | 24,500 | 24,500 | - | (24,500) | The budget has been moved to 2018/19 |
| | | Total | 24,500 | 24,500 | - | (24,500) | |
| <u>Cllr Barnard - Planning and Economic Development</u> | | | | | | | |
| Heather Morgan | 41007 | Stanwell Skate Park | - | - | - | - | |
| Heather Morgan | 41015 | Runnymede Estates | 55,600 | 55,600 | 54,883 | (717) | |
| Heather Morgan | 41622 | Affordable Housing Opportunity | 1,181,000 | 1,181,000 | 200,236 | (980,764) | Expenditure against Bugle & Benwell are funded through here |
| Heather Morgan | 42017 | Memorial Gardens | | | - | - | |
| Heather Morgan | 42033 | Greeno Centre Car Park | | | - | - | |
| Heather Morgan | 42039 | Bugle | - | | 356,909 | 356,909 | Funded through 'Affordable Housing Opportunity' Budget |
| Heather Morgan | 42042 | Benwell | - | | 280,653 | 280,653 | Funded through 'Affordable Housing Opportunity' Budget |
| Heather Morgan | 42036 | Towpath Car Park | | 56,200 | | (56,200) | The budget has been moved to 2018/19 |
| | | Total | 1,236,600 | 1,292,800 | 892,681 | (400,119) | |
| <u>Cllr Harvey - Leader</u> | | | | | | | |

CAPITAL OUTTURN REPORT 2017/18

| Portfolio Member / Service Head | Cost Centre | Description | Original Budget | Revised Budget | Actuals YTD | Variance to Revised Budget | Comments |
|---|-----------------------|--------------------------------|--------------------|--------------------|--------------------|----------------------------|--|
| D Ashman & K Sinclair | 42045 | Ward Grants | 260,000 | 260,000 | 186,856 | (73,144) | The balance of budget has been requested to be carried forward into next financial year |
| Heather Morgan | 42038 | Acquisition of Assets | 200,000,000 | 494,500,000 | 269,859,530 | (224,640,470) | Expenditure has been incurred on acquiring new sites i.e. 3 Roundwood Avenue and World Business Centre4, 12 Hammer Smith Grove. £203.5m of the remaining budget has been moved to 18/19 to fund future investment opportunities. |
| Heather Morgan | 42011 | Replace Council Accommodation | 6,997,000 | 6,997,000 | - | (6,997,000) | |
| Total | | | 207,257,000 | 501,757,000 | 270,046,386 | (231,710,614) | |
| <u>Cllr Mitchell - Corporate Management</u> | | | | | | | |
| Helen Dunn | 43621 | VDI | | 177,800 | 180,265 | 2,465 | The project has been completed and overspends are funded through other projects |
| Helen Dunn | 43003 | New Software | 20,000 | 20,000 | 20,107 | 107 | Expenditure on various software enhancements throughout the financial year. Overspends against this will be funded through other lines of capital budget within ICT |
| Helen Dunn | 43608 | Other Hardware | 30,000 | 30,000 | 24,264 | (5,736) | The project has been completed |
| Helen Dunn | 43622 | ICT Network | 150,000 | 150,000 | 147,208 | (2,792) | The project has been completed |
| Helen Dunn | 43623 | Peripheral Devices | 3,500 | 3,500 | 2,904 | (596) | The project has been completed |
| Helen Dunn | 43624 | Council Chamber Audio | - | - | 33,470 | 33,470 | Project has already been approved by MAT to go ahead and the initial installation of equipment has been completed. |
| Total | | | 203,500 | 381,300 | 408,218 | 26,918 | |
| Sandy Muirhead | 43503 | Agile Working | 28,200 | 47,200 | 45,353 | (1,847) | The budget has been moved into 2018/19 |
| Sandy Muirhead | 43511 | ScannersCorporateEDMS Roll out | 31,000 | 36,000 | 5,550 | (30,450) | The balance of budget has been moved into 2018/19 |
| Sandy Muirhead | 43512 | Sharepoint redesign & Relaunch | 70,000 | 90,000 | - | (90,000) | The budget has been moved into 2018/19 |
| Sandy Muirhead | 43515 | Corporate EDMS Project | 108,300 | 108,300 | 3,492 | (104,808) | The balance of budget has been moved into 2018/19 |
| Total | | | 237,500 | 281,500 | 54,395 | (227,105) | |
| <u>Cllr Gething - Environment & Compliance</u> | | | | | | | |
| Keith McGroary | 41619 | Small Scale Area Regeneration | 620,000 | 620,000 | 15,917 | (604,083) | The balance of budget has been moved into 2018/19 |
| | | External Funding | (310,000) | (310,000) | (71,840) | 238,161 | |
| Keith McGroary | 41621 | CCTV Enhancement | 97,000 | 147,000 | 1,500 | (145,500) | The balance of budget has been moved into 2018/19 |
| Total | | | 407,000 | 457,000 | (54,423) | (511,423) | |

CAPITAL OUTTURN REPORT 2017/18

| Portfolio Member / Service Head | Cost Centre | Description | Original Budget | Revised Budget | Actuals YTD | Variance to Revised Budget | Comments |
|------------------------------------|----------------|-------------|--------------------|--------------------|--------------------|-------------------------------|----------|
| Total For Other | | | 210,192,300 | 505,549,900 | 272,255,613 | (233,294,287) | # |
| Total Expenditure | | | 211,257,200 | 506,902,500 | 273,360,103 | (233,542,397) | |
| Total Funding | | | (980,600) | (980,600) | (907,973) | 72,628 | |
| GRAND TOTAL | | | 210,276,600 | 505,921,900 | 272,452,131 | (233,469,769) | |

This page is intentionally left blank

Spelthorne Borough Council

Capital Carry forward requests 2017/18

| File Ref | GL Code | Account Description | Budget 17/18 £ | Spend 17/18 £ |
|-------------------------------|---------|--|-------------------|------------------|
| | 42038 | Acquisition of Assets | 494,500,000 | 269,859,530 |
| CF012 | 40203 | Mandatory Disabled Facilities Grant | 1,071,000 | 859,000 |
| CF013 | 41505 | Grounds Maintenance Project | 500,000 | 455,700 |
| CF019 | 42045 | Ward Grants - Stanwell St Mary's well project | 260,000 | 186,900 |
| CF020 | 42045 | Ward Grants - Shepperton Lock Parking project | | |
| CF021 | 42045 | Ward Grants - IT suite to support Local Family Support pilot project (with SCC) Sunbury Common | | |
| CF022 | 41627 | Solar PV for Staines Comm Cent | 25,000 | 17,600 |
| CF023 | 41030 | Adult Fitnees Equip Hengrove Park | 14,600 | 2,700 |
| CF024 | 43515 | Corporate EDMS Project | 108,300 | 3,500 |
| CF027 | 42015 | Landlord Guarantee Scheme | 65,000 | - |
| CF028 | 41609 | Replacement multi use vehicle | 80,000 | - |
| CF025 | 42044 | Community Bulding Grant Scheme | 25,000 | 21,900 |
| CF026 | 41624 | Installation electric Vehicle Charging point | 15,000 | 13,100 |
| Total Capital requests | | | | |

| Unspent budget £ | Amount requested to be carried forward £ | Comments |
|-----------------------------|---|--|
| 224,640,470 | 21,140,470 | £203,500,000 has already been moved to 2018/19. The balance of budget is requested to be carried forward to be spent in next financial year |
| 212,000 | 138,000 | The balance of budget is requested to be carried forward to be spent in next financial year. This relates to agreed SBC funding only, government grant fully utilised in year. |
| 44,300 | 55,900 | Purchase of tractor for Grounds maintenance service. Requested that £12k 41505 spend is capitalised to 41322-8252. |
| 73,100 | 14,200 | This project will not commence until summer 2018. The amount was agreed in June 2017. |
| | 20,000 | The amount was agreed in June 2017. |
| | 10,000 | Amount agreed in June 2017 on condition proforma invoices were supplied. |
| 7,400 | 12,200 | Project partially complete. Staines Day Centre work delayed due to issue with scaffolding permit. Expected to be completed in early next financial year |
| 11,900 | 11,900 | The balance of budget is expected to be spent on Hengrove Park development |
| 104,800 | 11,500 | Project is currently in progress linked to office moves and GDPR. Largely expected to be completed in the next financial year subject to subject to all services allocating resources to deal with archiveable documentsources to deal with archiveable documents. |
| 65,000 | 65,000 | Funds will be required for the new system integration in Housing. |
| 80,000 | 80,000 | The vehicle is on order but there is a 6 month build period and delivery is expected late May 2018 |
| 3,100 | 3,100 | Carry forward suggested by Grants Panel and endorsed by Cabinet in Feb 2018, within Annual Revenue Grants 2018-19 report |
| 1,900 | 1,900 | Agreed by MAT to install electric vehicle charge point at Knowle Green Offices |
| 21,564,170 | | |

Overview and Scrutiny Committee

10 July 2018



| | | | |
|----------------------------------|---|---------------------|----|
| Title | 2017/18 Provisional Revenue Outturn Report | | |
| Purpose of the report | To note | | |
| Report Author | Laurence Woolven, Chief Accountant | | |
| Cabinet Member | Councillor Howard Williams | Confidential | No |
| Corporate Priority | Financial Sustainability | | |
| Recommendations | The Overview and Scrutiny Committee is asked to note the provisional revenue outturn for 2017/18 and the revenue carry forward of £711,384. | | |
| Reason for Recommendation | Not applicable | | |

1. Key issues

- 1.1 The summary on appendix A shows a surplus for the year of £760k, this figure contains £711k relating to proposed carry forward items, resulting in a net underspend against revised budget of £49k. This underspend takes into account investment income, use of reserves, interest payments and business rates retention. The net underspend will be added to reserves.
- 1.2 During the year an additional £3.34m was achieved due to rental income generated from new property purchases, this was offset by additional debt costs £1.78m and additional transfers of £1.56m to build up the sinking fund reserves.
- 1.3 There were a number of salary underspends throughout the year and these ensured that the vacancy monitoring saving requirement was met.
- 1.4 The net surplus on the 2017/18 Revenue Budget will be moved to the General Fund reserve to support future revenue budgets.
- 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.

Investment Income

- 1.7 Interest earned on our investments amounted was £127k above the original budget. The main reason for this extra income is due to the additional rental income mentioned above.

Transfers to and from Reserves

- 1.8 In year, £2.7m has been transferred to the various property sinking fund reserves and £1m has been transferred to other reserves including £250k to create a new 'Local Environmental Assessment' reserve.
- 1.9 Additional Business Rates income of £3.0m has been transferred to the Business Rates reserve, this money will be needed to meet future years budgets due to a deficit on the Collection Fund caused by a timing lag issue and an increase in appeals provision. The appeals provision increase is due to a national issue around NHS appeals, in this borough this would relate to Ashford hospital.
- 1.10 These transfers to reserves, along with the net underspend transfer referred to in 1.1 above, mean that the revenue outturn has enabled some £6.9m to be added to the Council's reserves.
- 1.11 £8.7m was received in 2017/18 relating to Hammersmith Grove 12, this money is effectively early received rent so has been placed in a reserve to be released to revenue over the coming years.
- 1.12 Carry forwards totalling £711k have been agreed by Cabinet on 20 June 2018. The largest of these relates to the Elmsleigh lifts (£445k). These have been taken into account on appendix A and can be accommodated within the overall underspend. It is proposed to transfer to these carry forwards to reserves.
- 1.13 These Schemes are identified in appendix D.

2. Options analysis and proposal

- 2.1 The Overview and Scrutiny Committee is asked to note the provisional revenue outturn position and list of carry forwards approved by Cabinet.

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 of service and cabinet members.

