

Public Agenda



Please reply to:

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Date: 15 November 2016

Notice of meeting

Cabinet

Date: Wednesday, 23 November 2016

Time: 7.00 pm

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

The members of the Cabinet	Cabinet member areas of responsibility
I.T.E. Harvey (Leader)	Leader and Council Policy co-ordination
A.C. Harman (Deputy Leader)	Deputy Leader and Towards a Sustainable Future programme (TaSF)
M.M. Attewell	Community Wellbeing
C.B. Barnard	Corporate Management
N.J. Gething	Planning and Economic Development
A.J. Mitchell	Environment and Compliance
J.M. Pinkerton OBE	Housing
H.R.D. Williams	Finance and Customer Service

Spelthorne Borough Council, Council Offices, Knowle Green

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AGENDA

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- 1. Apologies for absence**
To receive any apologies for non-attendance.
- 2. Minutes** **5 - 16**
To confirm the minutes of:
a) the meeting held on 28 September 2016 and
b) the Extraordinary meeting held on 25 October 2016.
- 3. Disclosures of Interest**
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Recommendation from the Audit Committee on the Corporate Risk Register** **17 - 34**
Cllr Williams

To consider the recommendation from the Audit Committee on the Corporate Risk Register.
- 5. Disabled Facilities Grant Framework Agreement - Key Decision** **35 - 68**
Cllr Pinkerton

To consider awarding the Disabled Facilities Grant Framework Agreement to a list of successful tenderers.

Appendix 2 to the report (list of successful tenderers) has been circulated to members of the Council only, because it contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure of the successful tenderers to the public prior to awarding the contract, would be likely to give an advantage to a person entering into or seeking to enter in a contract with the authority.

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|------------|---|----------------|
| 6. | Capital Monitoring
Cllr Williams

To note the current Capital spend. | 69 - 74 |
| 7. | Revenue Monitoring
Cllr Williams

To note the current revenue spend. | 75 - 82 |
| 8. | Lease of office premises at Knowle Green to Surrey County Council
Cllr Gething

To consider granting a new lease to Surrey County Council for office space at the Council Offices, Knowle Green for 5 years until 4 December 2021. | 83 - 90 |
| 9. | Surrey Police at Knowle Green - surrender of lease
Cllr Gething

To consider the surrender of the lease for accommodation at the Council Offices, Knowle Green, by Surrey Police. | 91 - 94 |
| 10. | Leader's announcements

To receive any announcements from the Leader. | |
| 11. | Urgent items

To consider any items which the Chairman considers as urgent. | |

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Minutes of Cabinet

28 September 2016

Present:

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination
Councillor A.C. Harman, Deputy Leader and Towards a Sustainable Future programme (TaSF)
Councillor M.M. Attewell, Community Wellbeing
Councillor N.J. Gething, Planning and Economic Development
Councillor A.J. Mitchell, Environment and Compliance
Councillor J.M. Pinkerton OBE, Housing
Councillor H.R.D. Williams, Finance and Customer Service

Apologies:

Councillor C.B. Barnard, Corporate Management

2288 Minutes

The minutes of the Cabinet meeting held on 20 July 2016 and the Extraordinary Cabinet meeting held on 21 July 2016, were each agreed as a correct record.

2289 Disclosures of Interest

There were none.

2290 Recommendations from the Local Plan Working Party

The Cabinet considered the recommendations from the most recent meeting of the Local Plan Working Party.

RESOLVED that Cabinet agrees to:

1. Approve the draft Spelthorne Functional Economic Area Analysis for public consultation;
2. Approve the Draft Sustainability Appraisal Scoping Report for public consultation;
3. Approve the Strategic Land Availability Assessment Methodology;
4. Approve the Brief for the Green Belt Assessment for public consultation and authorises the Chairman (Cllr Harvey), to approve any appropriate alterations to the brief arising from that consultation;
5. Approve the Planning Monitoring Report 2016; and
6. Approve the following proposals on the Community Infrastructure Levy (CIL):

- a. 5% of monies received be retained by the Borough Council to meet its costs of administering the CIL process (in accordance with the CIL Regulations);
- b. Engagement with local communities on how the 'neighbourhood funding' element (15% of CIL monies received) should be based on the 5 main community areas of the Borough – Ashford, Shepperton, Staines, Stanwell and Sunbury;
- c. Decisions on the allocation of the 'neighbourhood funding' element to be solely for the Borough Council to make subject to appropriate community consultation; and
- d. A Joint Infrastructure Working Group with Surrey County Council, including the portfolio holder for Planning and Economic Development or a Deputy, be established to put in place appropriate mechanisms for establishing priorities and programming for expenditure of the remaining 80% of CIL monies.

2291 Off Street Parking Places Order 2016 - Key Decision

The Cabinet considered a report on the implementation of the Spelthorne Borough Council (Off-Street Parking Places) Order 2016.

RESOLVED that Cabinet agrees to:

1. Implement the Spelthorne Borough Council (Off-Street Parking Places) Order 2016 to include the amendments set out in paragraph 2.1 of the Officer report, subject to public consultation; and
2. Authorise the Group Head for Commissioning and Transformation, in consultation with the Head of Corporate Governance, to consider and address any objections arising from the public consultation.

Reason for decision

The proposed amendments to the Order provide the Council with the ability to enforce restrictions or introduce revised charging regimes such as weekly season tickets.

2292 Outline Budget 2017/18 - 2020/21 - Key Decision

The Cabinet considered a report on the Outline Budget for 2017-18 to 2020-21.

RESOLVED that Cabinet agrees to:

1. Set the net budgeted expenditure (before investment and use of reserves) for 2017-18 at a maximum level of £13.9m;
2. Support the overall strategy set out in the report for addressing efficiencies and achieving medium term financial sustainability;

3. The proposed response, as appended to the report, to the Government's consultation papers on Fair Funding and 100% business rates retention;
4. The financial health indicators set out in paragraph 3.25 of the report; and
5. The Council accepting the Government offer of a 4 year funding settlement in order to protect the Council against risk of further increases in payments it is required to make in future years to the Government, but in so doing makes clear this is on the basis that it does not accept negative grant allocations for 2019-20.

Reason for decision

The recommended options set out in the Report will help to ensure the ongoing financial sustainability of the Council in light of changes to Revenue Support Grant and other longer term financial pressures that local government is facing.

2293 Capital Monitoring

Cabinet considered a report on capital expenditure covering the period April to July 2016.

RESOLVED that Cabinet notes the current level of capital spend.

2294 Revenue Monitoring

Cabinet considered a report on revenue expenditure covering the period to July 2016 and the forecast position.

RESOLVED that Cabinet notes the current level of revenue spend.

2295 Appointment to Outside Body

Cabinet considered the appointment of a representative and deputy representative to the NHS North West Surrey Sustainability and Transformation Plan Stakeholder Reference Group for the period July 2016 to June 2017.

RESOLVED that Cabinet agrees the appointment of Councillor Daxa Patel as the Council's representative and Councillor Sinead Mooney as the deputy representative on the NHS North West Surrey Sustainability and Transformation Plan Stakeholder Reference Group for the period July 2016 to June 2017.

2296 Leader's announcements

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

The Council has been warning residents to stay away from unregistered tattooists following an increase in the number of complaints across the country. Skin piercing procedures can cause scarring and transfer life changing infections such as Hepatitis and HIV if they are not done correctly. Unregistered tattooists often operate from home and, although they may be cheaper are often inexperienced and fail to maintain a clean, safe environment.

For the sixth year running, the Walled Garden in Sunbury-on-Thames has won the prestigious Green Flag Award which recognises the best green spaces in the country.

The Environment Agency and Spelthorne Council have undertaken a joint project to restore part of the River Ash in Shepperton. Various techniques were used to create a bypass and naturalise this newly opened section of the River, making it easier for fish to swim between the River Colne and the Thames. Work was also undertaken to improve the water quality and provide an enriched habitat for fish, birds, amphibians and invertebrates.

New pay and display machines have been installed in car parks across the Borough. Drivers will be able to pay for their parking using cash or a debit/credit card and contactless payment will also be introduced soon.

A 2.5km fun run was held on 26 July to celebrate the launch of a new running route in Laleham Park which has been installed to encourage residents to keep fit and make better use of the Park.

Over forty young people received free skate and scooter instruction at the new skate park in Long Lane Recreation Ground in Stanwell on 27 July. The sessions were organised and funded by Spelthorne Council with support from Team Rubicon who provided the instruction.

The Council launched Get Active 50+ in August to inspire residents aged 50 and over to take up a new activity.

More than 100 local children and their families enjoyed a series of free art and craft activities in the Borough's libraries this summer. Participants helped create a community art piece which was unveiled at a celebratory showcase event on 31 August in Staines Library.

Leisure Services is in the process of compiling the 2017/18 edition of the Leisure Directory which provides local residents with information on leisure centres, parks, clubs, groups, halls and community centres. The Directory is distributed through libraries, leisure centres and doctors' surgeries and is also available on the Council's website.

Community Tennis Limited took over the management of the tennis courts in Fordbridge Park in Ashford at the beginning of September. Floodlights are currently being installed and work to build a tennis pavilion will start towards the end of September.

Junior Park Run has been launched in the Borough. This free event is run by volunteers for young people aged 4-14 and takes place in Laleham Park every Sunday from 9am. Spelthorne Council provides grant funding for the initiative.

The Council has received a commuted sum of £794,809 for the provision of affordable housing to help meet our housing needs. This was negotiated as part of the proposed redevelopment of the former London Irish site in The Avenue by Crest for housing purposes. A further sum of £553,250 is due to be secured at a later date.

On 7 September, the Senior Coroner for Surrey, Richard Travers, announced his findings into the sad death of Zane Gbangbola who died at his home in Chertsey during the flooding in February 2014. This followed a five week Inquest which took place in June and July this year. The finding was accidental death caused by Carbon Monoxide poisoning from a petrol powered pump used by the family in their home to remove flood water from the basement. The Council has always maintained that there is no evidence of a link between this tragedy and the former landfill close to the family home.

Spelthorne Business Forum's annual boat trip took place on 13 September. Almost 60 people attended the networking event which was sponsored by Heathrow and French Brothers.

Alfie Smith of Staines Road West in Ashford pleaded guilty to one count of fly-tipping at Redhill Magistrates Court on 13 September. The offence related to a large quantity of household and builders waste that had been dumped in New Road in Shepperton on 25 November 2015. Mr Smith was fined £2850.

Spelthorne beat off competition from hundreds of entrants to pick up three awards at this year's prestigious South & South East in Bloom Awards, held in Fareham on 14 September. The ever-popular Sunbury Walled Garden claimed the top-spot, receiving a Gold award and being declared overall winner in the Small Park category for the fourth year running. And there was more good news with Staines and Sunbury Cemeteries both gaining Silver Gilt awards in the Best Cemetery category.

This year's Junior Citizen is taking place at Walton Fire Station from 12 - 27 September. Over 1000 year 6 pupils will attend the event which teaches children about staying safe and being good citizens. Topics covered include fire safety, first aid, online security, stranger danger and contacting the emergency services.

Planning for the Senior Citizen event is well underway and Shepperton Studios has offered to host the event free of charge on 19 October. The event will include a talk from a Tesco Pharmacist and a presentation about identity theft, with various support agencies on-hand to give information about their services.

The Council is holding its first Living and Ageing Well Week from Saturday 24 September – Sunday 2 October. Designed for the over-50s, this nine-day event promotes some of the activities and services aimed at helping older adults improve their health. Activities are also taking place at the Spelthorne and Sunbury Leisure Centres and various other locations in the Borough.

The Business Improvement District (BID) for Staines-upon-Thames is rapidly gaining momentum. Steven Harvey, Managing Director of Oasis Estate Agents in Clarence Street, has been appointed as BID Chairman with Stephen Gould, founder of The Optical Shop in the Elmsleigh Centre, as Vice Chairman. The vote to decide whether the BID will go ahead takes place from 1 - 28 November. The voting process will be managed independently by the Electoral Commission and the result will be announced on 29 November.

The Surrey Business Awards is taking place at Epsom Racecourse on 30 November and the Council has linked up with the organisers to introduce a 'Best Spelthorne Business' category to help showcase local businesses.

2297 Urgent items

There were none.

2298 Exempt Business

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

2299 Exempt report - Disposal of Ashford multi-storey car park site - Key Decision

The Cabinet considered a report on the disposal of the Ashford Multi Storey Car Park site. The options considered were in the main body of the report.

RESOLVED that Cabinet agrees to:

1. The disposal of the Ashford multi-storey car park to the preferred bidder or to any other bidder subject to consultation with the Leader (as the Portfolio Holder for Strategic Assets);
2. The disposal being subject to the provision of 40% affordable housing (with 35% on site and the remainder in the form of a financial contribution);
3. Set aside a sum of £1m from any capital receipt received from the sale of the site to assist with more parking provision in Ashford; and
4. Authorise the Group Head Regeneration and Growth to negotiate and finalise all terms for the sale of the site in consultation with the Leader.

5. Send a strong message to the affordable housing provider of the site that it wishes to see priority to nomination rights for the affordable housing given to local people.

Reasons for decision

The preferred bidder has delivered the 'best value' bid in both monetary terms and in the benefits the development will bring to the wider community in terms of a retailer and quality housing. It will provide considerably more residential units than the previously preferred bidder and include on and off site affordable housing in line with the Borough's overall requirements to provide 40% of new build as affordable.

The proposal will also generate a significant capital receipt for the Council which will assist in delivering one of the three main strands of the Council's 'Towards a Sustainable Future' transformation programme.

Funding to address car parking issues has been set aside in recognition of the significant level of local concern from residents. This may be used in conjunction with other funding streams that may be forthcoming from other sources such as Surrey County Council.

2300 Exempt report - Catering at Staines Community Centre - Key Decision

The Cabinet considered a report on the future of catering provision at Staines Community Centre. The options considered were in the main body of the report.

RESOLVED that Cabinet agrees to the change of service provision of the café at the Community Centre from a Contractor run café to a Volunteer run snack service.

Reason for decision

This change will enable a catering service at Staines Community Centre to continue but in a more cost effective way which generates a small income stream to the Council and reduces prices for those that use the café.

2301 Exempt report - Council Tax and Business Rates write-offs

The Cabinet considered a report on Business Rates, Council Tax and Sundry Debt Write Offs.

RESOLVED that Cabinet agrees to:

1. The Business Rates write offs amounting to £23,639.36
2. The Council Tax write offs amounting to £ 24,436.76
3. The Sundry Debt write offs amounting to £6,959.54.

Reason for decision

The debts referred to in this report have reached a point where their recovery is no longer possible for reasons stated in each case. No further action can therefore be taken to recover these debts and it is good accounting practice in such cases to write them off.

NOTES:-

- (1) *Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.***
- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) *Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) *When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***
 - Outline their reasons for requiring a review;***
 - Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
 - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
 - Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***

- (6) ***The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 6 October 2016.***

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Minutes of Extraordinary Cabinet

25 October 2016

Present:

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination
Councillor A.C. Harman, Deputy Leader and Towards a Sustainable Future programme (TaSF)
Councillor M.M. Attewell, Community Wellbeing
Councillor C.B. Barnard, Corporate Management
Councillor N.J. Gething, Planning and Economic Development
Councillor A.J. Mitchell, Environment and Compliance
Councillor J.M. Pinkerton OBE, Housing
Councillor H.R.D. Williams, Finance and Customer Service

2302 Disclosures of Interest

There were none.

2303 Exempt Business

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

2304 Exempt Item - Investment acquisition in the Borough - Key Decision

The Cabinet considered an exempt report on the acquisition for investment of a site in the Borough.

Alternative options considered and rejected by the Cabinet:

- not to proceed with the acquisition of the site.

RESOLVED to:

1. Approve the acquisition of the investment asset identified in the exempt report;
2. Authorise the Chief Executive to submit the stage 1 bid, undertake any necessary subsequent negotiations (including a stage 2 bid) and complete the acquisition (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);

3. Authorise the Chief Finance Officer to decide the most financially advantageous funding arrangements for the purchase and ensure the acquisition is prudentially affordable;
4. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset and
5. Agree to exempt Contract Standing Orders in respect of the Council's advisors.

Reason for decision

Acquisition of this site will bring in a steady income stream for the term of the lease and give the Council the ability to redevelop the site in the future (releasing further development value). The income stream will assist in the future financial stability of the Council.

2305 Exempt item - Investment acquisition in the Borough B - Key Decision

The Cabinet considered an exempt report on the acquisition for investment of a site in the Borough (B).

Alternative options considered and rejected by the Cabinet:

- not to proceed with the acquisition of the site.

RESOLVED to:

1. Approve the acquisition of the investment asset identified in the exempt report;
2. Formally agree the offer submitted, and authorise the Chief Executive to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);
3. Authorise the Chief Finance Officer to decide the most financially advantageous funding arrangements for the purchase and ensure the acquisition is prudentially affordable; and
4. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset.

Reason for Decision

Acquisition of this site will bring in a steady income stream for the term of the lease and give the Council the ability to redevelop the site in the future (releasing further development value).

The income stream will assist in the future financial stability of the Council.

**RECOMMENDATION FROM THE AUDIT COMMITTEE
CORPORATE RISK MANAGEMENT**

**Cabinet: 23 November 2016
Report of the Audit Committee**

- 1.1 The Council's Risk Management Policy/Strategy was approved by the Executive in 2002.
- 1.2 The Audit Committee is responsible for considering the effectiveness of the authority's risk management arrangements, and receives regular reports on risk issues.
- 1.3 The Audit Committee reviewed the revised Corporate Risk Register (attached) at its meeting on 29 September 2016 and noted and accepted the contents. The revised register is considered to be an accurate reflection of the high level risks affecting the Authority, as well as the progress made on actions previously proposed, based on our assessment of risk and controls in operation.

Audit Committee Recommendation

The Audit Committee recommends to the Cabinet:

That the Corporate Risk Register, as submitted, be approved.

**Contact: Punita Talwar, Internal Audit Manager
Cabinet member: Councillor Howard Williams**

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SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2015/16 QUARTER 1

APPENDIX 1

CORPORATE RISK REGISTER

This register summarises the Councils most significant risk. It sets out controls in place and identifies any further action needed to mitigate risks. Actions are assigned to appropriate officers with target dates for implementation.

Reviewed September 2016

Level of risk: Likelihood vs. Impact on a scale of 1 (lowest) to 4 (highest)

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	1. Health and Safety failing resulting in death or serious injury to staff /public and legal action against the Council	4	Policies and SHE (Safety Health and Environment) system .The Health and Safety, Insurance and Risk Administrator manages the SHE Database, overseen by the Health and Safety, Insurance and Risk Manager. Managers have a legal requirement to conduct regular risk assessments. Induction training.	<i>1. Annual checklist and instructions for Managers being prepared.</i>	MAT/ All Group Heads HSIRM*	31 October 2016 *R Completed/Ongoing Monitoring	Annual reminders have recently been introduced to encourage all employees to complete/update health and safety risk assessments (DSE, Homeworking, and Service). The SHE system is being used to ensure that automatic reminders are set for completion and renewal of risk assessments. The Health and Safety Policy for Spelthorne Borough Council has been updated and circulated to Group Heads and Managers.
	2. Uncertainty surrounding the financial /economic/other consequences of contaminated land. Legal action against the Council.	4	Legal duty to inspect land and prioritise action. Documented records of all site investigations and assessments held. A separate risk assessment is held which is reviewed regularly. Reports periodically issued to Management Team and Cabinet.	<i>2.The Contaminated Land Strategy to be finalised and approved by Cabinet.</i>	DCX (LO)/SEHM*	30 November 2016 *R Requires Monitoring	Contaminated land risk assessment next due for review in November 2016. Spelthorne participated in the recent Inquest. Assisted the Coroner by providing a comprehensive study on the historic land use of the area in question and by commissioning independent experts in the field of contaminated land.
	3. Disaster- major in borough, e.g. flooding, resulting in significant strain on council services (eg homelessness).	4	Corporate Emergency Plan updated January 2016. Multi- agency flood plan completed December 2015. Function being delivered via the Mutual Applied Resilience Service. Membership of Local Resilience Forum (LRF). Regular testing of Emergency Assistance Centre plan. Borough Emergency Centre Plans.Suggested improvements to the Business Emergency Centre (BEC) partially implemented due to plans to vacate Knowle Green. Incident management training and exercising.The two DCX's have attended Multi-Agency Gold Command Courses. Emergency Response requirements remain the responsibility of the authority.Contract agreement in place with Applied Resilience, with increased resilience and support for Emergency Planning.	<i>3. Monitoring the agreement with Applied Resilience should incorporate specific targets and expected outcomes in order to measure actual performance. Monitoring needs to be meaningful and clearly evidenced.</i>	CX (RT)/ GH C & T*	30 September 2016 (R*). Requires Monitoring	Whilst the Group Head for Commissioning and Transformation meets regularly with Applied Resilience, there is scope to improve the ways in which the agreement is monitored for Emergency Planning. Monthly meeting with notes undertaken and work produced now given to Group Head.

