

**Roberto Tambini
Chief Executive**

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Our Ref:
Date:- **3 September 2009**

NOTICE OF MEETING:

CABINET

DATE: TUESDAY 15 SEPTEMBER 2009

TIME: 5.00 p.m.

PLACE: GODDARD ROOM, COUNCIL OFFICES, KNOWLE GREEN, STAINES

[Refreshments for Members are available from 4.30pm in the Members' Room.]

TO: THE MEMBERS OF THE CABINET:-

Members of the Cabinet	Cabinet Member Areas of Responsibility
J.D. Packman [Chairman]	Leader of the Council
R.A. Smith-Ainsley [Vice-Chairman]	Planning and Housing
F. Ayers	Community Safety
S. Bhadye	Health and Independent Living
C.A. Davis	Regeneration
G.E. Forsbrey	Environment
Mrs. D.L. Grant	Young People and Cultural Services
A.P. Hirst	Communications and Engagement
Mrs. V.J. Leighton	Corporate Services

EMERGENCY PROCEDURE [THE LIFT MUST NOT BE USED]

In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the green adjacent to Broome Lodge. Members of the public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises.

[PLEASE NOTE THAT THIS AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST TO RICHARD POWELL ON TEL: 01784 446240]

IMPORTANT PUBLIC NOTICE

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (e.g. mobile telephones, Blackberries, XDA's etc.) in meetings can:

- Interfere with the Public Address and Induction Loop systems;
- Distract other people at the meeting;
- Interrupt presentations and debates;
- Mean that you miss a key part of a decision taken.

PLEASE:

Either switch off your mobile telephone etc. **OR** switch off its wireless/transmitter connection and sound for the duration of the meeting.

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER.

1 APOLOGIES FOR ABSENCE

To note that apologies have been received from Councillor G.E. Forsbrey and to receive any other apologies for non-attendance.

2 MINUTES – 21 JULY 2009 - (pages 1 to 4)

To confirm the Minutes of the Meeting held on 21 July 2009.

3 DISCLOSURES OF INTEREST

To receive any disclosures of interest from Members in accordance with the Council's Code of Conduct for Members.

4 RECOMMENDATIONS FROM THE PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE HELD ON 8 SEPTEMBER 2009 (To Follow)

To consider, if **any**, the recommendations from the Performance Management and Review Committee meeting held on 8 September 2009.

5 MANAGEMENT TEAM REPORTS

To consider the reports of the Deputy Chief Executive [DCX], the Assistant Chief Executives [ACX] and the Chief Finance Officer [CFO] on the following items:-

- (a) Petition Objecting to Stopping of Grass Cutting in Sykes Drive, Staines - Referred from Council on 23 July 2009 [DCX]
(page 5) [Cabinet Member – Councillor Mrs. Grant]
- (b) Garden Waste Scheme Extension and Alterations [ACX]
(pages 6 to 12) [Cabinet Member – Councillor Forsbrey]
[Note: pages 13 to 17 have been withdrawn.]
- (c) Housing Strategy 2009-2014 – Key Decision [DCX]
(pages 18 to 33) [Cabinet Member – Councillor Smith-Ainsley]
- (d) Report Seeking Approval for Capital Funding a Salix Project [ACX]
(pages 34 to 41) [Cabinet Member – Councillor Forsbrey]
- (e) Emergency Response Plan Revision – Key Decision [ACX]
(pages 42 to 46) [Cabinet Member – Councillor Forsbrey]
- (f) Customer Service Strategy – 2009 to 2012 [ACX]
(pages 47 to 60) [Cabinet Member – Councillor Mrs. Leighton]
- (g) Delivery of Savings built into 2009-2010 Revenue Budget – Key Decision [CFO]
(pages 61 to 66) [Cabinet Member – Councillor Mrs. Leighton]
- (h) 2009-2010 - Revenue Monitoring Report [CFO]
(pages 67 to 101) [Cabinet Member – Councillor Mrs. Leighton]
- (i) 2009-2010 - Capital Monitoring Report [CFO]
(pages 102 to 109) [Cabinet Member – Councillor Mrs. Leighton]

6 THE CABINET FORWARD PLAN (pages 110 to 115)

To note the updated version of the Council's Cabinet Forward Plan for the period from 1st September 2009 to 31st August 2010.

7 ISSUES FOR FUTURE MEETINGS

Members are requested to identify any issues to be considered at future meetings.

8 URGENT ITEMS

To consider any items which the Chairman considers are urgent.

MINUTES OF THE CABINET

21 JULY 2009

PRESENT:

Councillor J.D. Packman (Leader of the Council, Chairman of the Cabinet, and Cabinet Member - Leader of the Council);
Councillor R.A. Smith-Ainsley (Deputy Leader of the Council, Vice-Chairman of the Cabinet, and Cabinet Member for Planning and Housing);
Councillor F. Ayers (Cabinet Member for Community Safety);
Councillor G.E. Forsbrey (Cabinet Member for Environment);
Councillor Mrs. D.L. Grant (Cabinet Member for Young People and Cultural Services);
Councillor A.P. Hirst (Cabinet Member for Communications and Engagement); and
Councillor Mrs. V.J. Leighton (Cabinet Member for Health and Independent Living).

Apologies: Councillors M.L. Bouquet and C.A. Davis.

In Attendance: Councillor S. Bhadye.

1487. MINUTES

The Minutes of the Meeting held on 16 June 2009 were confirmed as correct record.

1488. SPELTHORNE YOUTH COUNCIL MINUTES – 9 JUNE 2009

The Cabinet discussed the Minutes of the Spelthorne Youth Council meeting held on 9 June 2009.

Members noted that the Spelthorne Youth Council were making representations to the Surrey Police for a change in the rules of the Spelthorne's Got Talent competition to widen the entry categories beyond Alcohol Abuse and Drugs Abuse.

RESOLVED to note the contents of the minutes of the Spelthorne Youth Council meeting held on 9 June 2009.

1489. ASSISTED PLAY SCHEME VOUCHERS

The Cabinet considered a report on the Assisted Play Scheme Vouchers scheme.

The options considered were in the main body of the report.

RESOLVED to agree the funding of £8000 for the 2009 scheme and to allocate the remaining £10,226 in the lottery fund for the 2010 scheme.

1490. GYPSY AND TRAVELLER SOUTH EAST PLAN PARTIAL REVIEW GOSE CONSULTATION

The Cabinet considered a report on the Gypsy and Traveller South East Plan Partial Review GOSE Consultation.

CABINET – 21 JULY 2009

The options considered were in the main body of the report.

RESOLVED to endorse the Council's formal response to the GOSE Consultation which is:

1. To oppose option D.
2. To support the principle of wider and fairer redistribution through option C.
3. To oppose the assessment of transit sites provision at a local level.

1491. REFURBISHMENT OF THE BRIDGE OVER THE RIVER COLNE

The Cabinet considered a report on the Refurbishment of the Bridge Over the River Colne.

The options considered were in the main body of the report.

RESOLVED:

1. To authorise the Officers to proceed with the options recommended under item 4 - Proposals within the main report of the Assistant Chief Executive.
2. To authorise the additional funding for the repairs as detailed under item 6 – Financial Implications within the main report of the Assistant Chief Executive, subject to other alternate sources of funding being fully investigated.

1492. *AMENDMENTS TO THE COUNCIL'S SCHEME OF DELEGATION

The Cabinet considered a report on proposed amendments to the Council's Scheme of Delegation to allow the Head of Environmental Health and Building Control to enforce the recent changes made to the Official Feed and Food Control (England) Regulations legislation, to take prosecutions under the Health and Safety at Work Etc. Act 1974 and to enforce the Working Time Regulations 1998 (as amended).

The options considered were in the main body of the report.

RESOLVED TO RECOMMEND that the Council approve the proposed new Officer Delegations, as set out in the report of the Assistant Chief Executive, and authorise the necessary amendments to the Council's Constitution, as follows:

Proposed Officer Delegations:-

(a) Amended Officer Delegation 8.21.

Function: To enforce the recent changes made to the Official Feed and Food Control (England) Regulations legislation.

Authorised Officer: Head of Environmental Health and Building Control.

(b) Amended Officer Delegation 8.33.

CABINET – 21 JULY 2009

Function: To carry out the full range of functions under the Health and Safety at Work etc. Act 1974.

Authorised Officer: Head of Environmental Health and Building Control.

(c) **New Officer Delegation 8.34.**

Function: To exercise the Council's functions under the Working Time Regulations 1998 (as amended).

Authorised Officer: Head of Environmental Health and Building Control.

