

Public



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Date: 20 March 2017

Notice of meeting

Overview and Scrutiny Committee

Date: Tuesday, 28 March 2017

Time: 7.30 pm

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

To: Members of the Overview and Scrutiny Committee

Councillors:

C.A. Davis (Chairman)	Q.R. Edgington	D. Patel
S.C. Mooney (Vice-Chairman)	M.P.C. Francis	O. Rybinski
R.O. Barratt	A.L. Griffiths	R.A. Smith-Ainsley
S. Capes	N. Islam	B.B. Spoor
S.M. Doran	J.G. Kavanagh	

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AGENDA

Description	Lead	Timings	Page Number.
<p>1. Apologies</p> <p>To receive any apologies for non-attendance.</p>	Chairman	7.30 pm	
<p>2. Minutes</p> <p>To confirm the minutes of the meeting held on 17 January 2017 as a correct record.</p>	Chairman		5 - 8
<p>3. Disclosures of Interest</p> <p>To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.</p>			
<p>4. Call-in of Cabinet decisions</p> <p>No Cabinet decisions have been called in.</p>			
<p>5. Welfare Reform and Universal Credit Update</p> <p>To consider an update report on welfare reform and the introduction of Universal Credit.</p>	Stuart Wilkins / Cllr Pinkerton OBE	7.35 pm	9 - 14
<p>6. Parking in Ashford</p> <p>To consider a report of the Group Head of Neighbourhood Services and review the provision of parking in Ashford generally.</p> <p>Members of the public who have submitted comments will be in attendance at the meeting to contribute to the proceedings.</p>	Jackie Taylor / Cllr Gething	7.55 pm	15 - 16
<p>7. Capital Monitoring</p> <p>To note the level of capital expenditure for the period April to December 2016.</p> <p>If members of the Committee have any questions in relation to this update, please inform Terry Collier, Deputy Chief Executive, at least 24 hours in advance of the meeting.</p>	Adrian Flynn / Cllr Williams	8.55 pm	17 - 22

Description	Lead	Timings	Page Number.
<p>8. Revenue Monitoring</p> <p>To note the level of capital expenditure for the period April to December 2016.</p> <p>If members of the Committee have any questions in relation to this update, please inform Terry Collier, Deputy Chief Executive, at least 24 hours in advance of the meeting.</p>	Adrian Flynn / Cllr Williams	9.05 pm	23 - 30
<p>9. Task Group updates</p> <p>To receive updates from the Lead Councillors on the following Task Groups:</p> <p>1. Communications – Councillor Capes</p> <p>2. Parks – Councillor Francis</p>	Cllrs Capes and Francis	9.15 pm	31 - 34
<p>10. Cabinet Forward Plan</p> <p>A copy of the latest Forward Plan is attached.</p> <p>If any members of the Committee have any issues they want to raise in relation to the Cabinet Forward Plan, please inform Terry Collier, Deputy Chief Executive, 24 hours in advance of the meeting with reasons for the request.</p>	Chairman		35 - 38
<p>11. Work Programme</p> <p>To consider any items the Committee may wish to look at for inclusion in its work programme for the Municipal year 2017-2018.</p>	Chairman	9.30 pm	

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**Minutes of the Overview and Scrutiny Committee
17 January 2017**

Present:

Councillor S.C. Mooney (Vice-Chairman)

Councillors:

R.O. Barratt	Q.R. Edgington	O. Rybinski
S. Capes	M.P.C. Francis	R.A. Smith-Ainsley
S.M. Doran	N. Islam	B.B. Spoor

Apologies: Councillors C.A. Davis, K. Flurry and A.L. Griffiths

296/16 Minutes

The minutes of the meeting held on 29 November 2016 were approved as a correct record.

297/16 Disclosures of Interest

There were none.

298/16 Call-in of Cabinet decisions

No Cabinet decisions had been called in for review.

299/16 Budget Issues 2017/18 to 2018/19

The Chief Finance Officer, supported by the Portfolio Holder for Finance, Councillor Howard Williams, gave a presentation (attached to these minutes) outlining the context of the budget for 2017/18 and the challenges of delivering a sustainable financial future due to both the known demands and pressures on the budget and those that were difficult to forecast.

The presentation covered the following issues:

Context for Budget 2017/18:

- Funding update - 4 year Revenue Support Grant settlement from government; the reduction in which was the key underlying driver for the Council's Towards a Sustainable Future programme.
- New Homes Bonus funding reductions
- Business rates
- Pressures and risk including staffing, assets, housing, recycling,
- Impact upon of us of Surrey County Council's financial position

- Impact of BP deal - updated projections
- Continuing strong treasury management performance

Ongoing Strategies to address future challenges

- Commercial asset investment strategy
- Housing strategies
- Balanced Budget 2017-18
- Investment in staff, assets and housing

The Chief Finance Officer and Cllr Williams answered members' questions.

Resolved to note the budget issues presentation for 2017/18 to 2018/19.

300/16 Treasury Management half-yearly report

The Committee received the Treasury Management half-yearly report on treasury performance for the first six months of the financial year to the end of September 2016. The Council had invested and borrowed substantial sums of money and was therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The report covered the council's treasury activity and the associated monitoring and control of risks.

The Chief Finance Officer highlighted the performance of the Council's fund investments which totalled £43.29m as at 30/9/16 including short term cash flow funds and had generated an average return of 2.11% in the first six months of 2016/17. The use of pooled investment funds, which as at 30/9/16 had generated a 4.31% return, compared to the target of 4%, within the portfolio was fundamental to the continued positive performance and should help maintain overall investment returns into the future.

Resolved to note the treasury position achieved during the first six months of 2016/17 and the financial environment in global markets.

301/16 Corporate Project Management progress report

The Committee received an update report from the Group Head for Commissioning and Transformation on progress with the Council's key projects and programmes. The report highlighted the work of the corporate project team and how it was evolving to ensure it met the needs of the new structure. She drew members' attention to the Projects dashboard which detailed the progress being made on flagship projects and advised that the format of this document was being revised to make it more readable and useful for the future.

Resolved to note the progress being made with Corporate Projects and the work of the Corporate Project Team.

302/16 Updates from Task Groups

The Committee received updates from the lead councillors on the work of the following Task Groups:

Communications

Councillor Capes reminded members that the objective of the Task Group was to understand the tools available to councillors to find the information they needed to help their constituents, and develop a process whereby councillors were able to quickly access information on key topics.

She explained that a survey had been undertaken to inform the Task Group's work and the results indicated that councillors needed more understanding of the tools available to them, particularly online, to quickly access relevant information. At its next meeting in February 2017, the Task Group would discuss producing a one page information leaflet including all the tools available to councillors and providing an officer contact.