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2015/16 QUARTER 1

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	4. Failure to manage corporate and service performance / failure to meet Council objectives and targets (Performance Management)	3	The Corporate Plan sets out targets for the authority which should be monitored by Members and Management Team. Service performance should be monitored by Management Team. Individual performance is monitored through the appraisal process. Flagship project performance is reported to Management Team and Members. Performance Management Working Group has been established to improve monitoring arrangements. Updates have been provided to Cabinet and the Audit Committee.	<i>Corporate Plan and priorities have been revised. The impact on ongoing projects, resources and Service Planning will need to be assessed.</i>	MAT / DCX LO	Ongoing Monitoring	Revised Corporate Plan approved and publicised.
	5. Failure to align service objectives to corporate aims and priorities / Failure to deliver services effectively due to poor service planning	3	The Corporate Planning process should set out a clear vision for the authority and specific targets. Some services have statutory responsibilities. Individual Service Plans should be derived from the Council's Corporate Plan and statutory/other responsibilities. Plans incorporate resources, risks, workforce, significant projects and performance indicators.	<i>Service Plans are currently being prepared for 2016/17, taking into account the new Corporate Plan and priorities. They will be made available on Spelnet, enabling other services to assess the likely impact.</i>	Group Heads/ MAT	31 October 2016 *R Requires Monitoring	Service Plans for 2016/17 being prepared.
	6. Failure of projects due to poor project management arrangements. Lack of resource and expertise to deliver and coordinate	3	1. Project management arrangements are in place including process for project initiation, consideration of resources available to deliver, identification of project risks and progress reporting processes. Corporate Project Register. Collation of corporate project register by Service	<i>1i. Many larger projects are asset related . Procurement and Contract Management function being established providing central resource and expertise .</i>	MAT /GH C & T*	Ongoing Monitoring	Revised structure promotes greater links between Planning, Asset Management and Economic Development under the lead of the Group Head for Regeneration and Growth.
				<i>1ii Management team to consider limited capacity and revenue implications prior to approving additional / new projects.</i> <i>1iii. The Projects Assurance Officer to promote the importance of following correct procurement processes in delivering projects.</i>	MAT	Ongoing monitoring	Approx. 35 projects are currently being tracked through the Project Office and the TaSF programme. Resourcing of projects is an ongoing challenge. The Project Assurance Officer will be focussing on procurement in the projects process during the coming months. 12.9.16 - Awaiting update from Deputy GH C W

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2015/16 QUARTER 1

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
			2. Staines upon Thames - The Group Head for Regeneration and Growth oversees Staines upon Thames regeneration with support from consultants. 5 work streams have been fully defined and documented.	<i>2. A number of procedural stages are being progressed associated with the sale of the Bridge Street site.</i>	GH R & G *	31st October 2016 *R Requires monitoring	Planning application for Bridge Street considered at 9th March Planning Committee and approved. Bellway have confirmed they have a satisfactory planning permission for the purposes of the sale agreement. Other conditional elements in the agreement being concluded. The money from the sale of the Bridge Street site should be forthcoming end October 2016.
			3. Towards a Sustainable Future - The Head of Customer Services mapped out a programme for this challenging initiative. This identifies roles, responsibilities, key deadlines, financial implications and risks. There are three work streams/mini programmes falling under the overall TaSF programme. Mapping of the individual projects under the three work streams. MAT have assigned resources to the main areas of the TaSF programme, and projects are underway. The TaSF Programme Support Officer coordinates all three main work streams under the TaSF programme, reporting to the Group Head for Commissioning and Transformation who currently oversees the direction of the programme. The Programme Brief has been approved by Cabinet and Overview and Scrutiny Committee. Review completed of document retention and electronic data management systems (see section 7).	<i>3. High level overview of the three work streams has been identified to ensure cohesion and coordination.</i>	MAT	31 August 2016 * R Requires monitoring	A continued decrease in the the number of TaSF projects with a green RAG rating has been reported through dashboards mainly due to external factors causing delays. Close monitoring of TaSF projects and timeframes is ongoing to manage risks and overall impact of the delays on the programme as a whole. TaSF structural review now completed with the Group Head appointments from April 2016 and Deputies from July 2016. 12.9.16 - Awaiting update from Deputy GH CW
	7. Security / data breaches, resulting in system failure, Information Commissioner fines and reputational damage.	3	Back up and continuity arrangements managed by ICT and tested by Service Heads. ICT security policies. Personal Commitment statement required from staff. ICT security group assess ongoing risks. ICT Disaster Recovery test conducted in March 2015 and due again by the end of 2016. Information Governance Group. Head of Corporate Governance is the Senior Information Risk Owner (SIRO). Removal of the Microsoft Outlook 'Auto-Complete' feature recommended.	<i>7i. Information Governance Group to pursue action plan to ensure information assets are identified and managed.</i> <i>7ii. Recruitment for an Information Governance Officer is underway to provide ongoing guidance and ensure compliance with statutory obligations.</i>	Head of CG */GH C & T *	31 October 2016 R* Requires Monitoring	The Information Governance Group now meet quarterly to discuss the necessary steps to be taken to address outstanding actions and are making some progress as follows: MAT and Cabinet built into 16-17 budget growth for an Information Governance Officer resource, and it is anticipated that this vacancy will be filled shortly. To set up functionality within Egress which can prevent emails being sent to incorrect recipients or 3rd parties. Clear desk policy to be discussed with all Group Heads. 12.9.16 - Awaiting update from the Head of CG.

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2015/16 QUARTER 1

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	7. See above.			<i>The Council's project team is currently considering the document retention policy and alternative electronic document management systems which will help to strengthen information security.</i>	GH C & T* / MAT	31 August 2016 R* Requires Monitoring	The authority has decided on its approach to document management and implemented the first phase. The Idox document management system has been implemented for Environmental Health, Planning and Building Control with training delivered. Analysis work underway to identify requirements to expand Civica Contact Manager additional modules to accommodate other service areas (HR, Housing, Leisure). For internal Documents the plan is to upgrade and rebrand Sharepoint. Target date for completion of remaining EDMS systems is July 2017. 12.9.16 - Awaiting update from GH C & T / Deputy GH CW
	8. Failure to meet the minimum security requirements of the Government Code of Connection resulting in termination of connection to any other government sites/data; uncertainty over direction of ICT within the authority.	3	A review group assesses compliance with the Government Code of Connection (COCO). Firewall installed, laptops encrypted, memory sticks banned until they are 'white-listed' as known devices on the network, and universal serial bus (USB) ports locked down. Dual factor authentication on all laptops. All Baseline Personnel Security Standard checks completed. Annual health check and security penetration test completed. CoCo re-accreditation achieved in January 2016. The Cabinet Office has increased security requirements due to the implementation of the Public Service Network (PSN). Successful certification of Public Service Network (PSN) compliance gained on 16 January 2016 which is valid until 15 January 2017. Mimecast e-mail filtering software installed June 2016 to help reduce infected and problematic e-mails entering the Council's network.	<i>8. Production, approval and implementation of an ICT Strategy consistent with the core objectives of the Council, ensuring effective and efficient use of resources and service delivery.</i>	Head of ICT *	31 October 2016 R* Requires monitoring	The Head of ICT has prepared a formal strategy, to be passed to MAT for consideration and approval.

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	9. Lack of business continuity planning to cover loss of building, equipment, ICT or staff - leading to loss or disruption to services	3	Business Continuity (BC) Policy .The BC Forum oversees progress of BC planning. Business Impact Assessments identify priority services, resources required for their continuation and time frame. Emergency protocols for loss of building access/loss of power/loss of ICT are being developed. Emergency messaging system for staff. Improvements made to telephony resilience. Contract agreement in place with Applied Resilience from September 2015 , with increased resilience and support for Business Continuity Planning (full time officer assigned). Updated staff contacts list.	<p><i>9i. Monitoring the agreement with Applied Resilience should incorporate specific targets and expected outcomes in order to measure actual performance. Monitoring needs to be meaningful and clearly evidenced.</i></p> <p><i>9ii. Corporate Business Continuity Operational Plan is being updated.</i></p> <p><i>9iii. Updates to Service-Level plans are in progress .</i></p>	GH C & T*	30 September 2016 (R*). Requires Monitoring	Business Continuity Policy updated. Business impact analysis now completed for all areas. Service-Level Plans (SLP) are in progress as is the Corporate Business Continuity Operational Plan (including plans to relocate to the Depot). A corporate table top exercise is scheduled for 13th September. Monitoring being evidenced with plans produced. Plan to be fully updated after exercise so can pick up on issues.
Page 23	10. Failure in service delivery due to over reliance on individuals	3	Group Heads/MAT are responsible for ensuring business continuity, including loss of key staff. Critical procedures should be documented and staff appropriately trained. Group Heads should review as part of the service planning process. Resilience may be provided from other local authorities or other organisations. Wellbeing and Resilience Training provided in 2015.	<p><i>10i. MAT have reviewed structures as part of the budget saving exercise, and consideration is being given to resilience and succession planning arrangements.</i></p> <p><i>10ii. Human Resources to arrange staff development and training plans for the Group Heads and Deputy Group Heads. 10iii. Human Resources to commission bespoke training as well as utilise existing management development courses on offer.</i></p>	Group Heads/ MAT/HRM	31 October 2016 (R*). Requires Monitoring	Human Resources are aware of concerns relating to succession planning. Human Resources are reviewing development needs for recently appointed Group Heads and Deputies. As two of the Deputy Group Head appointments have not yet been made there may be additional, or different requirements in those areas.

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RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	11. Failure in service delivery due to reduced capacity and increasing demands from the community; prolonged staff vacancies due to inability to recruit; posts advertised as temporary may be adversely impacting on the Council's ability to recruit. Increased risk of delay, errors or stress.	3	Short term reductions in capacity are accommodated by prioritisation and reallocating work amongst staff. Longer term impacts and changes to demand may be more difficult to address. Service review may be required to help match resources to the level of work. Resources need to be diverted to implementing new systems or introduce new ways of working. If resources cannot be enhanced, services will have to prioritise work to resources available. Staff have access to counselling via Occupational Health. Posts advertised with Surrey Jobs which also feeds into a wider network of job sites. Specialist websites and publications are also used as necessary to advertise posts. Human Resources have highlighted posts where recruitment has been challenging. Recruitment and Retention Policies requested from other authorities. Annual report by Human Resources issued to Management Team summarising staff recruitment and turnover.	<p>11i. <i>Members and Management Team will need to keep resourcing levels under review, particularly the impact of new projects and any statutory obligations on service/project delivery.</i></p> <p>11ii. <i>Human Resources to monitor the effectiveness of proposed changes to recruitment and selection methods, in collaboration with Services.</i></p> <p>11iii. <i>The former Head of Human Resources has been commissioned to carry out specific research on recruitment and retention practices elsewhere and produce a report for Spelthorne to consider, with a view to sharing best practice.</i></p>	Group Heads/ MAT/HRM	31 October 2016 * R Requires monitoring	Ongoing recruitment problems in a number of areas despite incentives offered (recruitment and retention payments), for example, Housing, Environmental Health, Building Control and Planning . This ultimately impairs Service delivery as well as having a consequential negative effect on other Services . MAT have commissioned a report on areas under specific pressure and recommendations as to options, due for presentation to MAT on 20th September. Once details of the national apprenticeship scheme are finalised Human Resources will feedback to Group Heads and MAT on the exact requirements. Elements of the commissioned work will also feed into traineeships and 'growing our own talent'. Currently, managers are expected to consider if a post can be converted into an apprenticeship. At least one Group Head is looking at apprenticeships within their service area for succession planning.
	12. Low morale as a result of increasing service demand, lack of staff & finance, organisational restructure. Increased turnover, high staff stress levels, risk of losing expertise and impact on services.	3	Employment arrangements in place include recruitment and selection, pay and rewards, training and development. Change Management process, communications, performance management systems, appraisals, one to one's, team meetings, performance clinics, staff meetings. Stress audit conducted in Housing. The Human Resources Manager advises MAT as appropriate. Planned TaSF Senior management restructure taken place in 2016.	12i. <i>Management Team to keep under review, particularly in light of 'Towards a Sustainable Future'.</i>	MAT	Completed/Ongoing monitoring	MAT maintaining under review . There is an ongoing risk of low morale and increased turnover during current times of organisational change which MAT acknowledge. The recruitment process to the new Group Head and Deputy Group Head positions has been completed.

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RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	13. Failure to comply with the Council's corporate governance requirements and standards resulting in poor value for money, Costly legal challenges and reputational damage.	3	Corporate Plan setting out clear purpose, vision and outcomes. Constitution setting out clearly defined roles/rules for Members/Officers. Code of Corporate Governance and Codes of Conduct to promote high standards of conduct and behaviour. Informed and transparent decision making processes open to scrutiny. Member and staff training programmes.Accountability through published accounts and community engagement . Induction programme delivered for new councillors during 2015 including briefing on roles and responsibilities, financial position, delivering services and current key issues.	<i>The Council's Code of Corporate Governance is due for review.</i>	MAT	31 October 2016 R* Outstanding Action	The review of the code of Corporate Governance is currently outstanding.
Page 25	14i. Procurement - Weak governance arrangements and lack of transparency in procurement decisions. Contractual disputes and claims through poor specifications. Weak contract management resulting in Contractors/partners failing to deliver expected outcomes. Reputational damage and costly challenge by other companies. Financial loss/poor vfm as a result of poor contract management. Reliance on Legal for support on tendering processes/appointment of Contractors.	3	Contract Standing Orders set out tendering requirements. Officer Code of Conduct sets out requirement for declaration of interests. Contract guidelines with compliance checklist. Legal team provide support on contract management and major procurements. Officers reported to Overview and Scrutiny Committee in January 2016 on the performance of significant contracts. Contract management training held in 2012 and 2013. Specification writing training taken place. Procurement training In October 2014. Development of the e-procurement system continues and further contracts continue to be sourced with this solution which offers significant time savings and efficiencies for staff in Legal. Procurement Board meet regularly.	<i>1i. Procurement Board monitoring implications of the new UK Public Contract Regulations 2015 and implementation of the Local Government Transparency Code requirements. Guidance Notes to be issued in due course.</i> <i>1ii. Procurement and Contract Management function to be established, under the lead of Group Head for Commissioning and Transformation.</i> <i>1iii. MAT will monitor the appointment of consultants and contractors for the Council's projects including Town Centre, Knowle Green and other initiatives to ensure full compliance with governance requirements.</i>	MAT DCX (TC)/ PS/Group Head C & T*	31 August 2016 *R Requires Monitoring	1i. The Principal Solicitor has produced guidance notes on the public sector and EU procurement regulations changes, (not circulated) and has advised most staff dealing with procurement of the new regulations.The Principal Solicitor is currently preparing workflow documents to help officers navigate contract standing orders and the procurement process and aims to finalise by March 2017. 1iii. MAT are monitoring. Knowle Green Estates set up.

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	14ii. Major Contracts - Lack of forward planning in preparation for the expiry of existing Leisure Centre arrangements in 2021, resulting in delays in Service provision.		Leisure centre Contract ends 2021. A paper entitled "Leisure Centre Needs Analysis" was submitted to MAT in July 2014. This recommended the need for a feasibility study to refine options going forward. A lead time of seven years was quoted. Member involvement in considering alternative options.	<i>2. Regarding post 2021 Leisure Centre provision, urgent action to be taken to set up a dedicated project team and redefine project objectives, roles, responsibilities and timetables. Project progress to be monitored against plan to ensure timely progress.</i>	Joint Group Heads CW *	31 August 2016 * O Requires Monitoring	This project was previously led by the Joint Head of Asset Management who was working with Willmott Dixon to look at options for refurbishment or relocation of the current Leisure Centre, including possible costs and funding options. High level concept plans have been produced and Willmott Dixon are currently amending these to take into account the initial feedback we have provided. In view of the Council's senior management reorganisation the manager for this project will now be the Deputy Group Head for Community Wellbeing. A high level discussion document will be presented to Cabinet Briefing in October 2016 in order to seek the Cabinet's view on a range of matters, which will guide the future direction of the project. A new project team will be formed to take this forward once the outcome of these discussions are known.
Page 26	15. Pressures on Housing Service as a result of economic climate and welfare reforms including changes in government policy to restrict housing benefit. Introduction of Universal Credit may lead to staff retention issues. Loss of Housing Benefit subsidy and uncertainty over recovery of outstanding debt. London Boroughs increased use of Spelthorne properties. Local Housing Allowance limited. A2D rents unaffordable. Insufficient affordable properties being built. Benefit Cap may effect up to 250 families.	3	Group Heads/ MAT/Members are aware of risks. Working groups established to deal with changes. The authority faces some challenges in managing the loss of £500k per annum in subsidy (recovery of Housing Benefit overpayments) and the roll out of Universal Credit is now projected for 2021. Therefore the loss of subsidy will be spread over a longer period of time as completion of Universal Credit roll out slips. Accountancy have factored into outline budget projections. There is currently £2.5m of outstanding Housing Benefit overpayment debt in the Council's accounts. This is being recovered, albeit repayments are often small due to Housing Benefit regulations. Cabinet has received updates on Welfare Reforms. This includes a suggested approach to the use of discretionary housing payments. Strategic Housing Group. Officers and A2D have been working with families affected by the benefit cap. Housing Company being set up. Close working with private landlords. New Landlord Guarantee scheme.	<i>15.1 i. The Corporate Debt Group to discuss legal support for recovery of Housing Benefit overpayments, bearing in mind the need for the authority to secure value for money.</i> <i>15.1.i. The Housing Benefits Manager to provide information supporting overpayment statistics issued to the Corporate Debt Group.</i> <i>15.1.ii. A model for the strategic way forward in delivering the Housing function has been drafted and is to be discussed/agreed.</i>	MAT / Joint Group Heads CW *	30 November 2016 * R Requires Monitoring	There is a continual increase (although has eased off slightly in the last few months) of households in bed and breakfast (with the added issue of overspend on the bed and breakfast budget) and the lack of resources to discharge duty. A number of options are now being pursued and MAT and the Leader are supportive of this approach. Cabinet support to be requested. Projects commenced to ensure strategies are followed. A model for the strategic way forward has been drafted. The debt recovery training for relevant staff has been completed. The Department for Work and Pensions (DWP) have advised further on the number of cases that may be affected by the new benefit cap rules and the prediction is 215 claims (up to 500 was originally anticipated). Universal Credit full roll out is now projected for 2021 although this may still change. 12.9.16 - Awaiting update from Joint Group Heads CW .

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RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	16. Poor partnership governance arrangements	3	MAT set strategic direction for Partnerships. Partnership governance policy out of date (August 2009) . Insurance arrangements in place.	16i. A responsible officer to review, update and re-issue the Partnership Governance policy. 16ii. A list of significant Partnerships entered into should be identified and recorded centrally. 16iii. Completion of questionnaires to make an assessment of Partnership governance arrangements. 16iv. Members of Overview and Scrutiny Committee to scrutinise Partnership activity if required.	MAT	30 November 2016 *O Actions Outstanding	Recent Internal Audit review (August 2016) identified limited attention has been given to Partnership Governance since 2011 and therefore some actions are required to revitalise the necessary governance arrangements and associated controls.
Page 27	17. Uncertainty over economic growth and supplier failure, impacting on: • Delivery of contracts and services • Business Rate income. SBC now bears a significant share of any losses on collection.	3	Financial Services monitor the financial media in relation to larger companies and critical commercial partners. Recovery and inspection of business properties is being strengthened to maximise collection/minimise losses for the Council. DCLG Fraud funding for dealing with Business Rate avoidance and evasion cases during 2015/16. Spelthorne are a member of the Surrey Business Rates pool for 2015-16 enabling enhanced monitoring and data sharing with the other four participating councils. Business Rates Subgroup formed with agreed terms of reference focusing on Group Training, specialist advice, cross boundary prosecutions and legal advice.	17i. Impact of new Business Rate arrangements on Council finances is under ongoing review. 17ii. Business Rates project being pursued.	DCX (TC)/Group Head - F & CR *	30 November 2016 * R Requires monitoring	A service level project has been initiated to focus on 3 areas of business rates: Increase tax base Reduce Business Rate avoidance Increase admin grant Group Head for Finance and Customer Relations is due to issue a MAT report in September requesting a Business Rates Avoidance Officer post in order to maximise the tax base and target potential areas of avoidance. To date £151,400 rateable value growth has been identified by Analyse Local software to assist in growing the tax base.

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RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
			Economic Development Strategy is reviewed every three years. Communication of the vision, proposed actions and measures of success is taking place. Regular reporting to the Cabinet Member with responsibility for Economic Development to advise on progress with action plans and delivery of the strategy. LGA funded adviser produced 3 reports on Key Account Management, Inward Investment and Visitor Numbers, with a number of recommendations having resourcing implications. This was considered as part of the budget process and a growth bid to the value of £100.9k has been approved.	17iii. <i>Economic development is a Council priority and growth will impact on business rate income - this is under ongoing review.</i> 17.iv. <i>The 3 year economic assessment & strategy is currently being updated, due for Cabinet submission/approval by February 2017.</i>	DCX (TC) * CS & EDO*	31 October 2016* Requires monitoring	The 3 year economic assessment & strategy is currently being refreshed and will be available to seek Cabinet approval in February 2017. A Business Improvement District is under development for Staines-upon-Thames, the result will be known on 26 November 2016. Welcome packs for new businesses as well as property agents have been developed and circulated. A CRM is being developed to track Spelthorne's top 20 businesses with regards to key account management. Approval has now been received from SCC with regards to 4 improvement projects at shopping parades, with SCC funding £100k and SBC match funding, totalling £200k. An advisor was appointed in November 2015 to support inward investment and Key Account Management. The contract runs until 30th September 2016 when it will be reviewed.
	18. Failure to comply with employment legislation or statutory duty leading to possible compensation (unlimited), damage to reputation, Legal costs and significant officer time.	3	Human Resources (HR) identify changes in employment legislation, provide guidance and training to ensure compliance. Equality and Diversity working group and training provided to all staff.		MAT/ Group Heads/ HR Manager *	Ongoing monitoring	Professional HR support will continue to be available.