1493. GAMBLING ACT 2005 – DRAFT STATEMENT OF GAMBLING POLICY 2010-2013

The Cabinet considered a report on the Gambling Act 2005 – Draft Statement of Gambling Policy 2010-2013.

The options considered were in the main body of the report.

RESOLVED to approve the revised draft Statement of Gambling Policy 2010 – 2013 for public consultation, in accordance with the timetable specified in the report of the Assistant Chief Executive.

1494. ASSET MANAGEMENT PLAN

The Cabinet considered a report on the Asset Management Plan.

The options considered were in the main body of the report.

RESOLVED to approve and adopt the draft Asset Management Plan, as attached as an Appendix to the report of the Assistant Chief Executive, subject to the amendments agreed by the Cabinet, in particular those to pages 9, 15, 25, 26, 27 and 31 of the Plan. The key change to the wording on page 31 of the Plan would now read "Assistant Chief Executive and Chief Finance Officer - Delegated responsibility for property matters up to £10,000, with the approval of the Cabinet Member responsible for assets and the Leader of the Council."

1495. THE CABINET FORWARD PLAN

RESOLVED:

1. To note the updated version of the Council's Cabinet Forward Plan for the period from 1st July 2009 to 30th June 2010.
2. That reports be submitted to the Cabinet on 15 September 2009 by the Deputy Chief Executive or relevant Assistant Chief Executive on (a) an update on the Council's Emergency Plan and (b) an update on Climate Change Measures.

1496. ISSUES FOR FUTURE MEETINGS

RESOLVED that a report be submitted to the Cabinet on 15 September 2009 by the relevant Assistant Chief Executive on the Reinstatement of the Spelthorne Lottery.

CABINET – 21 JULY 2009

NOTES:-

- (1) **Members of the Improvement and Development and Performance Management and Review Committees are reminded that under Overview and Scrutiny Procedure Rule 16.2 in the Council's Constitution, 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 Improvement and Development and Performance Management and Review Committees 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 three 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 either the Improvement and Development or the Performance Management and Review Committee are able to "call in" a decision which falls within the functions of their own particular Committee;**
- (4) **To avoid delay in considering an item "called in", an extraordinary meeting of the relevant 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 an 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 their 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 three working days "for call in" by Members of the Improvement and Development and Performance Management and Review Committees in relation to the above decisions by the Cabinet is the close of business on TUESDAY – 28 JULY 2009.**

PETITION OBJECTING TO STOPPING OF GRASS CUTTING IN SYKES DRIVE, STAINES - REFERRED FROM COUNCIL ON 23 JULY 2009

Resolution Required

Report of the Deputy Chief Executive

Executive Summary

How does the content of this report improve the quality of life of Borough Residents

The Council actively promotes public participation in its activities, in particular at Council meetings. Any member of the public, who is a Spelthorne elector, may present a petition and speak to it at a normal Council meeting providing it relates to a matter in which the Council has powers or duties or which affects the Borough.

Purpose of Report

This report deals with the petition from Mrs. Helena Weston of 9 Millers Close, Priory Green, Staines objecting to the decision to stop grass cutting in Sykes Drive, Staines which was referred to the Cabinet by the Council on 23 July 2009.

Key Issues

The Council on 23 July 2009 resolved that the petition from Mrs. Weston be referred to the Cabinet for consideration and a response.

The frequency and amount of grass cutting that now takes place within the Borough [including that in Sykes Drive, Staines] was reviewed and agreed by the former Executive on 20 January 2009, as part of the setting of the specifications for the operation of the new Grounds Maintenance Contract.

Corporate Priorities

Value for Money, Community Engagement and Effective Communications

Officer Recommendations

The Cabinet is asked to agree that Mrs. Helena Weston be advised that the decision to stop grass cutting in Sykes Drive, Staines will be reviewed as part of the review of Grass Cutting within the Borough, to be reported to Performance Management and Review Committee on 1 December 2009 and then to the Cabinet at its meeting on 19 January 2010.

**Contact: Nigel Lynn, Deputy Chief Executive (01784) 446300
Cabinet Member: Councillor Mrs. Denise Grant**

**GARDEN WASTE SCHEME EXTENSION AND ALTERATIONS -
KEY DECISION
Resolution Required**

Report of the Assistant Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Provision of increased availability of the garden waste collection service to more residents, publicising the availability of assisted collections for elderly or disabled residents who are unable to move their bins, and offering the option of additional bins for new and existing customers.

Purpose of Report

To seek confirmation from Cabinet that the existing garden waste scheme be extended and improved by starting a second collection round increasing the availability to more residents

Key Issues

- Extending the provision of the garden waste scheme
- Agreement to purchase 4000 brown garden waste wheelie bins from our preferred supplier Schafer, waiving contract standing orders to enable this to happen
- Lack of flexibility has led to concern from some residents and this needs to be addressed
- 3500 residents need to sign up to an extension of the scheme to break-even, requiring the spot-hiring of an additional refuse vehicle and the creation of three new staff posts
- Requires an extensive marketing campaign

Financial Implications

Extension of service – purchase and delivery of bins (up to £110,000), spot-hire of a vehicle (in the short term) and creation of three staff posts (~£135,000 per annum).

At this year's price of £35 per bin there is an anticipated annual income of £140,000 at capacity of 4000 additional residents on the extended scheme.

Proposed increase to **£45.00** for next financial year with a discounted rate of £40 for early-bird sign up before the end of January (***and with the price held for two years at £40.00 per annum if sign up before the 31 January 2010***).

Communications and marketing.

Corporate Priority

Environment

Officer Recommendations

The Cabinet is asked to proceed with Option 2 to extend the current scheme, to waive Standing Orders to allow the order for new bins to be placed directly with our current supplier, to authorise the financial implications and approve a supplementary capital estimate for 2009-10 of £110,000.

**Contact: Bob Coe, Assistant Chief Executive, 01784 446257
Cabinet member: Councillor Gerry Forsbrey**

MAIN REPORT

1. BACKGROUND

- 1.1 The garden waste scheme was changed in Spring 2009 to a prepaid wheelie bin service. The previous scheme was available to all residents through purchasing bags and leaving them out for collection on scheduled days
- 1.2 However, the previous scheme was not efficient as it involved a refuse vehicle plus 3 collection operatives touring the Borough picking up bags where they could be seen. In March 2009 the new Garden Waste scheme was implemented. The service included the provision of wheelie bins and bags (in circumstances where it was impossible for a bin – this was assessed by the Streetscene team; there are currently 47 residents that have been issued and use the 90 litre bag).
- 1.3 The annual subscription to the service for a bin for the first year was £35. The new garden waste collection service is more efficient and better value for money however currently the service is now only available to 10% of properties
- 1.4 The new service has resulted in a significant increase in tonnages (approximately 1.6 times) compared to the same time last year. This also has an important impact on our recycling targets and for this first quarter, due largely to the increase garden waste are up to 37%.
- 1.5 Government targets require us to reach 40% by 2010 and the extension of this service will be a large step toward this goal.
- 1.6 It is therefore proposed to strengthen the service to build on this success.

2. KEY ISSUES

- 2.1 The proposed extension of the garden waste scheme is to address the daily increasing numbers of residents on the Expression of Interest list which is currently in excess of **1200**, and those that were unable to access the scheme in the first phase.
- 2.2 It is proposed that an extension of the garden waste scheme will build on the success of the first phase of this scheme and provide a significant increase in our garden waste tonnages. This diverts waste from landfill and generates increased revenue through the recycling claim credit – an additional £9,000 compared to the same time last year, totalling £22,500 for quarter 1. The majority of the recycling claim credit is used to cover gate fees.
- 2.3 For **2010/11** the recycling claim credit amount is likely to be £49.30 for every tonne recycled. The gate fee is likely to be £40.50 per tonne. It is predicted that the proposed extension to the service will generate approximately an additional £16,000 a year (at full capacity)
- 2.4 The brown wheelie bins will be purchased from the same manufacturer as the AWC bins (Shaefer), simplifying and speeding up our procurement process. Purchasing from our existing supplier will ensure that bin colour, shape and overall size remain the same as all other 240l bins along with the corporate artwork agreed for both the AWC and garden waste roll out. Additionally all durability, noise & safety aspects have already been checked and are proven to ensure that they conform to British Standards. The Cabinet are asked to waive Standing Orders to allow this to happen.