Parks

Councillor Francis reminded the Committee that the Task Group was looking at how they could help people wanting to organise events in open spaces. He advised that there was now a simple process in place and the potential for some income. At future meetings the Task Group planned to consider charges in Parks car parks, local conveniences and a Staines-upon-Thames regatta.

Taxis

Councillor Smith-Ainsley reminded councillors of the objectives of the Task Group, which were:

- to consult with representatives of the taxi trade on their desired locations for taxi ranks; and
- to formulate recommendations for the Overview and Scrutiny Committee to put to Licensing Committee

Councillor Smith-Ainsley advised that three taxi drivers had attended the meeting of the Task Group and gave their comments on preferred rank locations.

The Task Group recommended that:

1. the Overview and Scrutiny Committee asks officers to progress the matters raised by taxi drivers in relation to amendments to, and new, rank locations and after due process report their findings to the Licensing Committee for approval; and
2. the Task Group continues to meet as and when required to monitor progress of the above matter.

Resolved:

1. to note the updates from the Task Groups for Communications, Parks and Taxis and
2. to ask officers to progress the matters raised by taxi drivers in relation to amendments to, and new, rank locations and after due process report their findings to the Licensing Committee for approval; and
3. that the Taxi Task Group continues to meet as and when required to monitor progress of the above matter.

303/16 Cabinet Forward Plan

The Committee noted the Forward Plan.

304/16 Work Programme

The Committee considered its work programme for the remainder of the Municipal year.

Resolved to note the work programme for the remainder of 2016/17.

Overview and Scrutiny Committee

28 March 2017



Title	Welfare Reform and Universal Credit Update		
Purpose of the report	To note		
Report Author	Stuart Wilkins		
Cabinet Member	Councillor Jean Pinkerton	Confidential	No
Corporate Priority	Housing		
Recommendations	To be noted that the contents of this report is an update on welfare reform and the introduction of Universal Credit and how it specifically affects Spelthorne claimants		

1. Key issues

- 1.1 Since the commitment by Central Government to austerity, successive governments have implemented a programme of wide ranging plans for welfare reform in an attempt to control expenditure attributable to the welfare state. The broad aims have been to incentivise work and to transfer personal responsibility for managing finances directly to clients, ultimately simplifying the current welfare system. Despite delays, several initiatives are now in the process of being introduced to achieve this at national government level.
- 1.2 The impact of these reforms on Spelthorne residents have been considerable. The Council have put a number of initiatives in place to address issues and ease financial constraints on residents that are felt to be suffering hardship as a result.
- 1.3 Spelthorne is responsible for administering Housing Benefits and Council Tax Support. Key elements that involve welfare reform include the administration and application of the Benefits Cap, the identification of cases where the under occupancy charge applies and the administration of Discretionary Housing Payments (DHP) in cases of proven hardship. This report will expand on how Spelthorne is addressing the challenges relating to the introduction of the above reforms and the effects they are having on our clients.
- 1.4 The role of the Housing Benefits team is now focused on working closely with external agencies such as DWP (Department for Work and Pensions) as well as internally with Housing Options officers and the Family Support Unit to co-ordinate benefits and ease transition to these new arrangements for our clients.
- 1.5 The Housing Options team play a large role in providing advice and in the prevention of potential homelessness which may develop in relation to these reforms.

2. Analysis and background of Welfare Reform

- 2.1 The overall programme of changes outlined under the umbrella of 'welfare reform' is overseen by the DWP. These include:

2.2 Universal Credit (UC)

2.3 Universal Credit has been introduced to replace six existing benefits, namely:

- Jobseeker's Allowance (income based)
- Income Support
- Working Tax Credit
- Child Tax Credit
- Employment Support Allowance (income based)
- Housing Benefits for working age claimants

2.4 Universal Credit only applies to working age claimants. It will not apply for Housing Benefit claims from pensioners and the responsibility to assess these claims will stay with the Local Authority after the implementation of Universal Credit is complete.

2.5 It is estimated that Spelthorne are likely to lose about two thirds of the current housing benefit caseload (approximately 3500 of 5700 claims) when Universal Credit is fully rolled out. In addition we will continue to be responsible for 4700 council tax support claimants.

2.6 Universal credit is being introduced on a phased implementation basis. The current timetable for Spelthorne is as follows:

DATE	TYPE OF CLAIM TRANSFERRED TO UC	ESTIMATED PROJECTION OF % WORKING AGE CASELOAD AFFECTED
At present	New claims for single people only	5%
From August 2018	New claims for couples	15%
Between 2019 – 2022	Migration of existing working age Housing Benefit claims	80%

2.7 The decision on when a person needs to apply for Universal Credit (as opposed to Housing Benefits) is made by the Department of Work and Pensions and Employment Job Centres when applying for income benefits. When Universal Credit eligibility is confirmed, the DWP informs the claimant and a notification is also sent to Spelthorne. Spelthorne are then responsible for cancelling the Housing Benefit claim and advising the claimant of this outcome.

2.8 Our role within Universal Credit is advisory only, helping to ensure that the right course of action is taken by our clients and signposting them to who they should contact, (mainly the DWP / Job Centres and the www.gov.uk website). Any decision made generally on the overall timetable or changes affecting individuals is made by the DWP with the appropriate authorities and individuals notified subsequently.

2.9 The need for Spelthorne (and other agencies such as CAB) to be more involved in the advisory and signposting role is likely to increase when Universal Credit is rolled out to other sections of the caseload within the borough.

2.10 Local Authorities such as Spelthorne are also responsible for the provision of individual Personal Budgeting Support if asked for through their Universal Credit application. Due to the small number of cases currently transferred to Universal Credit where Housing Benefit is involved in Spelthorne (approximately 50 claims) we have not had any requests for this service at present.

2.11 In order to address any barriers our clients may have in accessing electronic information, we have set up a computer in reception to allow claimants to make an application for Universal Credit; with staff available to help if necessary. Due to the length of time required to make an application and the details required; to date we have not had a great uptake for this service as people prefer to do this from their own home.

2.12 Benefit Cap

2.13 The benefit cap regulation came into effect in April 2013 restricting the total amount of combined central government benefits per week a person can receive. Limits were set at £350 per week for a single person and £500 per week for a couple with or without children. Any financial restriction applied is administered through their housing benefit award.

2.14 In November 2016 Central Government further reduced these levels to £257.69 per week for a single person and £384.62 per week for couples with or without children. This results in a further possible weekly shortfall of £92.31 for a single person or £115.38 per week for a couple.