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RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	19. Failure to comply with statutory duty / adhere to Safeguarding Policy leading to death or injury to child or vulnerable adult, legal action and reputational damage. Failure by County to address Spelthorne referrals relating to vulnerable children/adults.	3	<p>Council has statutory responsibility for safeguarding children and Adults.Safeguarding policies and procedures. Staff and Member training. All referrals to Surrey County Council should be reported to a nominated Spelthorne Officer. Regular meetings held with Surrey County Council and consultation with the Surrey Safeguarding Children's Board (SSCB). Annual Section 11 audit. The Children's Safeguarding and Adults at Risk Strategies were approved by Cabinet in October 2013. The Children's policy is currently being updated . Independent Living Managers have reviewed any changes required to Adults at Risk policies and processes.</p>	<p><i>19i. The Leisure Services Manager to review changes required to the Children's safeguarding policy, particularly with regards to child sexual exploitation. 19ii. Further liaison with Surrey County Council is necessary in order to strengthen the feedback process relating to children's referrals . 19iii. To seek clarification over responsibility for dealing with safeguarding issues for cross border referrals (where families located out of Surrey). 19iv. Staff training needs to be assessed and revised policies/processes publicised in due course.</i></p>	DCX (TC)/LSM/ILM/ Joint Group Heads - CW *	31 October 2016 * R Requires monitoring	<p>Actions are being addressed:</p> <p>19i. A draft Surrey Wide District and Borough Policy for Safeguarding Children and Adults is nearing completion and Spelthorne will be adopting this policy. It makes reference to child sexual exploitation.</p> <p>19ii. Implemented - Surrey County are continuing to trial a new way of working in their call centre, which should ensure that even if young people don't meet the threshold for referral, they will receive 'early help' intervention. 19iii. Implemented- Instructed to escalate any cross border referrals/ issues in the future to the senior safeguarding managers. 19iv.A standard policy for Safeguarding adults and children is still being developed for use by all Boroughs and Districts. A County wide Chief Officers Group is leading on this. Dcx, Terry Collier is the Spelthorne representative.Spelthorne will adopt this policy on completion. The Surreywide Safeguarding template now agreed and is being implemented with local adaptations by SBC. The Leisure Services Manager is liaising with Human Resources to ensure an accurate list is held of staff requiring training and DBS checks. A new online safeguarding training module is being launched for Districts and Boroughs.</p>

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Orange	20. Service delivery and planning difficulties due to reduction in Revenue Support Grant and therefore reduction in spending	3	Long term strategic/financial planning. Corporate Plan / priorities reviewed. Member engagement 'Towards a Sustainable Future' programme identified potential savings and additional sources of income.	<i>Towards a sustainable future programme to be delivered</i>	MAT	30 November 2016 * R Requires monitoring	TaSF programme to be progressed, including Knowle Green relocation and Income Generation (use of Assets). Structural Review completed.
				<i>Identify alternative service delivery models and prepare business cases. Assess the impact on in-house Services.</i>	Group Heads	30 November 2016 *R Requires monitoring	Some business cases for alternative service delivery models have been submitted, whilst others (Environmental Health) are on hold for legitimate reasons.
Green	21. Reduction in service delivery and possible loss of internal control as a result of savings required to balance budget	3	Management is responsible for maintaining key services and internal controls regardless of resource levels. Any savings offered will be accompanied with summary of any associated risks.		Group Heads/ MAT	Ongoing monitoring	

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	22. Poor return on long term investments /investments insecure in current climate	3	Treasury Management Strategy approved annually by Members. Aim to select counter parties of the highest credit quality; credit ratings monitored closely. Council's investments managed internally in consultation with Arlingclose. Quarterly meetings and conference calls held with Arlingclose. Deputy Chief Executive, Terry Collier and Portfolio Holder, Councillor Williams are involved in key decisions. Use a range of credit ratings and criteria recommended by Arlingclose. Regular monitoring ,reporting of investment portfolio and returns achieved.		DCX (TC) *	Ongoing monitoring	As per the outturn Treasury management report average rate of return achieved on core pooled investments of £9.5m was a healthy 4.89% and capital growth as at end of the financial year was £0.7m. The team continues to explore options for diversifying the portfolio.
Page 31	23. Failure to collect/recover income due, resulting in losses to the authority.	3	Corporate Debt Officer Group meet periodically. Corporate Recovery Policy. Recovery policies also exist for specific areas such as Council Tax, NNDR, Sundry Debts etc. Debt collection statistics produced and analysed. Budget Monitoring identifies any shortfall in income. Accountancy report to Management Team and Members on significant variances and comparisons with previous year. The Corporate Debt Group, chaired by the Deputy Chief Executive (Terry Collier) continue to meet monthly and a wider representation from Services is being encouraged. The Deputy Chief Executive in his capacity as Section 151 Officer is taking the lead in coordinating outstanding actions with the Corporate Debt Group such as strengthening recovery procedures for sundry debts to reflect Spelthorne's recovery policy wherever possible and practical, with less intervention from Services; perusal of older debts by the Recovery team and monitoring by Management. Arrears figures at the Corporate Debt Group are reviewed, together with discussions about cost effectiveness of pursuing different types of debts.	<i>23i. Recovery arrangements for significant debts/other income streams and amounts outstanding continue to be periodically monitored through the Corporate Debt group.</i> <i>23ii. Management Team (MAT) should co-ordinate action to tackle aged debt that is unlikely to be recovered. Going forward, targets should be set for keeping aged debt to a minimum.</i> <i>23iii The DCX, Terry Collier, as S151 Officer, to receive and review a monthly status report on 'at risk' debts i.e. higher value aged debts over 6 months old in order to confirm that suitable recovery action has been taken, and where exhausted, ensuring write-off action is pursued.</i>	MAT/ DCX, TC/GH F&CR/ Group Heads	31 Aug 2016 * R Requires Monitoring	Corporate Debt Group have encouraged strengthening of processes. Bed and Breakfast debts are now being monitored more robustly. Debt recovery training for relevant staff has been completed. The recent internal audit review of Sundry Debts highlighted that the level of aged debt is too high and Managers have not always taken necessary write-off action. Report has gone to Management Team who are reinforcing need for improvement actions. See also risk category 15 above regarding recovery of Housing Benefit Overpayments. Snapshot breakdown of debt across all categories to be provided to Members of the Audit Committee as requested at the last meeting of 7th July 2016. Monthly monitoring of aged debts undertaken.

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	24. Increased risk of fraud / theft due to economic climate resulting in financial losses and damage to reputation of authority. Housing tenancy fraud reduces availability of social housing.	3	Corporate Policies including Confidential Reporting Code (Whistle blowing), Anti-fraud, Bribery and Corruption Strategy, Proceeds of Crime and Anti-Money Laundering, Code of Conduct including rules relating to gifts and hospitality, and declaration of interest. Staff are reminded about governance policies during appraisal process. Refresher fraud and anti-bribery awareness training for staff and Members is due. Various policies and procedures such as Financial Regulations and Contract Standing Orders, management checks, segregation of duties, reconciliation processes for financial systems and IT Security measures. Spelthorne received £60k of the DCLG fraud fund (up to June 2016), used to assist in the detection and prevention of non benefit fraud, focusing on housing, (homeless and housing applications, tenancy fraud), business rates (evasion and avoidance), and miscellaneous frauds. Audit Services coordinated progress in terms of payback and submission of quarterly fraud returns to Surrey CC. An internal fraud referral process/system has been implemented within Housing .	24i. <i>Prepare business case for a Corporate Fraud resource/function.</i> 24ii. <i>To arrange Fraud and anti-bribery and corruption training for all staff and Members (following 24ii)</i>	Group Heads/ MAT/IAM	30 November 2016 *R Requires monitoring	As at 30th June 2016 the cumulative payback//return in tackling non-benefit fraud for the specified 18 month period equates to £675k (relates to SBC and its Partners) . This is well in excess of the original £60K DCLG fraud funding allocated to Spelthorne. The total cumulative financial return achieved across Surrey over the 18 months amounts to £5m and Surrey Treasurers are supportive of continued counter fraud work. 24i. The Internal Audit Manager has prepared a business case for a Corporate Fraud resource. Relevant Group Heads are being consulted . Audit Services and Investigating Officers continue to attend specialist Fraud groups with Surrey Partners which are very useful forums for sharing skills, knowledge and approaches to tackling fraud/ business rate avoidance/evasion cases. Internal Fraud Overview meetings also held to disseminate high level issues.

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***KEY TO RAG RATING**

	Actions outstanding
	Partially actioned
	Completed/Ongoing monitoring

***KEY TO TARGET DATES**

* O = Original target date for assigned action

* R = Revised target date for assigned action

***KEY TO OFFICERS**

MAT - Management Team

GH F & CR - Group Head - Finance and Customer Relations, Linda Norman

Head of CG – Head of Corporate Governance, Michael Graham

Head of ICT – Helen Dunn

DCX (TC) – Terry Collier

HSIRM - Health and Safety, Insurance and Risk Manager – Stuart Mann

GH C & T - Group Head - Commissioning and Transformation, Sandy Muirhead

GH - NS - Group Head - Neighbourhood Services- Jackie Taylor

DCX (LO) – Lee O’Neil

SEHM - Senior Environmental Health Manager, Tracey Wilmott-French

PS - Principal Solicitor, Victoria Statham

GH R & G - Group Head - Regeneration and Growth, Heather Morgan

HRM – Human Resources Manager, Debbie O’Sullivan

CM- Contract Managers

Joint Group Heads of CW – Joint Group Heads for Community Wellbeing, Deborah Ashman and Karen Sinclair

LSM - Leisure Services Manager, Lisa Stonehouse

RRO – Risk and Resilience Officer, Nick Moon

CS & EDO – Community Safety and Economic Development Officer, Keith McGroary

IAM - Internal Audit Manager, Punita Talwar

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Cabinet**23 November 2016**

Title	Disabled Facilities Grant Framework Agreement		
Purpose of the report	To make a decision		
Report Author	Tracey Willmott-French		
Cabinet Member	Councillor Jean Pinkerton	Confidential	Yes
Corporate Priority	Housing		
Recommendations	To award the Disabled Facilities Grant Framework Agreement to the successful tenderers listed in Appendix 2 .		
Reason for Recommendation	<p>The implementation of this disabled facility grant framework agreement will:-</p> <ul style="list-style-type: none"> - reduce the time taken to process grants and waiting time for building work to start - offer greater protection for residents through the introduction of warranties to cover the building works - provide a fair and transparent system of procurement 		

1. Key issues

- 1.1 On average each year the Council provides 62 disabled facility adaptation grants (DFGs) to Borough residents to enable them to have works carried out in their homes that help them live more independently. The Council has a statutory duty to provide DFGs.
- 1.2 Currently, to ensure that best value is obtained in respect of each grant, the Council obtains three quotes from building contractors in accordance with the Council's Contract Standing Orders.
- 1.3 This request for quote process lengthens the DFG approval process up to four weeks for each DFG. This process is also consuming officer time.
- 1.4 A detailed schedule of works and rates has been drawn-up, which includes all the building works associated with the general DFG (e.g. level access showers, ramps, door widening, etc). This new schedule of works and rates will reduce the approval process by four weeks, reduce officer time for obtaining quotes, and ensure that best value for the Council is still obtained. A copy of the unpriced schedule of rates is provided at **Appendix 1**.
- 1.5 The Council engaged the services of a building surveyor, who specialises in DFG works, to review the DFG works specification mentioned in 1.4 above and to provide a general cost for each work item on the specification.

- 1.6 The Council went out to the open market to tender, inviting building contractors to submit prices against the new schedule of works and rates. Each compliant tender was 'sense checked' against the building surveyor's priced schedule of rates for the five most typical jobs.
- 1.7 The top 10 to 16 'best value for money' tenders submitted has been used to produce an averaged priced schedule of rates, which will then be used to cost DFG works for the next four years. The successful contractors will be asked to carry out the works on a 'next in turn' basis against a proposed start date.
- 1.8 Tender submissions have been evaluated and officers wish to award the contract to the 9 most suitable tenderers. Those tenderers are listed in **Appendix 2**.

2. Options analysis and proposal

- 2.1 If Members award the contract to the tenderers listed in **Appendix 2**, there will be the following advantages:
 - (a) the Council will achieve cost savings (per grant) by having a set pricing structure rather than obtaining varied quotes as and when a DFG application needs to be processed;
 - (b) the tender evaluation criteria ensured that only TrustMark approved building contractors were taken forward to the next stage of evaluation. TrustMark means that the building contractors will provide a guarantee for the building works done to residents' accommodation;
 - (c) each building contractor will be given a fair chance of obtaining work under the framework agreement;
 - (d) there will be a unified form of contract each time DFG works are to be undertaken.
 - (e) time taken to complete the DFG application will be reduced by four weeks.
- 2.2 If Members did not agree to award the contract then officers will resume their current practise of obtaining quotes as and when a DFG application is processed. This will result in varied expenditure and will not achieve cost savings, or reduce the time taken in the DFG application process.
- 2.3 Members are asked to agree to the award of the contract to the successful tenderers listed in **Appendix 2** for the reasons stated in paragraph 2.1 above.

3. Financial implications

- 3.1 The detailed schedule of works and rates which includes all the building works associated with the general DFG, will provide fixed prices for DFG works for the next 4 years.
- 3.2 The schedule of rates will increase by the Retail Price Index (%) every 12 months from commencement of the contract.
- 3.3 In addition the approval process for applications will be reduced by four weeks, reduce officer time for obtaining quotes, and ensure that best value for the Council is obtained.
- 3.4 This explains the main criteria upon which the decision is to be based.

4. Other considerations

- 4.1 The Council intends to enter into a JCT Framework Agreement with the successful tenderers. This is a standard form of contract to ensure ease of use, transparency and best value.
- 4.2 An annual costing review will be built into the framework agreement to ensure that the schedule of works remain viable. The successful tenderers will then provide work against the average-priced schedule of rates.
- 4.3 The Framework Agreement will ensure that building contractors will be called-off at the best rate.
- 4.4 The provision of disabled facility adaptation grants to the public provides great opportunity, dignity, quality of life, and freedoms for people affected by disability. The implementation of this framework agreement will enhance smooth and speed-up the DFG process and building work.
- 4.5 The implementation of the framework agreement will effect a reduction in the work involved in obtaining quotes for the costs disabled facility works for the Council's grant officers and the Home Improvement Agency caseworker. It will also provide greater transparency in the pricing process.

5. Timetable for implementation

- 5.1 The Invitation to tender was issued on the 5 September. The tenderers will be notified about the contract award decision on 25 November. The contract will commence on 1 January 2017.

Background papers: None

Appendices:

Appendix 1 - Schedule of rates – unpriced

Appendix 2 - List of successful tenderers (**exempt**) – Appendix 2 has been circulated to members of the Cabinet only because it contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, *disclosure of the successful tenderers to the public prior to awarding the contract, would be likely to give an advantage to a person entering into or seeking to enter in a contract with the authority.*

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Schedule of Rates

	Description Of Works	ITEM	QTY	COST
	Schedule of Works			
Code	Bathroom Works			
PR0	PREPARATION WORKS	ITEM	QTY	COST
PR01	TEST FOR ASBESTOS :- All Contractors should have asbestos awareness training (This is law) on the suspicion that Asbestos has been identified within the property and will be disturbed/effected by works arrangements should be made for suitably qualified person to carry out asbestos survey take a sample and laboratory tested for asbestos. If asbestos is identified then a quote for removal should be provided.			
PR02	PRESSURE CHECKING AND FLOW RATES :- Check water pressure and flow rate to establish shower type specified can be fitted.	ITEM		
PR03	PROTECTION TO CUSTOMERS PROPERTY :- Allow to carefully cover and protect all of the customer's furniture and surfaces etc. that are likely to be affected by works. Ensure that protection is maintained throughout the duration of the works, upon completion of works remove all protections and leave site clean and tidy.	ITEM		
PR04	CUSTOMERS FIXTURES & FITTINGS :- Carefully remove and set aside for re-use all customers affected fixtures and fittings such as cabinets and existing rails, mirrors etc. Allow for refixing on completion.	ITEM		
PR05	REMOVAL OF EXISTING VINYL FLOOR COVERINGS :- Take up and dispose of existing Vinyl floor covering and allow to prepare floor ready for new vinyl floor covering.	ITEM		
PR06	REMOVAL OF EXISTING CERAMIC FLOOR COVERINGS :- Take up and dispose of existing ceramic floor covering and allow to prepare floor ready for new vinyl floor covering.	ITEM		
PR07	REMOVAL OF EXISTING SKIRTINGS:- Carefully remove existing skirtings throughout bathroom and dispose. Make good to walls where skirting removed.	LM		
PR08	REMOVAL OF EXISTING WALL TILING:- Carefully remove existing wall tiling and or wallpaper to designated areas as directed on drawing. Make good to all disturbed surfaces.	SQM		
PR09	REMOVAL OF EXISTING WALLPAPER OR CEILING PAPER OR CEILING TILES :- Carefully strip existing wall/ceiling paper or ceiling tiles to designated areas as directed. Make good to all disturbed surfaces.	SQM		
PR09	IDENTIFY AND ADAPT SERVICES AND SANITARYWARE:- Trace and identify soil waste, hot and cold mains water supplies and drain down systems allowing to make alterations to services as necessary to facilitate work. Disconnect pipework fittings, cap off all redundant supplies and set aside sanitary ware e.g bath, shower tray/screens, wash hand basin, wc, bidets including their fitments (taps, cistern, seat etc.) where necessary for reuse or remove as required/directed by customer. Ensure that pipes are	ITEM		

SCHEDULE 2

	temporarily sealed to assure that no smells are released, make good surfaces where removed and dispose to approved waste transfer station or skip as required.			
PR10	REMOVAL OF ELECTRICAL ITEMS:- Allow to isolate, disconnect and make safe any electrical items e.g (electrical showers, towel heaters, bath bonding etc.) that are no longer required or that are required to be disconnected to carry out works, or do not comply with current electrical regulations or are no longer required in new lay out as necessary to facilitate new work. All works must be undertaken by a suitably qualified electrician (for further guidance please see electrical section).	ITEM		
PRO	PREPARATION WORKS TOTAL :-	SEC	Total	
PLO	PLUMBING WORK	ITEM	QTY	
PL01	RE-ROUTE MAINS WATER PIPE :- Allow to isolate pipework drain down cut in to and re-route pipe allowing all necessary pipe, fittings and clips required. Ensure all works carried out comply with Water Regulations Advisory Scheme. (WRAS)	LM		
PL02	RE NEW MAINS STOPCOCK :- Allow to isolate main stopcock in road, drain down, remove existing defective stopcock and replace with new. Ensure work complies with Water Regulations Advisory Scheme. (WRAS)	ITEM		
PL03	RE-ROUTE HOT WATER PIPEWORK :- Allow to isolate pipework, drain down, cut in to and re-route pipe allowing all necessary pipe, fittings and clips required. Ensure all works carried out comply with Water Regulations Advisory Scheme. (WRAS)	LM		
PL04	RE-ROUTE COLD WATER PIPEWORK :- Allow to isolate pipework drain down cut in to and re-route pipework allowing all necessary pipe, fittings and clips required. Ensure all works carried out comply with Water Regulations advisory scheme. (WRAS)	LM		
PL05	RE-ROUTE HOT AND COLD WATER DOWN SERVICE PIPEWORK :- Allow to isolate and drain down tank as necessary to allow cutting in and re-routing of pipe (15mm-22mm) allowing all necessary pipe, fittings and clips required to do so ensure all works carried out comply with Water Regulations Advisory Scheme. (WRAS)	LM		
PL06	RENEW GATE VALVE ON DOWN SERVICE :- Allow to isolate and drain down as necessary to allow removal of defective gate valve and replace with new. Ensure all works carried out comply with Water Regulations Advisory Scheme. (WRAS)	ITEM		
PLO	PLUMBING WORK TOTAL :-	SEC	Total	
SH0	SHOWERING AREA WORKS	ITEM	QTY	

SCHEDULE 2

SH01	FORM GRADED WET AREA TO SOLID FLOOR :- Cut out flooring to area as required by O.T Form graded floor area with 3-1 sand and cement mix to 1:40 falls, install trapped 75mm deep seal gully with rodable access such as a TF75 or equivalent. Ensure that there is no breach of damp proof course (DPM) during the course of works. If it is necessary to breach DPM then ensure it is reinstated.	ITEM		
SH02	INSTALL FLUSH FLOOR SHOWER FORMER:- Supply and install shower tray former (AKW, IMPEY, N&C or equivalent) to size as directed by O.T requirements complete with TF75 waste. Run waste pipe not exceeding 75mm dia Metre to nearest SVP or replacement back inlet trapped gully not exceeding 3m, seal joint between tray and wall with silicone sealant, and make good all finishes, all to be installed in accordance with the manufacturer's instructions.	ITEM		
SH03	INSTALL A SIT ON LOW LEVEL SHOWER TRAY:- Supply and install sit on low level shower tray (e.g. AKW Bradden or equivalent) to size as directed by O.T requirements complete with waste, run waste pipe 75mm diameter to nearest SVP or replacement back inlet trapped gully not exceeding 3m, seal joint between tray and wall with silicone sealant, and make good all finishes, all to be installed in accordance with the manufacturer's instructions.	ITEM		
SH0	SHOWERING AREA WORK TOTAL :-	SEC	Total	
SC0	SHOWERING CURTAINS SCREENS AND BLINDS	ITEM	QTY	
SC01	INSTALL HALF HEIGHT SHOWER SCREENS TO:- Supply and fit half height shower screens 750mm/900mm high as directed to newly installed showering area with track and full height/half height curtains and track.	ITEM		
SC02	SHOWER TRACK & CURTAINS:- Install any size and type of shower rail and 2 No curtains to enclose shower area, including hanging. Fix new track with screws and raw plugs and matching non-ferrous screws. Make good all finishes affected.	ITEM		
SC03	INSTALL WINDOW BLIND:- Supply and install waterproof roller blind to window within bathroom.	ITEM		
SC04	WINDOW SPANNING KIT:- Supply and install window spanning kit to suit new shower curtains.	ITEM		
SC05	SUPPLY AND FIT WALL MOUNTED SHOWER SEAT:- Supply and fix rust resistant (BUDGET) wall mounted padded shower seat complete with arms, back rest and height adjustable legs, including all necessary plugging and fix securely to wall as appropriate along with any making good. Customer to choose colour unless specified by O.T.	ITEM		
SC0	SHOWERING CURTAINS SCREENS AND BLINDS TOTAL :-	SEC	Total	