- 2.5 At the current cost of £35 a bin, the extension of the service, as proposed, requires 4000 residents to sign up in order for it to be cost-effective.
- 2.6 It is proposed to increase the annual charge for one bin to **£45.00** and incentivise early sign-up by charging £40 if residents sign-up before the end of January 2010 **and freezing the price at £40.00 per annum for two years for those that sign up before 31 January 2010. This will lower** the estimated breakeven point per round to between 2,972 and 3,143 residents depending on the level of early sign up discounts.
- 2.7 The proposed extension of the service will require the spot-hiring of an additional refuse vehicle and the creation of three new staff posts.
- 2.8 In the extension of the scheme we will investigate residents being able to sign up and pay online to offer more flexible payment options.
- 2.9 Currently there are no measures in place for residents that used the previous scheme intermittently or those without access to the community recycling centre at Charlton Lane. These people are largely elderly or vulnerable people. Improved marketing of the bag provision and assisted collection service should minimise these problems.
- 2.10 As with the existing service bags will be offered for those properties that it is impossible to accommodate another wheelie bin. The Health and Safety implications of lifting and handling large numbers of bags restrict Streetscene from being able to offer more freely.
- 2.11 There are currently 47 residents with 90 litre bags in the first phase, it is likely in the proposed extension the demand for bags will also be minimal.
- 2.12 The extension will require an extensive marketing campaign, details of the proposed communication plan can be found in ([Appendix 1](#)). From experiences in other Boroughs take up of the second phase should be achieved.

3. OPTIONS ANALYSIS

- 3.1 Option one is to do nothing leaving a large number of our residents dissatisfied and not increasing our recycling and composting rates.
- 3.2 Option two is to extend the scheme by a maximum of 4000 properties requiring the spot-hiring of an additional refuse vehicle and an additional three staff posts commence a second round.
- 3.3 The proposed extension to the scheme will continue to offer bags in situations where it is impossible to store a bin. Further promotion and flexibility of the bag alternative and assisted collection service will address some of the needs of elderly and/or disabled residents.
- 3.4 At the current price of £35 the extension of the service requires a minimum of 3550 residents per round to sign up in order for it to be cost-effective. If the cost per bin was increased to £40 (for the early-bird sign-up **and if sign up for two years, the price would be held at £40**) and **£45.00** for people that sign up after the end of January **2010** the breakeven point would be lower.

4. PROPOSALS

- 4.1 In order to increase the scheme to additional 4000 properties it is necessary to **spot-hire** an additional refuse vehicle, create three new staff posts, and purchase 4000 specifically designed and chipped 240l capacity brown wheelie

bins, to match existing. These bins would be offered to those that sign up before the end of January 2010 for £40 and for those that sign up after **£45.00**.

- 4.2 The wheelie bins are purchased from the same manufacturer as the in the first phase of the scheme.
- 4.3 In the new communication program assisted collection for garden waste and the provision for residents unable to store a wheelie bin will be heavily publicised.
- 4.4 Charging options are being investigated to ensure easier methods such as online payments.
- 4.5 The extension would operate under the same timetable as the existing garden waste collection – fortnightly collections for 10 months of the year, February through to November
- 4.6 The option of second or additional bins was not resolved in this first phase; it is proposed that additional bins or bags should be charged at the same rate as the first e.g. 2 bins would cost £80/**£90** (early sign-up dependant) to new and existing customers.
- 4.7 By improving and increasing our service we will increase customer satisfaction and our recycling and composting rates and enable us to effectively increase the amount of waste we are diverting from landfill.
- 4.8 Doing nothing could frustrate our residents and limit the capacity for us to increase our recycling tonnages.
- 4.9 It is recommended that we extend this service in **February** 2010 and make it available to an additional 4000 properties.

5. BENEFITS AND SUSTAINABILITY

- 5.1 Increased recycling tonnages and diverting waste from landfill improves the environment and generates income and reduces the amount charged of landfill tax.
- 5.2 The proposed extension is inherently sustainable as it is beneficial to the environment, increases income through recycling claim credit and improves the lives of our residents.

6. FINANCIAL IMPLICATIONS

- 6.1 The extension of the garden waste scheme will require the creation of three new staff posts and the spot-hiring of an additional refuse vehicle, approximately **£135,000** per annum. Charging £35 a bin for the year's service would produce an income of £140,000 from 4000 bins. There are real risks in operating a service that would break even only when operating near to full capacity
- 6.2 In addition we would require an initial capital outlay for 4000 wheelie bins at a cost of £80,000 with delivery costs up to £30,000.
- 6.3 By increasing the cost of the service to £40 **for those people signing up early** we will reach our break-even point with 3100 residents per round.
- 6.4 Details of likely recycling income are given in section 2 above.
- 6.5 The costs of the communication campaign (approximately £8000) will be sourced from the existing Recycling Marketing budget.

- 6.6 There are additional resource costs associated with raising annual invoices to ensure users of the service pay for the service, these have been estimated at approximately £3,000 per annum.
- 6.7 The table below summarises how the level of take up will impact on the net cost. Table shows combined figures for two rounds (i.e. existing round and new round) **with an assumed charge of £40.00 per bin, per annum.**

	5,500	6,000	Break-even 6,285	6,500	7,000	7,500	8,000
Average number per round	2,750	3,000	3,143	3,250	3,500	3,750	4,000
	£	£	£	£	£	£	£
Revenue	273,000	273,000	273,000	273,000	273,000	273,000	273,000
Cost of collection	(220,000)	(240,000)	(251,400)	(260,000)	(280,000)	(300,000)	(320,000)
Bin rental income	(18,900)	(20,600)	(21,600)	(22,300)	(24,000)	(25,700)	(27,500)
Recycling credits income							
Net deficit/(surplus)	34,100	12,400	0	(9,300)	(31,000)	(52,700)	(74,500)
Number of years to reover the capital cost of bins (purchase and delivery)				21.5	6.5	3.8	2.7

Notes:

Assumed bin price £40 per annum

Revenue cost assumes 2 rounds each at running cost of £135k per annum and additionally £3k per annum invoicing cost.

- 6.8 It can be seen from above that if we were to increase total households on the two rounds up to 6,500 then we make a small revenue surplus (although this does not take account of £110k upfront capital cost). Precise breakeven at £40 is 6,285 properties (3,143 per round). If the bin price remained at £35 we would need to increase the combined number of households to over 7,100 i.e. more than 3,550 per round in order to break even.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 The purchase cost of the bins, and the spot hire cost of the additional refuse vehicle are both contracts in excess of £75,000. The contract standing orders would require an open tender with public advertisement of both opportunities with the short list of tenderers selected by Cabinet.
- 7.2 It is possible to waive contract standing orders where the Assistant Chief Executive and Chief Financial Officer are satisfied that the application of contract standing orders would not be practicable, would not ensure genuine competition or would not achieve Best Value for the Council.
- 7.3 In this instance with regards to the purchase of the bins, then for reasons of practicability outlined in paragraph 2.4, it is considered appropriate to waive standing orders and purchase directly from our existing supplier.
- 7.4 With regards to the vehicle, it is considered this spot hire will give the flexibility necessary for the start of the new scheme and will allow consideration if including this vehicle in the larger contract for supply of vehicles when our current contract expires in Autumn 2010. Again for reasons of practicability the waiving of standing orders is recommended.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 If we are unsuccessful in signing up an additional 4,000 residents (at the current price) there is a risk that the income generated will be low - leading to a longer breakeven point. This will be mitigated by a major communication campaign to raise awareness (see **(Appendix 1)** for communication plan details). By increasing the cost of the service to **£45.00** per bin the breakeven point per round of the scheme will be lowered to under 3000 properties. (But if most people opt for the early-bird discount of £40 then the break even point rises to nearly 3150.)
- 8.2 Offering an early-bird price of £40 should reduce the amount of late sign-on and after the end of January 2010, the price would increase to **£45.00** for the year. ***To mitigate the impact of the cost increases, those people signing up early and for two years would pay £40.***
- 8.3 Increasing and improving the flexibility of methods of payments is being investigated to ensure the charging methods will be made easier enabling online, and more forms of payment.
- 8.4 Additional bags and bins will be available at the same cost as the original e.g. two bins will cost £80/**£90** (early sign-up dependant)
- 8.5 There is a risk that if we do not reach breakeven point the second round will not be cost effective and could have revenue implications for future years. This will be mitigated with the marketing campaign.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 After acceptance by Cabinet, the communication plan will be implemented and rolled out.
- 9.2 Bins will be ordered and delivery arrangements made.
- 9.3 Re-routing of the existing rounds will need to commence early in the New Year.
- 9.4 Wheelie bins distributed Feb-Mar 2010.