2.15 The breakdown of the Housing Benefits claims affected in Spelthorne is as follows:

TYPE OF CLAIM	NUMBER OF CLAIMS
Bed and Breakfast claims	4
Privately Rented accommodation	75
Social Housing /Housing Association claims	82 (67 are A2Dominion cases)

Level of restriction (loss of Housing Benefit per week) due to the benefit cap:

AMOUNT CAPPED PER WEEK	NUMBER OF CLAIMS AFFECTED
0 to £50	65
£50 to £100	55
£100 to £150	27
£150 to £200	7
£200 plus	7

2.16 In order to assist those affected, we have written to everyone affected by the new benefit cap rules and informed them what needs to be done to be made exempt from the benefit cap. The primary exemption from this regulation is to obtain employment.

2.17 Due to the number of claimants affected making an expression of hardship to us, we have engaged a Housing Options advisor to proactively contact residents to review their situation and ensure a joined up package of support across Council services (and external organisations) is provided to them. Depending on the circumstances this will go beyond sending letters and be tailored to the needs of the individual households

2.18 Under Occupation

2.19 The under occupation rule was also introduced in April 2013 and applies to any social housing property which is deemed to be under occupied, based on the composition of the family household. Again the financial restriction is applied through their potential housing benefit entitlement

2.20 If the property is under occupied by one bedroom they will receive a 14% reduction with a 25% reduction if it is under occupied by 2 or more bedrooms

- 2.21 Spelthorne currently has a total of 218 claims affected by this rule, broken down by the following table:

PROPERTY UNDER OCCUPIED BY THE NUMBER OF BEDROOMS	NUMBER
One Bedroom	184
Two of more Bedrooms	34

- 2.22 Spelthorne assisted with A2Dominion's Lettings incentive scheme which ran from 2010 to 2016 which offered tenants incentives to downsize. A2Dominion offered cash payments to their tenants and have successfully relocated approximately 150 households through the scheme. The scheme has now finished as A2Dominion do not have any more tenants who have expressed an interest in downsizing.
- 2.23 To accommodate the under occupancy regulation, Spelthorne have altered their housing register rules, giving people a higher priority need if they express a wish to downsize.
- 2.24 **Discretionary Housing payments (DHP)**
- 2.25 Regulations allow for the Local Authority to have a budget to use at their discretion to help individual cases for a limited period of time with rental shortfall or hardship where housing benefit is in payment. This funding is mainly used at Spelthorne to help residents who have a shortfall in their rent after their housing benefit award and is also used to help the claimants who are affected by the regulations described above.
- 2.26 The DHP budget comprises of an award from central government each year, subsidised by Spelthorne with additional funding. The current year (2016/17) budget is £300,000 which includes a central government contribution of £188,000. We have recently been advised that the Central Government contribution for the next financial year is £294,771, an increase of £106,726, which reflects the increase demand and pressures on this budget that are expected in the coming year. To the end of February 2017 we had committed expenditure totalling £280,000, granting a total of 380 DHP awards
- 2.27 The reduced income for households affected by the benefit cap changes directly correlates to an increased demand in Discretionary Housing Payment requests. To assist residents and reduce the demand for DHP, the Housing Benefits team are working alongside a Housing Options officer pro-actively contacting those who have applied for DHP to advise them on their options regarding the possibility of exemption from the benefit cap.

The initial focus for the Housing Options officer has been around advising clients so that they understand their situation and exploring the solutions; alongside ensuring that their tenancy is protected so they are not made homeless. In addition we liaise with, and direct the claimant to some of the following organisations for advice and guidance:

- Job Centre Plus including self-employment advisors at the Job Centre
- A2Dominion Tenancy Sustainment Team & Employment Officers
- Look Ahead (support group)
- Family Support Group (Troubled Families)

These organisations can also be used in the future for assistance for claimants of universal credit

2.28 Typically the Housing Options officer provides advice and guidance on some or all of the following:

- Explaining the benefit cap and its implications
- Exploring in detail the client's particular circumstances
- Detailed income/expenditure analysis to assess affordability
- Advising on employment opportunities
- Producing analysis of the financial improvements employment will offer
- Liaising with the Jobcentre to arrange intensive support
- Advising on setting up self-employed business and registering this
- Advising on child care costs and allowances as well as their availability
- Assisting clients to secure disability benefits that would exempt them from benefit cap
- Assisting clients to register as carers and thereby being removed from the benefit cap
- Detailed negotiations with landlords to ensure their understanding and support of our approach, thereby protecting tenancies

2.29 When it is determined that a DHP is required the award is conditional for a fixed period of time with a defined set of actions for the client if applicable. Although we are in the early stages of how this process is working under the revised regulations, almost all clients have accepted their need to take responsibility for looking for solutions to manage the cap. They have generally embraced our approach and worked well with us. A number of claimants have successfully obtained employment.

3. Financial implications

3.1 DHP sustainability will get more difficult over the following years. We have had increasing demands for these payments which will increase the financial burden on the authority. This risk could be high especially if future government funding is cut in subsequent financial years. The level of DHP support has not been guaranteed by central government over the long term.

3.2 The expectation when the benefit cap restrictions were applied in November 2016 was that we would receive a considerable number of related requests for DHP. Due to the efforts described above this has been restricted. We have currently granted 25 DHP awards directly related to clients affected by the benefits cap at a cost of approximately £45,000. However it is expected that this will increase over time.

3.3 There is an additional financial impact of preventing homelessness and restricting the future higher cost of Bed & Breakfast costs and the impact on other departmental resources of the Authority. The average cost of Bed & Breakfast per family is approximately £6000 per year. We currently have 70 families in Bed & Breakfast. Due to the lack of availability of this type of property in the borough the acquisition of the Harper Hotel emergency accommodation Bed and Breakfast site last year through Knowle Green Estates will help mitigate some of these financial impacts. In addition to this the Council policy of further acquisition of suitable assets/properties is being pursued to help ease some of the pressures in relation to the housing shortage within the Borough. Housing Options have been increasingly working with Housing Benefits in helping residents who have experienced financial difficulties to prevent residents losing their homes.

3.4 Due to the phasing out of Housing Benefit for working age claimants this will have an impact on the income collected from outstanding overpayments created. Due to

subsidy regulations it is beneficial for the authority to successfully recover any HB debt. This is because Local Authorities receive 40% subsidy on any overpayment created but are also able to collect and keep the outstanding debt recovered as well. However with the caseload decreasing there will be less overpayments created for us to collect in the future. This could have an impact on future budgetary considerations with this reduced income stream.