Background papers: None

Appendices: A, B, C & D

This page is intentionally left blank

Spelthorne Borough Council

Revenue Carry forward requests 2017/18

| File Ref | GL Code | Account Description | Budget 17/18 £ | Spend 17/18 £ |
|-------------------------------|--------------------------------------|---------------------------------|----------------------|---------------------|
| CF001 | 21121/4979 | Elmsleigh Lifts | 457,000 | 11,740 |
| CF002 | 31505/1011 | Corporate backscanning staff | 60,000 | 51,683 |
| CF003 | 31505/4979 | Corporate backscanning | 180,000 | 11,048 |
| CF004 | 31802/4899 | Annual Grants 17/18 residual | 218,300 | 208,600 |
| CF005 | 30123/4979 | Audit Other expenses | 44,000 | 20,000 |
| CF014 | 45403/2202 | Grounds Maintenance | 1,688,000 | 1,575,000 |
| CF015 | 45403/2202 | Grounds maintenance | | |
| CF016 | 45403/2202 | Grounds maintenance | | |
| CF017 | 45403/2202 | Grounds maintenance | | |
| CF018 | 45403/2202 | Grounds maintenance | | |
| CF006 | 30123/(1011, 1803, 4312, 7151) | Audit | - 8,200 - | 14,592 |
| CF007 | 30103/4960 | Better Neighbourhood Grant | 39,000 | 34,283 |
| CF009 | 31505/4552 | Corporate backscanning software | 2,900 | - |
| CF008 | 30703/4979 | Facilities Management | 694,600 | 458,800 |
| CF010 | 10201/4431 | Pollution Control | 41,600 | 39,900 |
| CF011 | 21401/4401 | Energy Conservation Initiative | 9,500 | 8,600 |
| Total Revenue requests | | | | |

| Unspent budget £ | Amount requested to be carried forward £ | Comments |
|-----------------------------|---|--|
| 445,260 | 445,260 | To carry out essential lift refurbishment works |
| 8,317 | 8,317 | With the advent of Project Lima and GDPR there is a necessity to keep the scanning process going to reduce paper and finesse data and document retention times. |
| 168,952 | 168,952 | In order to retain team to undertake scanning work, which is gaining momentum due to Project Lima and GDPR, need to carry forward monies to cover costs. |
| 9,700 | 9,700 | Carry forward suggested by Grants Panel and endorsed by Cabinet Feb 2018, within Annual Revenue Grants 2018-19 report |
| 24,000 | 24,000 | Extending the counter fraud contract with Reigate (contract currently ceases 31.3.18) to 31.12.18 would ensure that Spelthorne has a greater time period from which to monitor financial payback being achieved from collaborative working with Reigate. This will ultimately help to inform future decisions. |
| 113,000 | 12,000 | Weed spraying is carried out 3 times per year with the last spray being carried out in March, due to the extreme weather we had in March the programme has been put on hold until April |
| | 4,100 | Necessary works as part of the refurbishment of the kiosk to provide adequate drainage |
| | 6,300 | Due to delayed delivery of some of the parks vehicles this work has been delayed |
| | 1,700 | The final artwork will be completed once the list of the parks vehicles have been delivered |
| | 13,500 | Refurbishment of Laleham Nursery mess room |
| 6,392 | 6,300 | To procure approx 15 audit days (Contractor resource) to cover outstanding areas on the 2017/18 Internal Audit Plan. The proposed audit assignments are supported by the Deputy Chief Executive, Terry Collier. |
| 4,717 | 4,255 | Balance of grants fund unallocated at year end |
| 2,900 | 2,900 | With scanning progressing a couple of issues have recently been raised which could be solved with a small software add-on |
| 235,800 | 2,200 | Agreed by MAT on 13/03/18 to be funded by Neighbourhood Services, Environmental Health & Asset Management to have electric Vehicle Charge point for Knowle Green Offices |
| 1,700 | 1,300 | |
| 900 | 600 | |
| 711,384 | | |

APPENDIX A

2017/18 Net Revenue Budget Monitoring As at end of 31 MARCH 2018

| | 17/18 | 17/18 | 17/18 | 17/18 |
|--|-------------------|-------------------|--------------------|--------------------|
| | Budget | | Total | Variance |
| | Original | Revised | Actuals | to Revised |
| | £ | £ | £ | £ |
| Gross Expenditure | 59,961,400 | 59,995,100 | 57,268,231 | (2,726,869) |
| Less Benefits (offset by grant) | | | | |
| Total Gross Expenditure excluding Benefits | 59,961,400 | 59,995,100 | 57,268,231 | (2,726,869) |
| Less Housing Benefit grant | (31,944,000) | (31,944,000) | (30,878,197) | 1,065,803 |
| Less Specific fees and charges income | (28,015,500) | (28,032,300) | (32,208,535) | (4,176,235) |
| Net Expenditure - broken down as below | 1,900 | 18,800 | (5,818,500) | (5,837,300) |
| Leader of the Council | 1,131,000 | 1,131,000 | 1,104,740 | (26,260) |
| Deputy Leader | 550,600 | 559,300 | 563,486 | 4,186 |
| Corporate Management | 2,220,900 | 2,156,100 | 745,494 | (1,410,606) |
| Housing | 1,671,900 | 1,635,200 | 1,497,690 | (137,510) |
| Finance | 2,451,000 | 2,476,000 | 2,575,793 | 99,793 |
| Planning and Economic Development | (15,354,700) | (15,289,900) | (19,103,304) | (3,813,404) |
| Environment and Compliance | 5,166,800 | 5,166,800 | 4,980,653 | (186,147) |
| Community Wellbeing | 231,200 | 251,100 | 71,819 | (179,281) |
| Customer Service, Estates & Transport | 1,933,200 | 1,933,200 | 1,745,129 | (188,071) |
| NET EXPENDITURE AT SERVICE LEVEL | 1,900 | 18,800 | (5,818,500) | (5,837,300) |
| Salary expenditure - vacancy monitoring | (300,000) | (300,000) | | 300,000 |
| NET EXPENDITURE | (298,100) | (281,200) | (5,818,500) | (5,537,300) |
| NET EXPENDITURE | (298,100) | (281,200) | (5,818,500) | (5,537,300) |
| Interest earnings | (900,000) | (900,000) | (1,027,378) | (127,378) |
| Debt Interest Payable | 8,307,000 | 8,307,000 | 10,088,742 | 1,781,742 |
| Minimum Revenue Provision | 4,482,100 | 4,482,100 | 4,517,081 | 34,981 |
| Rent Free period income | | | (8,722,722) | (8,722,722) |
| Contributions to Sinking Funds | 700,000 | 700,000 | 2,700,507 | 2,000,507 |
| Contributions to Other Reserves | | | 1,075,472 | 1,075,472 |
| Rent Free contribution to reserves | | | 8,722,722 | 8,722,722 |
| National Non Domestic Rates (NNDR) reserve | | | 3,052,456 | 3,052,456 |
| BUDGET REQUIREMENT | 12,291,000 | 12,307,900 | 14,588,380 | 2,280,480 |
| Baseline NNDR Funding | (3,009,000) | (3,009,000) | (6,061,456) | (3,052,456) |
| Transition Grant | (96,000) | (96,000) | (97,703) | (1,703) |
| New Homes Bonus | (1,530,900) | (1,530,900) | (1,535,152) | (4,252) |
| NET BUDGET REQUIREMENT | 7,655,100 | 7,672,000 | 6,894,069 | (777,931) |
| Council Tax Income | (7,487,607) | (7,487,607) | (7,487,000) | 607 |
| Collection Fund Surplus/(deficit) | (167,493) | (167,493) | (167,500) | (7) |
| (Surplus)/deficit for the year | - | 16,900 | (760,431) | (777,331) |
| 2017/18 Revenue carry forward | | | 711,384 | 711,384 |
| Net Position (Balance (to)/from General Fund reserve) | - | 16,900 | (49,047) | (65,947) |

| Appendix B | | | |
|---|---------------------|---------------------|--------------------|
| REVENUE MONITORING 2017/18 | | | |
| EXPENDITURE AND INCOME SUMMARY 31 MARCH 2018 | | | |
| Results to | Budget | Actual | Variance |
| 31-Mar-18 | Revised | YTD | to Revised |
| | £ | £ | £ |
| Leader of the Council | | | |
| Employees | 827,100 | 779,294 | (47,806) |
| Other Expenditure | 577,400 | 604,087 | 26,687 |
| Income | (273,500) | (278,641) | (5,141) |
| | 1,131,000 | 1,104,740 | (26,260) |
| Deputy Leader | | | |
| Employees | 134,800 | 153,409 | 18,609 |
| Other Expenditure | 435,500 | 408,898 | (26,602) |
| Income | (11,000) | 1,180 | 12,180 |
| | 559,300 | 563,486 | 4,186 |
| Corporate Management | | | |
| Employees | 1,499,100 | 1,289,375 | (209,725) |
| Other Expenditure | 701,300 | 580,122 | (121,178) |
| Income | (44,300) | (1,124,003) | (1,079,703) |
| | 2,156,100 | 745,494 | (1,410,606) |
| Housing | | | |
| Employees | 1,408,400 | 1,367,698 | (40,702) |
| Other Expenditure | 33,954,400 | 32,489,559 | (1,464,841) |
| Housing Benefit grant income | (31,944,000) | (30,878,197) | 1,065,803 |
| Income | (1,783,600) | (1,481,370) | 302,230 |
| | 1,635,200 | 1,497,690 | (137,510) |
| Finance | | | |
| Employees | 2,302,800 | 2,399,309 | 96,509 |
| Other Expenditure | 186,100 | 191,992 | 5,892 |
| Income | (12,900) | (15,508) | (2,608) |
| | 2,476,000 | 2,575,793 | 99,793 |
| Planning and Economic Development | | | |
| Employees | 1,663,100 | 1,743,310 | 80,210 |
| Other Expenditure | 2,378,900 | 1,715,078 | (663,823) |
| Income | (19,331,900) | (22,561,691) | (3,229,791) |
| | (15,289,900) | (19,103,304) | (3,813,404) |
| Environment and Compliance | | | |
| Employees | 4,231,800 | 4,731,569 | 499,769 |
| Other Expenditure | 4,966,000 | 4,296,943 | (669,057) |
| Income | (4,031,000) | (4,047,858) | (16,858) |
| | 5,166,800 | 4,980,653 | (186,147) |
| Community Wellbeing | | | |
| Employees | 1,674,400 | 1,692,367 | 17,967 |
| Other Expenditure | 687,500 | 676,528 | (10,972) |
| Income | (2,110,800) | (2,297,076) | (186,276) |
| | 251,100 | 71,819 | (179,281) |
| Customer Service, Estates & Transport | | | |
| Employees | 938,300 | 863,969 | (74,331) |
| Other Expenditure | 1,428,200 | 1,284,726 | (143,474) |
| Income | (433,300) | (403,566) | 29,734 |
| | 1,933,200 | 1,745,129 | (188,071) |
| NET EXPENDITURE AT SERVICE LEVEL | 18,800 | (5,818,500) | (5,837,300) |
| Total Employees | 14,679,800 | 15,020,300 | 340,500 |
| Total Other Expenditure | 45,315,300 | 42,247,932 | (3,067,368) |
| Housing Benefit grant income | (31,944,000) | (30,878,197) | 1,065,803 |
| Total Income | (28,032,300) | (32,208,535) | (4,176,235) |
| | 18,800 | (5,818,500) | (5,837,300) |

| REVENUE MONITORING 2017/18 | | | |
|---|---------------------|---------------------|--------------------|
| EXPENDITURE AND INCOME SUMMARY 31 MARCH 2018 | | | |
| | Budget | Actual | Variance |
| Results to | Revised | YTD | to Revised |
| 31-Mar-18 | £ | £ | £ |
| Total Expenditure | 59,995,100 | 57,268,231 | (2,726,869) |
| Total Income | (59,976,300) | (63,086,732) | (3,110,432) |
| Net | 18,800 | (5,818,500) | (5,837,300) |