Report Author: Lucy McSherry, Sustainability and Waste Officer, 01784 444279

Background Papers:

Proposed Communication plan for the extension to the scheme

HOUSING STRATEGY 2009-2014 – KEY DECISION

Recommendation Required

Report of the Deputy Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

The four priorities of the proposed new Housing Strategy will enhance the quality of life of local people through the provision of affordable homes; a wider choice of where they want to live; a greater emphasis on the prevention of homelessness; and measures to eradicate fuel poverty and improve housing in the private sector.

Purpose of Report

To present the four priorities of the new Housing Strategy (2009-2014) and the Action Plan for approval.

Key Issues

- The provision of affordable homes to meet current housing needs.
- The introduction of a choice-based lettings scheme (CBL) covering Spelthorne, Elmbridge and Runnymede boroughs.
- Aiming to prevent homelessness.
- 'Decent' homes and independent living in the private sector.

Financial Implications

- Each relevant department has already costed its proposals for the year 2009-2010.
- Any new funding implications for the current financial year will have to be absorbed by existing budgets.

Corporate Priority 4. Housing, which supports other priorities, including Independent Living.

Officer Recommendations

1. **The Cabinet is asked to note that the Improvement and Development Committee on 3 September 2009 resolved to recommend that the Cabinet adopt the four priorities for the new Housing Strategy 2009-2014 and the Action Plans as set out in this report by the Deputy Chief Executive and in the Appendix A to this report**
2. **The Cabinet is asked to recommend the Council to adopt the four priorities for the new Housing Strategy (2009-2014) and the Action Plans at [Appendix A](#) to this report.**

**Contact: Nigel Lynn, Deputy Chief Executive (01784) 446300
Cabinet member: Councillor Richard Smith-Ainsley**

MAIN REPORT

1. BACKGROUND

- 1.1 The lifespan of the current housing strategy came to an end in July 2009.
- 1.2 In anticipation of that time, officers met and reviewed the objectives outstanding from the existing housing strategy and the key issues in relation to housing in Spelthorne.
- 1.3 Officers proposed to the Members' housing strategy task group, for their consideration, the four priorities contained in this report.
- 1.4 These are national Government priorities which also accord with Spelthorne's own housing priorities.
- 1.5 The task group met four times in July and officers presented the key issues arising out of the four priorities.
- 1.6 The fourth meeting finalised the proposed priorities and the action plans, and Members agreed to recommend these to the Improvement & Development Committee on 24 August 2009.

2. KEY ISSUES

The following four priorities arose out of discussions within the Strategic Housing Group and as the outcome of the members' task group.

- 2.1 **Priority 1: To ensure the provision of affordable housing in Spelthorne to meet a range of local needs through a mix of property types, sizes and tenures.**
- 2.2 Demand for more affordable housing in Spelthorne continues to grow, especially from people who still cannot afford to buy on the open market (an increase of 100 applicants since April 2009).
- 2.3 A particular need for family-size accommodation, especially three bed dwellings, has been identified and is a high priority (600 households currently on the housing register).
- 2.4 ***The Government's new delivery agency, Homes and Communities Agency (HCA), is currently reviewing the benchmarks for high quality urban design, including any space standards for new homes funded by the public sector; but at the moment there are no prescribed measurements for room sizes that local authorities could apply to new developments, apart from those which relate to extra care housing for older people.***
- 2.5 ***However, housing associations generally have their own minimum space standards which they apply to new developments.***
- 2.6 ***The 'Code for Sustainable Homes' and 'Lifetime Homes' are more about the quality of the accommodation and its adaptability for disabled use in the longer-term rather than specifying standards for room sizes.***
- 2.7 ***The Government has no existing policy on the application of dwelling space standards for private sector homes.***
- 2.8 In view of the number of people on the Council's housing register (2835 applicants at 1 July 2009), the new Housing Strategy will also consider larger

new developments in terms of the number of people to be housed rather than just the number of dwellings on any one site.

2.9 Priority 2: To implement a choice-based lettings scheme in partnership with Elmbridge and Runnymede Borough Councils.

2.10 Choice-Based lettings (CBL) is a new way of allocating social housing, based on a Banding system rather than points.

2.11 There are five Bands A B C D and E, those with the highest need going into A and those with low or no need going into E.

2.12 Clients 'bid' for a property on the basis of the particular Band they are in.

2.13 Members agreed in 2006 to the possibility of CBL for Spelthorne following the Government's requirement for all local authorities to have introduced a wider choice of housing for their applicants by 2010.

2.14 Priority 3: To improve the housing options service to clients through aiming to prevent homelessness.

2.15 The emphasis of the housing service is very much on prevention through giving clients information and advice on the housing options open to them.

2.16 From January to July 2009, there were no households accepted as homeless. The Government target to reduce the 2004 figure (Spelthorne had 110 acceptances) to 50% by December 2010 was achieved in 2008.

2.17 On 23 July 2009, just seven households had been in temporary accommodation for approximately eighteen months. This represents a drop of one hundred and twelve from the figure at the end of 2006.

2.18 There has been an increase in the number of Spelthorne homeowners experiencing financial difficulties because of the economic downturn. Thirty-three households, at risk of repossession, have approached the Council since January 2009.

2.19 When appropriate, the housing options service is implementing the Government's Mortgage Rescue Scheme (MRS) to help people at risk of repossession to remain in their own homes.

2.20 Priority 4: To address the issues of 'decent' homes, independent living, and the availability of suitable properties in the private rented sector.

2.21 Decent housing is important to people's health and wellbeing. The definition of a 'decent' home is one which (a). is in a reasonable state of repair; (b). has reasonably modern facilities; and (c). provides a reasonable degree of thermal comfort.

2.22 The Government's Decent Homes Target Implementation Plan aims to have 70% of vulnerable households in the private sector in decent homes by 2010 and 75% by 2020.

2.23 It is estimated that about 14% of homes in the Borough have faults that represent an unacceptable risk to the health and safety of their occupants and visitors, and therefore would not meet the Decent Homes standard. One of the main contributory factors is due to excess cold and damp.

- 2.24 The Council has a capital budget of £215,000 to provide grants to vulnerable households and landlords to bring their homes up to the Decent Homes Standard.
- 2.25 The Council provides Disabled Facilities Grants (DFGs) enabling approximately 60 residents each year to remain independently in their own homes.
- 2.26 Spelthorne's ageing population and the impact of the economic downturn on private pension investments will mean increased pressure on the DFG budget in future years.
- 2.27 The demand for privately rented homes is predicted to increase and is likely to do so at least until 2021.
- 2.28 This priority will also cover the Stanwell New Start regeneration project which will replace unsuitable social housing with a mix of social and owner-occupied dwellings and extra care housing.

3. OPTIONS ANALYSIS

- 3.1 There are three possible options:
- To accept or reject the proposed new housing strategy.
 - To accept or reject the proposed priorities of the new housing strategy.
 - To identify additional or alternative priorities.

4. PROPOSALS

- 4.1 That the four priorities contained in the proposed new Housing Strategy (2009-14) and detailed in this report are accepted and approved.
- 4.2 That the Action Plans attached as **Appendix A** are accepted and approved.

5. BENEFITS AND SUSTAINABILITY

- 5.1 If agreed and implemented, it is expected that the four priorities of the proposed new Housing Strategy will bring real benefits to residents of the Borough.
- 5.2 Fewer households will be accepted as homeless due to the greater emphasis on prevention. Social tenants will have more choice in where they want to live, and the properties of the more vulnerable residents in both the owner-occupied and private rented sectors will be improved either through the eradication of fuel poverty, improvements to their housing conditions, or the installation of disabled adaptations.
- 5.3 The objectives of the four priorities are achievable only within the constraints of limited financial and human resources.
- 5.4 For example, the cost of dealing with those parts of the Borough's housing stock requiring urgent repairs is estimated at £6.5 million.
- 5.5 The Council receives a capital budget of £215,000 annually from central Government.