4. Other considerations

- 4.1 The experience in this area identifies the need to look at individual circumstances and react accordingly as every person's situation is different. For example some claimants are unwilling to engage or pursue the opportunities they are given. However as a council we can only put factors in place and advise what is the appropriate measure to follow concerning these welfare reforms.
- 4.2 That officers are trained to understand how best to work with clients in order to encourage them to recognise and address debt issues at the earliest opportunity.
- 4.3 As a query raised to be covered in this report it is the HMRC who is the organisation responsible for the marriage tax allowance and it would not be appropriate for the Council to draw attention to it in our dealings with our claimants. However if we ever received a query over it we would advise them to contact the HMRC directly to obtain accurate advice to their query

5. Timetable for implementation

- 5.1 The current timetable for the national roll out of Universal Credit (subject to future change) is as follows:
 - Nationally any new claim for working age single people is through Universal Credit as opposed to housing benefit
 - From 2016 to 2018 this is being expanded to include any new claim for working age couples as well on a phased rollout basis. Spelthorne is current scheduled to be included in August 2018.
 - From approximately 2019 to 2022 existing claims will be transferred from housing benefit to Universal Credit in a rolling timetable nationally. We are currently not aware how or when Spelthorne will be affected by this transfer.

Overview and Scrutiny Committee

28 March 2017



Title	Parking in Ashford		
Purpose of the report	To note		
Report Author	Jackie Taylor Group Head Neighbourhood Services		
Cabinet Member	Councillor Nick Gething	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	To note the actions taken by officers to address residents' concerns re parking in Ashford town Centre		
Reason for Recommendation	Not applicable		

1. Key issues

- 1.1 Ashford multi storey car park is a Council managed car park situated in the town centre. The car park is at no point in time used to its full capacity and has been falling into disrepair for a number of years, the upper floors have gradually been closed off for safety reasons. The decline is now to such an extent that repairs are no longer viable and the only future option is to demolish.
- 1.2 A parking survey for Ashford was completed in August 2015 which highlighted the sensitivity around the level of car parking within Ashford town Centre and the potential impact on retailers, and also residents in surrounding roads who may suffer as a result of displaced parking.
- 1.3 The disposal of Ashford multi storey car park was agreed by Cabinet in September 2016 and the sale is currently under negotiation. The disposal of this site will 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" programme.
- 1.4 In September 2016 Cabinet agreed that a proportion of the funding from the disposal of the car park would be set aside to improve the parking situation in Ashford, in recognition of the significant level of local concern from residents.
- 1.5 Before any improvements are considered, consultation will be carried out with businesses, visitors and residents to establish the best use of this potential funding. There may also be the opportunity to use the funding in conjunction with other funding streams that may be forthcoming from other sources such as Surrey County Council.

Private car parks in Ashford

- 1.6 There are 2 private pay and display car parks in Ashford, the first by the railway station which is managed by South West trains and the second behind Ashford Antiques in Church Road.
- 1.7 The Council and councillors have been contacted by users of this car park raising concerns about the way in which this car park is being managed and run.
- 1.8 As this is a private car park and subject to different regulations to Council managed car parks the Council has no powers to intervene.
- 1.9 A number of representations have been passed to the Council from unhappy customers of the car park. On reading these statements it appears that the majority of these customers have been issued penalty charge notices due to arriving in this Pay & Display car park without the correct change and parking their car without purchasing a parking ticket as soon as they have parked. On leaving the car park to obtain some cash, the customers have been issued with a parking ticket. This is not an illegal practice on the part of the private operator but can be challenged with the appropriate parking authority if the customer feels a ticket has been unfairly issued.
- 1.10 Spelthorne officers have contacted trading standards and they confirmed that the company who operate this car park are a member of the Trade Body - BPA (British Parking Association) who have their own Ombudsman services [Parking On Private Land Appeals \(POPLA\)](#) so if a complainant has been through the company's own complaints procedure, the complainant if still unhappy, can ask for the Ombudsman to adjudicate on the complaint and this saves either party having to take the matter to court
- 1.11 Spelthorne is currently conversing with the owner of the site to establish if there are any future options for the Council to be involved with this site.

2. Options analysis and proposal

- 2.1 There are currently no options or proposals as Cabinet have already made the relevant decisions.

3. Financial implications

- 3.1 The disposal of Ashford multi storey car park will result in a loss of income from parking fees but will also generate a large capital sum which can be invested and will generate its own income stream.
- 3.2 A capital sum would also be provided from the disposal of the car park to be reinvested into a car parking scheme in Ashford.

4. Other considerations

- 4.1 Spelthorne Council recognises parking as an economic development tool, and the importance of the businesses in Ashford town Centre both large and small are key to the local environment. They are critical drivers for accelerating job growth, residential development and cultural amenities and where possible we need to ensure that parking provision is available to all and at a reasonable rate.

Background papers:

Appendices: There are none

Overview and Scrutiny Committee

28 March 2017



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	To note the current level of spend		
Reason for Recommendation	Not applicable		

1. Key issues

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to December 2016.
- 1.2 For the period ending December 2016, capital expenditure including commitments was £412m which represents (79.5%) 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 £454.5m which represents (87.7%) 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 will not be spent in the current financial year and therefore will be removed from the 2016/17 programme and transferred to the 2017/18 capital programme.
- 1.5 *Acquisition of Assets*, Following on from the purchase of the BP site in Sunbury, the BP south west corner site & Elmbrook House were purchased in December 2016. 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 were concerned to how realistic some of the outturn forecasts were at the end of Quarter 2 regarding some of the projects being completed by the end of the financial year. This was an issue that we kept an eye on during the 3rd Quarter to see if progress was 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 3rd Quarter. There are a number of projects which accountancy feel should be moved and some of these are detailed below.

Significant Developments/Variances

- 1.7 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.
- 1.8 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 therefore the project has been removed from the 2016/17 programme and transferred to 2017/18 programme.
- 1.9 Refuse/Recycling Vehicles: The vehicles have been ordered, but payment is not due till the summer of 2017, therefore the budget has been removed from the 2016/17 programme and transferred to the 2017/18 programme
- 1.10 Electronic Document Management system: Due to the resource requirements of the Harper and Bugle projects, delays have occurred but are now been rectified. However £108k of the budget will be removed from the 2016/17 programme and moved to the 2017/18 programme.
- 1.11 Sharepoint redesign: The project is under review and will be integrated with other ICT projects but will not be completed in this financial year. £70k of the budget will be removed from the 2016/17 programme and moved to the 2017/18 programme.
- 1.12 Small Scale Regeneration: The tendering exercise has taken place, but only a net £40k is expected to be spent in the current financial year, therefore the remaining net £310k will be removed from the 2016/17 programme and moved to the 2017/18 programme.