SCHEDULE 2

SS0	SHOWER SEAT	ITEM	QTY
SS01	SUPPLY AND FIT WALL MOUNTED SHOWER SEAT NON PADDED :- Supply and securely fix wall mounted, rust resistant , fold down, non-padded shower seat complete with backrest and arms and height adjustable legs. (Shower seat available from AKW, Countour, Impey or N&C). Make good any disturbed areas.	ITEM	
SS02	SUPPLY AND FIT WALL MOUNTED SHOWER SEAT PADDED:- Supply and fix rust resistant (BUDGET) wall mounted padded shower seat complete with arms, back rest and height adjustable legs, including all necessary plugging and fix securely to wall as appropriate along with any making good. Customer to choose colour unless specified by O.T.	ITEM	
SS03	SUPPLY AND FIT WALL MOUNTED HORSE SHOE SHOWER SEAT PADDED :- Supply and securely fix wall mounted, rust resistant , fold down, padded shower seat complete with backrest and arms and height adjustable legs. (Shower seat available from AKW, Countour, Impey or N&C). Make good any disturbed areas.	ITEM	
SS04	SUPPLY AND FIT WALL MOUNTED EXTRA WIDE SHOWER SEAT PADDED :- Supply and securely fix wall mounted, rust resistant , fold down, padded shower seat complete with backrest and arms and height adjustable legs. (Shower seat available from AKW, Countour, Impey or N&C). Make good any disturbed areas.	ITEM	
SS05	SUPPLY AND FIT AKW 4000 SERIES WALL MOUNTED SHOWER SEAT PADDED :- Supply and securely fix wall mounted, rust resistant , fold down, padded shower seat complete with backrest and arms and height adjustable legs. AKW 04130P Blue OR 04130P Grey, dependant on customer colour choice, unless specified by O.T. Make good any disturbed areas.	ITEM	
SS06	SUPPLY AND FIT AKW 4000 SERIES WALL MOUNTED HORSE SHOE SHOWER SEAT PADDED :- Supply and securely fix wall mounted, rust resistant , fold down, padded shower seat complete with backrest and arms and height adjustable legs. AKW 04160P Blue OR 04260P Grey, dependant on customer colour choice, unless specified by O.T. Make good any disturbed areas.	ITEM	
SS07	SUPPLY AND FIT AKW 4000 SERIES WALL MOUNTED EXTRA WIDE SHOWER SEAT PADDED :- Supply and securely fix wall mounted, rust resistant , fold down padded shower seat complete with backrest and arms and height adjustable legs. AKW 04150P Blue OR 04250P Grey, dependant on customer colour choice, unless specified by O.T. Make good any disturbed areas.	ITEM	
SS08	SUPPLY AND FIT AKW 4000 SERIES WALL MOUNTED EXTRA WIDE HORSESHOE SHOWER SEAT PADDED :- Supply and securely fix wall mounted, rust resistant , fold down padded shower seat complete with backrest and arms and height adjustable legs. AKW 04150P Blue OR 04250P Grey, dependant on customer colour choice, unless specified by O.T. Make good any disturbed areas.	ITEM	
SS0	SHOWER SEAT TOTAL :-	SEC	Total
WLO	WALL COVERING	ITEM	QTY

WL01	SUPPLY & FIX NEW CERAMIC TILES :- Prepare walls to receive new tiles. Supply and fix new ceramic wall tiles to newly formed wet area and splashback and cills, including fixing with adhesive, grouting, any necessary cutting. Fix suitable tile capping to all exposed ends both horizontal and vertical with all joints mitred. Allow minimum £5.00 SQM supply cost for the tiles.	SQM		
WL02	SUPPLY & FIX PVC WALL PANELING:- Prepare walls to receive 10mm thick PVC wall panelling. Supply and fix PVC wall panels to newly formed wet area, splashback and cills, including fixing with manufacturers approved adhesive, and any necessary trims. Allow minimum £15.00 sqm supply cost for the panels.	SQM		
WLO	WALL COVERING TOTAL :-	SEC	Total	
SU0	SHOWER UNIT	ITEM	QTY	
SU01	SHOWER UNIT:- Supply and install new approved temperature limited BEAB approved 8.5 to 9.5KW thermostatically controlled electric shower unit. Acceptable brands and makes are Mira Advanced ATL, Redring Selectronic, AKW Luda [or newer equivalent], Triton Safeguard, complete with incorporating advanced temperature stabiliser that does not exceed 43 degrees. Fix the fittings that accompany the shower, i.e., soap dish, 1m long adjustable riser rail and adjustable spray handset on 2m hose (ensure WRAS compliance). Plug walls as necessary, connect to water supply, including all adjustments to pipework as necessary to any location within shower room. To include new full bore service valves and in-line scale reducer. Wire in 10mm PVC insulated twin and earth cables in PVC mini- trunking 45A DP ceiling switch, provide MCB and RCCB of 30mA tripping protection at CCU, earth bonding to 17th IEE regulations. Fill, test and adjust and make good all works disturbed. Carry out electrical test and supply certificate. Provide chrome supply feeds to shower where exposed.	ITEM		
SU02	SUPPLY & INSTALL THERMOSTIC MIXER:- Supply and install new thermostatic mixer shower valve (TMV3 approved) set at 43 degrees. Complete with fittings, soap dish, 1m long adjustable riser rail and adjustable spray handset on 2m hose (ensure WRAS compliance), including plugging walls as necessary, connect to water supply including all adjustments to pipework as necessary to any location within shower room.	ITEM		
SU0	SHOWER UNIT TOTAL :-	SEC	Total	
PW0	PUMP WORKS	ITEM	QTY	
PW1	INSTALL SHOWER WASTE PUMP FOR ELECTRIC SHOWER:- Supply and fit whale instant match pump, automatic shower waste pump kit for any type of low level tray, graded floor or former. To be installed in accordance with the manufacturer's instructions.	ITEM		
PW2	INSTALL SHOWER WASTE PUMP FOR ELECTRIC SHOWER:- Supply and fit a quiet, automatic shower waste pump such as (Whale, AKW or similarly approved) kit for any type of low level tray, graded floor or former. To be installed in accordance with the manufacturer's instructions.	ITEM		

PW3	INSTALL SHOWER WASTE PUMP FOR MIXER SHOWER:- Supply and fit automatic shower waste pump such as (standard Whale pump with conversion kit or similarly approved with additional flow switches installed which are easily accessible) kit for any type low level tray, graded floor or former. To be installed in accordance with the manufacturer's instructions.	ITEM		
PW0	PUMP WORKS TOTAL :-	SEC	Total	
HT0	HEATING WORKS	ITEM	QTY	
HT01	RE-ROUTE HEATING PIPEWORK:- Allow to drain down heating system, cut out affected flow and return pipework and allow to re-route pipework (15mm or 22mm) as required up to 3 linear Metres (LM). Allow to notch out and or re-clip pipework as required.	ITEM		
HT02	TEMPORARILY REMOVE RADIATOR AND RE-FIX:- Isolate radiator valves and drain down radiator only. Remove radiator and brackets as required and set aside for refitting. Allowing to carry out works as required e.g tiling/decorations. Re-fit radiator and brackets as required on completion. Re-fill radiator and ensure system is topped up as required on completion and vent, balance and test.	ITEM		
HT03	INSTALL THERMOSTATIC RADIATOR VALVE:- Supply and install new thermostatic radiator valve (TRV) in association with other heating works as required.	ITEM		
HT04	REMOVE RADIATOR AND REFIT IN SAME LOCATION:- Isolate and drain down heating system, remove existing radiator and valves and set aside for reuse. Allow to carry out alterations to pipework as required to allow for refitting of existing radiator and valves on completion of any other works associated, e.g tiling/decorations. Re-fill radiator and ensure system is topped up as required on completion and vent, balance and test.	ITEM		
HT05	RENEW RADIATOR IN SAME LOCATION:- Allow to supply and fit new radiator with brackets to suite room size with new thermostatic radiator valve (TRV) and locksheild valve in same location as existing. Allow to correctly identify flow and return to radiator, isolate and drain down heating system, remove existing radiator and valves, set aside for customer if required or dispose. Allow to carry out alterations to pipework ensuring valves are installed correctly to manufactures instructions. Supply and fit new radiator in same location on completion of any other works in associated, e.g, tiling/decorations. Fill radiator and ensure correct chemical corrosion inhibitors are added in line with manufacturer's instructions. Ensure system is topped up and vent, check for leaks or pressure drop as required on completion, balance and test.	ITEM		

HT06	RELOCATE EXISTING RADIATOR IN NEW LOCATION:- Allow refit existing radiator in new location within 3 metres of existing radiator location or connection point to heating system. Allowing to correctly identify flow and return to radiator, isolate and drain down heating system remove existing radiator and valves. Allow to carry out alterations to pipework as required and refit radiator in new location on completion of any other works associated, e.g Tiling/decorations. Fill radiator and ensure correct chemical corrosion inhibitors are added in line with manufacturer's instructions, ensure system is topped up and vented, checked for leaks and or pressure drop as required on completion, balance and test.	ITEM		
HT07	RENEW RADIATOR IN NEW LOCATION:- Allow to supply and fit new radiator with brackets to suite room size with new thermostatic radiator valve (TRV) and lockshield valve in new location within 3 metres of existing radiator location or connection point to heating system. Allowing to correctly identify flow and return to radiator, isolate and drain down heating system remove existing radiator and valves, set aside for customer if required or dispose. Allow to carry out alterations to pipework ensuring valves are installed correctly to manufacturer's instructions. Allow for supplying and fitting of new radiator in same location on completion of any other works in association e.g Tiling/decorations. Fill radiator and ensure correct chemical corrosion inhibitors are added in line with manufacturer's instructions, ensure system is topped up and vent, checked for leaks or pressure drop as required on completion, balance and test.	ITEM		
HT0	HEATING WORKS TOTAL :-	SEC	Total	
PT0	PARTITION WORKS	ITEM	QTY	
PT01	ERECT STUD PARTITION PLASTERBOARD AND SKIM :- Replace/infill and erect new stud partition from 50mm x 100mm studwork to comprise of sole plate and head plate. Securely fixed skewed to floor/bottom of opening and ceiling/head of opening respectively with horizontal studs cut to length, fixed to walls/sides off opening and skewed to plates with offset noggins. Allow to insulate studwork with acoustic insulation (to comply with Part E Building Regulations) and cover both sides with 12.5mm plasterboard. Boards to be butt jointed and scribe to walls, joints to be tapped and scrimmed ready for plastering. Plaster finish to be allowed both sides, allowing to use a multi-finish. Ensure plaster finish is feathered or finish flush with adjoining surfaces. Leave ready for decoration.	SQM		
PT02	ERECT BLOCK PARTITION PLASTERBOARD AND SKIM :- Erect block stud partion from 100mm concrete/breeze blocks as required. Ensure there is adequate support for structure and works comply with Building Regulations. Allow to insulate studwork with acoustic insulation (to comply with Part E Building Regulations) and cover both sides with 12.5mm plasterboard. Boards to be butt jointed and scribe to walls, joints to be tapped and scrimmed ready for plastering. Plaster finish to be allowed both sides, allowing to use a multi-finish. Ensure plaster finish is feathered or finish flush with adjoining surfaces. Leave ready for decoration.	SQM		
PT0	PARTITION WORKS TOTAL :-	SEC	Total	
DO0	DOOR OPENING WORKS	ITEM	QTY	

DO01	<p>FORM OPENING IN 225MM THICK BRICK INTERNAL WALL FOR DOOR :- Form opening in brickwork for an internal frame and door, allowing all temporary support (any single door size as directed). Ensure opening is cut square and true. Insert concrete lintel to suit opening and agree with Building Control. Above opening bond or plasterboard over lintel and exposed brickwork. Set with a multi-finish feathering in around door both sides of newly created opening and reveals, ensuring newly formed reveals are plastered square and plumb. Install and securely fix new door lining, architraves and stops. Make good, including touch up decoration to match existing, apply primer coat and under coat and 2no gloss coats to new door and frame. Extend flooring through opening, make good all works disturbed including decorations. Remove and dispose of waste to approved Waste Transfer Station or skip as required.</p>	ITEM		
DO02	<p>FORM OPENING IN 100MM THICK BRICK INTERNAL WALL FOR DOOR :- Form opening in brickwork for an internal frame and door allowing all temporary support (any single door size as directed). Ensure opening is cut square and true. Insert concrete lintel above opening. Bond or plasterboard over lintel and exposed brickwork and set with a multi-finish, feathering in around door both sides of newly created opening and their reveals. Ensure newly formed reveals are plastered square and plumb. Install and securely fix new door lining, architraves and stops. Make good, including touch up decoration to match existing, apply primer coat and under coat and 2no gloss coats to new door and frame. Extend flooring through opening, make good all works disturbed, including decorations. Remove and dispose of waste to approved Waste Transfer Station or skip as required.</p>	ITEM		
DO03	<p>FORM DOOR OPENING IN STUD PARTITION AND FIT PLY FLUSH DOOR AND FRAME:- Form opening in stud partition (any single door size as directed). Ensure opening is cut square and true. Supply and fit studs and header plate to create solid frame for liner to be fixed. Supply and fix new door lining, architraves and stops, make good plasterboard and feather in plaster as required. Make good all works disturbed including decorations. Remove and dispose of waste to approved Waste Transfer Station or skip as required. Install new internal door with any size ply flush or panel door to match existing where possible. Fit door stops, supply and hang new door on new pair of 100mm butt hinges, as required. Supply and fit ironmongery to suit new door complete with lever handle with catch and keep privacy latch as required. Make good decorations to frame, apply primer coat and under coat and 2no gloss coats to door. Extend flooring through opening. Remove and dispose of waste to approved Waste Transfer Station or skip as required.</p>	ITEM		
DO0	DOOR OPENING WORKSTOTAL :-	SEC	Total	
DM0	DEMOLITION WORKS	ITEM	QTY	

DM01	DEMOLISH 100MM SOLID BRICK/BLOCK WALL :- Take down 100mm block/brick work on non-load bearing wall, clear away rubble, remove and dispose of hard core rubble including associated doors, frames, skirtings, plaster etc. Remove waste to approved Waste Transfer Station or skip as required. Make good the remaining structure where walls removed e.g, floor screed, wall plaster and ceiling and skirtings.	SQM		
DM02	DEMOLISH STUD PARTION :- Take down non-load bearing stud work wall including associated doors, frames, skirtings, and remove waste to approved Waste Transfer Station or skip as required. Associated doors, frames, skirtings, plaster etc, make good the existing structure at intersection with internal and external walls, make good to existing floor/screeds, plaster ceiling and skirtings.	SQM		
DM0	DEMOLITION WORKS TOTAL :-	SEC	Total	
DW0	DOOR WIDENING WORKS	ITEM	QTY	
DW01	WIDEN EXISTING DOOR IN 225MM THICK BRICK WALL FOR DOOR :- Adjust existing opening in brickwork for an internal frame and door, allowing all temporary support (any single door size as directed). Ensure opening is cut square and true. Insert concrete lintel to suit opening and agree with Building Control as required. Above opening, bond or plasterboard over lintel and cover exposed brickwork. Set with a multi-finish feathering in around door both sides of newly created opening and reveals, ensuring newly formed reveals are plastered square and plumb. Install and securely fix new door lining, architraves and stops. Make good to disturbed floor coverings and floor screed, patch plaster ceiling as required and make good to skirtings. Include touch up decoration to match existing, apply primer coat and under coat and 2no gloss coats to new door and frame. Extend flooring throughout width of opening, make good all works disturbed including decorations. Remove and dispose of waste to approved Waste Transfer Station or skip as required.	ITEM		
DW02	WIDEN EXISTING DOOR IN 100MM THICK BRICK WALL FOR DOOR :- Adjust existing opening in brickwork for an internal frame and door, allowing all temporary support (any single door size as directed). Ensure opening is cut square and true. Insert concrete lintel to suit opening and agree with Building Control as required. Above opening bond or plasterboard over lintel and cover exposed brickwork. Set with a multi-finish feathering in around door both sides of newly created opening and their reveals, ensuring newly formed reveals are plastered square and plumb. Install and securely fix new door lining, architraves and stops. Make good to disturbed floor coverings and floor screed, patch plaster ceiling as required and make good to skirtings. Including touch up decoration to match existing, apply primer coat and under coat and two gloss coats to new door and frame. Extend flooring throughout width of opening; make good all works disturbed including decorations. Remove and dispose of waste to approved Waste Transfer Station or skip as required.	ITEM		

DW03	<p>WIDEN EXISTING DOOR IN STUD PARTITION:- Adjust existing opening in stud partition (any single door size as directed). Ensure opening is cut square and true. Supply and fit studs and header plate to create solid frame for liner to be fixed. Supply and fix new door lining, architraves and stops, make good plasterboard and feather in plaster as required. Make good all works disturbed including decorations. Install new internal door with any size ply flush or panel door to match existing where possible. Fit door stops, supply and hang new door on new pair of 100mm butt hinges, as required. Supply and fit ironmongery to suit new door complete with lever handle with catch and keep privacy latch as required. Make good decorations to frame. Extend flooring throughout width of opening, apply primer coat and under coat and two gloss coats to door. Remove and dispose of waste to approved Waste Transfer Station or skip as required.</p>	ITEM		
DW04	<p>WIDEN EXISTING DOOR IN EXTERNAL SOLID WALL OR CAVITY WALL DOOR :- Remove existing door and frame and adjust existing opening in brickwork or block, allowing all temporary support (any single door size as directed). Ensure opening is cut square and true. Insert lintel to suit opening to be agreed with Building Control. Above and around new opening bond scratch coat and set or plasterboard over lintel and exposed brickwork or block. Set with a multi-finish or finish coat feathering in around door both sides of newly created opening and their reveals, ensuring newly formed reveals are plastered square and plumb. Make good to disturbed floor coverings and floor screed, patch plaster ceiling and make good to skirtings. Remove and dispose of waste to approved Waste Transfer Station or skip as required. N.B - ADD DOOR REQUIRED TO BE FITTED</p>	ITEM		
DW0	DOOR WIDEN WORKS TOTAL :-	SEC	Total	
DRO	DOOR WORKS	ITEM	QTY	
DR01	<p>REHANG EXISTING DOOR :- Change direction of door swing to opposite side and to open in or out as required and directed by O.T. Include for removing door and rehang, remove and refix door stops as required. Relocate ironmongery e.g lock, latch, handle, keep and make good where butt hinges were removed and replace as required. Redecorate to match existing.</p>	ITEM		
DR02	<p>CHANGE TO SLIDING :- Supply and fix any size ply flush sliding door to existing or previously enlarged opening, including remove existing door, stops and architraves as necessary. Provide pelmet to conceal sliding door gear. Supply and hang ply flush door approximately 900mm x 2040mm. Provide and fix track sliding door gear mechanism (e.g. Henderson 'Marathon' or equivalent) up to 1.2m and fit new ironmongery to suit sliding door operation. Make good including touch up decoration to match existing, apply primer coat and under coat and 2no gloss coats to door.</p>	ITEM		

DR03	<p>RENEW INTERNAL PLY FLUSH DOOR :- Renew internal door with any size ply flush door, including remove existing door and hinges, remove and refit door stops as necessary. Supply and hang new door on new pair of 100mm butt hinges. Make good or scarf in to existing frame as required. Supply and fit ironmongery to suit new door complete with lever handle with catch and keep privacy latch as required. Make good decorations to frame, apply primer coat and under coat and two gloss coats to door.</p>	ITEM		
DR04	<p>RENEW INTERNAL PLY FLUSH DOOR AND FRAME:- Remove existing door and lining and supply and fix new door lining, architraves and stops, make good plaster. Make good all works disturbed including decorations. Renew internal door with any size ply flush or panel door to match existing where possible. Fit door stops, supply and hang new door on new pair of 100mm butt hinges, as required. Supply and fit ironmongery to suit new door complete with lever handle with catch and keep privacy latch as required. Make good decorations to frame, apply primer coat and under coat and 2no gloss coats to door. Extend flooring through opening. Remove and dispose of waste to approved Waste Transfer Station or skip as required.</p>	ITEM		
DR0	DOOR WORKS TOTAL :-	SEC	Total	
BX0	BOXING WORKS	ITEM	QTY	
BX01	<p>FULL HEIGHT BOXING WET AREA TILING:- Create full height boxing to ceiling, construct frame from 70mm x 50mm CLS timber treated where appropriate. Fix with nails or screw, plugged and screwed to walls. Ensure studs are no more than 400mm centres with staggered noggings. Cover with 12mm/18mm WBP ply sufficiently screwed to avoid any movement and coat with PVA. Strengthen as required all weight bearing areas as necessary. Supply and fix access panels as necessary for servicing concealed pipes, service valves etc. NB: Cost of tiling is separate.</p>	SQM		
BX02	<p>FULL HEIGHT BOXING WET AREA PANELLING:- Create full height boxing to ceiling, construct frame from 70mm x 50mm CLS timber treated where appropriate. Fix with nails or screw, plugged and screwed to walls. Ensure studs are no more than 400mm centres with staggered noggings. Use minimum 10mm PVCu panelling (approved for bathroom adaptations) and ensure all caps and exposed joints are sealed as per manufacturer's instructions to ensure water tight integrity. Strengthen as required all weight bearing areas as necessary. Supply and fix access panels as necessary for servicing concealed pipes, service valves etc. NB: Cost of panelling to be included and allow minimum £60 per SQM for supply</p>	SQM		