6. FINANCIAL IMPLICATIONS

- 6.1 The relevant departments had already costed their proposals for the year 2009-2010 before the introduction of this new strategy, so achieving the objectives of the strategy between September 2009 and March 2010 will have to be resourced from existing budgets.
- 6.2 Any aspects of the four priorities which have budgetary implications beyond March 2010 will need to be looked at through the normal budgetary process.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 The Borough's Community Plan 2005-15 (updated 2008), aims to enhance the quality of life of local people through actions to improve the economic, social and environmental well-being of the Borough.
- 7.2 The Council's Corporate Plan has housing as one of its corporate priorities.
- 7.3 As the practical embodiment of the Council's strategic housing role, the new Housing Strategy also contributes to this aim through the achievement of its four key priorities.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 The main risks in pursuing the achievement of the four priorities are the limitations of the financial and human resources, and factors external to the Council's work such as the current economic downturn.
- 8.2 Any such risks will be mitigated through the Strategic Housing Group (SHG) monitoring the action plan on a monthly basis.
- 8.3 SHG's role is to oversee the Council's strategic housing role and consists of the Deputy CEO, the Assistant CEO overseeing housing, Head of Planning & Housing Strategy, Joint Heads of Housing Benefit & Housing Options, Head of Environmental Health & Building Control, the Development Officer, the Housing Strategy Officer and the Environmental Health Manager.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The remainder of the process for finalising the Housing Strategy is as follows:
 - 3 September 2009 - **Improvement and Development Committee**
 - 7 September 2009 - **Cabinet Briefing**
 - 15 September 2009 - **Cabinet**
 - 21 September 2009 - **Spelthorne Together Assembly** (presentation)
 - 29 October 2009 - **Council**

Report Author: Greg Halliwell, Housing Strategy Officer (01784) 446254

**Background Papers:
Housing Strategy Action Plans (Appendix A)**

REPORT SEEKING APPROVAL FOR CAPITAL FUNDING A SALIX PROJECT

**Report of the Assistant Chief Executive
Resolution Required**

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

As a local authority we have an important role to play in helping to deliver Government climate change targets. We must be seen to be making improvements to how we manage our own energy use (and associated costs) and set an example to the community we are seeking to influence

Purpose of Report

To seek approval for capital provision to be made available as the Spelthorne contribution for a Salix project and to update on success made in savings on previous Salix projects

Key Issues

Salix requires Spelthorne to match fund their contribution. Salix funding will be withdrawn if not spent before March 2010. The council would therefore not be seen to be meeting their obligations as part of the climate change strategy if these projects were cancelled.

Financial Implications

Request to approve supplementary £46k capital provision for 2009-10 for the Tothill Energy Efficient Lighting project, Spelthorne Borough Council will fund 50% or £23k of the cost with Salix funding the other 50%.

Estimated at current anticipated energy prices to generate an annual saving of £10k per annum providing a payback to the Council in just over 2 years (net of Salix grant).

Corporate Priority Environment, Sustainable financial future

Officer Recommendations

The Cabinet is asked to agree £46k capital provision for 2009-2010.

The Officer recommendation is to proceed with the Salix funded projects at Tothill Multi storey Car Park.

Contacts: Terry Collier, Assistant Chief Executive, Tel: 01784 4462969

Bob Coe, Assistant Chief Executive, Tel: 01784 446257

Cabinet member: Councillor Gerry Forsbrey

MAIN REPORT

1. BACKGROUND

- 1.1 The UK has passed legislation which introduces the world's first long term legally binding framework to tackle climate change. The Climate Change Bill was introduced into Parliament on 14 November 2007 and became law on 26th November 2008. The Climate Change Act sets legally binding targets to reduce CO2 emissions in Britain by 80% by 2050, with a 26% to 34% reduction by 2020. This act creates a new approach to managing and responding to climate change in the UK through: setting ambitious targets, taking powers to help achieve them, strengthening the institutional framework, enhancing the UK's ability to adapt to the impact of climate change and establishing clear and regular accountability to the UK.
- 1.2 National Indicator 185 "Percentage CO2 reduction from Local authorities operations" - Spelthorne is in a key position to lead on efforts to reduce CO2 emissions by setting a behavioral and strategic example to the private sector and the communities they serve. The way in which the local authority provides services can achieve CO2 emissions reductions. The aim of this indicator is to measure our progress in reducing CO2 emissions from our buildings and transport used to deliver our functions, and to demonstrate leadership on tackling climate change. Reducing CO2 emissions also provides opportunities to look at efficiency and therefore achievable savings in our utility and fuel costs.
- 1.3 There have been five completed Salix projects to date at Knowle Green and the Council Depot. To reduce electric consumption at Knowle Green and the Depot switch off controls were implemented in 2007. In 2008 energy efficient lighting was installed and also a Voltage Minimiser device (Powerperfector) at Knowle Green. These have all had an impact in reducing carbon emissions and electric usage at Knowle Green by 10% ie £10,572 . Moving forward it is intended to undertake further projects to reduce CO2 emissions in Tothill car park and other sites.

2. KEY ISSUES

- 2.1 Salix is an independent company funded by the Carbon Trust to help improve energy efficiency in public sector buildings. The Salix fund is an interest free loan fund made up of 50% finance from the Carbon Trust and 50% from the participating organisation. Under the Salix scheme up to 25% of the annual savings may be kept by the client and the remaining savings used be recycled to be invested in further energy efficiency projects. Spelthorne is committed to delivering the original targets set in 2006 and required approval from MAT to continue to progress this programme.
- 2.2 The Tothill energy project is designed firstly to reduce the number of hours the lights are on during the opening period of the car park 7 am-7pm (by 7 hours per day for 90 days of the year) and secondly to reduce the consumption of electric per lamp by fitting new energy efficient bulbs.
- 2.3 To implement this solution we would need to install 15 sensors in the car park to switch off lights when not required and also replace all the bulbs for energy efficient ones. There may also be a need to rewire but this would be subject to site visits by possible suppliers and would be specified in the Tender returns.

3. OPTIONS ANALYSIS

- 3.1 Option 1 - Reject request. If this option is chosen we will not be recognising the value of managing our own energy use to help reduce running costs and to help protect our community from the impacts of climate change.
- 3.2 Option 2 – Approval for Spelthorne’s contribution towards the Salix funded projects of £23k for Tothill Car Park project. The total capital cost of the project is £46k and the Spelthorne contribution is 50%.

4. PROPOSALS

- 4.1 To proceed with this energy efficiency project, Tothill multi storey lighting.

5. BENEFITS AND SUSTAINABILITY

- 5.1 The outcome from the Tothill project will be an electric usage reduction of 35% and an annual saving of £10.3k, this project will provide a gross pay back in 4.5 years (see attached [Appendix B](#)) which are taking account of the Salix 50% grant funding is a net payback of just over 2 years for the council.

6. FINANCIAL IMPLICATIONS

- 6.1 Capital cost estimated at £46k for total project (Estimated at current anticipated energy prices to generate an annual saving of £10.3k per annum providing a net payback in 2.25 years.) (Please **see attached Appendices [A](#), [B](#) and [C](#)**).

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 No legal implications

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 Energy costs in the current economic climate are fluctuating which means that predicted savings may not be achieved. Currently in this financial year we are paying 11.4 p per kwh for electric on average. This has been confirmed to reduce to 8.3 p over the next year. The current projected savings have been worked out at 8p per kwh in line with Laser’s forecast on the flexible procurement contract.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Tothill specification is completed and the tender would be published in September 09 after MAT approval. Works to commence October/November 2009 with completion date of December/January 2010.

Report Author: Sandy Muirhead, Head of Environment Services, 01784 446318

**Background Papers:
There are none**

EMERGENCY RESPONSE PLAN REVISION – KEY DECISION

Resolution Required

Report of the Assistant Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

The Council has a duty to those living and working within the Borough to ensure their safety and welfare is attended to in the event of an emergency or major incident. The Civil Contingencies Act 2004 (CCA) brought into being a single statutory and regulatory framework for civil protection in the UK. The range of emergencies that have occurred in the intervening years (2005 Buncefield Oil Depot explosion, 2005 London Bombings and 2007 summer floods) and the subsequent inquiries such as the Pitt Review has resulted in many Category 1 responders revising their emergency planning arrangements to ensure they remain fit for purpose.

Purpose of Report

This report outlines the requirements for the Emergency Plan and the changes to ensure that the Council is able to effectively respond to emergencies and discharge it's legal duties.

Key Issues

- SBC have Legal responsibilities under the Civil Contingencies Act 2004 to undertake risk assessments and emergency planning
- A number of emergencies has lead to review of emergency planning methods
- Increasing threat, particularly from climate change and increasing development pressures is placing additional pressure on emergency planning structures.

Financial Implications

The cost to the Council for any response and recovery during and after a major incident. The cost of training officers involved in the emergency response.

Corporate Priority 1. Community Safety, 3. Environment, 4. Housing.