2. Options analysis and proposal

- 2.1 The Overview and Scrutiny Committee is 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

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

Background papers: None

Appendices: A+B

CAPITAL MONITORING REPORT AT 31 DECEMBER 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	416,200	-	-	416,200	(394,459)	107,410	(40,235)	(456,435)
Cllr Gething - Environment & Compliance	1,131,000	246,100	225,000	1,602,100	384,767	74,661	1,023,900	(578,200)
Cllr Barnard - Planning and Economic Development	11,297,000	155,300	-	11,452,300	3,073,833	12,190	3,193,300	(8,259,000)
Cllr Harvey - Leader	3,013,600	-	509,000,000	512,013,600	408,523,586	6	450,000,000	(62,013,600)
Cllr Mitchell - Corporate Management	597,600	120,200	-	717,800	199,081	22,160	305,600	(412,200)
	16,455,400	521,600	509,225,000	526,202,000	411,786,808	216,427	454,482,565	(71,719,435)

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CAPITAL MONITORING REPORT AT 31 DECEMBER 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
<u>Housing Investment Programme</u>											
<u>Cllr Pinkerton - Housing</u>											
Deborah Ashman	40203	Disabled Facilities Mandatory	475,000	-	-	475,000	261,177	-	480,000	5,000	No more expenditure expected against this budget in the remainder part of the financial year
Deborah Ashman	40204	Disabled Facilities Discretion	29,600	-	-	29,600	2,499	-	2,500	(27,100)	
		Less Specified Capital Grant	(285,000)	-	-	(285,000)	(644,335)	-	(644,335)	(359,335)	
		Net Cost of Disabled Facilities Grants	219,600	-	-	219,600	(380,659)	-	(161,835)	(381,435)	
Deborah Ashman	40209	Home Improvement Agency grant	81,000	-	-	81,000	-	80,451	81,000	-	
		HIA Funding	(52,700)	-	-	(52,700)	(39,500)	-	(52,700)	-	
		Total	28,300	-	-	28,300	(39,500)	80,451	28,300	-	
Total For HIP			247,900	-	-	247,900	(420,159)	80,451	(133,535)	(381,435)	
<u>Other Capital Programme</u>											
<u>Cllr Pinkerton - Housing</u>											
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. The legal agreement has been signed recently and expected that this project is completed by end of this financial year
Deborah Ashman	42253	Day Cen Replacement Furniture	35,000	-	-	35,000	20,527	-	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	5,173	1,959	18,300	-	Work is in progress and expected to be completed by end of this financial year
		Total	78,300	-	-	78,300	25,700	1,959	78,300	-	
Sandy Muirhead	42013	Civica EDMS&Locata Integration	25,000	-	-	25,000	-	25,000	-	(25,000)	This project is being rephased to 2017-18 as this is now on hold and expected to start in July 2017, pending the outcome of plans for Choice based letting partnership with Elmbridge Borough Council.
Sandy Muirhead	42015	Landlord Guarantee Scheme	65,000	-	-	65,000	-	-	15,000	(50,000)	We are at the initial stage of procuring the Rent Management Package. Some implementation work is expected to be undertaken in this financial year. The balance of budget is being rephased to 2017/18
		Total	90,000	-	-	90,000	-	25,000	15,000	(75,000)	
<u>Cllr Gething - Environment & Compliance</u>											
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. This project is being rephased to 2017/18
Jackie Taylor	41030	Adult Fitness Eq Hengrove Park	-	69,600	-	69,600	-	-	69,600	-	Tender exercise has now now been completed. Work is expected to commence in January 2017 and completed by end of the financial year
Jackie Taylor	41320	Pay & Display Machines	136,000	5,000	-	141,000	131,610	5,966	141,000	-	All machines are delivered. Installation has now been completed and final phase of operation is expected to be completed by end of this financial year.
Jackie Taylor	41321	ReplaceNoticeProcessingSystem	15,000	-	-	15,000	-	-	15,000	-	Upgrade of Systems & Handhelds is expected to start in January 2017. 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 exercise has now been completed. Vehicles are expected to be purchased before the end of this financial year. However, the payment is not expected to be made until June 2017. This project is being rephased to 2017/18
Jackie Taylor	41506	Spelride Bus Replacement	250,000	-	-	250,000	218,980	-	250,000	-	The Buses are delivered and now awaiting for tracking devices to be installed.
Jackie Taylor	41602	Replacement of Market Stalls	50,000	-	-	50,000	-	53,257	53,300	3,300	Market stalls are ordered and delivery is expected in February 2017
Jackie Taylor	41603	Replace of Grass Cut Machinery	40,000	-	-	40,000	-	-	40,000	-	Order has been placed for replacement grass cutting machinery which is due for delivery late February 2017
Jackie Taylor	41620	Wheellie Bins	50,000	-	-	50,000	25,480	12,743	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	10,000	-	30,000	-	Project is underway and expected to be completed by end of this financial year
Jackie Taylor	42032	Allotment Fencing	10,000	-	-	10,000	-	2,420	10,000	-	All Fencing work is expected to be completed by end of this financial year
		Total	781,000	74,600	225,000	1,080,600	386,070	74,386	933,900	(146,700)	
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	-	-	-	(24,500)	Project was delayed due to shortage of staff. Project is expected to start soon and completed by end of the next financial year. This project is being rephased to 2017/18
		Total	-	24,500	-	24,500	-	-	-	(24,500)	