<p>BX03</p>	<p>FULL HEIGHT BOXING NON WET AREA - DECORATING:- Create full height boxing to ceiling, construct frame from 70mm x 50mm CLS timber treated where appropriate. Fix with nails or screw, plugged and screwed to walls. Ensure studs are no more than 400mm centres with staggered noggings. Strengthen as required all weight bearing areas as necessary. Finish with moisture resistant plaster board and finished with 3mm plaster skim coat. Apply mist coat to new plaster prior to decoration with moisture resistant bathroom paint. NB: Cost of decorating separate. <i>Panelling is acceptable in non-wet areas for use as boxing but must be at agreed decorating rate.</i></p>	<p>SQM</p>		
<p>BX04</p>	<p>HALF HEIGHT BOXING WET AREA TILING:- Create half height boxing not exceeding 1.2m high x 250mm deep, construct frame from 70mm x 50mm CLS timber treated where appropriate. Fix with nails or screw, plugged and screwed to walls. Ensure studs are no more than 400mm centres with staggered noggings. Finish with 12mm/18mm WBP ply sufficiently screwed to avoid any movement and coat with PVA. Strengthen as required all weight bearing areas as necessary. All horizontal flat surfaces to be capped with PVCu capping board with minimum 20mm overhang. All screws to be capped off. Supply and fix access panels as necessary for servicing concealed pipes, service valves etc. NB: Cost of tiling is separate.</p>	<p>SQM</p>		
<p>BX05</p>	<p>HALF HEIGHT BOXING WET AREA - PANELLING:- Create half height boxing not exceeding 1.2m high x 250mm deep, construct frame from 70mm x 50mm CLS timber treated where appropriate. Fix with nails or screw, plugged and screwed to walls. Ensure studs are no more than 400mm centres with staggered noggings. All horizontal flat surfaces to be capped with PVCu capping board with minimum 20mm overhang. All screws to be capped off. Use minimum 10mm PVCu panelling (approved for bathroom adaptations) and ensure all caps and exposed joints are sealed as per manufacturer's instructions to ensure water tight integrity. Strengthen as required all weight bearing areas as necessary. Supply and fix access panels as necessary for servicing concealed pipes, service valves etc. NB: Cost of panelling to be included and allow minimum £60 per SQM for supply</p>	<p>SQM</p>		
<p>BX06</p>	<p>HALF HEIGHT BOXING NON WET AREA - DECORATING:- Create full height boxing to ceiling, construct frame from 70mm x 50mm CLS timber treated where appropriate. Fix with nails or screw, plugged and screwed to walls. Ensure studs are no more than 400mm centres with staggered noggings. Finish with moisture resistant plaster board and finished with 3mm plaster skim coat. Apply mist coat to new plaster prior to decoration with moisture resistant bathroom paint. NB: Cost of decorating separate. <i>Panelling is acceptable in non-wet areas for use as boxing but must be at agreed decorating rate.</i></p>	<p>SQM</p>		

BX07	<p>LOW LEVEL BOXING WET AREA - TILING:- Create low level boxing not exceeding 250mm high x 250mm deep, construct frame from 70mm x 50mm CLS timber treated where appropriate. Fix with nails or screw, plugged and screwed to walls. Ensure studs are no more than 400mm centres with staggered noggings. In wet area. Cover with 12mm/18mm WBP ply sufficiently screwed to avoid any movement and coat with PVA. Strengthen as required all weight bearing areas as necessary. All horizontal flat surfaces to be capped with PVCu capping board with minimum 20mm overhang. All screws to be capped off. Supply and fix access panels as necessary for servicing concealed pipes, service valves etc. NB: Cost of tiling is separate.</p>	SQM		
BX08	<p>LOW LEVEL BOXING WET AREA - PANELLING:- Create low level boxing not exceeding 250mm high x 250mm deep, construct frame from 70mm x 50mm CLS timber treated where appropriate. Fix with nails or screw, plugged and screwed to walls. Ensure studs are no more than 400mm centres with staggered noggings in wet area. Strengthen as required all weight bearing areas as necessary. All horizontal flat surfaces to be capped with PVCu capping board with minimum 20mm overhang. All screws to be capped off. Use minimum 10mm PVCu panelling (approved bathroom adaptations) and ensure all caps and exposed joints are sealed as per manufacturer's instructions to ensure water tight integrity. Strengthen as required all weight bearing areas as necessary. Supply and fix access panels as necessary for servicing concealed pipes, service valves etc NB: Cost of panelling to be included and allow minimum £60 per SQM for supply</p>	SQM		
BX09	<p>LOW LEVEL BOXING NON WET AREA - DECORATING:- Create low level boxing not exceeding 250mm high x 250mm deep, construct frame from 70mm x 50mm CLS timber treated where appropriate. Fix with nails or screw, plugged and screwed to walls. Ensure studs are no more than 400mm centres with staggered noggings in wet area. Strengthen as required all weight bearing areas as necessary. Finish with moisture resistant plaster board and finished with 3mm plaster skim coat. Apply mist coat to new plaster prior to decoration. NB: Cost of decorating separate. <i>Panelling is acceptable in non-wet areas for use as boxing but must be at agreed decorating rate.</i></p>	SQM		
BX0	BOXING WORKS TOTAL :-	SEC	Total	
WS0	WALL STRENGTHENING WORKS	ITEM	QTY	
WS01	<p>WALL STRENGTHENING PATCH :- Strengthen walls with 12mm/18mm WPB plywood fixed between studs, or fix over studs and ensure studs are no more than 400mm centres with staggered noggings as required.</p>	SQM		
WS02	<p>WALL STRENGTHENING LINE :- Strengthen walls with 12mm/18mm WPB plywood fixed between studs to noggings. Ensure studs are no more than 400mm centres with staggered noggings as required.</p>	SQM		
WS0	WALL STRENGTHENING WORKS TOTAL :-	SEC	Total	
WC0	WC WORKS	ITEM	QTY	

WC0	WC SAME POSITION	ITEM	QTY	
WC01	<p>REMOVE AND REFIT EXISTING WC IN SAME POSITION :- Disconnect and remove low level or close-coupled WC, temporarily seal off soil and vent pipe (SVP). Supply and fit any new pipework required including overflow as required. Make good any disturbed areas and decorations to match existing as required. Refit WC using new flexible multi-quick connector.</p>	ITEM		
WC02	<p>RAISE EXISTING WC IN SAME POSITION ON PLINTH:- Supply and fit plinth (timber or precast) to WC pan to raise height by 50mm, 75mm or 100mm as required by the OT. Attach plinth to floor securely using screw fittings and refix WC pan and cistern using new flexible multi-quick connector. Make adjustments to all supply, overflow, flush pipe and soil pipe as required and ensure all joints are correctly connected including use of adaptors if necessary. All joints to be fully tested. Plinth to be decorated if required (i.e. wood) to match floor and pan. Make good all disturbed areas including wall and floor.</p>	ITEM		
WC03	<p>RENEW EXISTING WC WITH NEW CLOSE COUPLED WC IN SAME POSITION:- Renew existing WC with a new close coupled WC from approved manufacturer e.g. N&C, AKW, Twfords, Armitage Shanks or equivalent. Pan to be fixed to floor with non-ferrous screws plugged where required into floor and capped. Cistern to be connected to wall using appropriate fixings and plugs as required. Adapt existing and/or pipework including waste as required. Supply and fit new isolation valve, pan and cistern with new flexible multi-quick connector and new approved toilet seat (e.g N&C, Olympus or equivalent) to be fitted to pan. Test all for leaks.</p>	ITEM		
WC04	<p>RENEW EXISTING WC WITH NEW LOW-LEVEL WC IN SAME POSITION:- Renew existing WC with a new low level WC from approved manufacturer e.g. N&C, AKW, Twfords, Armitage Shanks or equivalent. Pan to be fixed to floor with non-ferrous screws plugged where required into floor and capped. Cistern to be connected to wall using appropriate fixings and plugs as required. Adapt existing and/or pipework including waste as required. Supply and fit new isolation valve and pan and cistern with new flexible multi-quick connector and new approved toilet seat (e.g N&C, Olympus or equivalent) to be fitted to pan. Test all for leaks.</p>	ITEM		
WC05	<p>RENEW EXISTING WC WITH NEW RAISED HEIGHT CLOSE COUPLED WC IN SAME POSITION :- Renew existing WC with a new raised height close coupled WC from approved manufacturer e.g. N&C, AKW, Twfords, Armitage Shanks or equivalent. Pan to be fixed to floor with non-ferrous screws plugged where required into floor and capped. Cistern to be connected to wall using appropriate fixings and plugs as required. Adapt existing and/or pipework including waste as required. Supply and fit new isolation valve, pan and cistern with new flexible multi-quick connector and new approved toilet seat (e.g N&C, Olympus or equivalent) to be fitted to pan. Test all for leaks.</p>	ITEM		

WC06	<p>RENEW EXISTING WC WITH NEW RAISED HEIGHT LOW LEVEL WC IN SAME POSITION :- Renew existing WC with a new raised height low level WC from approved manufacturer e.g. N&C, AKW, Twfords, Armitage Shanks or equivalent. Pan to be fixed to floor with non-ferrous screws plugged where required into floor and capped. Cistern to be connected to wall using appropriate fixings and plugs as required. Adapt existing and/or pipework including waste as required. Supply and fit new isolation valve, pan and cistern with new flexible multi-quick connector and new approved toilet seat (e.g N&C Olympus or equivalent) to be fitted to pan. Test all for leaks.</p>	ITEM		
	WC NEW POSITION	ITEM	QTY	
WC07	<p>REMOVE AND REFIT EXISTING WC IN NEW POSITION (WITHIN 3 Metres) :- Disconnect and remove low level or close-coupled WC, temporarily seal off soil and vent pipe (SVP). Supply and fit any new pipework including overflow flush pipe and soil pipe (no more than 3 metres from existing) where required. Make good any disturbed areas and decorations to match existing as required. Refit WC using new flexible multi-quick connector.</p>	ITEM		
WC08	<p>RAISE EXISTING WC IN NEW POSITION (WITHIN 3 Metres) :- Supply and fit plinth (timber or precast) to WC pan to raise height by 50mm, 75mm or 100mm as required by the OT. Attach plinth to floor securely using screw fittings and refix WC pan and cistern using new flexible multi-quick connector. Make adjustments to all supply, overflow, flush pipe and soil pipe (no more than 3 metres from existing) as required and ensure all joints are correctly connected including use of adaptors if necessary. All joints to be fully tested. Plinth to be decorated if needed (i.e. wood) to match floor and pan. Make good all disturbed areas including wall and floor.</p>	ITEM		
WC09	<p>RENEW EXISTING WC WITH NEW CLOSE COUPLED WC IN NEW POSITION (WITHIN 3 Metres) :- Renew existing WC with a new close coupled WC from approved manufacturer e.g. N&C, AKW, Twfords, Armitage Shanks or equivalent. Pan to be fixed to floor with non-ferrous screws plugged where needed into the floor and capped. Cistern to be connected to wall using appropriate fixings and plugs as required. Adapt existing and/or pipework including soil (no more than 3 metres from existing) as required. Supply and fit new isolation valves and WC pan and cistern using new flexible multi-quick connector. New approved toilet seat (e.g N&C, Olympus or equivalent) to be fitted to pan. All joints to be tested.</p>	ITEM		
WC10	<p>RENEW EXISTING WC WITH NEW LOW-LEVEL WC IN NEW POSITION (WITHIN 3 Metres):- Renew existing WC with a new low level WC from approved manufacturer e.g. N&C, AKW, Twfords, Armitage Shanks or equivalent. Pan to be fixed to floor with non-ferrous screws plugged where needed into the floor and capped. Cistern to be connected to wall using appropriate fixings and plugs as required. Adapt existing and/or pipework including soil pipe and connection (no more than 3 metres from existing) as required. Supply and fit new isolation valve, WC pan and cistern using new flexible multi-quick connector. New approved toilet seat (e.g N&C, Olympus or equivalent) to be fitted to pan. All joints to be tested.</p>	ITEM		

WC11	<p>RENEW EXISTING WC WITH NEW RAISED HEIGHT CLOSE COUPLED WC IN NEW POSITION (WITHIN 3 Metres):- Renew existing WC with a new raised height close coupled WC (height and type to be provided by OT) from approved manufacturer e.g. N&C, AKW, Twfords, Armitage Shanks or equivalent. Pan to be fixed to floor with non-ferrous screws plugged where needed into the floor and capped. Cistern to be connected to wall using appropriate fixings and plugs as required. Adapt existing and/or pipework including soil pipe and connection (no more than 3 metres from existing) as required. Supply and fit new isolation valves, WC pan and cistern using new flexible multi-quick connector. New approved toilet seat (e.g N&C, Olympus or equivalent) to be fitted to pan. All joints to be tested.</p>	ITEM		
WC12	<p>RENEW EXISTING WC WITH NEW RAISED HEIGHT LOW LEVEL WC IN NEW POSITION (WITHIN 3 Metres):- Renew existing WC with a new raised height low level WC (height and type to be provided by OT) from approved manufacturer e.g. N&C, AKW, Twfords, Armitage Shanks or equivalent. Pan to be fixed to floor with non-ferrous screws plugged where needed into the floor and capped. Cistern to be connected to wall using appropriate fixings and plugs as required. Adapt existing and/or pipework including soil pipe and connection (no more than 3 metres from existing) as required. Supply and fit new isolation valves, WC pan and cistern using new flexible multi-quick connector. New approved toilet seat (e.g N&C, Olympus or equivalent) to be fitted to pan. All joints to be tested.</p>	ITEM		
WC0	WC SUNDRIES	ITEM	QTY	
WC13	<p>SUPPLY & FIT WC WITH SPATULA HANDLE:- Supply and fit WC spatula handle approved for use within disabled sector.</p>	ITEM		
WC14	<p>REPLACE WC SYPHON:- Remove and replace defective syphon to wc cistern complete with appropriate equivalent.</p>	ITEM		
WC15	<p>REPLACE WC BALLVALVE:- Remove and replace defective syphon to wc cistern complete with appropriate equivalent.</p>	ITEM		
WC16	<p>REPLACE CISTERN COMPLETE:- Remove and replace defective cistern including syphon and ball valve complete, replace with appropriate equivalent.</p>	ITEM		
WC17	<p>REPLACE FLUSH PIPE:- Remove and replace defective flush pipe and associated washers, seals and doughnut gaskets, replace with appropriate equivalent.</p>	ITEM		
WC18	<p>REPLACE PAN:- Remove and replace pan with new approved appropriate equivalent pan e.g. N&C, Olympus or equivalent.</p>	ITEM		
WC19	<p>REPLACE TOILET SEAT:- Replace toilet seat with new approved toilet seat e.g. N&C, Olympus or equivalent.</p>	ITEM		

SCHEDULE 2

WC0	WC WORKS TOTAL :-	SEC	Total
BA1	HAND BASIN WORKS	ITEM	QTY
BA0	BASIN SAME POSITION	ITEM	QTY
BA01	<p>REMOVE EXISTING BASIN:- Disconnect and remove existing wash hand basin (basin and pedestal, wall hung basin or vanity unit with inset sink) cut back and cap off supplies and seal waste pipework, temporarily or permanently for reuse as required/directed. Make good all disturbed areas, including removal of splashback and prepare, retile or decorate as required or directed to match existing.</p>	ITEM	
BA02	<p>REMOVE AND REFIT EXISTING BASIN IN SAME POSITION :- Disconnect and remove existing wash hand basin (basin and pedestal, wall hung basin or vanity unit with inset sink) cut back and cap off supplies and seal waste pipework, temporarily or permanently for reuse as required/directed. Make good all disturbed areas including removal of splashback and prepare retile splash back or decorate as required or directed to match existing. Adjust, adapt existing supply pipework, waste pipework and connect any new pipework and fittings, isolation valves as required. Allow that all preparation and laying of new floor is continuous under basin including the ability to be able to seal around all new and existing and pipework fittings. Refit basin type as required. (Cost for flooring work allowed under flooring section.)</p>	ITEM	
BA03	<p>REMOVE EXISTING BASIN AND FIT NEW WALL HUNG BASIN IN SAME POSITION :- Disconnect and remove existing wash hand basin (basin and pedestal, wall hung basin or vanity unit with inset sink) cut back and cap off supplies and seal waste pipework, temporarily or permanently for reuse as required/directed. Make good all disturbed areas including removal of splashback and prepare retile or decorate as required or directed to match existing. Adjust, adapt existing supply pipework, waste pipework and connect any new pipework and fittings, isolation valves as required. Allow that all preparation and laying of new floor is continuous under basin including the ability to be able to seal around all new and existing pipework fittings. Supply and fit new wall hung basin in same location with plug chain and slotted waste and bracket or fischer type fittings allow for supplying and fitting of new basin trap and lever taps.(Cost for flooring work allowed under flooring section.)</p>	ITEM	

BA04	<p>REMOVE EXISTING BASIN AND FIT NEW BASIN WITH PEDESTAL IN SAME POSITION :- Disconnect and remove existing wash hand basin (basin and pedestal, wall hung basin or vanity unit with inset sink) cut back and cap off supplies, seal waste pipework, temporarily or permanently for reuse as required/directed. Make good all disturbed areas including removal of splashback and prepare, retile or decorate as required or directed to match existing. Adjust, adapt existing supply pipework, waste pipework and connect any new pipework and fittings, isolation valves as required and supply and fit new basin. Allow for all preparation and laying of new floor is continuous under basin pedestal including the ability to be able to seal around all new and existing pipework fittings. Supply and fit new basin with pedestal in same location with plug chain and slotted waste and bracket or Fischer type fittings. Allow for supplying and fitting of new basin trap and lever taps. (Cost for flooring work allowed under flooring section.)</p>	ITEM		
BA0	BASIN NEW POSITION	ITEM	QTY	
BA05	<p>REMOVE AND REFIT EXISTING BASIN IN NEW POSITION (WITHIN 3 Metres):- Disconnect and remove existing wash hand basin (basin and pedestal, wall hung basin or vanity unit with inset sink) cut back, cap off supplies and seal waste pipework, temporarily or permanently for reuse as required/directed. Make good all disturbed areas including removal of splashback and prepare, retile splash back or decorate as required or directed to match existing. Adjust, adapt existing supply pipework, waste pipework and connect any new pipework and fittings, isolation valves as required (no more than 3 metres from existing). Allow that all preparation and laying of new floor is continuous under basin including the ability to be able to seal around all new and existing and pipework fittings. Refit basin type as required. (Cost for flooring work allowed under flooring section.)</p>	ITEM		
BA06	<p>REMOVE EXISTING BASIN AND FIT NEW WALL HUNG BASIN IN NEW POSITION (WITHIN 3 Metres) :- Disconnect and remove existing wash hand basin (basin and pedestal, wall hung basin or vanity unit with inset sink) cut back and cap off supplies and seal waste pipework, temporarily or permanently for reuse as required/directed. Make good all disturbed areas including removal of splashback and prepare, retile or decorate as required or directed to match existing. Adjust, adapt existing supply pipework, waste pipework and connect any new pipework and fittings, isolation valves as required (no more than 3 metres from existing). Allow that all preparation and laying of new floor is continuous under basin including the ability to be able to seal around all new and existing pipework fittings. Supply and fit new wall hung basin in same location with plug chain and slotted waste and bracket or Fischer type fittings. Allow for supplying and fitting of new basin trap and lever taps. (Cost for flooring work allowed under flooring section.)</p>	ITEM		

BA07	<p>REMOVE EXISTING BASIN AND FIT NEW BASIN WITH PEDESTAL IN NEW POSITION (WITHIN 3 Metres):- Disconnect and remove existing wash hand basin (basin and pedestal, wall hung basin or vanity unit with inset sink) cut back, cap off supplies and seal waste pipework, temporarily or permanently for reuse as required/directed. Make good all disturbed areas including removal of splashback and prepare, retile or decorate as required or directed to match existing. Adjust, adapt existing supply pipework, waste pipework and connect any new pipework and fittings, isolation valves as required (no more than 3 metres from existing) and supply and fit new basin. Allow that all preparation and laying of new floor is continuous under basin pedestal including the ability to be able to seal around all new and existing pipework fittings. Supply and fit new basin with pedestal in new location with plug chain and slotted waste and bracket or Fischer type fittings. Allow for supplying and fitting of new basin trap and lever taps. (Cost for flooring work allowed under flooring section.)</p>	ITEM		
BA0	BASIN MISCELLANEOUS	ITEM	QTY	
BA08	<p>QUARTER TURN 75MM TAP REPLACEMENT:- Carefully remove existing wash hand basin taps and dispose. Install new quarter turn 75mm lever action taps (appropriate for disabled adaptations e.g. N&C, Simplicity, Pegler, AKW or equivalent). If necessary allow to remove/refix basin reconnect supply and test. Make good to any disturbed areas when complete and seal with anti-bacterial bathroom silicone where necessary to prevent water ingress. .</p>	ITEM		
BA09	<p>SUPPLY & FIT TMV 3 APPROVED THERMOSTATIC MIXER VALVE:- Supply, fit and commission thermostatic mixer valve (e.g. Impey Intatherm thermostatic or AKW TMV3 mixer valve or equivalent) complete with isolation valves. Set to maximum temperature as instructed by OT or 43 degrees maximum otherwise.</p>	ITEM		
BA0	HAND BASIN WORKS TOTAL:-	SEC	Total	
EL	ELECTRICAL WORKS	ITEM	QTY	
EL01	<p>ELECTRICAL NOTES All electrical works must now comply with current 17th edition iee wiring regulations. All circuits to be rcd protected in bathroom. If changing item like for like (e.g light, fan) doesn't need to certificate but if moving need issue minor works certificate. Main equipotential bonding to current 17th edition wiring regs needs to be 10mm to gas/water/oil etc. If doing any works to existing circuits ie sockets/lights etc we need to carry out tests to ensure compliance. All switchgear/appliances in bathroom must comply with current zones. If any electrical works in bathroom is carried out but are carrying out other works we should inform client as a duty of care to any none compliance of electrical items. All electrical cables to be run in surface mounted trunking. Allow to provide electrical test certificate and to notify building control of installation.</p>	ITEM		