Leader of the Council

| Results to | Budget | Actual | Variance | Comments |
|--|------------------|------------------|-------------------|--|
| 31-Mar-18 | Revised | YTD | to Revised | |
| | £ | £ | £ | |
| Employees | 105,600 | 99,718 | (5,882) | Savings achieved due to cease of shared services with Reigate BC. Note that (£50k) income budget for shared service salaries cost is also not applicable to this financial year. |
| Other Expenditure | 2,200 | 785 | (1,415) | |
| Income | (50,000) | 0 | 50,000 | Please see above |
| Corporate Governance | 57,800 | 100,503 | 42,703 | |
| Employees | 12,100 | 10,162 | (1,938) | |
| Other Expenditure | 357,600 | 359,239 | 1,639 | 2% increase on basic allowances, however offset by lower expenditure on mayoral codes and civic occasions |
| Income | 0 | 0 | 0 | |
| Democratic Rep & Management | 369,700 | 369,400 | (300) | |
| Employees | 2,300 | 0 | (2,300) | No expenditure as there was no by election |
| Other Expenditure | 7,900 | 1,973 | (5,927) | Less expenditure as there was no by election |
| Income | 0 | 0 | 0 | |
| Elections | 10,200 | 1,973 | (8,227) | |
| Employees | 131,700 | 139,261 | 7,561 | Higher Temporary staff payments funded through grant income relating to Individual Electoral Registration (IER), partially off set by savings achieved in the latter part of the financial year due to vacant post |
| Other Expenditure | 100,900 | 101,382 | 482 | |
| Income | (1,000) | (16,736) | (15,736) | Additional income of £14k from Cabinet Office relating to Individual Electoral Registration (IER) work as above |
| Electoral Registration | 231,600 | 223,907 | (7,693) | |
| Employees | 68,500 | 68,549 | 49 | |
| Other Expenditure | 35,800 | 30,156 | (5,644) | |
| Income | (205,000) | (179,611) | 25,389 | Property market has not been as buoyant as estimated, resulting in reduced levels of income being recovered |
| Land Charges | (100,700) | (80,905) | 19,795 | |
| Employees | 452,000 | 406,568 | (45,432) | Savings achieved due to vacant posts, partially covered by temp lawyer for recent commercial property acquisitions. |
| Other Expenditure | 26,600 | 38,220 | 11,620 | Higher expenditure mainly against Books & publication and Legal & Court Costs Budget |
| Income | (17,500) | (52,550) | (35,050) | Higher income achieved due to more activity |
| Legal | 461,100 | 392,237 | (68,863) | |
| Employees | 54,900 | 55,036 | 136 | |
| Other Expenditure | 46,400 | 72,332 | 25,932 | Costs for Community Connector to be funded through PPP grant |
| Income | 0 | (29,744) | (29,744) | PPP funding |
| People & Partnerships | 101,300 | 97,624 | (3,676) | |
| Total Employees | 827,100 | 779,294 | (47,806) | |
| Total Other Expenditure | 577,400 | 604,087 | 26,687 | |
| Total Income | (273,500) | (278,641) | (5,141) | |
| | 1,131,000 | 1,104,740 | (26,260) | |

Deputy Leader

| Results to | Budget | Actual | Variance | Comments |
|------------------------------------|-----------------|----------------|-------------------|---|
| 31-Mar-18 | Revised | YTD | to Revised | |
| | £ | £ | £ | |
| Employees | 134,800 | 143,176 | 8,376 | |
| Other Expenditure | 99,600 | 89,706 | (9,894) | |
| Income | (10,000) | 1,180 | 11,180 | Shared services re: Web support recharge income from Runneymede Borough Council for previous years for £19.8k have been reversed out in this financial year due to incorrect recharge |
| Corporate Publicity | 224,400 | 234,062 | 9,662 | |
| Employees | 0 | 10,233 | 10,233 | Prevent training costs, funding received in 16/17. Incident response salary costs incurred for emergency exercise in Oct 17 |
| Other Expenditure | 104,600 | 110,591 | 5,991 | |
| Income | (1,000) | 0 | 1,000 | |
| Emergency Planning | 103,600 | 120,824 | 17,224 | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 218,300 | 208,600 | (9,700) | Carry forward of £9,700 has been requested |
| Income | 0 | 0 | 0 | |
| General Grants | 218,300 | 208,600 | (9,700) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 13,000 | 0 | (13,000) | No public meetings in 2017/18 |
| Income | 0 | 0 | 0 | |
| Research & Consultation | 13,000 | 0 | (13,000) | |
| Total Employees | 134,800 | 153,409 | 18,609 | |
| Total Other Expenditure | 435,500 | 408,898 | (26,602) | |
| Total Income | (11,000) | 1,180 | 12,180 | |
| | 559,300 | 563,486 | 4,186 | |

| | | | | |
|---|------------------|--------------------|--------------------|--|
| Appendix C3 | | | | |
| Corporate Management | | | | |
| | | | | |
| Results to | Budget | Actual | Variance | Comments |
| 31-Mar-18 | Revised | YTD | to Revised | |
| | £ | £ | £ | |
| Employees | 188,000 | 212,469 | 24,469 | Two staff doing additional hours, one of which is also receiving an honorarium, due to increased volume in workload |
| Other Expenditure | 40,300 | 37,935 | (2,365) | |
| Income | 0 | (20) | (20) | |
| HR | 228,300 | 250,384 | 22,084 | |
| Employees | 54,000 | 52,961 | (1,039) | |
| Other Expenditure | 800 | 777 | (23) | |
| Income | 0 | 0 | 0 | |
| Payroll | 54,800 | 53,739 | (1,061) | |
| Employees | 559,900 | 475,235 | (84,665) | This is due to network manager vacancy, part year business analyst vacancy, part year apprentice vacancy, part year maternity leave |
| Other Expenditure | 324,200 | 278,160 | (46,040) | The key underspends are: 1. VDI support, which hasn't started yet 2. Hardware support (specifically for the replacement SAN) which was capitalised within the purchase in 16/17 3. General consultancy, because some projects were deferred due to resources/workloads 4. There were also a few minor support contracts which generated first year savings when moving suppliers |
| Income | (44,300) | (44,332) | (32) | |
| Information & Comms Technology | 839,800 | 709,063 | (130,737) | |
| Employees | 107,600 | 91,701 | (15,899) | Underspend due to retirement of Committees manager post in June 2017. Trainee Committee Manager post vacant for a few months in year. Underspend reduced by Projects officer assisting with Committees workload. |
| Other Expenditure | 10,000 | 13,541 | 3,541 | |
| Income | 0 | 0 | 0 | |
| Committee Services | 117,600 | 105,242 | (12,358) | |
| Employees | 191,200 | 52,389 | (138,811) | Underspend mainly represents an estimate of retention allowance available to services that will not have been used by year end. |
| Other Expenditure | 137,500 | 237,285 | 99,785 | |
| Income | 0 | (1,079,651) | (1,079,651) | Offset by reserve adjustment |
| Corporate Management | 328,700 | (789,977) | (1,118,677) | |
| Employees | 398,400 | 404,619 | 6,219 | |
| Other Expenditure | 188,500 | 12,424 | (176,076) | Carry forward request has been submitted for £176k to 18/19 for corporate backscanning project |
| Income | 0 | 0 | 0 | |
| Project Management | 586,900 | 417,043 | (169,857) | |
| Total Employees | 1,499,100 | 1,289,375 | (209,725) | |
| Total Other Expenditure | 701,300 | 580,122 | (121,178) | |
| Total Income | (44,300) | (1,124,003) | (1,079,703) | |
| | 2,156,100 | 745,494 | (1,410,606) | |

| | | | | |
|----------------------------------|---------------------|---------------------|--------------------|---|
| Appendix C5 | | | | |
| Housing | | | | |
| | | | | |
| Results to | Budget | Actual | Variance | Comments |
| 31-Mar-18 | Revised | YTD | to Revised | |
| | £ | £ | £ | |
| Employees | 869,100 | 863,901 | (5,199) | Vacant posts in year, covered by secondments in the team, generating an underspend |
| Other Expenditure | 42,200 | 46,958 | 4,758 | Locata costs funded by new burdens grant |
| Income | 0 | (6,508) | (6,508) | New burdens grant funding |
| Housing Needs | 911,300 | 904,351 | (6,949) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 2,098,400 | 1,573,325 | (525,075) | |
| Income | (1,441,200) | (1,103,197) | 338,003 | |
| Homelessness | 657,200 | 470,128 | (187,072) | Emergency Bed & Breakfast and Rent Assure Scheme; usage has been lower than anticipated |
| Employees | 539,300 | 503,797 | (35,503) | Vacant posts in year, and less hours being worked by 1 member of staff than originally budgeted |
| Other Expenditure | 41,800 | 54,391 | 12,591 | IT costs to be covered by revenue grant, as well as lower internal printing costs than budgeted |
| Income | (342,400) | (371,665) | (29,265) | Revenue grant funding IT costs |
| Housing Benefits Admin | 238,700 | 186,524 | (52,176) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 31,772,000 | 30,814,885 | (957,115) | |
| Income | (31,944,000) | (30,878,197) | 1,065,803 | |
| Housing Benefits Payments | (172,000) | (63,312) | 108,688 | Subsidies as a whole are lower than budgeted. Increase in HBO bad debt provision has generated an overspend |
| Total Employees | 1,408,400 | 1,367,698 | (40,702) | |
| Total Other Expenditure | 33,954,400 | 32,489,559 | (1,464,841) | |
| Total Income | (33,727,600) | (32,359,567) | 1,368,033 | |
| | 1,635,200 | 1,497,690 | (137,510) | |

| | | | | |
|---|------------------|------------------|-------------------|---|
| Appendix C8 | | | | |
| Finance and Customer Service | | | | |
| | | | | |
| | | | | |
| Results to | Budget | Actual | Variance | Comments |
| 31-Mar-18 | Revised | YTD | to Revised | |
| | £ | £ | £ | |
| Employees | 196,700 | 214,262 | 17,562 | Relocation Expenses for CX & increased spend on employee training |
| Other Expenditure | 8,400 | 34,774 | 26,374 | Professional fees for recruitment of Chief Executive |
| Income | 0 | 0 | 0 | |
| Chief Executive | 205,100 | 249,035 | 43,935 | |
| Employees | 112,100 | 113,432 | 1,332 | |
| Other Expenditure | 3,600 | 3,998 | 398 | |
| Income | 0 | 0 | 0 | |
| MaT Secretariat & Support | 115,700 | 117,429 | 1,729 | |
| Employees | 244,200 | 243,249 | (951) | |
| Other Expenditure | 2,400 | 1,332 | (1,068) | |
| Income | 0 | (15) | (15) | |
| Deputy Chief Executives | 246,600 | 244,566 | (2,034) | |
| Employees | 89,300 | 89,336 | 36 | |
| Other Expenditure | 58,200 | 45,763 | (12,437) | Spend has been controlled to address issues arising from Surrey CC no longer providing Audit consultants. Consequently, consultants are now sourced through agencies, which is more expensive. |
| Income | (12,900) | (14,592) | (1,692) | |
| Audit | 134,600 | 120,507 | (14,093) | |
| Employees | 388,500 | 468,136 | 79,636 | Redundancy costs of £26k paid to one of the member of staff and vacant posts earlier in the year were covered by agency staff at higher cost and additional overtime payments to clear backlog of work. |
| Other Expenditure | 46,900 | 73,040 | 26,140 | Consultants fees of £22k paid to recruit for the vacant posts with no budget and additional payments against Books & Publications budget to support close of accounts process. |
| Income | 0 | (81) | (81) | |
| Accountancy | 435,400 | 541,095 | 105,695 | |
| Employees | 1,272,000 | 1,270,894 | (1,106) | Pensions added years payments - full year spend will be as at budget. Costs to date to be reviewed to assess reasons for delays. |
| Other Expenditure | 66,600 | 52,170 | (14,430) | Underspend estimated on costs budgeted for centrally such as for staff health costs. |
| Income | 0 | (820) | (820) | |
| Unapportionable Central IO/Heads | 1,338,600 | 1,322,244 | (16,356) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 0 | (19,084) | (19,084) | |
| Income | 0 | 0 | 0 | |
| Misc Expenses | 0 | (19,084) | (19,084) | |
| Total Employees | 2,302,800 | 2,399,309 | 96,509 | |
| Total Other Expenditure | 186,100 | 191,992 | 5,892 | |
| Total Income | (12,900) | (15,508) | (2,608) | |
| | 2,476,000 | 2,575,793 | 99,793 | |