CAPITAL MONITORING REPORT AT 31 DECEMBER 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	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)	The project is on hold. Budget will be rephased or requested to be carried forward to 2017-18.
Heather Morgan	41622	Affordable Housing Opportunity	1,100,000	83,400	-	1,183,400	1,900	-	-	(1,183,400)	Continuing to look for the other opportunities and in touch with Registered Social Landlords Partners. No further expenditure is expected until next financial year relating to Bugle site as decision has been taken to build housing scheme. This project is being rephased to 2017/18
Heather Morgan	42009	LoanToKnowleGreenEstatesLtd	2,986,400	-	-	2,986,400	2,986,230	-	2,986,300	(100)	
Heather Morgan	42011	Replace Council Accommodation	7,000,000	-	-	7,000,000	-	2,821	3,000	(6,997,000)	We are evaluating options for our office accommodation. Related expenditure to relocation of staff to depot has been charged. This project is being rephased to 2017/18
Heather Morgan	42017	Memorial Gardens	90,000	-	-	90,000	85,443	2,926	88,400	(1,600)	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	-	45,000	(20,000)	Planning permission has been granted. Runnymede Borough Council is expected to start the work in January 2017 and completed by end of the financial year
Heather Morgan	42036	Plot 12&13 Towpath Car Park	-	56,200	-	56,200	309	6,442	15,000	(41,200)	Work relating to clearing the site and installing fencing is expected to be completed by end of this financial year
Total			11,297,000	155,300	-	11,452,300	3,073,833	12,190	3,193,300	(8,259,000)	
Cllr Harvey - Leader											
Heather Morgan	42038	Acquisition of Assets	3,013,600	-	509,000,000	512,013,600	408,523,586	6	450,000,000	(62,013,600)	Expected expenditure on number of assets/ sites by end of this financial year
Total			3,013,600	-	509,000,000	512,013,600	408,523,586	6	450,000,000	(62,013,600)	
Cllr Mitchell - Corporate Management											
Helen Dunn	43003	New Software	20,000	-	-	20,000	3,941	2,950	20,000	-	Expenditure on various software enhancements throughout the financial year
Helen Dunn	43608	Other Hardware	20,000	-	-	20,000	11,830	-	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	18,256	-	18,300	(800)	Project is already completed
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	27,154	2,995	30,100	(174,900)	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	177,339	19,945	229,300	(179,300)	
Linda Norman	43505	CRM Solution	-	11,800	-	11,800	12,750	1,615	14,300	2,500	This project has now been completed and overspends will be covered by revenue Budgets within Customer Services
Linda Norman	43510	New Booking System	-	4,900	-	4,900	5,843	600	7,000	2,100	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 and overspends will be covered from Revenue Budget within Customer Services
Total			-	16,700	-	16,700	18,593	2,215	21,300	4,600	
Sandy Muirhead	43503	Agile Working	-	48,200	-	48,200	995	-	20,000	(28,200)	This project is quite wide ranging in terms of moving towards more agile working and involves reviewing current ICT platforms and the setup of trials for the most suitable replacement. It also covers review of change management and training needs for staff, analysing the current working patterns and learning lessons from trials. Plans are moving ahead at looking at better use of space in Knowle Green which then links to the agile working and technology used. The project is progressing but is not expected to be completed in this financial year and balance is being rephased to 2017/18.
Sandy Muirhead	43511	ScannersCorporateEDMS Roll out	36,000	-	-	36,000	-	-	5,000	(31,000)	Project is part of EDMS. Project has been delayed and not expected to be completed by end of this financial year. Some initial consultation costs are expected to be incurred in this financial year. Balance is being rephased to 2017/18
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. Some consultation work is expected to be undertaken in this financial year. The balance is being rephased to 2017/18
Sandy Muirhead	43515	Corporate EDMS Project	63,000	55,300	-	118,300	2,154	-	10,000	(108,300)	Work on Phase II is being undertaken. Currently the full analysis is being undertaken to find out Licence requirement & software set up and costs associated with this are expected to be incurred in this financial year. Project has been delayed and not expected to be completed in this financial year. Balance is being rephased to 2017/18
Total			189,000	103,500	-	292,500	3,149	-	55,000	(237,500)	
Cllr Gething - Enviroment & Compliance											
Keith McGroary	41619	Small Scale Area Regeneration	700,000	-	-	700,000	900	275	80,000	(620,000)	Tendering of the two of the Shopping parades have taken place. Refurbishment work is expected to commence in the next 2 months and cost of £250k with half of the funding (£125k) is expected from Surrey County Council. £80k is expected to be spent in this financial year with match funding of £40k from Surrey County Council. The balance of budget is being rephased to 2017/18. The remaining regeneration of shopping parades is expected to be carried out in the next 3 financial year as this project is to run up to 4 years
Keith McGroary	41621	External Funding CCTV Enhancement	(350,000)	-	-	(350,000)	-	-	(40,000)	310,000	Agreement is now reached with Metropolitan Housing for the siting of an aerial on their property, now awaiting for A2D to confirm their agreement for a similar aerial on their accommodation. Work is expected to start early March and completed by end of June 2017. The balance of the budget is being rephased to 2017/18
Total			350,000	147,000	-	497,000	900	275	90,000	(407,000)	
Total For Other			16,207,500	521,600	509,225,000	525,954,100	412,206,967	135,976	454,616,100	(71,338,000)	#
Total Expenditure			17,143,100	521,600	509,225,000	526,889,700	412,470,643	216,427	455,219,600	(71,670,100)	
Total Funding			(687,700)	-	-	(687,700)	(683,835)	-	(737,035)	(49,335)	
GRAND TOTAL			16,455,400	521,600	509,225,000	526,202,000	411,786,808	216,427	454,482,565	(71,719,435)	

Overview and Scrutiny Committee

28 March 2017



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 Overview and Scrutiny Committee with the net revenue spend figures to the end of December 2016.

- The forecast outturn at net expenditure level is £5.421m against the revised budget of £14.890m; A projected favourable variance of £9.468m...
- After taking into account the use of carry forwards, interest earnings and repayments the net position is approximately £5.302m 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, plus the additional income from the purchase of the BP South West Corner site and Elmbrook House.
- £4m of 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 going to be lower than forecast as a result of the Bridge Street transaction falling through.

2. Options analysis and proposal

2.1 Overview and Scrutiny Committee is 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 National insurance contributions agreed by the Council offset by a small reduction in training expenditure.
- 2.3 Asset Management Administration: £9.248m favourable variance: Rental income of £8.8m received before interest payments plus savings as a result of the delay in Knowle Green relocation offset by costs associated with the Bugle. Net Rental Income of £4.7m from the BP Sunbury site plus Elmbrook House of which £4m to be set aside in reserve at year end.
- 2.4 Legal: £14k 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.

Deputy Leader

- 2.5 Research & Consultation: £13k favourable variance: No planned public or local meeting till the end of the financial year.

Corporate Management

- 2.6 Information and Communications Technology: £37k favourable variance: Vacant post less the partnership costs of covering that post, plus increase in partnership income from Runnymede.
- 2.7 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 which have resulted in significant increase in net income streams.
- 2.8 Committee Services: £6k favourable variance: A member of staff have reduced their hours.

Project Management: £239k favourable variance: Corporate back scanning project is delayed due to resources diverted to asset related projects but mechanism's now in place to take work forward.

Environment & Compliance

- 2.9 Refuse collection: £97k favourable variance: Increased income from Brown Waste bin collections, plus grant funding from Surrey County Council for the Food Waste Collection Service and lower leasing costs for the textile service.
- 2.10 Environment Services Admin: £29k favourable variance: Increased income from the sale of compost bin liners, grant funding received from the County Council, a vacant post and maternity leave.
- 2.11 Car Parks: £63k adverse variance: Vacant posts were covered by temp staff at one stage, but all car park staff are now directly employed by Spelthorne Borough Council 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.
- 2.12 Streetscene Management and Support: £35k favourable variance: Savings due to vacant posts and different ways of working.
- 2.13 Street Cleaning: £60k favourable variance: Increased income from work on elections and salary savings due to alternative ways of working.