EL02	<p>ENSURE ALL EARTH BONDING TO PROPERTY IS CORRECT:-</p> <ul style="list-style-type: none"> • Ensure Existing Main Equipotential Bonding (E.Q) is in place and is adequate • Install Main Equipotential Bonding to Water • Install Main Equipotential Bonding to Gas • Supply Earth Stake for installation 	ITEM		
EL03	<p>INSTALL MAIN 10MM EQUIPOTENTIAL EARTH BONDING TO GAS :- Where the protective measure is Automatic Disconnection of Supply (ADS),in each installation main protective bonding conductors complying with section 547 of BS7671 are required to connect to the main earthing terminal the extraneous-conductive-parts of the installation including:- Water installation pipes, gas installation pipes.</p>	ITEM		
EL04	<p>INSTALL MAIN 10MM EQUIPOTENTIAL EARTH BONDING TO WATER :- Where the protective measure is Automatic Disconnection of Supply (ADS),in each installation main protective bonding conductors complying with section 547 of BS7671 are required to connect to the main earthing terminal the extraneous-conductive-parts of the installation including:- Water installation pipes, gas installation pipes.</p>	ITEM		
EL05	<p>INSTALL MAIN 10MM EQUIPOTENTIAL EARTH TO GAS AND WATER :- Where the protective measure is Automatic Disconnection of Supply (ADS),in each installation main protective bonding conductors complying with section 547 of BS7671 are required to connect to the main earthing terminal the extraneous-conductive-parts of the installation including:- Water installation pipes, gas installation pipes.</p>	ITEM		
EL06	<p>INSTALL NEW STAND-ALONE CONSUMER UNIT FOR SHOWER:- Isolate existing supply. Supply and fit new consumer control unit (compliant to current IEE wiring regulations), blank covers on spare ways to be included. Once fitted, connect as necessary to existing cables. Reconnect supply, carry out required electrical tests, supplying electrical certificate on completion. Making good to disturbed surfaces on completion.</p>	ITEM		
EL07	<p>INSTALL EARTH ROD:- Supply and install new earth rod and connect to main consumer unit and / or separate shower unit. Cable run not exceeding 5m. Undertake all electrical tests and provide certification. Make good to any disturbed areas once complete.</p>	ITEM		
EL08	<p>INSTALL BATHROOM EARTH BONDING:- Supply and fit 4.0mm pvc insulated single core earthing cable complete with clamps and accessories to service pipes, metal baths and similar in the bathroom area. Earthing cable to be run to fuse box. Make sure existing fuse box and existing earth bonding is compliant to past regulations so as not to compromise the level of existing protection.</p>	ITEM		
EL09	<p>REMOVE OLD SUPPLY & FIT 2D LIGHT UNIT:- Isolate existing supply and supply and fit new 28w 2d low voltage (equivalent to 60w tungsten bulb) sealed, vapour proof, ceiling mounted light fitting. Take out existing fitting and any ceiling pull switch. Supply and fit new ceiling light switch (RCD protected) re-site if necessary. Reconnect supply, carry out required electrical tests, supplying electrical certificate on completion. Making good to all disturbed surfaces on completion.</p>	ITEM		

EL10	<p>SUPPLY & FIT THROUGH WALL/CEILING EXTRACTOR FAN:- Allow to remove existing extractor fan or cut out new 4"Hole in either wall or ceiling for extractor fan and allow to supply and fit new extractor fan (e.g Vent Axia VA100 SELV 12 or equivalent) to provide extraction of 15 litre/second, bathroom/toilet and allow ducting with external shuttered grill. Form opening through external wall. External grill to be fitted. Install transformer in accordance with the manufacturer's instructions. Supply and fit MCB, cabling and trunking, switched fused connection unit. Connect as necessary, to be connected to and operated by lighting circuit. Re-connect supply, carry out required electrical tests, supplying electrical certificate on completion. Make good to any disturbed areas on completion and fitting appropriate grills as necessary.</p>	ITEM		
EL11	<p>SUPPLY & INSTALL WALL MOUNTED ELECTRIC HEATER:- Supply and fit new 2KW wall mounted electric heater (Dimplex, Glen or equivalent) with switched fused spur. Provide all necessary cabling and trunking. Connect heater to electricity supply. Carry out required electrical tests. All to be compliant with 17th Edition IEE Regs. Make good to any disturbed areas.</p>	ITEM		
EL12	<p>RELOCATE SWITCH / SOCKET:- Disconnect and make safe to existing switch/socket. Supply and install new switch/socket to new agreed location. Connect to existing supply and commission. Carry out any required electrical tests, supplying electrical certificate on completion. Make good to any disturbed surfaces on completion.</p>	ITEM		
EL	ELECTRICAL WORKS TOTAL:-	SEC	Total	
GR0	GRAB RAILS	ITEM	QTY	
GR01	<p>SUPPLY & INSTALL FOLD DOWN SUPPORT RAIL:- Supply and fit wall mounted, drop down support rail with leg, including all necessary fixings. Make good to all disturbed areas. Height and location to be specified by Occupational Therapist.</p>	ITEM		
GR02	<p>SUPPLY & INSTALL 300mm GRAB RAIL:- Supply and fit (white or blue) PVC fluted or natural grip, 2 flange 300mm long straight grab rail, 35mm diameter, including all necessary fixings. Make good to all disturbed areas. Height and location to be specified by Occupational Therapist.</p>	ITEM		
GR03	<p>SUPPLY & INSTALL 450mm GRAB RAIL:- Supply and fit (white or blue) PVC fluted or natural grip, 2 flange 450mm straight grab rail, 35mm diameter, including all necessary fixings. Make good to all disturbed areas. Height and location to be specified by Occupational Therapist.</p>	ITEM		
GR04	<p>SUPPLY & INSTALL 600mm GRAB RAIL:- Supply and fit (white or blue) PVC fluted or natural grip, 2 flange 600mm straight grab rail, 35mm diameter, including all necessary fixings. Height and location to be specified by Occupational Therapist.</p>	ITEM		
GR06	<p>SUPPLY & INSTALL 90 DEGREE GRAB RAIL 600mm long lengths:- Supply and fit (white or blue) PVC fluted or natural grip, 2 flange 600mm 90 degree grab rail, 35mm diameter, including all necessary fixings. Make good to all disturbed areas. Height and location to be specified by Occupational Therapist.</p>	ITEM		
GR0	GRAB RAILS TOTAL :-	SEC	Total	

SCHEDULE 2

RD0	REDECORATION WORKS	ITEM	QTY	
RD01	MAKE GOOD DISTURBED AREAS:- Make good to disturbed surfaces and areas affected during works. Make good, prepare as appropriate and apply two coats of silk/matt emulsion, colours to match existing. Make good to all new/disturbed woodwork - prime, undercoat and gloss in low odour paint.	ITEM		
RD01	FULL DECORATION:- Make good and prepare all surfaces appropriately, applying two coats of silk/matt emulsion, colours to match existing. Make good to all new/disturbed woodwork - prime, undercoat and gloss in low odour paint.	ITEM		
RD02	DECORATION WALLS AND CEILING ONLY:- Make good and prepare all walls and ceiling surfaces , applying two coats of silk/matt emulsion, colours to match existing.	ITEM		
RD03	WOODWORK:- Prime, undercoat and gloss in low odour paint to all new and disturbed woodwork.	LM		
RD04	DECORATION WALLS OR CEILING :- Make good and prepare area of wall and or ceiling surfaces , applying two coats of silk/matt emulsion, colours to match existing.	SQM		
RD0	REDECORATION TOTAL :-	SEC	Total	
WW0	WALL & CEILING WORKS	ITEM	QTY	
WW01	CEILING SKIM PLASTER:- Prepare and make good, includes removing and preparing any ceiling cover as required. Apply a 3mm coat of plaster skim to previously plastered ceiling.	SQM		
WW02	CEILING PLASTER BOARD & SKIMMING:- Remove existing ceiling and prepare joists for new works. Supply and fit new 12.5mm plasterboard to ceiling. Scrim joints and skim plaster. Allow to square and support ceiling by supplying additional battens required to joists. Remove and dispose of waste to approved Waste Transfer Station or skip as required.	SQM		
WW03	WALL SKIM PLASTER:- Prepare and make good existing walls. Renew using multi-finish plaster to walls.	SQM		
WW05	WALL PLASTER:- Hack off all existing wall plaster and thoroughly prepare walls ready to receive new plaster. Apply bond and finish coat. Remove and dispose of waste to approved Waste Transfer Station or skip as required.	SQM		
WW04	WALLS PATCH RENDER:- Prepare and make good, includes to remove wallpaper if necessary. Apply a render coat to level walls to the required depth ensuring keyed correctly.	SQM		

SCHEDULE 2

WW05	WALLS RENDER:- Hack off all existing render and prepare surface for rendering. Apply a render coat of sand and cement to level walls to required depth. Remove and dispose of waste to approved Waste Transfer Station or skip as required.	SQM		
WW07	AQUA PANEL CLADDING:- Clad walls with Aqua panel or equal cement based tile backing board and leave ready for tiling.	SQM		
WW0	WALL & CEILING WORKS:-	SEC	Total	
RA0	DRAINAGE WORKS	ITEM	QTY	
RA01	INSTALL NEW PVCu WASTE PIPE:- Remove or extend existing waste pipe or install new PVCu waste pipe, clips and all associated fittings as required. Test for leaks.	LM		
RA02	INSTALL PVCu BACK INLET TRAPPED GULLY:- Dig out, prepare and remove spoil ready for new back inlet gulley and grate. Ensure securely bedded and connect to new or existing 110mm drain. Carry out necessary tests. Set and surround in concrete, backfill, remove and dispose of waste to approved Waste Transfer Station or skip as required. Make good and reinstate paving and gardens as required.	ITEM		
RA03	RENEW EXTERNAL PVCu SVP:- Allow to remove and replace existing soil and vent pipe as required (SVP) up to two storeys high. Supply and fit all necessary pipes, clips and fittings as required. Test all joints, and make good to all disturbed surfaces.	ITEM		
RA04	DIG/BREAK OUT READY TO INSTALL 110MM PVCu PIPE UP TO 1M:- Dig / break out and remove spoil ready for 110mm PVCu underground pipe to a depth not to exceed 1m. Ensure securely bedded on 10mm pea shingle, with correct falls and test ready for inspection by Building Control as required. After inspection cover pipe in shingle and backfill. Re-instate as previous lay out. Remove and dispose of spoil and waste to approved Waste Transfer Station or skip as required.	LM		
RA04	DIG/BREAK OUT READY TO INSTALL 110MM PVCu PIPE UP TO 2M:- Dig / break out and remove spoil ready for 110mm PVCu underground pipe to a depth not to exceed 2m. Ensure securely bedded on 10mm pea shingle, with correct falls and test ready for inspection by Building Control as required. After inspection cover pipe in shingle and backfill. Re-instate as previous lay out. Remove and dispose of spoil and waste to approved Waste Transfer Station or skip as required.	LM		
RA04	DIG/BREAK OUT READY TO INSTALL SHALLOW DEPTH INSPECTION CHAMBER:- Dig / break out and remove spoil ready for inspection chamber to a depth not to exceed 600mm. Install chamber with lid. Ensure securely bedded on 10mm pea shingle, allow connections as required with correct falls and test ready for inspection by Building Control as required. After inspection cover pipe in shingle and backfill. Re-instate as previous lay out. Remove and dispose of spoil and waste to approved Waste Transfer Station or skip as required.	LM		
RA04	DIG/BREAK OUT READY TO INSTALL 1M DEEP INSPECTION CHAMBER:- Dig / break out and remove spoil ready for inspection chamber to a depth not to exceed 1 metre deep. Install chamber with lid and extension rings as required. Ensure securely bedded on 10mm pea shingle, allow connections as required with correct falls and test ready for inspection by Building Control as required. After inspection cover pipe in shingle and backfill. Re-instate as previous lay out. Remove and dispose of spoil and waste to approved Waste Transfer Station or skip as required.	LM		

RA08	CONSTRUCT NEW BRICK MANHOLE:- Create new manhole over 1m (but not exceeding 2.5m deep) to invert level in semi engineering bricks 225mm thick with 150mm thick concrete base. Install a 100mm thick reinforced precast concrete cover slab, cover with frame bedded in cement mortar. Build in all pipes and bed in all necessary channels, bends required. Connect all pipework as necessary and carry out required tests. Remove and dispose of any waste to approved Waste Transfer Station or skip as required. Make good all disturbed areas as required.	ITEM		
RA0	DRAINAGE WORKS :-	SEC	Total	
FLO	FLOORING WORKS	ITEM	QTY	
FL01	LAY NEW WET ROOM FLOORING ON SOLID FLOOR:- Prepare solid floor with latex screed appropriate for hard floors ensuring no reverse falls exist and a smooth surface to receive new floor covering. Supply and fit Altro Aqarius or equivalent non-slip safety flooring capped and covered with 150mm up stands (unless otherwise agreed) throughout bathroom with welded joints, using appropriate adhesive and where required a colour appropriate mastic to ensure water tight integrity. Supply and fit suitable door threshold. Please note that flooring should be run continuously underneath all sanitary ware (eg, pedestals and WC's).	SQM		
FL02	LAY NEW WET ROOM FLOOR ON TIMBER/FLOATING FLOOR:- Ensure all floorboards / flooring are secure and ready to take new WBP plywood. Supply and fit new WBP 6mm plywood as appropriate, all butting edges are filled or a flexible latex screed is used to ensure no reverse falls and smooth surface to receive new floor covering. Supply and fit Altro Aqarius or equivalent non-slip safety flooring capped and covered throughout bathroom with welded joints, using appropriate adhesive and where required a colour appropriate mastic to ensure water tight integrity. Supply and fit suitable door threshold. Please note that flooring should be run continuously underneath all sanitary ware (e.g., pedestal and WC's).	SQM		
FL03	RENEW INTERNAL DOOR THRESHOLDS:- Supply and fit new internal threshold with 'Duraflex' or equivalent type threshold, up to 1000mm wide. Adjust threshold to opening. If required remove and cut down door to suit new threshold. Make good to all disturbed areas.	ITEM		
FLO	FLOORING WORKS TOTAL :-	SEC	Total	
EX	EXTERNAL WORKS			
RPO	RAMP WORKS	ITEM	QTY	
RP01	CREATE A 1500MM X 1500MM LEVEL LANDING CONSTRUCTED FROM CONCRETE:- Dig out / break up ground as required and construct new concrete ramp. Not to exceed 1.2m wide overall comprising 100mm high up stands to both sides. Make up ramp as per Doc M requirements, using appropriate shuttered concrete with tampered finish and brick work surround where required. Excavate 150mm below required finished level, remove spoil and dispose of to approved Waste Transfer Station or skip as required. Level and prepare bed for excavation and fill with hard core and compact ready to pour up to 250mm concrete. Construct level landing with indented finish. Allow to supply and fit channel drain and grate to suit, level with landing, ensure slight fall on landing to remove any surface water from area, no ponding or puddling to be accepted.	LM		

RP01	<p>CREATE A 1200MM X 1200MM LEVEL LANDING CONSTRUCTED FROM CONCRETE:- Dig out / break up ground as required and construct new concrete ramp. Not to exceed 1.2m wide overall comprising 100mm high upstands to both sides. Make up ramp as per Doc M requirements, using appropriate shuttered concrete with tampered finish and brick work surround where required. Excavate 150mm below required finished level, remove spoil and dispose of to approved Waste Transfer Station or skip as required. Level and prepare bed of excavation to receive hardcore and compact ready to pour up to 250mm concrete. Construct level landing with indented finish. Allow to supply and fit channel drain and grate to suit, level with landing, ensure slight fall on landing to remove any surface water from area, no ponding or puddling to be accepted.</p>	LM		
RP01	<p>CONSTRUCT CONCRETE RAMP:- Dig out / break up ground as required and construct new concrete ramp. Not to exceed 1.2m wide overall comprising 100mm high upstands to both sides. Make up ramp as per Doc M requirements, using appropriate shuttered concrete with tampered finish and brick work surround where required. Excavate 150mm below required finished level, remove spoil and dispose of to approved Waste Transfer Station or skip as required. Level and prepare bed of excavation to receive hardcore and compact ready to pour up to 250mm concrete. Construct ramp with gradient being 1:12 / 1:15 with indented finish. Allow to supply and fit channel drain and grate to suit flush with ramp.</p>	LM		
RP04	<p>SUPPLY & FIT BALUSTRADE HANDRAIL FROM KEE KLAMP:- Supply and fit galvanised mild steel tubular kee-klamp 48mm diameter horizontal balustrade with 1Metre centres vertical posts and mid-rail. Metal base plate or cast in concrete to be used and securely fixed with sufficient posts to ensure lateral and horizontal rigidity of the rail. Balustrade and mid-rail to be fixed either level or to gradient at height specified by OT.</p>	LM		
RP02	<p>SUPPLY & FIX KEE KLAMP HANDRAIL TO WALL:- Supply and fit galvanised mild steel tubular kee-klamp 48mm diameter handrails and brackets mounted on a wall. Prepare walls for all necessary fixings to ensure lateral and horizontal rigidity of the rail. Brackets and rails to be fixed either level or to gradient to meet requirements of DocM or at height specified by OT.</p>	LM		
RP03	<p>SUPPLY AND FIX POST MOUNTED KEE KLAMP HANDRAIL:- Supply and fit galvanised mild steel tubular kee-klamp 48mm post mounted handrail. Metal base plate or cast in concrete base plates to be used and securely fixed with sufficient posts to ensure lateral and horizontal rigidity of the rail.</p>	LM		
RP0	RAMP WORKS TOTAL :-	SEC	Total	
ST0	STEP WORKS	ITEM	QTY	
ST01	<p>BUILD CONCRETE HALF STEPS:- Allow breaking out and preparing appropriately, ensuring good key is available for the creation of new half step. Allow for shuttering as required to create half step. Take out shuttering when new step formed. New half step not to exceed 600mm going and 150mm rise with a maximum width of 1.5m. Make good to all disturbed areas and reinstate as necessary. Remove waste to approved Waste Transfer Station or skip as required.</p>	Per step		

SCHEDULE 2

ST02	BUILD CONCRETE LONG HALF STEPS:- Allow breaking out and preparing appropriately, ensuring good key is available for the creation of new half step. Allow for shuttering as required to create half step. Take out shuttering when new step formed. New half step to have 1000mm going and maximum 150mm rise (or as defined by OT) and a maximum width of 1.5m. Make good to all disturbed areas and reinstate as necessary. Remove waste to approved Waste Transfer Station or skip as required.	Per step		
ST03	BUILD CONCRETE FULL STEPS:- Allow breaking out and preparing appropriately, ensuring good key is available for the creation of new step. Allow for shuttering as required to create step. Take out shuttering when new step formed. New step not to exceed 600mm going and with a maximum width of 1.5m. Make good to all disturbed areas and reinstate as necessary. Remove waste to approved Waste Transfer Station or skip as required.	ITEM		
ST0	STEP WORKS :-	SEC	Total	
PT0	PATH WORKS	ITEM	QTY	
PT02	RENEW 50X152MM PRECAST CONCRETE EDGING:- Renew precast concrete edging. Carefully remove existing edging and haunching, clean up existing foundation, remove waste to approved Waste Transfer Station or skip as required. Supply and lay new 50x152mm precast concrete edging, haunch both sides, point and use formwork as required. Make good all disturbed areas.			
PT03	RENEW 75MM CONCRETE PATH/BED AND SUB-BASE:- Create or dig / break up existing concrete path and excavate to a minimum of 225mm below existing level, remove waste to approved Waste Transfer Station or skip as required. Ensure level and compact bed. Fill with 150mm hard core, level and compact down, lay concrete mix to combined depth 75mm include dishing to gullies as required. Make good all disturbed areas.	SQM		
PT04	RENEW 100MM CONCRETE PATH/BED AND SUB-BASE:- Create or dig / break up existing concrete path and excavate to a minimum of 250mm below existing level, remove waste to approved Waste Transfer Station or skip as required. Ensure level and compact bed . Fill with 150mm hard core, level and compact down, lay concrete mix to combined depth 100mm include dishing to gullies as required. Make good all disturbed areas.	SQM		
PT05	REPAIR MACADAM SURFACING:- Dig / break up existing surface requiring repair and resurfacing to a minimum of 1 SQM and fill any soft spots or pot holes with appropriate sub-base material, compact surface of sub-base. Lay a cold form macadam into hole to a minimum depth of 40mm and compact down. Ensure surface is level with existing levels. Remove waste to approved Waste Transfer Station or skip as required. NB: This surface should not be used on pathways for permanent use but rather a complete renewal should be considered.	SQM		
PT06	LIFT AND REBED PRECAST CONCRETE PAVING SLABS:- Carefully remove existing precast concrete paving slabs and set aside for reuse. Level bed and use appropriate hard core to fill any holes or soft spots and compact. Use a 25mm cement bed 1:3 mix using coarse class M grit sand to rebed existing slabs ensuring all joints are pointed. Remove waste to approved Waste Transfer Station or skip as required. Make good to all disturbed areas.	SQM		