| | | | | |
|--|---------------------|---------------------|--------------------|--|
| Appendix C7 | | | | |
| Planning and Economic Development | | | | |
| | | | | |
| Results to | Budget | Actual | Variance | Comments |
| 31-Mar-18 | Revised | YTD | to Revised | |
| | £ | £ | £ | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 979,900 | 959,300 | (20,600) | Small underspend of planned maintenance budget, being utilised in partnership with Runnymede BC |
| Income | 0 | (2,498) | (2,498) | |
| Planned Maintenance Programme | 979,900 | 956,802 | (23,098) | |
| Employees | 86,900 | 104,254 | 17,354 | Overspend due to Economic Development Manager in budget for 50% of salary split with Community Safety, however this post is 100% in Economic Development since July 2017. Vacancies earlier in year have reduced the overspend |
| Other Expenditure | 43,500 | 33,875 | (9,625) | Lower expenditure to cover salary overspends |
| Income | 0 | (501) | (501) | |
| Economic Development | 130,400 | 137,628 | 7,228 | |
| Employees | 184,800 | 191,774 | 6,974 | Use of agency staff to cover vacant posts has generated an overspend |
| Other Expenditure | 780,400 | 216,401 | (563,999) | Carry forward requested for £436k for delay to Elmsleigh Lifts works. Underspends also on Knowle Green Relocation and Redevelopment projects |
| Income | (18,048,000) | (21,397,087) | (3,349,087) | Additional income from asset acquisitions in year |
| Asset Mgn Administration | (17,082,800) | (20,988,912) | (3,906,112) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 0 | 1,338 | 1,338 | Costs involved in enabling the sea cadets to share the facilities with the Kayak Club |
| Income | 0 | 0 | 0 | |
| Sea Cadets | 0 | 1,338 | 1,338 | |
| Employees | 318,900 | 307,265 | (11,635) | Two senior planning officer posts were vacant earlier in year, generating underspends |
| Other Expenditure | 101,800 | 87,031 | (14,769) | Underspend on consultancy fees due to vacancies earlier in the year |
| Income | (1,000) | (10,466) | (9,466) | Reimbursement for works undertaken for the Heathrow Strategic Planning Group |
| Planning Policy | 419,700 | 383,829 | (35,871) | |
| Employees | 738,600 | 792,897 | 54,297 | Use of overtime and temporary staff costs for increased workload |
| Other Expenditure | 110,700 | 194,368 | 83,668 | Consultancy costs higher than budgeted. Purchase of Idox licences in perpetuity, creating long term savings |
| Income | (488,800) | (416,916) | 71,884 | Income is lower than expected, due to no large planning applications received |
| Planning Development Control | 360,500 | 570,348 | 209,848 | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 140,000 | 40 | (139,960) | Bridge Street & Tothill Car Park/Elmsleigh IV projects delayed to 2018/19 |
| Income | 0 | 0 | 0 | |
| Staines Upon Thames Programme | 140,000 | 40 | (139,960) | |
| Employees | 333,900 | 347,120 | 13,220 | As a result of increasing Building Regulations applications, temporary staff expenditure has increased which has also lead to increase in income |
| Other Expenditure | 15,300 | 18,935 | 3,635 | |
| Income | (346,100) | (404,485) | (58,385) | Higher income generated due to more activity |
| Building Control | 3,100 | (38,430) | (41,530) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 47,300 | 41,911 | (5,389) | |
| Income | (48,000) | (67,915) | (19,915) | Additional income received for licences |
| General Property Expenses | (700) | (26,004) | (25,304) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 160,000 | 161,880 | 1,880 | |
| Income | (400,000) | (261,822) | 138,178 | Head rent reconciliation for year ending 23rd June 2016 & 2017, and accrual for reduction in income in 17/18, due to vacant leases |
| Staines Town Centre Management | (240,000) | (99,942) | 140,058 | |
| Total Employees | 1,663,100 | 1,743,310 | 80,210 | |
| Total Other Expenditure | 2,378,900 | 1,715,078 | (663,823) | |
| Total Income | (19,331,900) | (22,561,691) | (3,229,791) | |
| | (15,289,900) | (19,103,304) | (3,813,404) | |

| Appendix C4 | | | | |
|--|------------------|------------------|-------------------|---|
| Environment and Compliance | | | | |
| Results to | Budget | Actual | Variance | Comments |
| 31-Mar-18 | Revised | YTD | to Revised | |
| | £ | £ | £ | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 3,500 | 2,660 | (840) | |
| Income | 0 | 0 | 0 | |
| Abandoned Vehicles | 3,500 | 2,660 | (840) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 66,700 | 84,045 | 17,345 | Insurance Excess charges with no budget and Electricity costs are also higher against the budget |
| Income | 0 | (1,664) | (1,664) | |
| Depot | 66,700 | 82,381 | 15,681 | |
| Employees | 909,700 | 923,393 | 13,693 | Higher overtime payments to cover vacant posts |
| Other Expenditure | 79,900 | 87,824 | 7,924 | |
| Income | (24,200) | (30,264) | (6,064) | |
| DS Management & Support | 965,400 | 980,954 | 15,554 | |
| Employees | 1,193,100 | 1,215,563 | 22,463 | Vacant posts are covered by additional overtime payments and agency staff with higher costs |
| Other Expenditure | 836,000 | 828,813 | (7,187) | |
| Income | (662,600) | (796,802) | (134,202) | Higher income due to more activity |
| Refuse Collection | 1,366,500 | 1,247,574 | (118,926) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 9,500 | 9,601 | 101 | |
| Income | 0 | (1,000) | (1,000) | |
| Energy Initiatives | 9,500 | 8,601 | (899) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 46,000 | 72,351 | 26,351 | Additional costs are funded through revenue grants as below |
| Income | (25,000) | (54,898) | (29,898) | |
| Environmental Enhancements | 21,000 | 17,452 | (3,548) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 0 | (271) | (271) | This has been merged within Direct Services Management, The balance relates to previous year's accruals |
| Income | 0 | 0 | 0 | |
| Enviro Services Administration | 0 | (271) | (271) | |
| Employees | 637,100 | 563,685 | (73,415) | Savings achieved due to vacant posts partially covered by temporary/agency staff. |
| Other Expenditure | 314,500 | 307,407 | (7,093) | |
| Income | (47,700) | (47,280) | 420 | |
| Street Cleaning | 903,900 | 823,812 | (80,088) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 300,000 | 69,679 | (230,321) | Recyclable waste payments are lower due to changes to recycling system |
| Income | (505,200) | (421,873) | 83,327 | Recyclable waste credits income is received in arrears from Surrey County Council. Income is lower against the budget due to changes to the recycling credit system |
| Waste Recycling | (205,200) | (352,194) | (146,994) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 30,700 | 13,651 | (17,049) | Savings achieved due to closure of Public Conveniences |
| Income | 0 | 0 | 0 | |
| Public Conveniences | 30,700 | 13,651 | (17,049) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 22,900 | 20,268 | (2,632) | |
| Income | (37,000) | (30,704) | 6,296 | |
| Allotments | (14,100) | (10,437) | 3,663 | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 94,400 | 167,885 | 73,485 | Higher expenditure incurred as windfall projects are undertaken for laleham benches, Lammas Kiosk & Cedar recreation footpaths to cost around £61k and funded through Windfall Grant. Utility costs are higher against the budget by £30k, partially off set by savings against the business rates budget as no payment due for this financial year |
| Income | (63,200) | (146,261) | (83,061) | Additional windfall grant of £64k to fund the above expenditure and higher overall income against the budget |
| Parks Strategy | 31,200 | 21,624 | (9,576) | |
| Employees | 144,100 | 714,776 | 570,676 | The Grounds maintenance contract has moved in-house and related costs are met from existing contract budgets which has lead to overall savings |
| Other Expenditure | 1,824,100 | 1,120,555 | (703,545) | Please see above |
| Income | (174,600) | (134,302) | 40,298 | Please see above |
| Grounds Maintenance | 1,793,600 | 1,701,029 | (92,572) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 5,500 | 5,041 | (459) | |
| Income | 0 | 0 | 0 | |
| Water Courses & Land Drainage | 5,500 | 5,041 | (459) | |
| Employees | 379,700 | 372,189 | (7,511) | Savings achieved due to current vacant post, partially covered by agency staff and additional overtime payments. |
| Other Expenditure | 913,600 | 1,060,349 | 146,749 | Business rates are higher by £73k and shared services on Street parking payment due to Surrey County Council higher by £31k, Electricity by £12k, General Maintenance by £26k and remainder relating to Kingston Road rents payment higher against budget |
| Income | (1,987,700) | (1,913,094) | 74,606 | Penalty Charge Notices (PCN's) income is below the budget by £57k due to compliance with Parking restrictions, resulted in less fixed PCN's are issued and remainder relates to lower car park fees income collected against the budget for most of major car parks |
| Car Parks | (694,400) | (480,556) | 213,844 | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 109,900 | 122,393 | 12,493 | Contract management costs are higher by £5k, Business rates by £2k against the budget and remainder relates to operational equipment costs with no budget |
| Income | (250,000) | (243,431) | 6,569 | |
| Staines Market | (140,100) | (121,038) | 19,062 | |

| Environment and Compliance | | | | |
|-------------------------------------|--------------------|--------------------|-------------------|--|
| Results to | Budget | Actual | Variance | Comments |
| 31-Mar-18 | Revised | YTD | to Revised | |
| | £ | £ | £ | |
| Employees | 793,100 | 759,776 | (33,324) | Savings achieved due to current vacant posts, partially covered by temporary/ agency staff and additional overtime payments. |
| Other Expenditure | 39,200 | 60,883 | 21,683 | Higher software costs by £12k due to Uniform software recharges, Higher legal costs by £4k and remainder relates to overall higher transport costs against the budget |
| Income | (10,500) | (6,100) | 4,400 | No recharge income against the budget as the Disability Facilities Grant work is now undertaken by Independent living, partially off set by additional payback of recruitment allowance by a former employee and Warmer Homes Grants income to off-set the costs |
| Environmental Health Admin | 821,800 | 814,558 | (7,242) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 46,700 | 45,645 | (1,055) | |
| Income | (5,100) | (5,724) | (624) | |
| Environmental Protection Act | 41,600 | 39,921 | (1,679) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 21,900 | 14,497 | (7,403) | |
| Income | (5,000) | (3,283) | 1,717 | |
| Rodent & Pest Control | 16,900 | 11,213 | (5,687) | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 1,300 | 0 | (1,300) | |
| Income | (3,000) | (1,555) | 1,445 | |
| Food Safety | (1,700) | (1,555) | 145 | |
| Employees | 0 | 1,613 | 1,613 | |
| Other Expenditure | 7,900 | 7,499 | (401) | |
| Income | (12,900) | (9,809) | 3,091 | |
| Public Health | (5,000) | (697) | 4,303 | |
| Employees | 103,300 | 110,582 | 7,282 | Current vacant post is covered by agency staff with higher costs |
| Other Expenditure | 4,200 | 8,236 | 4,036 | Legal & consultants costs with no budget |
| Income | (102,600) | (103,081) | (481) | |
| Licensing | 4,900 | 15,737 | 10,837 | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 0 | 536 | 536 | |
| Income | 0 | (13,008) | (13,008) | |
| Parks Properties Project | 0 | (12,473) | (12,473) | Pavilion Flats - income to cover costs of maintenance on these properties. |
| Employees | 71,700 | 69,993 | (1,707) | |
| Other Expenditure | 184,300 | 186,164 | 1,864 | |
| Income | (35,700) | (6,942) | 28,758 | No recharge Income contribution through Community Safety Partnership Fund (CSPF) from this financial year onwards. |
| Community Safety | 220,300 | 249,214 | 28,914 | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 3,300 | 1,232 | (2,068) | |
| Income | (79,000) | (76,782) | 2,218 | |
| Taxi Licensing | (75,700) | (75,550) | 150 | |
| Total Employees | 4,231,800 | 4,731,569 | 499,769 | |
| Total Other Expenditure | 4,966,000 | 4,296,943 | (669,057) | |
| Total Income | (4,031,000) | (4,047,858) | (16,858) | |
| | 5,166,800 | 4,980,653 | (186,147) | |