Officer Recommendations:

1. **The Cabinet is asked to note that the Improvement and Development Committee on 3 September 2009 resolved to recommend that the Cabinet adopt the Emergency Response Plan Revision, as set out in this report of the Assistant Chief Executive and in the [Appendix](#).**
2. **The Cabinet is asked to adopt the attached Emergency Response Plan.**

Contact: Bob Coe, Assistant Chief Executive, 01784 446257

Cabinet Member: Councillor Gerry Forsbrey

MAIN REPORT

1. BACKGROUND

- 1.1 The Civil Contingencies Act (CCA) 2004 came into force in April 2005. The Act defined responding agencies and services within either category 1 or 2, depending on the type of response required. Local authorities are defined as category 1 responders alongside emergency services.
- 1.2 Category 1 responders are subject to the full set of civil protection duties, including;
 - Assessing the risk of emergencies occurring and use this to inform emergency planning
 - Putting in place emergency plans
 - Putting in place business continuity plans
 - Putting in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.
 - Sharing information with other local responders to enhance co-ordination
 - Co-operating with other local responders to enhance co-ordination and efficiency and;
 - Providing advice and assistance to businesses and voluntary organisations about business continuity management
- 1.3 The range of disruptive challenges that have occurred in the intervening years, such as foot and mouth, the Buncefield Oil Depot explosion, The London Bombings and the severe summer floods of 2007 with the subsequent inquiries have resulted in many Category 1 responders revising their emergency planning arrangements to ensure they remain fit for purpose.
- 1.4 As a result, the Spelthorne Emergency Plan has been revised based on best practice gathered from across the UK and brought up to date to reflect changes to SBC since it was first written.
- 1.5 Emergency planning is at the heart of the civil protection duty on Category 1 responders. The Act requires us to maintain plans for preventing emergencies, reducing, controlling and mitigating the effects of emergencies; and taking other action in the event of emergencies. The regulations require plans to contain a procedure for determining whether an emergency has occurred, provision for training of key staff and provision for exercising the plan to ensure that it is effective.
- 1.6 Category 1 responders must have regard to assessments of the risk when deciding which plans are required and developing and reviewing the contents of them.
- 1.7 Statutory guidance requires our emergency plans bring order to the response operation. Plans should provide a framework for management, co-ordination and control within which teams of local specialists can go about their work.

- 1.8 Plans should identify the roles and responsibilities of teams (Gold, Silver, Bronze) from within the organisation, describe how their activities will be co-ordinated, communication details, facilities available and a crisis management strategy from response to recovery.
- 1.9 Under statutory guidance, emergency plans should contain;
- A concise description of how a special mobilisation of Category 1 responders, divisions, departments, teams and officers will be carried out and,
 - A series of checklists, references or aides-memoire for senior officers to use at the time of an emergency if required.
- 1.10 These key requirements have been captured and updated in the revised plan (Appendix 1).
- 1.11 This Emergency Plan is designed to act as the core plan which enables SBC to perform its functions in relation to a wide range of possible scenarios.
- 1.12 The plan should be considered next to Spelthorne Borough Council's Multi Agency Flood Plan, Borough Pandemic Influenza Plan and the Borough Emergency Centre Plan. The linkages are described within the Emergency Plan.
- 1.13 No emergency can be fully anticipated and the Emergency Plan should not be seen as a "be all and end all response document". It has been designed to assist with awareness raising, training and response. Response guides are there to remind staff some of the key issues during an incident and what may be required of their departments and the authority as a whole. Staff who may be involved with the authority's response during a major incident should be well aware of the content of the plan before a major incident is declared.
- 1.14 Telephone numbers and addresses are subject to constant change. While a review system is built into the plan, the plan itself should act as a back up to other arrangements such as electronic lists which are more likely to be up to date.
- 1.15 It is strongly recommended that appropriate document control accompanies this plan in line with *Security Vetting and Protective Markings: A Guide for Emergency Responders, The Cabinet Office, March 2008*. The guidelines state that protectively marked information should only be available to those with a demonstrable "need to know" and with the appropriate security clearance. While parts of this plan will be published for members of the public, under our 'warning and informing' duties, when complete and including Section 3 'Communications' the plan is marked as RESTRICTED. This is at the request of the Emergency Services who have provided for the effectiveness of the plan, their operational telephone numbers and email addresses. The plan also contains out of hour telephone numbers of a large number of Spelthorne Borough Council Officers. It would be inappropriate for all these telephone numbers to be made public.

- 1.16 It is strongly recommended that the RESTRICTED version of the plan is given only to the Council Leader, the Deputy Leader, the Cabinet Member responsible for Emergency Planning and those officers who are required to make up part of the Emergency Planning Team. Elected members with their roles and responsibilities during an emergency should be kept constantly apprised of developments through the Chief Executive / Deputy Chief Executive, in line with other Surrey authorities.

2. KEY ISSUES

- 2.1 Spelthorne Borough Council is defined as a Category 1 responder under the Civil Contingencies Act and as such we have legal responsibilities to undertake emergency planning.
- 2.2 Following a series of emergency events many authorities have revised their current emergency plan structures to better reflect developments and best practice.
- 2.3 Public awareness of emergency planning has increased greatly since the creation of the Civil Contingencies Act 2004, with ever increasing expectations to respond effectively and to mitigate the effects of an emergency. Staying abreast of good practices identified from other authorities helps ensure that SBC are in a strong position to act during an incident.
- 2.4 Hazards, particularly severe weather such as heat waves, flooding and storms, are expected to be seen more often as a result of climate change. Emergency arrangements should keep pace with these new levels of threat.

3. OPTIONS ANALYSIS

- 3.1 **OPTION 1: The revised Emergency Plan is adopted. The current plan aims to improve on the previous plan by taking on best practice identified since the initial Emergency Plan was written. It is designed assist staff in preparing for and responding to a Major Incident response. (RECOMMENDED)**
- 3.2 OPTION 2: The current plans contact details are updated and remains in place. During a major incident the current plan may not be suitable to adequately support staff during their response to a Major Incident.

4. PROPOSALS

- 4.1 It is proposed that the revised Emergency Plan is adopted.

5. BENEFITS AND SUSTAINABILITY

- 5.1 In the event of a major incident, response time is paramount. The revised emergency plan clearly describes roles and responsibilities, command and control structures and likely issues that may develop during a major incident. It has been written to ensure it is tied in with Local Resilience Forum Multi Agency Plans to ensure effective and efficient partnership working. This should allow staff involved in any response a clear understanding of the nature of a Major Incident, what partners will be doing and what is expected of them. During an incident the plan contains aides-memoire to assist staff with their response.
- 5.2 Emergency planning is becoming increasingly recognised to the media and public. After a number of high profile events expectations on local authorities to effectively respond are greater than ever. It is hoped that the revised version of

the emergency plan will help staff be more prepared for a Major incident, improve the organisational response, ensure that we are ahead of legislative requirements and contribute to the protection of Spelthorne residents.

6. FINANCIAL IMPLICATIONS

- 6.1 There are potentially significant cost implications for SBC during and after a Major Incident. Temporary accommodation, shelter, equipment and disposal costs could be significant. In some cases response costs can be claimed back from central government, unfortunately at present recovery costs cannot.
- 6.2 A well devised and tested emergency plan will help ensure that resources are directed to the greatest risks and that the Council is in a position to act effectively and efficiently during a Major Incident.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 Under the Civil Contingences Act 2004 Spelthorne Borough Council is classified as a Category 1 responder and subject to the full set of civil protection duties. These include maintaining plans for preventing emergencies, reducing, controlling and mitigating the effects of emergencies; and taking other action in the event of emergencies.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 It is hoped that the revised plan will increase staff preparation for, and response to a Major Incident. However it is crucial that if the plan is adopted, staff are identified and trained in order to effectively discharge the responsibilities and undertake actions identified in the plan.
- 8.2 A lack of commitment or engagement with the emergency planning process threatens the ability of the entire organisation to effectively respond during a Major Incident and may put Spelthorne residents, the environment or property at a higher risk.
- 8.3 A poor response framework exposes the authority to severe criticism, especially after a number of high profile national events has led to the re-issuing of guidance and best practice aimed at increasing local authorities emergency planning effectiveness.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Should the revised Emergency Plan be adopted it would immediately be issued to those on the distribution lists. A training analysis should then take place to identify training requirements with staff being trained in their roles. An exercise should take place November/December to test the plan.

Report Author: Nick Moon, Environmental & Technical Projects Officer, 01784 448561

Background Papers:

Appendix 1: Draft Spelthorne Borough Council Emergency Plan 2009 (revised)

CUSTOMER SERVICE STRATEGY 2009 to 2012

Resolution Required

Report of the Assistant Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

The object of the Customer Service Strategy is to improve customer service for all who live and work in Spelthorne.