PT07	<p>RENEW PRECAST CONCRETE PAVING SLABS:- Remove existing precast concrete paving slabs, level bed and fill and compact hardcode to all soft spots and pot. Use a 25mm cement bed 1:3 mix using coarse class M grit sand to new precast concrete paving flags 600mx600mx50m (or agreed alternative) ensuring all joints are pointed. Remove waste to approved Waste Transfer Station or skip as required. Make good to all disturbed areas.</p>	SQM		
PT08	<p>DIG / BREAK OUT CONCRETE UP TO 100mm:- Dig /Break out existing unreinforced concrete slab or paving to a depth of 100mm thick and remove waste to approved Waste Transfer Station or skip as required.</p>	SQM		
PT09	<p>DIG / BREAK OUT CONCRETE UP TO 200mm:- Dig / break out existing unreinforced concrete slab or paving to a depth of 200mm thick and remove waste to approved Waste Transfer Station or skip as required.</p>	SQM		
PT10	<p>INSTALL 150mm WIDE FRENCH DRAIN:- Dig / break out path to a width of 150mm, to a minimum depth of 200mm below damp proof course and fill appropriate 10-20mm pea shingle to level of existing path. Remove waste to an approved Waste Transfer Station or skip as required.</p>	LM		
PT11	<p>INSTALL CHANNEL DRAINAGE CHANNEL CLASS A (PEDESTESTRIANS & CYCLISTS):- Allow to supply and fit channel drain and grate to suit. Cut back any type of path to appropriate width and depth to suit channel drainage system. Ensure channel is class A graded with galvanized steel cover and ensure with appropriate fall to carry water away. Remove waste to an approved Waste Transfer Station or skip as required.</p>	LM		
PT11	<p>INSTALL CHANNEL DRAINAGE CHANNEL CLASS B (RESEDENTIAL DRIVEWAYS & SLOW MOVING TRAFFIC):- Allow to supply and fit channel drain and grate to suit. Cut back any type of path to appropriate width and depth to suit channel drainage system. Ensure channel is class B graded with galvanized steel cover and ensure with appropriate fall to carry water away. Remove waste to an approved Waste Transfer Station or skip as required.</p>	LM		
PT0	PATH WORKS TOTAL:-	SEC	Total	
DE0	DOOR EXTERNAL	ITEM	QTY	
DE01	<p>RENEW EXISTING FRONT DOOR WITH LOW LEVEL THRESHOLD GRP /COMPOSITE FRONT DOOR:- Remove existing front door complete, supply and fit a new pre-hung door with frame, composite type low level threshold with weather seal, supplied with multipoint lock, handles and letter plate. Make good all works disturbed including decorations. Extend flooring to new door opening and trim door internally and externally as required. Remove and dispose of waste to approved Waste Transfer Station or skip as required. Ensure all works conform to Part L and Part N as appropriate of Building Regulations and that works are certified by Building Control and or a registered installer of competent person scheme e.g Certass, FENSA etc.</p>	ITEM		

DE02	<p>RENEW EXISTING EXTERNAL FRONT DOOR WITH LOW LEVEL THRESHOLD PVCu DOOR:- Remove existing door complete, supply and fit new pre-hung door with frame uPVC panel traditional style door with low level threshold for wheelchair access and weather seal, supplied with multipoint lock, handles and letter plate. Make good all works disturbed including decorations. Extend flooring to new door opening and trim door internally and externally as required. Remove and dispose of waste to approved Waste Transfer Station or skip as required. Ensure all works conform to Part L and Part N as appropriate of Building Regulations and that works are certified by Building Control and or a registered installer of competent person scheme e.g Certass, FENSA etc.</p>	ITEM		
DE03	<p>RENEW EXISTING EXTERNAL DOOR WITH LOW LEVEL THRESHOLD PVCu DOOR:- Remove existing door complete, supply and fit new pre-hung door with frame PVCu 2 panel traditional style door with low level threshold for wheelchair access and weather seal, supplied with multipoint lock, handles . Make good all works disturbed including decorations. Extend flooring to new door opening and trim door internally and externally as required. Remove and dispose of waste to approved Waste Transfer Station or skip as required. Ensure all works conform to Part L and Part N as appropriate of Building Regulations and that works are certified by Building Control and or a registered installer of competent person scheme e.g Certass, FENSA etc.</p>	ITEM		
DE04	<p>External Wooden Doors Remove the existing door threshold and replace with level access new wheelchair accessible Storm guard threshold and drop door and rehang piece on door and make good. Install door within new s/w lining including indicator bolt with coin release from outside and lever latch furniture.</p>			
DE0	DOOR EXTERNAL TOTAL :-	SEC	Total	
	Total For Works		Total	
	Contractors Workings			

Contractor % adjustment
Value of amount adjusted
Schedule of rates contract value

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Cabinet**23 November 2016**

Title	Capital Monitoring Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	Cabinet to note the current level of spend.		
Reason for Recommendation	'Not applicable'		

1. Expenditure to date and Estimated Outturn

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to September 2016.
- 1.2 For the period ending September 2016, capital expenditure including commitments was £383.527m which represents (87.54%) of the revised budget (excluding the Knowle Green and £1.1m of the Housing opportunity project).
- 1.3 The projected outturn shows that we are anticipating to spend £405.161m which represents (92.48%) of the revised budget (excluding the Knowle Green and £1.1m of the Housing opportunity project).

Key Issues

- 1.4 £8.1m of the £8.2m that has been allocated for Housing and Knowle Green relocation projects may not be spent in the current financial year and may need to be carried forward at year end.
- 1.5 *Acquisition of Assets*, Following on from the purchase of the BP site in Sunbury, further acquisitions may take place before the end of the financial year and a carry forward request will be made at year end for the remaining budget that is unspent.
- 1.6 Accountancy have concerns to how realistic some of the outturn forecasts are regarding some of the projects being completed by the end of the financial year and this is an issue that we will need to keep an eye on during the 3rd Quarter to see if progress is being made and to evaluate if some projects

should be removed from 2016/17 and moved to the 2017/18 capital programme at the end of the Quarter.

Significant Developments/Variances

- 1.7 Laleham Park Upgrade: The project has been redefined to address changes in the project and the Portfolio Holder's views. The project is expected to run over 2 financial years and a carry forward request will be made at the year end.
- 1.8 Memorial Gardens: The project has been completed and is under budget by £40k.
- 1.9 Disabled Facilities grant: We have received extra funding of £359k which will allow further grant payments to be made throughout the rest of the financial year.

2. Options analysis and proposal

- 2.1 Cabinet are asked to note the current spend position.

3. Financial implications

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

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 allowed the funds to complete the works.

5. Timetable for implementation

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

Background papers: None

Appendices: A&B

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2016

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Pinkerton - Housing	1,516,200	83,400	-	1,599,600	(506,716)	25,000	309,165	(1,290,435)
Cllr Mitchell - Environment & Compliance	1,131,000	246,100	225,000	1,602,100	131,604	251,078	1,182,600	(419,500)
Cllr Gething - Planning and Economic Development	10,197,000	71,900	-	10,268,900	3,031,402	6,751	3,187,700	(7,081,200)
Cllr Harvey - Leader	3,013,600	-	429,000,000	432,013,600	380,170,068	234,000	400,000,000	(32,013,600)
Cllr Barnard - Corporate Management	597,600	120,200	-	717,800	161,213	22,160	481,200	(236,600)
	16,455,400	521,600	429,225,000	446,202,000	382,987,571	538,989	405,160,665	(41,041,335)

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CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2016

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Housing Investment Programme											
Cllr Pinkerton - Housing											
Lee O'Neil	40203	Disabled Facilities Mandatory	475,000	-	-	475,000	156,078	-	644,300	169,300	DFG payments are expected to be in line with the total grant received for the year. This is expected to be spent by end of the financial year
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	29,600	-	-	29,600	-	
Lee O'Neil		Less Specified Capital Grant	(285,000)	-	-	(285,000)	(644,335)	-	(644,335)	(359,335)	
		Net Cost of Disabled Facilities Grants	219,600	-	-	219,600	(488,257)	-	29,565	(190,035)	
Lee O'Neil	40209	Home Improvement Agency grant	81,000	-	-	81,000	-	-	81,000	-	
		HIA Funding	(52,700)	-	-	(52,700)	(39,500)	-	(52,700)	-	
		Total	28,300	-	-	28,300	(39,500)	-	28,300	-	
Total For HIP			247,900	-	-	247,900	(527,757)	-	57,865	(190,035)	
Other Capital Programme											
Cllr Pinkerton - Housing											
Deborah Ashman	41622	Affordable Housing Opportunity	1,100,000	83,400	-	1,183,400	1,900	-	83,000	(1,100,400)	Continuing to look for the other opportunities and in touch with Registered Social Landlords Partners. Residual amount of expenditure is expected after the purchase of Bugle site.
Deborah Ashman	42024	Winter Shelter	25,000	-	-	25,000	-	-	25,000	-	The agreement is to pay A2Dominion subject to confirmation of Homes & Communities Agency funding for the scheme. Project is expected to be completed by end of the financial year
Deborah Ashman	42253	Day Cen Replacement Furniture	35,000	-	-	35,000	19,141	-	35,000	-	More Furniture are being ordered. Project is expected to be completed by end of this financial year
Deborah Ashman	42283	DayCenHairSalonRefurbishment	18,300	-	-	18,300	-	-	18,300	-	Contractor has been selected and work is expected to start in November 2016 and completed by end of this financial year
Deborah Ashman	42013	Civica EDMS&Locata Integration	25,000	-	-	25,000	-	25,000	25,000	-	Civica Housing Module & Locata integration work is in progress. Work is expected to be completed by end of this financial year
Deborah Ashman	42015	Landlord Guarantee Scheme	65,000	-	-	65,000	-	-	65,000	-	We are at the initial stage of procuring the Rent Management Package. Work is expected to commence by end of November 2016 and implementation is expected to be completed by end of this financial year
		Total	1,268,300	83,400	-	1,351,700	21,041	25,000	251,300	(1,100,400)	
Cllr Mitchell - Environment & Compliance											
Jackie Taylor	41026	Laleham Park Upgrade	200,000	-	-	200,000	-	-	50,000	(150,000)	This project is still being redefined to address changes to the project and the views of the portfolio holder is also being sought. Work is expected to commence during this year with completion in the next financial year. Balance will be requested to be carried forward into next financial year
Jackie Taylor	41030	Skate Park/Keep Fit Hengrove park	-	69,600	-	69,600	-	-	69,600	-	Tender exercise is to take place in October. Thereafter, work is expected to commence in November. Project is expected to be completed by end of the financial year
Jackie Taylor	41320	Pay & Display Machines	136,000	5,000	-	141,000	119,090	13,736	141,000	-	All machines are delivered. Installation to be completed by end of November 2016.
Jackie Taylor	41321	ReplaceNoticeProcessingSystem	15,000	-	-	15,000	-	-	15,000	-	Upgrade of Systems & Handhelds is expected to start in November 2016. The project is expected to be completed by end of this financial year
Jackie Taylor	41502	Refuse/Recycling Vehicles	-	-	225,000	225,000	-	-	225,000	-	Tenders have been invited. Vehicles are expected to be purchased before the end of this financial year
Jackie Taylor	41506	Spelride Bus Replacement	250,000	-	-	250,000	-	219,200	250,000	-	The Buses are expected to be delivered by end of November 2016
Jackie Taylor	41602	Replacement of Market Stalls	50,000	-	-	50,000	-	-	50,000	-	The tender for replacement market stalls is due to go out during October with an expected completion date of November 2016
Jackie Taylor	41603	Replace of Grass Cut Machinery	40,000	-	-	40,000	-	-	40,000	-	Project is underway. Replacement machinery is expected to be in place by end of November 2016
Jackie Taylor	41620	Wheelie Bins	50,000	-	-	50,000	13,817	17,867	50,000	-	Bins will be ordered throughout the financial year depending on need as & when identified
Jackie Taylor	42027	Domestic Home Energy	30,000	-	-	30,000	-	-	30,000	-	Project is underway. Contractor has been selected and work is expected to start soon and completed by end of this financial year
Jackie Taylor	42032	Allotment Fencing	10,000	-	-	10,000	-	-	10,000	-	Tenders have been invited. Work is expected to commence in November and completed by end of December 2016
		Total	781,000	74,600	225,000	1,080,600	132,907	250,803	930,600	(150,000)	
Deborah Ashman	41006	Kenyngton Manor Pavilion	-	-	-	-	(2,204)	-	-	-	Retention payment is expected in this financial year
		Total	-	-	-	-	(2,204)	-	-	-	
Lee O'Neil	41314	Air Quality	-	24,500	-	24,500	-	-	5,000	(19,500)	Project was delayed due to shortage of staff. Project is expected to start soon and completed by end of the next financial year. Balance will be requested to be carried forward into next financial year
		Total	-	24,500	-	24,500	-	-	5,000	(19,500)	
Cllr Gething - Planning and Economic Development											
Heather Morgan	41007	Stanwell Skate Park	-	-	-	-	(1,249)	-	-	-	Retention payment is expected to be paid in this financial year
Heather Morgan	41015	Runnymede Estates	55,600	-	-	55,600	-	-	55,600	-	Capitalised Planned Maintenance expenditure to be moved here at the end of the financial year
Heather Morgan	41618	Esso Site Stanwell	-	15,700	-	15,700	-	-	15,700	-	Development of the site is expected to be completed for the lease by end of the financial year
Heather Morgan	42009	Loan to Knowle Green EstatesLtd	2,986,400	-	-	2,986,400	2,986,356	-	2,986,400	-	

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2016

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Heather Morgan	42011	Replace Council Accommodation	7,000,000	-	-	7,000,000	-	-	-	(7,000,000)	We are still looking out for appropriate replacement accommodation
Heather Morgan	42017	Memorial Gardens	90,000	-	-	90,000	45,095	-	50,000	(40,000)	Work has already been completed & tested in association with Runnymede Borough Council. There may be some outstanding payments due to Runnymede Borough Council
Heather Morgan	42033	Greeno Centre Car Park	65,000	-	-	65,000	1,200	-	65,000	-	Planning permission has been granted. We are in process of appointing the contractor to undertake the work. Project is expected to be completed by end of this financial year
Heather Morgan	42036	Plot 12&13 Towpath Car Park	-	56,200	-	56,200	-	6,751	15,000	(41,200)	Work relating to clearing the site and installing fencing is expected to be completed by end of November 2016
Total			10,197,000	71,900	-	10,268,900	3,031,402	6,751	3,187,700	(7,081,200)	
Cllr Harvey - Leader											
Heather Morgan	42038	Acquisition of Assets	3,013,600	-	429,000,000	432,013,600	380,170,068	234,000	400,000,000	(32,013,600)	Expected expenditure on number of assets/ sites by end of this financial year
Total			3,013,600	-	429,000,000	432,013,600	380,170,068	234,000	400,000,000	(32,013,600)	
Cllr Barnard - Corporate Management											
Helen Dunn	43003	New Software	20,000	-	-	20,000	(1,082)	2,950	20,000	-	Expenditure on various software enhancements throughout the financial year
Helen Dunn	43608	Other Hardware	20,000	-	-	20,000	9,343	-	20,000	-	Expenditure on various hardware enhancements throughout the financial year
Helen Dunn	43615	Replacement Back Up	80,000	-	-	80,000	80,000	-	80,000	-	Project is already completed
Helen Dunn	43616	Wireless Presentation	15,000	-	-	15,000	9,875	-	15,000	-	Project is expected to be completed by end of this financial year
Helen Dunn	43617	Microsoft Datacentre Licence	19,100	-	-	19,100	-	-	19,100	-	Quotes have been invited. Project is expected to be completed by end of December 2016
Helen Dunn	43618	Email	10,000	-	-	10,000	6,357	-	6,400	(3,600)	Project is already completed
Helen Dunn	43619	Members Ipads	4,500	-	-	4,500	3,527	-	4,500	-	Project is expected to be completed by end of this financial year
Helen Dunn	43620	Unix	35,000	-	-	35,000	16,400	14,000	35,000	-	Work is currently in progress and expected to be completed by end of this financial year
Helen Dunn	43621	VDI	205,000	-	-	205,000	20,506	2,995	80,000	(125,000)	Work is currently in progress and not expected to be completed by end of this financial year. Balance will be requested to be carried forward into next financial year
Total			408,600	-	-	408,600	144,926	19,945	280,000	(128,600)	
Linda Norman	43505	CRM Solution	-	11,800	-	11,800	12,000	1,615	12,000	200	This project has now been completed
Linda Norman	43510	New Booking System	-	4,900	-	4,900	2,136	600	4,900	-	This project has been delayed as this has to be integrated with Financial system & Website. This is expected to be completed by the end of the financial year
Total			-	16,700	-	16,700	14,136	2,215	16,900	200	
Sandy Muirhead	43503	Agile Working	-	48,200	-	48,200	995	-	10,000	(38,200)	Project involves process of reviewing current ICT platforms and the set up of trials for the most suitable replacement. It also covers review of change management and training needs for staff, analysing the current working patterns and learning lessons from trials. Project is under review and needs to be integrated into ICT across the Council. Project is expected to be completed by end of next financial year and balance will be requested to be carried forward
Sandy Muirhead	43511	ScannersCorporateEDMS Roll out	36,000	-	-	36,000	-	-	36,000	-	Project is part of EDMS. Project Corporate Scanning team will be created by end of December 2016. Project is expected to be completed by end of this financial year
Sandy Muirhead	43512	Sharepoint redesign & Relaunch	90,000	-	-	90,000	-	-	20,000	(70,000)	This project is under review and will be integrated with other ICT projects and not expected to be completed in this financial year. The balance will be requested to be carried forward into next financial year
Sandy Muirhead	43515	Corporate EDMS Project	63,000	55,300	-	118,300	1,155	-	118,300	-	Work on Phase II is being undertaken. Currently the full analysis also being undertaken to find out Licence requirement & software set up. Project is expected to be completed by March 2017.
Total			189,000	103,500	-	292,500	2,150	-	184,300	(108,200)	
Cllr Mitchell - Enviroment & Compliance											
Keith McGroary	41619	Small Scale Area Regeneration	700,000	-	-	700,000	900	275	200,000	(500,000)	Regeneration of Shopping Parades has now been commissioned to Runnymede Borough Council. £200k is expected to be spent by end of this financial year with match funding of £100k from Surrey County Council. This project is expected to run up to 4 financial years and completed in 2018/19
Keith McGroary	41621	External Funding CCTV Enhancement	(350,000)	-	-	(350,000)	-	-	(100,000)	250,000	Negotiations are on with Runnymede Borough Council to carry out this project. If negotiations are successful then proposal will be submitted by end of October 2016. Otherwise, it will go to tender again. Project is expected to be completed by end of this financial year
Total			350,000	147,000	-	497,000	900	275	247,000	(250,000)	
Total For Other			16,207,500	521,600	429,225,000	445,954,100	383,515,328	538,989	405,102,800	(40,851,300)	#
Total Expenditure			17,143,100	521,600	429,225,000	446,889,700	383,671,406	538,989	405,957,700	(40,932,000)	
Total Funding			(687,700)	-	-	(687,700)	(683,835)	-	(797,035)	(109,335)	
GRAND TOTAL			16,455,400	521,600	429,225,000	446,202,000	382,987,571	538,989	405,160,665	(41,041,335)	

Cabinet

23 November 2016



Title	Revenue Monitoring Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	To note the current level of spend		
Reason for Recommendation	Not applicable		

1. Key issues

1.1 To provide cabinet with the net revenue spend figures to the end of September 2016.

- The forecast outturn at net expenditure level is £7.250m against the revised budget of £14.890m; A projected favourable variance of £7.640m...
- After taking into account the use of carry forwards, interest earnings and repayments the net position is approximately £3.968m favourable variance.
- The reason for this dramatic change of position is a result of purchasing the BP site in Sunbury and the net rental income from the end of September 2016 onward. The net surplus generated from this will be set aside to build the initial basis of a reserve to be built up to fund potential refitting(not repairs – which are covered with the lease being full repairing) costs at the end of the initial 20 year lease period.

Interest earnings are forecast to be on par with the budget.

2. Options analysis and proposal

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

The following highlights the more significant or material variances

Leader

- 2.2 Democratic Representation and Management: £75k adverse variance: Impact of increased allowances and higher NI contributions agreed by the Council offset by a small reduction in training expenditure.
- 2.3 Asset Management Administration: £7.780m favourable variance: Rental income of £7.8m received before interest payments offset by costs associated with the Bugle. Net Rental Income of £4m from the BP Sunbury site, to be set aside in reserve at year end.
- 2.4 Legal: £20k adverse variance: Increased employee costs as a result of using Temporary staff to cover vacant posts and increased costs of computer software and publications offset by an increase of legal costs reimbursed.

Corporate Management

- 2.5 Information and Communications Technology: £28k favourable variance: Vacant post less the partnership costs of covering that post.
- 2.6 Corporate Management: £77k adverse variance: Consultancy costs in respect of Knowle Green Estates Ltd, towards a sustainable future and specialist VAT advice on asset transactions.

Environment & Compliance

- 2.7 Refuse collection: £128k favourable variance: Increased income from Brown Waste bin collections, plus grant funding from Surrey County Council for the Food Waste Collection Service.
- 2.8 Environment Services Admin: £39k favourable variance: Increased income from the sale of compost bin liners, grant funding received from the County Council, a vacant post and maternity leave.
- 2.9 Car Parks: £48k adverse variance: Vacant posts covered by temp staff and lower income as parking charges were not increased at the beginning of the financial year but this has been partially offset by the delayed sale of Bridge street car park resulting in income not budgeted for.
- 2.10 DS Management and Support: £24k favourable variance: Savings due to vacant posts and different ways of working.