- 2.14 Waste Recycling: £105k favourable variance: Reduced gate fees payable offset by a reduction in recycling credit income due to a change in the system.
- 2.15 Parks Strategy: £18k adverse variance: Reduction in various income streams

Housing

- 2.16 Housing needs: £31k adverse variance: Redundancy payment made which will be covered by Business Improvement Reserve plus the use of Temporary staff to cover vacant posts.
- 2.17 Housing Benefit Administration: £59k favourable variance: Vacant part time posts and staff working less hours than budgeted.
- 2.18 Housing Benefit Payments: £326k adverse variance: Overpayments raised are less than budgeted, as the budget was overstated in 2016/17 also there is a slowdown of real time information from the Department of Works and Pensions which has reduced the amount of debts raised. Moving forward this has been adjusted for in the provisional 2017/18 Budget.
- 2.19 Homelessness: £167k favourable variance: Bed and Breakfast usage is lower than anticipated.

Community Wellbeing

- 2.20 Meals on Wheels: £13k adverse variance due to higher staff costs as a result of weekend working.
- 2.21 Span: £49k favourable variance: Increased volume in telecare equipment recharged to Surrey County Council.
- 2.22 Day Centres: £33k adverse variance: Lower income due to lower high needs referrals at the start of the year and increased expenditure on contract cleaning.

Planning and Economic Development

- 2.23 Building Control: £24k favourable variance: Increased activity has resulted in increased income offset by temporary staff costs.
- 2.24 Knowle Green: £54k favourable variance: Increased in year income as a result of termination of the Surrey Police lease. This Income will be treated as a receipt in advance at year end and carried forward.
- 2.25 Planned Maintenance programme: £66k adverse variance: Overspends relate to work on Ashford Cemetery lodge, Knowle Green Window repairs and the resurfacing of Sunbury Walled garden car park.
- 2.26 Planning Policy: £142k favourable variance: Vacant posts and savings on Consultant's fees.
- 2.27 Planning Development Control: £54k adverse variance: Increased spend on consultants fees and a one off cost claim issued against the authority.
- 2.28 Staines on Thames Programme: £118k favourable variance: Riverside project to close with reduced expenditure on the other projects. A carry forward request will be made at the end of the year.
- 2.29 Land Charges: £41k adverse variance: Temporary staff costs to cover a vacant post, settlement of litigation costs incurred in prior years plus reduced income as the housing market is not as buoyant as estimated.

Finance and Customer Services

- 2.30 Unapportionable Central Overheads: £52k adverse variance: Additional Municipal Mutual Insurance Ltd levy paid in respect of local authorities historic liabilities.
- 2.31 Customer Service Management and Support: £43k favourable variance: Savings due to vacant posts offset by higher consultant costs and lower recovery of legal costs recharged.

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

2016/17 Net Revenue Budget Monitoring
As at end of 31 DECEMBER 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	57,149,553	15,353
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	57,037,600	57,134,200	57,149,553	15,353
Less Housing Benefit grant	(31,944,000)	(31,944,000)	(32,284,000)	(340,000)
Less Specific fees and charges income	(10,000,400)	(10,000,400)	(19,144,600)	(9,144,200)
Net Expenditure - broken down as below	15,093,200	15,189,800	5,720,953	(9,468,847)
Leader of the Council	637,700	637,700	727,700	90,000
Deputy Leader	631,700	635,300	624,733	(10,567)
Corporate Management	1,861,400	1,893,900	1,748,600	(145,300)
Housing	1,037,200	1,033,300	1,164,300	131,000
Finance and Customer Service	3,647,100	3,674,600	3,709,800	35,200
Planning and Economic Development	2,556,100	2,606,700	(6,826,800)	(9,433,500)
Environment and Compliance	4,633,900	4,588,700	4,459,800	(128,900)
Community Wellbeing	88,100	119,600	112,820	(6,780)
NET EXPENDITURE AT SERVICE LEVEL	15,093,200	15,189,800	5,720,953	(9,468,847)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	(300,000)	-
Partnership Savings	-	-	-	-
Pay award	132,000	132,000	132,000	-
Efficiencies to offset pay award	(132,000)	(132,000)	(132,000)	-
NET EXPENDITURE	14,793,200	14,889,800	5,420,953	(9,468,847)
NET EXPENDITURE	14,793,200	14,889,800	5,420,953	(9,468,847)
Interest earnings	(1,150,000)	(1,150,000)	(972,000)	178,000
Interest repayments			4,083,944	4,083,944
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	7,802,852	(5,206,903)
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	2,218,252	(5,206,903)
Collection Fund Surplus/(deficit)	(148,029)	(148,029)	(148,029)	-
CHARGE TO COLLECTION FUND	7,180,526	7,277,126	2,070,223	(5,206,903)
2015/16 Revenue carryforward			(95,909)	(95,909)
Net Position				(5,302,812)

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Appendix B			
REVENUE MONITORING 2016/17			
EXPENDITURE AND INCOME SUMMARY 31 DECEMBER 2016			
Results to 31-Dec-16	Budget	Forecast	Variance
	Revised	Outturn	to Revised
	£	£	£
Leader of the Council			
Employees	390,000	397,900	7,900
Other Expenditure	314,400	412,500	98,100
Income	(66,700)	(82,700)	(16,000)
	637,700	727,700	90,000
Deputy Leader			
Employees	180,700	184,300	3,600
Other Expenditure	465,600	490,033	24,433
Income	(11,000)	(49,600)	(38,600)
	635,300	624,733	(10,567)
Corporate Management			
Employees	1,200,500	1,153,000	(47,500)
Other Expenditure	740,900	639,900	(101,000)
Income	(47,500)	(44,300)	3,200
	1,893,900	1,748,600	(145,300)
Housing			
Employees	1,258,500	1,243,100	(15,400)
Other Expenditure	33,252,500	33,611,600	359,100
Housing Benefit grant income	(31,944,000)	(32,284,000)	(340,000)
Income	(1,533,700)	(1,406,400)	127,300
	1,033,300	1,164,300	131,000
Finance and Customer Service			
Employees	3,129,400	3,068,400	(61,000)
Other Expenditure	870,600	981,000	110,400
Income	(325,400)	(339,600)	(14,200)
	3,674,600	3,709,800	35,200
Planning and Economic Development			
Employees	1,657,500	1,591,800	(65,700)
Other Expenditure	2,600,900	2,189,900	(411,000)
Income	(1,651,700)	(10,608,500)	(8,956,800)
	2,606,700	(6,826,800)	(9,433,500)
Environment and Compliance			
Employees	4,027,600	3,927,700	(99,900)
Other Expenditure	4,883,600	5,001,400	117,800
Income	(4,322,500)	(4,469,300)	(146,800)
	4,588,700	4,459,800	(128,900)
Community Wellbeing			
Employees	1,483,900	1,526,000	42,100
Other Expenditure	677,600	731,020	53,420
Income	(2,041,900)	(2,144,200)	(102,300)
	119,600	112,820	(6,780)
NET EXPENDITURE AT SERVICE LEVEL			
	15,189,800	5,720,953	(9,468,847)
Total Employees	13,328,100	13,092,200	(235,900)
Total Other Expenditure	43,806,100	44,057,353	251,253
Housing Benefit grant income	(31,944,000)	(32,284,000)	(340,000)
Total Income	(10,000,400)	(19,144,600)	(9,144,200)
	15,189,800	5,720,953	(9,468,847)
Total Expenditure	57,134,200	57,149,553	15,353
Total Income	(41,944,400)	(51,428,600)	(9,484,200)
Net	15,189,800	5,720,953	(9,468,847)