| Appendix C6 | | | | | |
|-------------------------------------|-----------------------|--------------------|----------------------------|--|--|
| | | | | Community Wellbeing | |
| Results to 31-Mar-18 | Budget Revised | Actual YTD | Variance to Revised | Comments | |
| | £ | £ | £ | | |
| Employees | 76,600 | 79,466 | 2,866 | | |
| Other Expenditure | 83,200 | 52,250 | (30,950) | Lower expenditure on operational equipment and minimum spend on telecare equipment | |
| Income | (240,000) | (278,488) | (38,488) | Additional income received for Surrey Telecare Equipment & an increase in charges for services | |
| Span | (80,200) | (146,772) | (66,572) | | |
| Employees | 249,500 | 249,688 | 188 | | |
| Other Expenditure | 18,500 | 18,256 | (244) | | |
| Income | 0 | (80,464) | (80,464) | Capitalisation of salary posts for DFG work | |
| Com Care Administration | 268,000 | 187,480 | (80,520) | | |
| Employees | 419,300 | 426,510 | 7,210 | | |
| Other Expenditure | 245,000 | 239,011 | (5,989) | | |
| Income | (453,900) | (395,720) | 58,180 | High needs income lower than anticipated | |
| Day Centres | 210,400 | 269,801 | 59,401 | | |
| Employees | 105,300 | 103,876 | (1,424) | | |
| Other Expenditure | 87,400 | 85,634 | (1,766) | | |
| Income | (199,100) | (193,011) | 6,089 | | |
| Meals on Wheels | (6,400) | (3,501) | 2,899 | | |
| Employees | 436,800 | 439,845 | 3,045 | | |
| Other Expenditure | 11,400 | 52,534 | 41,134 | Additional costs are funded as below | |
| Income | (422,900) | (468,213) | (45,313) | All of the costs are funded through Surrey County Council & associated partners as part of Family Support Programme | |
| Spelthorne Troubled Families | 25,300 | 24,166 | (1,134) | | |
| Employees | 173,400 | 183,644 | 10,244 | Higher costs due to cover provided for High needs service during holiday period off set by additional income through recharges | |
| Other Expenditure | 48,100 | 39,467 | (8,633) | | |
| Income | (96,300) | (102,380) | (6,080) | As above | |
| SAT | 125,200 | 120,732 | (4,468) | | |
| Employees | 192,700 | 196,173 | 3,473 | | |
| Other Expenditure | 10,000 | 9,343 | (657) | | |
| Income | 0 | 0 | 0 | | |
| Leisure Administration | 202,700 | 205,517 | 2,817 | | |
| Employees | 0 | 0 | 0 | | |
| Other Expenditure | 57,600 | 64,566 | 6,966 | | |
| Income | (237,600) | (250,727) | (13,127) | Profit share increased due to RPI increase | |
| Spelthorne Leisure Centre | (180,000) | (186,161) | (6,161) | | |
| Employees | 12,500 | 10,212 | (2,288) | | |
| Other Expenditure | 3,300 | 2,920 | (380) | | |
| Income | (3,600) | (4,191) | (591) | | |
| Resource Centre | 12,200 | 8,940 | (3,260) | | |
| Employees | 5,300 | 1,399 | (3,901) | | |
| Other Expenditure | 9,400 | 19,656 | 10,256 | Higher tuition fees, resulting in an increase in income | |
| Income | (6,500) | (12,231) | (5,731) | | |
| Sports Development | 8,200 | 8,823 | 623 | | |
| Employees | 0 | 0 | 0 | | |
| Other Expenditure | 0 | 0 | 0 | | |
| Income | (46,200) | (46,634) | (434) | | |
| Sunbury Golf Club | (46,200) | (46,634) | (434) | | |
| Employees | 0 | 0 | 0 | | |
| Other Expenditure | 1,000 | 0 | (1,000) | | |
| Income | 0 | 0 | 0 | | |
| Safeguarding | 1,000 | 0 | (1,000) | | |
| Employees | 0 | 0 | 0 | | |
| Other Expenditure | 7,100 | 18,389 | 11,289 | Survey costs for Churchill Centre which cannot be capitalised | |
| Income | (57,000) | (52,390) | 4,610 | | |
| Public Halls | (49,900) | (34,001) | 15,899 | | |
| Employees | 0 | 0 | 0 | | |
| Other Expenditure | 4,600 | 4,590 | (10) | | |
| Income | (8,000) | (8,000) | 0 | | |
| Museum | (3,400) | (3,410) | (10) | | |
| Employees | 0 | 66 | 66 | | |
| Other Expenditure | 24,500 | 15,346 | (9,154) | Skate park works delayed | |
| Income | 0 | 0 | 0 | | |
| Youth | 24,500 | 15,411 | (9,089) | | |
| Employees | 0 | 965 | 965 | | |
| Other Expenditure | 4,000 | 1,571 | (2,429) | | |
| Income | (600) | (1,178) | (578) | | |
| Active Lifestyle | 3,400 | 1,358 | (2,042) | | |
| Employees | 3,000 | 522 | (2,478) | | |
| Other Expenditure | 28,300 | 23,659 | (4,641) | | |
| Income | (3,000) | (3,149) | (149) | | |
| Arts Development | 28,300 | 21,031 | (7,269) | | |
| Employees | 0 | 0 | 0 | | |
| Other Expenditure | 42,100 | 26,835 | (15,265) | Overall costs are lower against the budget | |
| Income | (336,100) | (400,298) | (64,198) | Income is higher against the budget due to higher activity | |
| Cemeteries | (294,000) | (373,463) | (79,463) | | |
| Employees | 0 | 0 | 0 | | |
| Other Expenditure | 2,000 | 2,501 | 501 | | |
| Income | 0 | 0 | 0 | | |
| Events | 2,000 | 2,501 | 501 | | |
| Total Employees | 1,674,400 | 1,692,367 | 17,967 | | |
| Total Other Expenditure | 687,500 | 676,528 | (10,972) | | |
| Total Income | (2,110,800) | (2,297,076) | (186,276) | | |
| | 251,100 | 71,819 | (179,281) | | |

| | | | | |
|--|------------------|------------------|-------------------|--|
| Appendix C9 | | | | |
| Customer Service, Estates & Transport | | | | |
| | | | | |
| Results to | Budget | Actual | Variance | Comments |
| 31-Mar-18 | Revised | YTD | to Revised | |
| | £ | £ | £ | |
| | | | | |
| Employees | 810,500 | 762,394 | (48,106) | Savings achieved due to current vacant posts, partially covered by temporary /agency staff |
| Other Expenditure | 362,700 | 423,116 | 60,416 | Above savings used for the overspends here due to Refurbishment of office space & new furniture for all the staff |
| Income | (311,500) | (294,088) | 17,412 | Council tax Legal costs recovered are lower against the budget |
| Cserv Management & Support | 861,700 | 891,422 | 29,722 | |
| | | | | |
| Employees | 127,800 | 101,575 | (26,225) | Underspend due to Senior Facilities Manager Officer post being vacant earlier in the year. Apprentices are also being paid lower than budgeted |
| Other Expenditure | 802,800 | 524,177 | (278,623) | Business rates lower than budgeted. Cleaning contract has not yet been implemented, resulting in a large underspend |
| Income | (121,800) | (108,581) | 13,219 | Reduction in rents, due to tenants vacating Knowle Green offices |
| Facilities Management | 808,800 | 517,171 | (291,629) | |
| | | | | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 234,700 | 312,914 | 78,214 | Premises insurance costs are higher against the budget |
| Income | 0 | (897) | (897) | |
| Insurance | 234,700 | 312,018 | 77,318 | |
| | | | | |
| Employees | 0 | 0 | 0 | |
| Other Expenditure | 28,000 | 24,519 | (3,481) | |
| Income | 0 | 0 | 0 | |
| Bus Station | 28,000 | 24,519 | (3,481) | |
| | | | | |
| Total Employees | 938,300 | 863,969 | (74,331) | |
| Total Other Expenditure | 1,428,200 | 1,284,726 | (143,474) | |
| Total Income | (433,300) | (403,566) | 29,734 | |
| | 1,933,200 | 1,745,129 | (188,071) | |

This page is intentionally left blank

Overview and Scrutiny Committee

10 July 2018



| | | | |
|----------------------------------|---|---------------------|----|
| Title | Corporate Project Management Report | | |
| Purpose of the report | To note | | |
| Report Author | Sandy Muirhead Group Head Commissioning and Transformation | | |
| Cabinet Member | Councillor John Boughtflower | Confidential | No |
| Corporate Priority | Financial Sustainability | | |
| Recommendations | To note the report | | |
| Reason for Recommendation | To allow Members to be updated on progress of projects and their outcomes across the Council | | |

1. Key issues

- 1.1 This report highlights the work of the Council on projects.
- 1.2 The Corporate Project Dashboard attached (Appendix 1) tracks progress of projects and work streams to fall in line with the Groups in place since May 2016 (Commissioning and Transformation / Community Well Being / Neighbourhood Services / Regeneration and Growth / Finance and Customer Relations), with the inclusion of those projects falling under a Corporate and/or 'miscellaneous' heading.
- 1.3 The councils' focus continues on property acquisitions and housing projects, with the property acquisition portfolio being managed, controlled and reported through the 'Development and Investment Group' – with the property project names, and high-level information being captured as part of the "Corporate Project Register" and "Corporate Project Dashboard" documents.
- 1.4 Moving forward the Group and Deputy Group Head Commissioning and Transformation (CTG) will continue to meet with all Group Heads to obtain their views on current and future needs in relation to projects and procurement.

With the appointment of the Procurement and Contracts Manager there has been greater support available on this aspect of projects. CTG will also focus on performance to ensure that all aspects of project work are captured to enable the Council to clearly demonstrate its achievements.

- 1.5 Projects also need to ensure they continue to take account of the General Data Protection Regulations (GDPR), Equality and Diversity impacts and

where appropriate Privacy Impact Assessments, so as to comply with the necessary Governmental legislations.

- 1.6 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 managers.

2. Corporate Projects

- 2.1 The projects being delivered across the Council continue to move Spelthorne forward on various areas to support delivery of the corporate priorities.
- 2.2 The project documentation is currently being modified to ensure projects at initiation have a clear business case and highlight procurement, legal, ICT and GDPR requirements that will need supporting during the course of the project. This will assist with workload planning where projects cross several different services.

3. Financial implications

- 3.1 Projects should not be initiated unless there is a clear business case and funding streams, plus necessary resources to manage the project are in place. These should be indicated at the project planning stage and it is hoped there will be continuing support given for all the initial business case documentation to be completed thus allowing projects to be effectively reported on and monitored.

4. Other considerations

- 4.1 Projects will need to address equality and diversity issues together with those of sustainability, financial, social and environmental.
- 4.2 The introduction of a Project Steering Group (PSG) will seek to further support each project by way of adherence to the current SBC project principles, recommended practices and processes. All of these shall serve to ensure that projects are managed in an effective, efficient and controlled manner. Risks and issues shall continue to alert the PSG of where additional consideration and support shall become necessary to review and address project priorities with those of corporate direction and needs.

5. Timetable for implementation

- 5.1 Project governance will seek the consideration and direction of the PSG and continue to be reported to MAT, Cabinet Briefing and Overview and Scrutiny every quarter.
- 5.2 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 report hierarchy and will continue to be produced monthly by project managers.
- 5.3 It is envisaged that as the Groups provide greater support for this corporate requirement the content and timing of the data input will continue to become more efficient thereby ensuring that the overall process, and its own requirements' provide enhanced benefits.
- 5.4 However, it is also appreciated that the current sourcing mechanisms (Highlight Reports) for obtaining Dashboard information from the Groups/Project Managers need reviewing.

5.5 This issue is being addressed by the Project Team and it is envisaged that a revised and more effective layout of the required information shall be implemented in the near future and prior to the next quarterly O&S cycle (September 2018).