Purpose of Report

This report presents the proposed revised Customer Service Strategy, which shows how we will be working to improve customer service delivery over the next 3 years.

Key Issues

- The current Customer Services Strategy is now 5 years old;
- There are new national and local initiatives which need to be addressed within our Customer Service Strategy;
- Provision of a consistent level of service that is efficiently delivered to common standards, recognising individual requirements and customer diversity;
- Customers to be put at the forefront of our business planning.
- Linked to the Business Improvement Programme and the IT Road Map

Financial Implications

Many of the proposed actions contained within the Strategy will involve some level of capital and revenue expenditure. As we progress with the proposed actions costs will be identified and business cases submitted as part of the Business Improvement Programme.

Corporate Priority

Community Safety, Younger People, Environment, Housing, Independent Living, Economic Development, Healthy Community, Community Engagement,

Officer Recommendations

The Cabinet is asked to approve and adopt the attached Customer Service Strategy.

**Contact: John Foggo, Head of Customer & Office Services, Tel: (01784) 446388
Cabinet Member: Councillor Mrs. Vivienne Leighton**

MAIN REPORT

1. BACKGROUND

- 1.1 The current Customer Service Strategy was adopted in 2004 to help us give a more corporate and consistent approach to improving customer service delivery.
- 1.2 Following a Senior Management Team away day in March 2008, it was agreed that a number of working groups would be set up to look at key areas of work within the authority, one area being customer services.
- 1.3 Subsequently a "Customer Focus Group" was established, the group consisted of Liz Borthwick (chair), Richard Wilkinson, Steve Connor and myself. The group met initially on a monthly basis to review customer services.
- 1.4 The key focus for this group was to provide input and support into the development of the new Strategy.

2. KEY ISSUES

- 2.1 As previously stated the current Strategy was adopted over 5 years ago and needs to be updated to ensure that it is customer focused and addresses our customer's needs.
- 2.2 We need to ensure services are:-
 - accessible
 - cost-effective and provide value for money
 - providing reliable, consistent, coherent and efficient services;
 - joined-up
 - our workforce has the appropriate skills and tools to provide quality services.

3. OPTIONS ANALYSIS

- 3.1 To either support or not, the adoption of the revised Customer Service Strategy.

4. PROPOSALS

- 4.1 It is proposed that we adopt the attached Customer Service Strategy, ([Appendix 1](#)).

5. BENEFITS AND SUSTAINABILITY

- 5.1 Adopting the attached Strategy will demonstrate our commitment to excellence in customer service delivery and ensure that all staff within the organisation are clear about the way forward.
- 5.2 Streamlining processes, transferring high volume general enquiries to the Customer Service Centre where appropriate and encouraging customers to use self-service options, will produce efficiency savings.

6. FINANCIAL IMPLICATIONS

- 6.1 Many of the proposed actions contained within the Strategy will involve some level of capital and revenue expenditure. As we progress with the proposed actions, costs will be identified and Business Cases submitted as part of the Business Improvement Programme.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

7.1 If adopted the Strategy will have to be clearly communicated to staff.

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 Achieving our vision will require changes to our culture and working practices, to ensure this is achieved we will have to:-

- develop a clear communication plan to ensure that staff are well informed;
- clearly demonstrate senior management teams commitment to the way forward;
- through the Business Improvement Programme, review all processes involving all relevant stakeholders;
- ensure staff receive appropriate training and have the tools to “do the job”.

9. TIMETABLE FOR IMPLEMENTATION

9.1 The proposed timetable for implementation will be as shown on the Strategy action plan attached.

Contact: John Foggo, Head of Customer & Office Services, Tel: (01784) 446388

Background Papers:

Appendix 1 – Customer Service Strategy, including Action Plans.

**DELIVERY OF SAVINGS BUILT INTO 2009-2010 REVENUE BUDGET
– KEY DECISION**

Resolution Required

Report of the Chief Finance Officer

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Achieving the effective delivery of the budget savings helps deliver the medium term financial strategy of ensuring the council financial position is sustainable to enable the ongoing delivery of services to the residents of the Borough.

Purpose of Report

To summarise the extent to which the delivery of the savings built into the original 2009-10 currently appear, at this stage of the financial year, to be on track.

Key Issues

Key issues include.

- Broadly majority of specific service savings anticipated to be on track with total specific service savings target anticipated to be slightly exceeded
- Likely to be some underachievement of “unallocated” savings

Financial Implications

- As above

Corporate Priority

Sustainable financial future

Officer Recommendations

The Cabinet is asked to note the report.

**Contact: Terry Collier, Chief Finance Office on Tel: 01784 446296
Cabinet Member: Councillor Mrs. Vivienne Leighton**

MAIN REPORT

1. BACKGROUND

- 1.1 In balancing the 2009-10 budget a list of budget savings were identified and built into the budget totalling £1.3m. These items are set out in [Appendix 1](#).

2. KEY ISSUES

- 2.1 **Appendix 1** summarises feedback from the relevant budget managers as to the extent to which the savings are expected to be achieved.
- 2.2 The majority of service specific savings are on track to be delivered- £1,098k against the target of £1,089k. The following paragraphs highlight a few of the areas where the target will not be fully achieved this year,
- 2.3 The Street Scene restructure in year saving for 2009-10 will be less than the target of £70k and there is likely to be a part year saving of approximately £10k depending on when implemented and will deliver a full year ongoing saving which should deliver close to the £70k target. MAT will be considering a report on the proposal shortly. The savings on the vehicle tender have been deferred until 2010.
- 2.4 A few of the day centre related savings items will not be achieved.
- 2.5 Savings from joining the Central Surrey Procurement Partnership (Epsom and Ewell and Elmbridge) have not yet materialized as Spelthorne has not yet joined the partnership, please see the separate report to be included on the agenda of the 27 October 2009 Cabinet meeting.
- 2.6 At this early stage in the year the salary monitoring projections are indicating that we may exceed the salary vacancies target of £300k by £24k. This will make a small contribution towards the redundancy/reduced hours/retirement target of £150k. At present the only identified cashable savings from reduced hours/redundancy etc are £2k part year savings (full year saving £5k) relating to a reduction in hours on a part time post in Finance. However, Heads of Service with the Business Improvement Team are revisiting expressions of interest in the scheme to see if more savings can be generated.
- 2.7 The £50k saving relating to additional to existing Business Improvement savings was built into the budget. So far £19k of cashable saving have been generated and a further £35k of non-cashable efficiencies.

3. OPTIONS ANALYSIS

- 3.1 The filling of vacancies is now being even more tightly controlled by MAT and therefore the £24k projected overachievement on the vacancies target may increase. However, this may be offset by the current lower level of staff turnover.
- 3.2 MAT has asked Heads of Service to review again their ability to accommodate reduced hours/voluntary redundancy/early retirements

4. PROPOSALS

- 4.1 That MAT continue to monitor carefully the savings and progress the further review with Heads of Service regarding the ability of services to accommodate requests for voluntary redundancy/early retirement/reduced hours.

5. BENEFITS AND SUSTAINABILITY

5.1 Not applicable.

6. FINANCIAL IMPLICATIONS

6.1 In the main body of the report.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

7.1 None

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 There is a risk that the savings identified initially will not be sufficient in which case further work would be required to bring the budget back into balance.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Additional savings to be agreed by MAT and Heads of Service by end of September.

Report Author: Terry Collier, Chief Finance Officer 01784 446296

Background Papers: There are none

2009-2010 REVENUE MONITORING REPORT

Resolution Required

Report of the Chief Finance Officer

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

This report shows the Authority's revenue expenditure and income spend as at the end of July 2009 and how the budget that was agreed relates to actual expenditure incurred in the financial year.

Purpose of Report

To provide Members with the current spend and income figures as at 31 July 2009 and to identify possible areas of concern for the expenditure and income against budget.

Key Issues

- The actual spend to date, at net expenditure at service level, shows that we have spent approximately £4.828m (32%) against the full year original budget of £14.995m. At 31 July 2008 we had spent £4.853m (32%)
- A potential overspend of £712k against the original budget is currently being investigated and steps put in place to mitigate
- Interest received to date from investment income is approximately £379k. The projected outturn is approximately £901k, a shortfall of £119k, against the original budget of £1.020m.
- A claim of up to £1m of income for backdated claims of VAT on leisure centre and bulky waste income

Financial Implications

As set out within the report and appendices

Corporate Priority

All 12 Priorities.

Officer Recommendations

The Cabinet is asked to note the report.