Housing

- 2.11 Housing needs: £30k adverse variance: Redundancy payment made which will be covered by business improvement reserve.
- 2.12 Housing Benefit Administration: £60k favourable variance: Vacant part time posts and staff working less hours than budgeted.

2.13 Housing Benefit Payments: £439k adverse variance: Recovery of overpayments is lower than anticipated.

Community Wellbeing

2.14 Sports Development: £2k favourable variance: Increased activity has resulted in higher income.

2.15 Community Care Administration: £6k favourable variance: Savings due to vacant posts offset by higher advertising costs.

2.16 Meals on Wheels: £8.5k adverse variance due to higher staff costs as a result of weekend working.

Planning and Economic Development

2.17 Building Control: £12k favourable variance: Increased activity has resulted in increased income offset by temporary staff costs.

2.18 Knowle Green: £64k favourable variance: Increased in year income as a result of termination of the Surrey Police lease. The 2017/18 budget will require adjusting.

Finance and Customer Services

2.19 Accountancy: £35k favourable variance: Vacant post

Unapportionable Central Overheads: £52k adverse variance: Additional Municipal Mutual Insurance Ltd levy paid with respect to local authorities' historical liability.

3. Financial implications

3.1 As set out within the report and appendices

4. Other considerations

4.1 There are none

5. Timetable for implementation

5.1 Bi – monthly reports are produced for Management team

Background papers: None

Appendices: A&B

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2016/17 Net Revenue Budget Monitoring
As at end of 30 SEPTEMBER 2016

	16/17	16/17	16/17	16/17
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	57,037,600	57,134,200	57,546,100	411,900
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	57,037,600	57,134,200	57,546,100	411,900
Less Housing Benefit grant	(31,944,000)	(31,944,000)	(31,944,000)	-
Less Specific fees and charges income	(10,000,400)	(10,000,400)	(18,051,900)	(8,051,500)
Net Expenditure - broken down as below	15,093,200	15,189,800	7,550,200	(7,639,600)
Leader of the Council	637,700	637,700	733,200	95,500
Deputy Leader	631,700	635,300	637,800	2,500
Corporate Management	1,861,400	1,893,900	1,984,700	90,800
Housing	1,037,200	1,064,800	1,418,400	353,600
Finance and Customer Service	3,647,100	3,674,600	3,726,700	52,100
Planning and Economic Development	2,556,100	2,606,700	(5,412,500)	(8,019,200)
Environment and Compliance	4,633,900	4,588,700	4,389,500	(199,200)
Community Wellbeing	88,100	88,100	72,400	(15,700)
NET EXPENDITURE AT SERVICE LEVEL	15,093,200	15,189,800	7,550,200	(7,639,600)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	(300,000)	-
Partnership Savings	-	-	-	-
Pay award	132,000	132,000	132,000	-
Efficiencies to offset pay award	(132,000)	(132,000)	(132,000)	-
NET EXPENDITURE	14,793,200	14,889,800	7,250,200	(7,639,600)
NET EXPENDITURE	14,793,200	14,889,800	7,250,200	(7,639,600)
Interest earnings	(1,150,000)	(1,150,000)	(1,150,000)	-
Interest repayments			3,767,522	3,767,522
Staines Town Development/TaSF	(786,000)	(786,000)	(786,000)	-
Independent Living Service Reserve	55,955	55,955	55,955	
BUDGET REQUIREMENT	12,913,155	13,009,755	9,137,677	(3,872,078)
Baseline NNDR Funding	(3,009,000)	(3,009,000)	(3,009,000)	-
Revenue Support grant	(580,000)	(580,000)	(580,000)	-
Transition Grant	(100,000)	(100,000)	(100,000)	-
New Homes Bonus	(1,895,600)	(1,895,600)	(1,895,600)	-
NET BUDGET REQUIREMENT	7,328,555	7,425,155	3,553,077	(3,872,078)
Collection Fund Surplus/(deficit)	(148,029)	(148,029)	(148,029)	-
CHARGE TO COLLECTION FUND	7,180,526	7,277,126	3,405,048	(3,872,078)
2015/16 Revenue carryforward			(95,909)	(95,909)
Net Position				(3,967,987)

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Appendix B			
REVENUE MONITORING 2016/17			
EXPENDITURE AND INCOME SUMMARY 30 SEPTEMBER 2016			
Results to	Budget	Forecast	Variance
30-Sep-16	Revised	Outturn	to Revised
	£	£	£
Leader of the Council			
Employees	390,000	419,100	29,100
Other Expenditure	314,400	410,800	96,400
Income	(66,700)	(96,700)	(30,000)
	637,700	733,200	95,500
Deputy Leader			
Employees	180,700	184,500	3,800
Other Expenditure	465,600	502,900	37,300
Income	(11,000)	(49,600)	(38,600)
	635,300	637,800	2,500
Corporate Management			
Employees	1,160,500	1,117,100	(43,400)
Other Expenditure	780,900	906,000	125,100
Income	(47,500)	(38,400)	9,100
	1,893,900	1,984,700	90,800
Housing			
Employees	1,290,000	1,274,300	(15,700)
Other Expenditure	33,252,500	33,449,800	197,300
Housing Benefit grant income	(31,944,000)	(31,944,000)	-
Income	(1,533,700)	(1,361,700)	172,000
	1,064,800	1,418,400	353,600
Finance and Customer Service			
Employees	3,129,400	3,091,800	(37,600)
Other Expenditure	870,600	976,200	105,600
Income	(325,400)	(341,300)	(15,900)
	3,674,600	3,726,700	52,100
Planning and Economic Development			
Employees	1,707,500	1,665,600	(41,900)
Other Expenditure	2,550,900	2,523,700	(27,200)
Income	(1,651,700)	(9,601,800)	(7,950,100)
	2,606,700	(5,412,500)	(8,019,200)
Environment and Compliance			
Employees	4,027,600	3,883,100	(144,500)
Other Expenditure	4,883,600	4,987,400	103,800
Income	(4,322,500)	(4,481,000)	(158,500)
	4,588,700	4,389,500	(199,200)
Community Wellbeing			
Employees	1,452,400	1,450,900	(1,500)
Other Expenditure	677,600	702,900	25,300
Income	(2,041,900)	(2,081,400)	(39,500)
	88,100	72,400	(15,700)
NET EXPENDITURE AT SERVICE LEVEL			
	15,189,800	7,550,200	(7,639,600)
Total Employees	13,338,100	13,086,400	(251,700)
Total Other Expenditure	43,796,100	44,459,700	663,600
Housing Benefit grant income	(31,944,000)	(31,944,000)	0
Total Income	(10,000,400)	(18,051,900)	(8,051,500)
	15,189,800	7,550,200	(7,639,600)
Total Expenditure			
	57,134,200	57,546,100	411,900
Total Income			
	(41,944,400)	(49,995,900)	(8,051,500)
Net			
	15,189,800	7,550,200	(7,639,600)

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Cabinet**23 November 2016**

Title	Lease of office premises at Knowle Green to Surrey County Council		
Purpose of the report	To make a decision		
Report Authors	Heather Morgan, Group Head Regeneration and Growth and Linda Norman, Group Head Finance and Customer Services		
Cabinet Member	Councillor Nick Gething	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	<p>Cabinet is asked to:</p> <p>Approve the grant of the new Lease to Surrey County Council for office space at the Council Offices, Knowle Green for 5 years until 4 December 2021 subject to:</p> <p>Ensuring that the service charge element incorporates any necessary uplift to reflect the increase in business rates from 2017 onwards for Knowle Green</p> <p>Receiving up to date valuation advice on the appropriate rental level (which will be greater than current income levels)</p> <p>Final approval on the rental and service charge levels delegated to the Group Head for Regeneration and Growth in consultation with the Cabinet Member for Fixed Assets</p>		
Reason for Recommendation	<p>The five year lease will continue to bring in a rental income for the Council of at least £248,630 (rental and service charges inclusive)</p> <p>There is a mutual break clause which can be exercised at any time on or after 4 June 2017 which protects the Council's position regarding the future of Knowle Green</p>		

1. Key issues

- 1.1 Surrey County Council (SCC) currently have a lease to occupy a quantum of office space in the West Wing of Knowle Green. This lease expires on 4 December 2016. Attached at **Appendix 1** is the previous Cabinet report.
- 1.2 SCC wish to renew their lease for a further term of 5 years on the same terms and conditions. The Council is willing to do so *in principle* as the continued income stream will help its financial position. However, the Council are currently seeking independent valuation advice as to the appropriate rental as

office rentals have increased generally since 2011. Any increase over and above the current rental level will need to be negotiated with Surrey County Council, and agreed (as per the Cabinet recommendation) by the Group Head Regeneration and Growth in consultation with the Cabinet Member for Fixed Assets.

- 1.3 In addition, officers will ensure that there is an option to serve a break notice should we or SCC need to. The County have not given any indication they are looking to do so; nor have we. However it does enable us to do this should the need arise in the future.
- 1.4 The Council's constitution provides that Cabinet authority is required for the approval of disposals of land or interests in land exceeding an estimated value of £100,000 per transaction. The rental value of this lease transaction is estimated to be a minimum of £112,595. This excludes the income to be received via the service charge.

2. Options analysis and proposal

- 2.1 There are only two options :
 - (a) to approve the lease for a further period of five years (subject to the provisos set out in section 4) and subject to final agreement on the rental and service charge levels
 - (b) agree not to provide a new lease and let the current one expire on 4 December 2016.
- 2.2 **It is proposed that option (a) is pursued.** It will continue to bring in income and provide benefits of co-location and joint working. Housing colleagues have reported that their relationships with SCC Adult Social Care has improved immeasurably since they have been in the same building. The same applies to all the other services which fall under the 'Community Wellbeing' umbrella (including Independent Living).
- 2.3 Option (b) would result in less income and poorer working relations across services. The Council would also need to spend time and effort on looking to see if others would take the space, or in considering other options. There would also undoubtedly be the reputational damage of advising the County that they needed to find new accommodation for their staff at very short notice.

3. Financial implications

- 3.1 The terms of a new lease are the same as previously. The proposed new lease will be for a term of 5 years, from 5 December 2016 to 4 December 2021. The rent will be a minimum of £22,519 plus a minimum service charge of £27,207 per annum, which equates to a minimum of £248,630 over the lifetime of the lease.
- 3.2 Cabinet should note that these figures are expressed as a minimum as the final figures for rental will be subject to updated valuation advice and the service charge will increase as a result of the uplift in business rates.
- 3.3 Payments are due quarterly (as standard).

4. Other considerations

- 4.1 As per the previous lease, risks have been mitigated by:

- (a) Ensuring that the lease excludes section 24 to 28 of the Landlord and Tenant Act 1954. This prevents SCC from having an automatic right to renew the lease, and prevents them from having the right to remain in occupation;
 - (b) Including an alienation clause which means SCC must grant a licence agreement of the premises to any external organisation (which the Council will be party to). This means that any external organisations who occupy SCC's space cannot claim a secured tenancy;
 - (c) Ensuring that any licence agreement will not go beyond the lease expiration date (4 December 2021);
 - (d) Including a mutual break clause which can be exercised at any time on or after 4 June 2017, requiring six months' notice to be served. This means that the Council is not tied in to providing this accommodation up until 2021 should it decide to review how it chooses to use Knowle Green.
- 4.2 Officers will be discussing with SCC the issue of frequent booking of meeting rooms in Knowle Green which are outside their lease area. There are no provisions which cover this in the current lease, and this requires review to ensure the Council is not potentially adversely affected by the lack of space for our own meetings.
- 4.3 As far as the Council are aware, there are no external organisations in occupation of the office accommodation.
- 4.4 There are no specific equality and diversity issues other than the requirement we have (as with all staff on the premises) to ensure that all people are able to access the facilities and office accommodation. The same goes for sustainability.
- 4.5 Cabinet should note that two car parking spaces are provided to SCC under the terms of the lease. The Group Head for Finance and Customer Relations is responsible for the day to day running of Knowle Green and will be periodically monitoring the parking to ensure that it is used as per the terms of the lease.
- 5. Timetable for implementation**
- 5.1 The terms of the proposed new lease have been largely negotiated (with the exception of the rental and service charge figures). Subject to Cabinet approval and final sign off by the Group Head of Regeneration and Growth in consultation with the Cabinet Member for Fixed Assets, the lease will be completed prior to 4 December 2016.

Background papers:

None

Appendices:

Appendix 1 Previous Cabinet report 16 July 2013

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Cabinet

16 July 2013



Title	Lease of office premises at Council Offices, Knowle Green to Surrey County Council		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Nick Gething	Key Decision	No
Report Author	Dave Phillips, Head of Asset Management		
Summary and Key Issues	Surrey County Council currently uses office space at the Council Offices in Knowle Green for the purposes of exercising the functions of Adult Social Services within the County Council in the local area. Due to the changes in the amount of space the County requires and the subsequent relocation of the staff within the offices, the leasing arrangements need to be revised to reflect the current position. This report seeks authority to grant a new lease to the County to formalise the current arrangements.		
Financial Implications	If Cabinet are mindful to grant this new lease arrangement, the Council will receive a rental income of £22,519 per annum and a service charge payment of £27,207 per annum.		
Corporate Priority	Efficient use of assets		
Recommendations	The Cabinet is asked to approve the grant of the new Lease to Surrey County Council for office space at the Council Offices, Knowle Green for 5 years until 4 December 2016.		

1. Background

- 1.1 Surrey County Council (SCC) previously entered into a lease with Spelthorne Borough Council (SBC) dated 19 October 2010 in respect of office premises on the first floor, west wing of the Council Offices at Knowle Green. The lease was for a term of 1 year 7 months, with an expiration date of 11 July 2012. The lease permitted the use of the office premises solely for the purpose of SCC's Local Director of the Spelthorne Community Support Team carrying out their functions.
- 1.2 During the course of the term of that lease, the Council's former Head of Customer and Office Services agreed with SCC to surrender the existing lease and grant a new lease. The purpose of the new lease is to enable SCC's Adult Social Services departments to occupy office accommodation at Knowle Green, in recognition of SCC and SBC working together to improve delivery of public services and achieve greater efficiency of joint service provision (partnership objectives).
- 1.3 Therefore the primary purpose of a new lease is to achieve the co-location of services and staff and to facilitate joint working and an opportunity to share knowledge and expertise.
- 1.4 A new lease would permit the use of office premises on the first, second and third floors, west wing of the Council Offices at Knowle Green, solely for the purpose of operating the functions of SCC. SCC has also requested the ability to share occupation of the office premises with external organisations who they work closely with in pursuance of the partnership objectives.

2. Key issues

- 2.1 In order to protect the Council's interest and formalise the arrangements with SCC, a lease needs to be put in place as soon as possible.
- 2.2 The Council's constitution provides that Cabinet authority is required for the approval of disposals of land or interests in land exceeding an estimated value of £75,000 per transaction. The rental value of this lease transaction is estimated to be £112,595. This excludes the income to be received via the service charge.

3. Options analysis and proposal

- 3.1 In practice these arrangements have been in place for some time, however it is imperative that this arrangement is now formalised in order to protect the Council's interest and allow for proper management of the letting.
- 3.2 The terms of a new lease have been negotiated and the proposed new lease will be for a term of 5 years, from 5 December 2011 to 4 December 2016. The rent to be paid by SCC is £22,519 per annum and they will also be required to pay a service charge of £27,207 per annum.
- 3.3 If the lease is completed, it will be excluded from sections 24 to 28 of the Landlord and Tenant Act 1954. This prevents SCC from having an automatic right to renew the lease, as well as preventing SCC from having the right to remain in occupation.

4. Financial implications

- 4.1 Valuation advice has been taken in respect of setting the rent in the usual way. When the lease completes, SCC will be invoiced for the backdated rent as at 5 December 2011.

5. Other considerations

- 5.1 With regards to SCC sharing occupation of the office accommodation with external organisations, the Legal department advises that the safest way of preventing those external organisations from obtaining a secured tenancy, is for the external organisation to enter into a licence with the Council and SCC. This measure will also assist the Council in monitoring who is in occupation of the Council Offices. SCC has confirmed currently there are no external organisations in occupation of the office accommodation.

6. Risks and how they will be mitigated

- 6.1 The risk of SCC obtaining a secured tenancy will be mitigated by entering into a formal lease arrangement that excludes sections 24 to 28 of the Landlord and Tenant Act 1954.
- 6.2 The risk of SCC sharing occupation of the office accommodation with external accommodation will be dealt with in the lease. The alienation clause in the lease provides that SCC must grant a licence agreement (the Council will also be a party) of the premises to any external organisation. The duration of the licence agreement will not go beyond 4 December 2016 (the date SCC's lease expires).

7. Timetable for implementation

- 7.1 The terms of the proposed new lease have been negotiated and the Councils' respective legal departments can move to complete the new arrangements swiftly if Cabinet are mindful to authorise the grant of the new lease.

Background papers: None.

Appendices: None.

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Cabinet**23 November 2016**

Title	Surrender of lease - Surrey Police at Knowle Green		
Purpose of the report	To make a decision		
Report Author	Heather Morgan Group Head Regeneration and Growth		
Cabinet Member	Councillor Nick Gething	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	Cabinet is asked to: agree the position regarding Surrey Police largely moving out agree the value of the surrender of the lease		
Reason for Recommendation	The surrender will ensure the Council receives financial recompense for the Police vacating Knowle Green		

1.0 Key Issues

- 1.1 The Police currently have a lease which runs for 20 years from 2010 (e.g. runs to 2030) and there are break clauses at 2015 (gone), 2020 and 2025. At each of these points either party can give six months' notice that they want to withdraw from the lease. Surrey Police are therefore not in a position whereby they can terminate without premium being paid..
- 1.2 The Police ended their current tenancy for the offices on the third floor with effect from 30 September 2016 when they finished moving out of the main office. Cabinet should note that they are under great financial pressure to reduce their budgets and contract their office space requirements. This was, we understand, a determining factor in their withdrawal from the Knowle Green site.
- 1.3 Cabinet will be aware from a recent Overview and Scrutiny meeting that concerns have been raised separately about the impact that their virtual complete withdrawal has had on partnership working. This is a separate issue, and not for consideration by Cabinet.
- 1.4 The starting point from a commercial perspective is that if Surrey Police want to move before 2020 (as they have done) then the Council would expect them to pay the remainder of the rental which is outstanding up to 2020. The current rental income is £39,573 pa, and the sum (up to the next break in 2020) would be £158,295. There are also service charges and business rates which they pay of £31,164 pa. Over the remaining four years this would amount to £124,656. If a purely commercial view was taken then the Council would be requiring the premium of £282,954 in return for an early surrender of

the lease. This is the stance taken and the figure provided by the valuers who gave us independent advice on the matter.

- 1.5 However, Cabinet also need to bear in mind that if the Police were still in situ, then the Council would potentially encounter difficulties if we needed the Police to vacate their current space prior to 2020. Even if we do not relocate entirely away from this site, there is a possibility that we will vacate the newer part of the Council Offices (where the Police are located) to potentially enable a more comprehensive redevelopment of this part of the Knowle Green site. There is a real advantage to the Council in having the flexibility to move more quickly on an option such as this without the Police in situ (as well as less costly).
- 1.6 The standard approach in the case of a surrender is that if the Council as landlord is to accept a sum less than the full commercial value, then a valuer should agree the 'price' of a surrender at a lower level (which is deemed appropriate). We would need to give a clear justification for our decision if disposing of under value.
- 1.7 The Police are looking to retain a small presence of 3 officers from their neighbourhood teams (1 sergeant and 2 PC's) to try and maintain the close working relationship with the Community Safety team, and other partner organisations based at the Council Offices. They are also looking to retain 4 parking spaces. 4 spaces currently allocated to the Police would be returned for Council staff use and the remaining 4 being set aside to store the new mobile office for the Community Safety team. The Police are aware that we will not proceed with a lease on this space until the surrender has been dealt with.
- 1.8 The Police have stated very clearly they are not in a position to pay the full commercial rate to surrender their lease. Budgetary constraints prevent them from doing so. Officers (with guidance from Management Team) have negotiated a settlement of £104,000 to surrender the current lease. The Police will pay in full upon surrender rather than in staged payments. They have also confirmed payment of any rent and service charge due up to 30 September 2016. This gives both parties certainty on the matter. It also provides the Council with a lump sum broadly equivalent to two years' worth of rent and business rates.
- 1.9 If the surrender is accepted, the Council will then be looking to grant a lease for the Police to occupy the two smaller offices for a period of four years (rent free for the first two years only) with 6 monthly mutual rolling breaks (the first to occur after a 12 month period e.g. November 2017). The rental income due from these two offices (based on their current rent per sq foot) would amount to £6,942pa. In the interests of continued partnership working it is considered that the benefits of providing this space 'gratis' for the initial two years outweighs the benefit of completely losing a Police presence at Knowle Green.

2. Options analysis and Proposal

- 2.1 There are only two options:
 - (a) That the surrender is agreed at the level of £104,000 (as a lump sum)
 - (b) That there is no surrender and the Police pay the rental for the remaining period until the next break clause in 2020

2.2 **It is proposed that option (a) is pursued.** The justification is set out in paragraph 1.5 and very importantly on the basis that there is an over-riding benefit in ensuring continued partnership working with the Police. It is for these specific reasons that the Council is prepared to permit the surrender of the remaining lease terms at less than optimum value.

3. Financial Implications

3.1 Finance are aware of the situation and have provisionally shown a £62,000 reduction in income from 2108-19 onwards.

4. Other considerations

4.1 There are none

5. Timetable for implementation

5.1 Legal are currently working on the surrender/lease and it is anticipated that this will be completed by the end of November 2016 and the monies received

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