Background papers:

Appendices:

Appendix 1: Corporate Project Dashboard

This page is intentionally left blank

Corporate Project Dashboard

| Commissioning and Transformation | | | | | | | | | | | |
|---|--|---|---|--|---|---|--|-----------------|-----------------|------------|---|
| Project Name and Category | 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 |
| Priority Flagship | | | | | | | | | | | |
| Project Lima | The procurement process for building works, refurbishment and windows was conducted according to timetable. However, an extra 3 weeks was taken to evaluate the bids and the contract was therefore awarded later. In discussion with the winning contractor, the start date for works was put back 2 months to 23 July 2018. Decant and area clearance tasks have been executed to plan so that Phase 1 can be commenced. | Project Lima has focussed staff minds on consolidating and reducing storage materials. Greater focus on back-scanning and forward-scanning. Desk layout planning has encouraged the use of some hot-desking (going forward) to accommodate growth. The "development potential" benefit of vacating the West and North wings is being worked on by the Asset Team. | 5 risks identified (five) 1)Building contractor delay in works 2)Unexpected issue arising from building works 3)Failure or problems with new technology (Virtual Desktop Infrastructure) 4)Lack of Project Team (Projects, ICT, Facilities) capacity 5)Poor engagement / lack of co-operation from staff | The cost of the building works, refurbishment and windows came in higher than originally estimated. A number of reasons were identified for this. The Project Team will be reducing spend on other elements of the project e.g. furniture as well as using other appropriate council budgets (e.g. Agile working, Knowle Green improvement) to bridge the gap. | Meetings have been undertaken with representatives and managers of all teams plus UNISON. Presentations have been made at staff meetings plus drop-in sessions. Reception and Meeting Space working groups to meet again. Ongoing feedback inbox and post-box. Ongoing engagement with external tenants at KG. | Facilities Team should have improved capacity to assist with office moves when the new Apprentice is recruited. ICT managing VDI rollout, ICT moves plus data and power requirements. | 1 st March 2019 | Siraj Choudhury | MAT | G | The initial delay to the project (due to more time being spent on the tender evaluation) has been acknowledged and communicated. On the basis that the contractor will start on 23 July 2018 and complete the phases to the agreed timetable, then the office moves should be executed as planned. The final phase of the project should conclude on 1 March 2019. |
| Flagship | | | | | | | | | | | |
| High | | | | | | | | | | | |
| GDPR Compliance – 12 Steps to Readiness | Considerable progress has been made in the last year towards compliance. Following the Report from Audit project details have been refined further especially in relation to service lines so we can continue to ensure the Council moves to full compliance as soon as possible Privacy Impact Assessment: <input checked="" type="checkbox"/> Equality and Diversity: <input checked="" type="checkbox"/> | Compliance with data protection legislation and ultimately better use of the Council's information assets. | Risks: Non-compliance with data protection legislation. Personal information could be processed inappropriately resulting in breaches of the DP legislation, Information Commissioner fines and reputational damage. Loss of public confidence. No budget allocated to this project. Issues: Lack of focus on Information Governance (IG) across the Council over previous years. Resources are tight within service lines which makes it difficult for many to take on the extra work required to improve IG. Increased risk from 25 May 2018 when GDPR | No budget allocated therefore N/A. All staff working with personal data take every opportunity to attend any GDPR training/worksh ops offered, and complete online training each year. | The IG Officer continues to run GDPR sessions on various subjects. Uptake from services is variable presumably reflecting time pressures on Staff. Many Staff have expressed concern over the extra work required for GDPR in addition to their regular (heavy) workload. The IGO reports regularly to MAT on GDPR. | All departments/staff who process personal data are involved. There are numerous flows of personal data into and out of the council across many services. Extra resource for 3 months highlighted the need for extra resources to assist services in meeting all GDPR requirements As a result a further 9 month position is being advertised. | Full compliance as soon as possible but it is dependent on availability of service resource. | Clare Williams | Sandy Muirhead | A | Good progress has been made over the last 18 months as the organisation started from quite a low base but progress is being made e.g first Information Asset Registers completed across the organisation and the Data Protection Officer along with the extra resource will work alongside the services to ensure they are fully compliant. GDPR is about good data management so more detailed service project plans developed will allow increased focus to data flows within the service Information Asset Registers |

Corporate Project Dashboard

| | | | | | | | | | | | |
|--|--|--|--|----------|--|--|---|------------------|----------------|----------|---|
| | | | becomes enforceable. GDPR is recognised as a step up from the Data Protection Act (1998) even for organisations who are working at the best practices. | | | | | | | | |
| EDMS – Electronic Data Management System | Privacy Impact Assessment: ☒ Equality and Diversity: ☒ | Assist with compliance on GDPR | Compliance with GDPR | £150,000 | Service areas | ICT Projects | March 2019 | Sonia Hazlehurst | Sandy Muirhead | A | This is linked to the scanning project and Project Lima. Will gain momentum as staff move |
| Agile Working | The original milestones for this project are out of date due to the scope, basis and purpose of the agile working project being revised. This was in light of the decision not to relocate Council staff to another site. There was a period during which the future location of staff was uncertain but Project Lima (office consolidation project) has provided clarity. Project Lima has redefined the Milestones for this project. Privacy Impact Assessment: ☒ Equality and Diversity: ☒ | To deliver savings, income generation and facilitate service redesign as per the objectives of Project Lima. | Risks: Technology failure Staff take up Logistical delays (building refurbishment and furniture delivery/installation). | £27k | Service areas MAT Group Heads Councillors | ICT Facilities Project Team | Completion date to be reviewed as a result of Project Lima | Sonia Hazlehurst | Sandy Muirhead | G | There has been progress on this project and it has helped to launch the principles of Project Lima. This project is intrinsically linked to Project Lima. The drive for agile working (e.g. hot-desking, remote working, homeworking) corporately will be explored and potentially resumed once Project Lima is complete. |
| Medium | | | | | | | | | | | |
| Service | | | | | | | | | | | |
| VDI ~ Virtual Desktop Infrastructure | Progressing to schedule, with problems associated with Firewall, printing and Uniform having been resolved. Privacy Impact Assessment: ☒ Equality and Diversity: ☒ | | Risks: Stability issues present the risk of 'Reputational Damage' Users decide to revert back to PCs (e.g. Depot users) Issues: <i>Thintech</i> issue ~ logged with company. Use of Whiteboard to log issues. Elmbridge readiness. | £207k | | ICT Project Office External Suppliers | Phase 1 May 2018 Phase 2 31.12.18 | Alistair Corkish | Sandy Muirhead | G | Phase 1 By May 2018 large systems tested and 20-25% of the organisation using VDI. Phase 2 Further migration of staff to VDI will occur in conjunction with Project Lima's delivery. As a result will see the activity of this project increase substantially mid 2018. |
| Network Refresh | Improved and more modern Wireless Network Service. Privacy Impact Assessment: ☒ Equality and Diversity: ☒ | Provision of service. | Risks: Lack of clarity on the KG (Project Lima) situation. Failure of key piece of equipment. Ability / capacity of the Elmbridge Team. Issues: | £175k | MAT and All Staff communications being managed by E-mails and regular updates. | ICT Legal Procurement Communications EBC - External | Phase 1 31st March 2018 Project Completed Phase 2 Firewalls rationalised on Sept 18 | Alistair Corkish | Sandy Muirhead | G | Main project completed by 31 March 2018 but a second phase will ensure the firewalls are rationalised by Sept 2018 and "switches" are changed for the Depot and parking service. |

Corporate Project Dashboard

| Community Well Being | | | | | | | | | | | | |
|--|---|--|---|--|--|----------------------|-----------------------------|-----------------|-----------------|---------------------------------|--|---|
| Project Name and Category | 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 | |
| Priority Flagship | | | | | | | | | | | | |
| Flagship | | | | | | | | | | | | |
| High | | | | | | | | | | | | |
| Search Moves Partnership & Update Allocations Policy | <p>Development, testing and sign off of the new electronic application form and assessment criteria were completed on time. Sign off was achieved prior to re-registration opening on the 12 March</p> <p>Re-registration remained open for 4 weeks, closing on the 9 April 2018. A further 2 weeks was allowed until 23 April to cover those late re-registering. A total of 812 of the 2,200 applicants re-registered – approx. 33% overall.</p> <p>Validation of the new application forms has been ongoing and the commitment to validate all applicants who registered by the 9 April was completed successfully by the 23 April. Letters informing applicants of their new banding were sent out on time.</p> <p>The new allocation policy went live on the 23 April and new applicants have been able to register using the new criteria since that date.</p> <p>Information regarding the new Allocation policy and the new application forms was posted on the Council's website and through social media to ensure communications were in place to advertise the changes.</p> <p>Prompts have been issued on a number of occasions to Elmbridge for their comments on the newly drafted Search Moves agreement and Locata contract. To date nothing has been provided so this element of the project has not progressed.</p> <p>Completion of Locata contract and Search Moves partnership agreement is scheduled for June 2018</p> <p>----- Privacy Impact Assessment: <input checked="" type="checkbox"/></p> <p>Equality and Diversity: <input checked="" type="checkbox"/></p> <p>-----</p> | | <p>Risks: Confusion over deliverables due to a large number of elements of the project running concurrently</p> <p>Partners unable to agree on joint ways of working or outcomes</p> <p>Delays may be built in due to lack of available resources</p> <p>Issues: Partnership working may result in delays to the project due to partners working at different rates</p> | <p>Agreed Original Project Budget: Total one off cost £44,100 for all partners.</p> <p>Spelthorne element of one off cost £13,250</p> <p>Annual support cost for all partners £28,000 Spelthorne element of annual cost £8,333. This is a £2k increase on previous years.</p> <p>Total Available Budget: £14,000</p> <p>Planned Spend to Date: £13,250 Capital plus Ongoing £8,333 Revenue Budget (Net increase of £2k from previous years)</p> | Various methods and mechanisms to communicate with: MAT SHG Search Moves Steering Group Legal Services Applicants on the Housing Register RSLs Councillors | | October 2018 | Jayne Brownlow | Karen Sinclair | A | | |
| Medium | | | | | | | | | | | | |
| Civica Housing Module | <p>Following a number of issues and false starts with Civica over many months, a fully working system was finally loaded into the live and test environments in March 2018.</p> <p>Analysis and process mapping of the Rent Assure Scheme has taken place by the IT Business Analyst in preparation for the system build in Civica LG2.</p> | Automation of many current tasks and processes. | <p>Risks: Delay in the installation and configuration of the LG2 software.</p> <p>Integration with Locata does not achieve identified efficiency savings</p> <p>Delays may be built in due to</p> | <p>Total Available Budget: £25,000</p> <p>Planned Spend to Date: £25,000</p> | Ongoing communication with relevant internal and external parties | Housing ICT External | | September 2018 | Jayne Brownlow | Deborah Ashman / Karen Sinclair | R | <p>A server upgrade has been completed and LG2 software is in place plus being tested in live and "test" to ensure it is fully operational.</p> <p>Latest version of Civica (V23) needs to be installed to cover GDPR (primarily the document disposal module). This will allow for flagging records on LG2 for</p> |