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Overview and Scrutiny Committee – 28 March 2017

Communications Task Group – Update

The Communications Task Group had its last meeting and finished its work on 9 February 2017.

Councillor Capes, Lead member, reported on the results of the councillor survey the Task Group had undertaken, and next steps.

“During the work of the Task Group we discovered that whilst a number of fellow Councillors seem to encounter questions and requests from residents of their ward that they cannot answer ad hoc on a regular basis, we all seem to have found ways to get the answers and advice we need. Sources for help were tested in the survey with the result that fellow councillors and officers were mentioned most often, but all councillors seemed to get information from the intranet, bulletin and the app as well. Less councillors said they found information by electronic means but feedback to the question in the survey was that face to face training on how to find information was not met with sufficient commitment to justify a team of officers to set it up and run the course.

Instead we agreed on a written summary of all the communication tools available to members, their content and where to find them, together with a list of ‘most important’ contacts within the Council.

As next steps Dawn Morrison will update and format the contact and tool leaflets which will then be shared with all Councillors.

Although not initially part of the remit of the Task Group, it was agreed that a social media training event would be useful and timely for all councillors and this has been arranged for 30 March. We encourage all members to respond to the invite sent out by Committee Services and attend this informative training event.

The Task Group agreed that their work was completed and any remaining tasks would be finalised via email.”

Councillor S. Capes
Communications Task Group Lead member

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Overview and Scrutiny Parks Task Group Closure Report

3 March 2017

Meeting Dates:

7 September 2016

10 November 2016

Topics Discussed:

Procedure for the booking of events in parks and open spaces

Car Parks income

Public Conveniences

Laleham Park

Staines upon Thames Day

Outcomes

Procedure for the booking of events in parks and open spaces

The current procedure for booking events was reviewed by the Task Group and a new application form, criteria and appeals process was developed and has been implemented.

Car Parks income

Officers were asked to provide data on car parks in parks income. This was provided and reviewed by the Task Group. The recommendation was these charges should be looked at annually to explore the possibility of increasing the number of visitors into the park.

Public Conveniences

The Public Toilet Scheme was reviewed and the Chairman was satisfied with the number of businesses that participated.

Laleham Park

It was agreed that a separate Members Group would meet to discuss options for Laleham Park.

Staines upon Thames Day

The Task Group discussed ideas for new events for Staines upon Thames Day. The Chairman put forward exploring an opportunity for Staines Regatta in order to maximise the part of the Thames that flows through the borough. It was agreed that this could be discussed as part of the planning for Staines upon Thames Days in the future.

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Spelthorne Borough Council Cabinet Forward Plan and Key Decisions

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

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

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

Cllr I.T.E. Harvey	Leader of the Council	Cllr.harvey@spelthorne.gov.uk
Cllr A.C. Harman	Deputy Leader	Cllr.harman@spelthorne.gov.uk
Cllr. M.M. Attewell	Community Wellbeing	Cllr.attewell@spelthorne.gov.uk
Cllr C. Barnard	Planning and Economic Development	Cllr.barnard@spelthorne.gov.uk
Cllr N. Gething	Environment and Compliance	Cllr.gething@spelthorne.gov.uk
Cllr A.J. Mitchell	Corporate Management	Cllr.mitchell@spelthorne.gov.uk
Cllr J.M. Pinkerton OBE	Housing	Cllr.pinkertonj@spelthorne.gov.uk
Cllr H.R. Williams	Finance and Customer Services	Cllr.williams@spelthorne.gov.uk

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

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

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

Please direct any enquiries about this Plan to the Principal Committee Manager, Greg Halliwell, at the Council offices on 01784 446267 or e-mail g.halliwell@spelthorne.gov.uk

Published on 17 March

Spelthorne Borough Council

Cabinet Forward Plan and Key Decisions for 11 May 2017 to 27 September 2017

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 22 Mar 2017	Children and Adult Safeguarding Policy	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Lisa Stonehouse, Leisure Services Manager Portfolio Holder for Community and Wellbeing
Cabinet 22 Mar 2017	Development in the Borough (Churchill Hall)	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Part public/part private	Heather Morgan, Group Head - Regeneration and Growth Portfolio Holder for Planning and Economic Development
Cabinet 22 Mar 2017	Fixed Penalty Notices for Fly-Tipping	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services Portfolio Holder for Environment and Compliance
Cabinet 22 Mar 2017	The Food Hygiene Service Plan 2017/18 and the Health and Safety Service Plan 2017/18	Non-Key Decision	Public	Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Environment and Compliance
Cabinet 22 Mar 2017 Council 27 Apr 2017	Spelthorne Pay Award 2017-2018	Non-Key Decision	Public	Angela Tooth Portfolio Holder for Corporate Management
Cabinet 22 Mar 2017 Council 27 Apr 2017	Appointment of Independent Remuneration Panel	Non-Key Decision	Public	Gillian Hobbs, Committee Manager Leader of the Council

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 11 May 2017	Proposed changes to the Council's Allocations Policy and Nominations Agreements for lettings to social housing units	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Lewis Brown Portfolio Holder for Housing
Cabinet 11 May 2017	Acquisition of a site in the Borough	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 21 Jun 2017	Contaminated Land Strategy To agree the Strategy subject to consultation with statutory bodies.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Environment and Compliance
Cabinet 21 Jun 2017	Capital and Revenue Outturn	Non-Key Decision	Public	Adrian Flynn, Principal Accountant Portfolio Holder for Finance and Customer Services
Cabinet 21 Jun 2017	Treasury Management Strategy Annual report	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services

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