Friday, 29 June 2018

Page: 3 of 9

E:\moderngov\Data\AgendaItemDocs\6\0\9\AI00005906\5ap0a1klf.docx

Corporate Project Dashboard

| | | | | | | | | | | | |
|--|---|---|---|--------------------|---|---------------------------|-------------|----------------|----------------|----------|--|
| | <p>An achieve form is now published on the Councils website to allow Landlords to automatically register an interest in the Rent Assure Scheme. Details can now be uploaded to LG2 (eg gas safety certificates) when the system is live.</p> <p>Civica LG2 Training took place 24/25 April. The training was used to develop part of the Rent Assure Scheme process around the recording of landlord, property and tenant information.</p> <p>A number of areas of the overall solution are still unclear and will need to be addressed. These relate to the integration between the rent management functions held on Integra and the landlord/tenant/customer information held on Civica.</p> <p>Letters relating to financial arrears will be generated from Integra however it is unclear at the moment where the 'book in' letters for B&B and letters to external agencies relating to a TA placement will be generated in Civica LG2.</p> <p>----- Privacy Impact Assessment: <input checked="" type="checkbox"/> Equality and Diversity: <input checked="" type="checkbox"/> -----</p> | | <p>lack of available resources</p> <p>Issues: Financial and people systems data associated with the B&B and RAS schemes do not integrate</p> <p>Debt management process may not be as holistic as was hoped</p> <p>Spelthorne are aware that LG2 is not a strategic product for Civica</p> | | | | | | | | <p>time limited deletion. This feature needs to be configured at the outset.</p> <p>A Live to test copy of database required as ongoing development is currently taking place on the live system.</p> <p>Further development of the Rent Assure Scheme system needs to be carried out prior to testing. This includes identifying what areas of the end to end process will not be covered within LG2 (e.g. rent management (financials), letter generation, pre sign up landlord checks and tenant selection process etc.)</p> <p>Specification for the Bed & Breakfast recording requirements to commence after the Rent Assure Scheme is developed. This will include identifying how and what information is stored in Civica and what in Integra. Clarity will need to be forthcoming on how a single view of a client (both relating to payments information and to their client/accommodation details) will be achieved and operationally managed ongoing. Issues may include resolving if Housing Options staff will need access to and training on Integra.</p> <p>Work to specify the integration between Civica and Locata will need to commence following the development of the RAS and TA systems. This will involve both Locata and Civica staff.</p> |
| Housing B&B and Rent Management System | <p>Awaiting development/delivery of the Civica Housing Module so as to test the amended Integra compatible processes and mechanisms relating to 'Letters' (Debt Management).</p> <p>----- Privacy Impact Assessment: <input checked="" type="checkbox"/> Equality and Diversity: <input checked="" type="checkbox"/> -----</p> | Removes much/all of the current manual intervention when managing accounts. | <p>Risks: Readiness of the Civica / LG2 Housing Module to provide UAT opportunities to determine adequacy of revised Finance/Housing Processes and procedures.</p> <p>Issues: Testing is reliant on other projects progressing associated with Locata and Civica housing module</p> | No external spend. | Ongoing communication with relevant internal parties. | Housing ICT Finance | Summer 2018 | Michael Pegado | Sandy Muirhead | A | ICT and Finance have reviewed and revised the current processes so as to amend the manual requirements whilst also providing automated feeds |
| Service | | | | | | | | | | | |

Corporate Project Dashboard

| Neighbourhood Services | | | | | | | | | | | |
|---------------------------|-----------------------------|--|------------------|--------|------------------------|-----------|-----------------------------|-------------------------------|-----------------|------------|--|
| Project Name and Category | 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 |
| Priority Flagship | | | | | | | | | | | |
| Flagship | | | | | | | | | | | |
| High | | | | | | | | | | | |
| Staines Market Tender | Start June 2018 | Effective market operations Income to Council | | | Internal external BID | | November 2018 | Francesca Lunn / James Weedon | Jackie Taylor | G | Staines Market tender process should be a straightforward procurement |
| Medium | | | | | | | | | | | |
| Service | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Corporate Project Dashboard

| Regeneration and Growth –NB for priority projects- project summaries produced on weekly basis | | | | | | | | | | | |
|---|---|--|--|--------------|---|---|---|------------------|-----------------|------------|---|
| Project Name and Category | 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 |
| Priority Flagship | | | | | | | | | | | |
| Churchill Hall Redevelopment | Construction commenced on the 5 February 2018 with a target construction time of 35 weeks. The programme has a 10 day delay due in part to previous adverse weather and Labour issues with the Brickwork subcontractor Privacy Impact Assessment: <input checked="" type="checkbox"/> Equality and Diversity: <input checked="" type="checkbox"/> | 3 no. 2 bedroom houses for affordable rented accommodation which will bring in an on-going income stream whilst also providing housing for Borough residents | Confidential | Confidential | MAT Councillors Residents Contractor team | Asset Management / Property Development Project Team Legal Procurement Communications | December 18 | Richard Mortimer | Heather Morgan | G | Reported directly to Development Investment Group on a two weekly basis |
| Bugle Returns Redevelopment | Construction commenced on the 31 January 2018 with a target construction time of 48 weeks. Despite having lost a week due to adverse weather, the contractor has recovered this loss and are currently reporting that they are on programme. Privacy Impact Assessment: <input checked="" type="checkbox"/> Equality and Diversity: <input checked="" type="checkbox"/> | 8 private rented apartments which will bring in an on-going income stream to be used for affordable housing purposes elsewhere in the Borough | Confidential | Confidential | MAT Councillors Residents Contractor team | Asset Management / Property Development Project Team Legal Procurement Communications | Jan 19 | Richard Mortimer | Heather Morgan | G | Reported directly to Development Investment Group on a two weekly basis |
| Ceaser Court (formerly Benwell House) Redevelopment | A further planning application was submitted on the 11 April for a roof top extension which will provide an additional 24 apartments. If granted, this will bring the total number of apartments to 55 in phase 1. Privacy Impact Assessment: <input checked="" type="checkbox"/> Equality and Diversity: <input checked="" type="checkbox"/> | 55 residential units to bring in an on-going income stream whilst providing much needed housing in the Borough. | Confidential | Confidential | MAT Councillors Residents Design team Contractor team | Asset Management / Property Development Project Team Legal Procurement Communications | Confidential | Richard Mortimer | Heather Morgan | G | Reported directly to Development Investment Group on a two weekly basis |
| White House Redevelopment | The design fees budget for the phase 1 (28 unit block of affordable accommodation) is going to Cabinet for approval on the 18 July. Privacy Impact Assessment: <input checked="" type="checkbox"/> | Phase 1 28 unit block for affordable rented accommodation which will provide housing for Borough residents whilst also bringing in an income stream | None at present | Confidential | MAT Councillors Residents Design team Construction team Management Operator (Phase 2) | Asset Management / Property Development Project Team Legal Procurement Communications | Confidential | Richard Mortimer | Heather Morgan | G | Reported directly to Development Investment Group on a two weekly basis |
| Waterfront Redevelopment | Feasibility works are ongoing to establish the appropriate densities and mix of uses. Privacy Impact Assessment: <input checked="" type="checkbox"/> | Regeneration of Staines-upon-Thames. | Confidential | Confidential | MAT Councillors Residents Design team Construction team Hotel operator | Asset Management / Property Development Project Team Legal Procurement Communications | Confidential | Richard Mortimer | Heather Morgan | G | Reported directly to Development Investment Group on a two weekly basis |
| Ashford Multi-Storey Car Park | Project currently on hold awaiting the outcome of the parking studies and enforcement period. Surveys to form the basis of the parking study are to commence on the 28 and 30 June. Privacy Impact Assessment: <input checked="" type="checkbox"/> | In the stages of early feasibility | Parking Study being undertaken to establish wider parking capacity and trends. | Confidential | MAT Councillors Residents Design team Construction team | Asset Management / Property Development Project Team Legal Procurement Communications | Confidential | Richard Mortimer | Heather Morgan | A | Reported directly to Development Investment Group on a two weekly basis |
| Leisure Centre | A request for Cabinet approval for Public Consultation is going to Cabinet on the 20 June. An external Communications consultant has been appointed and is preparing the consultation material. Once approved the public consultation exhibition is scheduled for the 29 & 30 June with consultation open to 23 July 2018. Privacy Impact Assessment: <input checked="" type="checkbox"/> | To have delivered a brand new 'High Spec' leisure facility which will serve the Borough residents and visitors for up to 40 years. | Site constraints and obtaining vacant possession | Confidential | MAT Councillors Residents Communications Consultant Design team Construction team | Asset Management / Property Development Project Team Legal Procurement Communications | Dependent on planning and vacant possession | Richard Mortimer | Lee O'Neil | G | Reported directly to Development Investment Group on a two weekly basis |
| Thameside House | The property was acquired on the 9 May 2018. A professional team is being procured via the SCAPE Framework. Cabinet approval Privacy Impact Assessment: <input checked="" type="checkbox"/> | A predominantly residential scheme with a mix of affordable and privately | A detailed design need to be progressed in order to submit a | Confidential | MAT Councillors Residents Design team | Asset Management / Property Development Project Team Legal | Confidential | Richard Mortimer | Heather Morgan | G | Reported directly to Development Investment Group on a two weekly basis |

Corporate Project Dashboard

| | | | | | | | | | | | | |
|--|--|--|--|--|--|---|---|--------------------------|----------------|----------|---|--|
| | | rented apartments. Other uses may include offices and retail. This will provide an on-going income stream along with providing a substantial amount of much needed housing. | planning application. | | Construction team | Procurement Communications | | | | | | |
| Flagship | | | | | | | | | | | | |
| Supporting Spelthorne Secondary Shopping Areas | In the highlight report of Feb 2018 work is due to start on the parades in April 2018 (this date has moved several times over the life of the project with the first date of expected completion due in April 2017), however only Edinburgh Drive has been completed and this was in January 2018. It has been impossible to plan a milestone due to the time SCC has taken to proceed with the S278 licences. Such is the position that the businesses that were originally awarded the contracts around a year ago have now requested a 5% increase due to rising costs and labour. Our legal are now in discussions with SCC for them to pay this as the delay is entirely due to their exceptionally slow pace in dealing with the S278 licences which were applied for in September 2016. | Over many years there has been an overall lack of investment in supporting the small shopping parades which serve our communities, particularly those people with mobility issues such as the disabled, elderly and the infirm. Making the shopping parades more welcoming and attractive would encourage additional footfall and spend within these locations, which are largely dependent upon the immediate community to survive and thrive | Risks: Relate to the payment of the 5% surcharge by the contractors and where the liability lies. | £350k was allocated by SCC for projects over a 4 years period to match fund the contribution from SCC. However, SCC have withdrawn from future funding for similar projects, so when this scheme is completed, the remaining funding set aside by SBC will return to our account as unspent. | Engagement with SCC has not resulted in the responses one would have anticipated; due to lack of progress, there has been no new information to update any other stakeholders. | The project has sufficient resources, but has suffered delays outside SBC control. | In the Feb 2018 update the date of completion was expected to be July 2018, this will now be closer to October 2018. Once the 5% surcharge has been resolved, there will be a further 8 week period whilst applications for a licence to work on the road is processed by SCC as submitted by the contractor. | Alfred Osawe (Runnymede) | Keith McGroary | R | Our legal department are in communications with SCC legal to resolve the 5% surcharge issue. Once this is resolved, the contractor can be authorised to start work. The S278 agreements have now been completed for all 4 shopping parades. | |
| High | | | | | | | | | | | | |
| Heathrow Launch Pad (Incubator) | Agreement on final costings and Business Case is anticipated to be gained in June 2018. Privacy Impact Assessment: <input checked="" type="checkbox"/> Equality and Diversity: <input checked="" type="checkbox"/> | Support and development for new businesses in the Borough promoting income generation. | Risks: Changes of location ~ will affect Business Case and delivery timelines. Short term availability of preferred location. Issues: Potential unforeseen and increased costs of a larger stand-alone site. | Set up costs of c£48.7K with ongoing costs of around £27K p.a. Revenue will be generated by charging a membership fee for use of the space which is expected to cover the monthly running costs. | Ongoing and regular communication with 'Business Support Partners' | Economic Development. Project Office. Asset and Facility Management. Legal Services. Procurement. Communications. | September 2018 | Keith McGroary | Ruth Lambert | A | Considerations around location have impacted on the timeline. | |
| Medium | | | | | | | | | | | | |
| Service | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Page 57

Corporate Project Dashboard

| Finance and Customer Relations | | | | | | | | | | | |
|---|---|--|---|--------|---|---|-----------------------------|----------------------------------|-------------------|------------|--|
| Project Name and Category | 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 |
| Priority Flagship | | | | | | | | | | | |
| Flagship | | | | | | | | | | | |
| High | | | | | | | | | | | |
| Web Upgrade | Good progress and new demo templates have been provided and will be shown to web librarians 3.7.2018 | Improved Web management opportunities. | Contract for current provider for next 2 years so implementing an upgrade | | Service Lines | ICT Communications Customer Services | December 2018 | Mandy Binley / Daniel Dredge | Roy Tilbury | G | Longer term need to evaluate if the current provider's platform delivers all of Spelthorne's future needs, Upgrading the website and encouraging channel shift needs to tie in with implementing a new phone system. |
| CallSecure | Good progress - | Improved payment processes and procedures to ensure compliance with PCI-DSS | Failure to comply with PCI-DSS compliance if system not in place | | Finance Customer Services Service Lines | ICT Finance | August 2018 | Jodie Hawkes | Laurence Woolvern | G | Payments are made directly by the Customer into a separately hosted (Capita) secure system. A lack of clarity on the system raised concerns but training schedule in place to demonstrate how system operates. |
| Replacement Phones | Demo's being viewed and other options to be viewed in conjunction with service delivery and reducing duplication | Integration with Skype. Possible merger of email and webchat. Better analytics at the front end | Risks around call management System replacement made in conjunction with Web upgrade will mitigate some risks | | Customer services Public | ICT Customer Services | December 2018 | Alistair Corkish / Daniel Dredge | Roy Tilbury | G | |
| Medium | | | | | | | | | | | |
| Replacement Room Booking System (Bookinglive.com) | On target test system with live date should be available week commencing 9 th July with live implementation week commencing 30.7.2018 or sooner | Improvement to current system (Stopford). Ability to manage external electronic bookings with online payment processing. | Replacing Stopford that was not fit for purpose. Automation of external booking will provide efficiency's in CS | | All services Public | ICT Customer Services Project Services | July 18 | Daniel Dredge | Roy Tilbury | G | on target for delivery |
| CIVICA Upgrade (new project) | ICT have viewed workflow 36 and has a very different feel and capability further discussions to be had but new system could provide significant workflow and processing capabilities thus improving service efficiency. | Digital transformation progress and Customer Empowerment with enhanced self-service opportunities. Cost savings | Largest risk associated with cost figure currently banded is £125k as opposed to £40k now. | | All Civica Users | ICT Customer Services This will effect Housing and Benefits. | Nov 18 | Daniel Dredge/Alistair Corkish | Roy Tilbury | | Civica a main provider of systems to the Council are developing a new version but the cost is likely to be significant. Have offered system at reduced price if an early adopter but risk is system may contain "bugs" which could impact on service provision. Need to assess balance of risk associated with early adoption. |
| Service | | | | | | | | | | | |
| Mailing for Main Billing | Collecting data re mailing houses has just started | Keep pricing competitive. | | | | Customer Services | December 2018 | Daniel Dredge | Roy Tilbury | | |
| Enforcement Agents | Not started | Possible implications on cost and vulnerability | Need greater control or competition. | | | Customer Services | April 2019 | | Roy Tilbury | | |

Page 58

Corporate Project Dashboard

| Miscellaneous | | | | | | | | | | | |
|---|---|--|--|--|--|--|-----------------------------|--------------------------------------|-----------------|------------|--|
| Project Name and Category | 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 |
| Priority Flagship | | | | | | | | | | | |
| Flagship | | | | | | | | | | | |
| High | | | | | | | | | | | |
| Every Ward at its Best | Progress as per schedule. ----- Privacy Impact Assessment: <input checked="" type="checkbox"/> ----- Equality and Diversity: <input checked="" type="checkbox"/> ----- | Improvements to local community/environment. Potential improvement to economic development. Perceptual gains. Identification of ongoing options. | Risks: Scope creep Expectations 'v' reality (scope and budget) On-going and future lack of Councillor buy-in / support Issues: Immediate lack of Councillor buy-in / support 'Political' complications between Wards Operational issues attempting resolution as part of this project | £25,000 (for contingencies and incidentals). | Communications plan to be devised so as to appropriately reach: Staff Councillors Residents Resident Groups. | MAT Communications Asset Management Project Office People and Partnerships Environmental Health Planning JET Community Safety Customer Services Legal Councillors | February 2019 | Michael Graham | Daniel Mouawad | G | |
| Medium | | | | | | | | | | | |
| PeopleSafe Identicom Devices for Lone Workers | After experiencing some initial delays and 'teething' issues roll-out is now continuing to the revised delivery schedule. ----- Privacy Impact Assessment: <input checked="" type="checkbox"/> ----- Equality and Diversity: <input checked="" type="checkbox"/> ----- | Provision of additional security and safety to the Council's lone working Staff and the Borough's Councillors It must be noted that this is the last line of support and the Councils standard Lone Working Policy and departmental procedures need to be followed. | Risks: Officers and Councillors not using the device. New starters not receiving training. Inappropriate use of the data to monitor Officers performance. Issues: Escalation procedures incorrectly entered into the 'Vision Portal' by PeopleSafe. Resilience provision due to the above. | £75,292 | Widespread consultation with Councillors and lone working Staff. Ongoing communication continues. Training delivered ahead of roll-out to users. Additional training has been delivered to some areas and other areas have been given the opportunity for additional training. Information, instruction and guidance documents are available for all users. Managers need to encourage staff to use and monitor their usage. | Environmental Health ICT Project Office | April 2018 | Stuart Mann / Tracey Willmott-French | Lee O'Neil | G | The current safety mechanism (Mole Valley contract) is to remain in place to safeguard Spelthorne and officers/members for another few weeks to ensure no significant risks identified through introduction of the devices. Usage reports will be discussed at the upcoming Safety Champions meeting on 22/05/2018. |
| Service | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Page 59

This page is intentionally left blank

Review of Work undertaken by Overview and Scrutiny in 2017-18

| Meeting date | Topic |
|----------------|---|
| July 2017 | The role of Overview and Scrutiny |
| | Capital and revenue outturn 2016/17 |
| | Treasury Management Strategy Annual Report |
| | Project Management update |
| September 2017 | Review of Community Safety |
| | Anti-Social Behaviour in Staines-upon-Thames Town Centre |
| | Project Management update on 'The Bugle' |
| November 2017 | Homeless Reduction Act |
| | Procurement and Small and Medium Sized Businesses |
| | Budget Issues 2018/19 to 2019/20 |
| | Capital and Revenue Monitoring Q2 |
| January 2018 | Management of the River Thames |
| | Business Rates Avoidance and Evasion |
| | Council's Property Investment Strategy |
| | Treasury Management half-yearly report |
| March 2018 | Update on implementation of Homeless Reduction Act |
| | Update on Heathrow 3 rd Runway, Flight Path Design Consultations and the Compton Route |
| | Use of lay-bys by LGVs and other vehicles |
| | Planning Enforcement in Spelthorne |
| | Review of Code of Corporate Governance |
| | Capital and Revenue Monitoring Q3 |
| | Corporate Projects update |

This page is intentionally left blank

| Date of Meeting | ISSUE | Lead Officer | Objectives |
|-------------------------|--|-------------------------------------|---|
| 11 September 2018 | 1. Minutes | Chairman | To agree the minutes of the previous meeting. |
| | 2. Review of Community Safety | Jackie Taylor / | To review community safety matters for the period 2017/18 |
| | 3. Treasury Management Annual Report | Laurence Woolven / Cllr Williams | To note the outturn report on Treasure Management for 2017/18 |
| | 4. Project Management update | Sandy Muirhead/Cllr Boughtflower | To receive an update on the status of current Council projects. |
| | 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. |

| Date of Meeting | ISSUE | Lead Officer | Objectives |
|------------------------|--|----------------------------------|--|
| 20 November 2018 | 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. |
| | 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. Capital Monitoring Report Q2 | Laurence Woolven / Cllr Williams | To receive and note the current Capital spend position. |
| | 5. Revenue Monitoring Report Q2 | Laurence Woolven / Cllr Williams | To receive and note the current Revenue spend position. |
| | 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. |

| Date of Meeting | ISSUE | Lead Officer | Objectives |
|------------------------|--|----------------------------------|--|
| 15 January 2019 | 1. Minutes | Chairman | To agree the minutes of the previous meeting. |
| | 2. Capital Monitoring Report and projected outturn | Laurence Woolven / Cllr Williams | To receive and note the current Capital spend position. |
| | 3. Revenue Monitoring Report and projected outturn | Laurence Woolven / Cllr Williams | To receive and note the current 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. 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. |

| Date of Meeting | ISSUE | Lead Officer | Objectives |
|------------------------|--|----------------------------------|--|
| 19 March 2019 | 1. Minutes | Chairman | To agree the minutes of the previous meeting. |
| | 2. Review of parking in Ashford | Lee O'Neil / | 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. |
| | 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. |

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:

| | | |
|----------------------|---|--|
| ClIr I.T.E. Harvey | Leader of the Council | ClIr.harvey@spelthorne.gov.uk |
| ClIr A.C. Harman | Deputy Leader | ClIr.harman@spelthorne.gov.uk |
| ClIr. M.M. Attewell | Community Wellbeing | ClIr.attewell@spelthorne.gov.uk |
| ClIr C. Barnard | Planning and Economic Development | ClIr.barnard@spelthorne.gov.uk |
| ClIr J. Boughtflower | Corporate Management | ClIr.boughtflower@spelthorne.gov.uk |
| ClIr M.P.C. Francis | Housing | ClIr.francis@spelthorne.gov.uk |
| ClIr O. Rybinski | Customer Service, Estates and Transport | ClIr.rybinski@spelthorne.gov.uk |
| ClIr H.R. Williams | Finance | ClIr.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 Principal Committee Manager, Gillian Scott, at the Council offices on 01784 444243 or e-mail g.scott@spelthorne.gov.uk

Spelthorne Borough Council

Cabinet Forward Plan and Key Decisions for 2 July 2018 to 31 October 2018

| 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 18 Jul 2018 | Housing in Multiple Occupation – Fee setting - Key Decision | Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards | Public | Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Housing |
| Cabinet 18 Jul 2018 Council 19 Jul 2018 | Supplementary Capital Programme Provision for Asset Acquisitions | Non-Key Decision | Public | Terry Collier, Deputy Chief Executive Portfolio Holder for Finance |
| Cabinet 18 Jul 2018 Council 19 Jul 2018 | Proposal for future arrangements for terms and conditions | Non-Key Decision | Public | Sandy Muirhead, Group Head - Commissioning and Transformation Portfolio Holder for Corporate Management |
| Cabinet 18 Jul 2018 | Use of Compulsory powers to acquire 116-120 High Street, Staines-upon-Thames | Non-Key Decision | Public | Michael Graham, Head of Corporate Governance, Heather Morgan, Group Head - Regeneration and Growth Portfolio Holder for Planning and Economic Development |
| Cabinet 18 Jul 2018 | Use of Compulsory powers to acquire 15 London Road, Staines-upon-Thames | Non-Key Decision | Public | Michael Graham, Head of Corporate Governance, Heather Morgan, Group Head - Regeneration and Growth Portfolio Holder for Planning and Economic Development |
| Cabinet 18 Jul 2018 Council 19 Jul 2018 | Members' Allowances Scheme 2018-2019 | Non-Key Decision | Public | Gillian Scott, Principal Committee Manager Leader of the Council |

| 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 18 Jul 2018 | Treasury Management Strategy Annual report | Non-Key Decision | Public | Laurence Woolven, Chief Accountant Portfolio Holder for Finance |
| Cabinet 18 Jul 2018 Council 19 Jul 2018 | White House construction advisors and design team - Key Decision Recommendation to Council | 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 Portfolio Holder for Housing |
| Cabinet 18 Jul 2018 | Tender for Staines Market - Key Decision | Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private | Jackie Taylor, Group Head - Neighbourhood Services Portfolio Holder for Environment and Compliance |
| Cabinet 18 Jul 2018 | Acquisition of Property O | Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private | Nick Cummings, Property and Development Manager Leader of the Council |
| Cabinet 18 Jul 2018 | Acquisition of Property N | Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private | Nick Cummings, Property and Development Manager Leader of the Council |
| Cabinet 26 Sep 2018 | Public Space Protection Orders | Non-Key Decision | Public | Michael Graham, Head of Corporate Governance Portfolio Holder for Environment and Compliance |

| 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 26 Sep 2018 | Acquisition of Property P | Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private | Nick Cummings, Property and Development Manager Leader of the Council |
| Cabinet 26 Sep 2018 | Acquisition of Property Q | Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private | Nick Cummings, Property and Development Manager Leader of the Council |
| Cabinet 26 Sep 2018 | Acquisition of Property R | Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private | Nick Cummings, Property and Development Manager Leader of the Council |
| Cabinet 21 Nov 2018 | Review of Polling Stations | Non-Key Decision | Public | Jayne McEwan, Electoral Services Manager Leader of the Council |
| Cabinet 21 Nov 2018 | Acquisition of Property S | Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private | Nick Cummings, Property and Development Manager Leader of the Council |