Contact: Terry Collier, Chief Finance Officer (01784 446296)

Cabinet Member: Councillor Mrs. Vivienne Leighton

MAIN REPORT

1. BACKGROUND

- 1.1 The purpose of this report is to update Members on the revenue spend position for the 4 months to July 2009.
- 1.2 To highlight to Members of areas of concern where possible variances are currently being identified against the budget agreed in February 2009.
- 1.3 In the budgets agreed for Heads of Service it is always anticipated that there will be budget variances from the original budget. This ensures that the Authority meets any change in the needs of the service to adapt to any unexpected changes which happen in the period. Heads of Service are required to try and offset an increased spend in areas by either managing their expenditure in other areas or obtaining additional income.

2. KEY ISSUES

- 2.1 In [Appendix A](#) the actual spend to date by Cabinet portfolio is £4.828m against the full year original budget of £14.995m. This compares to £4.853m in 2008/09
- 2.2 [Appendix B](#) gives a summarised breakdown of the outturn by Service Area.
- 2.3 [Appendix C](#) gives a detailed breakdown by cost centre grouping and provides additional comments on other variances identified.
- 2.4 **Salary Expenditure**
- 2.5 Salary Budgets and spend to date incorporated into the expenditure are shown as [Appendix D](#).
- 2.6 The current salary expenditure spend to date at Month 4 indicates that we are currently showing an underspend of approximately £94k. As the table below indicates after adjustments this suggests we are looking at an outturn saving of £324k which is £24k better than target.

	End of Month 4 £	Estimated outturn £
Salaries saving	94,000	282,000
Adjustment to reflect separate grant funding to assist dealing with increased demand in Housing Options and Housing Benefits		32,000
Customer Service staff expenditure to be financed from Business Improvement Reserve		10,000
Net total projected salaries saving		324,000
Salary Saving target built in budget		300,000
Therefore favourable variance of		24,000

2.7 However an additional amount of £176k is still required to meet the additional £200k salary savings and business improvement efficiencies agreed at Full Council. Management Team have agreed a strategy to achieve this and are currently investigating requests made and other opportunities to meet the shortfall.

2.8 Other Expenditure

2.9 As part of monitoring end of year expenditure, and by looking at the current spend to date against budget, the following areas have been identified as currently being potential variance areas in 2009/10.

2.10 A summarised variance of all the expenditure and income budgets identified is shown below

	Favourable £	Adverse £
Expenditure	84,000	
Expenditure		(834,000)
Income favourable	145,500	
Income adverse		(107,200)
Total		(711,700)

2.11 Areas where Officers have identified these potential major variances are shown in the table below.

Budget	Portfolio	Favourable Variance	Comments
Service Contracts	Community Safety	£30,000	Lower expenditure than anticipated on service and maintenance contracts
Concessionary Fares	Health and Independent Living	£14,000	Reduced level of spend to SCC due to lower numbers of users of the scheme
Management Team	Strategic	£20,000	General Training - Reduced training spend agreed by MAT to offset additional expenditure in other budgets
Staff Expenditure unallocated	Corporate Services	£10,000	Corporate Training - Reduced training spend agreed by MAT to offset additional expenditure in other budgets
Waste recycling marketing	Environment	£10,000	Reduced marketing spend to offset potential additional expenditure
	Total	84,000	

Budget	Portfolio	Adverse Variance	Comments
Salary savings and Business Efficiencies	Corporate Services	£176,000	Work ongoing in trying to reduce the potential shortfall in the additional salary savings anticipated as part of streamlining business processes and is likely to be reduced by careful vacancy monitoring
Business Improvement	Corporate Services	£126,000	Ongoing programme has exceeded the original three year target (£500k). Additional targets are for areas still undergoing the Business Improvement process which may not be achieved in 2009/10
Depot	Environment	£60,000	Part year only effect of restructure being received in 2009/10 - full year effect will exceed the target
Council Vehicles	Environment	£100,000	Vehicle fuel costs increased higher than budgeted
Planning Policy	Planning and Housing	£25,000	Fees for works relating to the Airtrack development. To be funded from reserves as per the original estimate incorporated in the budget agreed in Feb 2009.
Unapportionable central overheads	Corporate Services	£200,000	Compensatory added years pension payments not budgeted
Business Rates	Various	£43,000	Increased cost of Business Rates payments for Council properties due to reduced transitional relief payments
Council tax	Strategic	£54,000	Increased court fees for committal costs
Spelthorne Leisure Centre	Young People and Cultural Services	£25,000	Additional energy costs expenditure to be incurred as part of the leisure centre contract energy efficiency measures incorporated by SLM

Budget	Portfolio	Adverse Variance	Comments
Car Parks	Regeneration	£25,000	Increased level of service charges received for the Elmsleigh centre in 2009/10 anticipated to be ongoing
	Total	834,000	

2.12 Management Team in September are commencing a series of reviews with Service Heads to discuss and agree which non priority areas of expenditure could be deferred or deleted to offset the shortfall.

2.13 There are a few other potential pressure areas which cannot yet be quantified but will be monitored closely to ensure early identification of any possible variances

- (a) Recycling credits income
- (b) By election costs
- (c) Regeneration and other expenditure which has been charged to capital
- (d) Pay and Grading Review Costs

2.14 **Income**

2.15 Major income areas are monitored on a monthly basis at Management Team [\(Appendix E\)](#).

2.16 The current position shows:

- (a) Development Control planning fees income – currently 8% down against profiled budget (£35k)
- (b) Car parking income –
 - i) Season Tickets – currently 6.5% (£11k) up against profiled budget due to additional income at Kingston Rd
 - ii) Fees and Charges – currently 4% (£80k) down against profiled budget
 - iii) Penalty Charge Notices – currently 7% (£6k) down against profiled budget
- (c) Building Control Fee income – currently up 6% (£16k) against profiled budget
- (d) Land Charges income – currently up 14.5% (£16k) against profiled budget

2.17 Other income variances

2.18 The table below identifies other less major income areas which have been highlighted as potentially varying from budget.

Budget	Portfolio	Favourable Variance	Comments
Staines market	Regeneration	£25,000	Increased income from the new contract due to higher levels of stalls
Knowle Green	Community Safety	£10,000	Increased income for renting out part of Civic Offices
SPAN	Health and Independent Living	£50,000	Increased income for providing A2 Dominion properties with a helpline call service
Housing Benefits	Planning and Housing	£32,000	Additional Government grant due to increased numbers of claimants
Housing Benefits	Planning and Housing	£28,500	Additional mortgage rescue programme income from DCLG
	Total	146,200	

Budget	Portfolio	Adverse Variance	Comments
Technical Projects	Environment	£16,400	Loss of advertising income due to problems with obtaining agreement with SCC for locations of proposed advertising pods
Leisure	Young People and Cultural Services	£30,000	Delayed implementation of catering concessions in the parks
Car Parks	Regeneration	£18,800	Implementation of new parking charges delayed and no income from car washing and car boot initiatives
Street Cleansing	Environment	£22,000	Income previously received for cleaning in the Parks no longer received
Business Rates	Strategic	£20,000	Reduced Govt subsidy towards collection costs
	Total	107,200	

2.19 Corrective action is being put in place to address the overall projected budget overspend. MAT met on 13th August to agree an action plan. MAT members with Accountancy and the Business Improvement Team will be meeting with Heads of Service during September to agree in year savings which will average out as 3% savings on the budget. MAT have already reduced the general training budget for 2009-10 by £20k and the corporate training budget by £10k. The filling of vacancies is now being very tightly controlled by MAT and therefore the £24k projected overachievement on the vacancies target is likely to increase.

2.20 **Investment Income**

2.21 The shortfall on investment income (approximately £119k) is due to the current low level of interest rates being received and a reduced number of financial institutions where deposits can be placed to meet the level of risk identified in the Treasury Management strategy.

2.22 **Other Factors**

2.23 The Council is currently awaiting confirmation from HM Revenue and Customs in respect of two claims submitted for refunds of VAT relating to leisure centre and trade / bulky waste collection. The claims are up to £1m but with statutory interest could be worth approaching £2m. Other neighbouring authorities have already had their claims paid out.

2.24 At the end of Month 6 a full Service Area analysis will be undertaken to provide a year end projected outturn against budget. Management Team and Heads of Service will be continuing to monitor budgets closely in order to ensure that we obtain a balanced budget at year end.

3. **OPTIONS ANALYSIS**

3.1 All variances highlighting changes in income or expenditure levels will be analysed to see if they are a one off occurrence. Any that can be seen to be longer term will be incorporated into the outline budget for 2010/11.

3.2 The Outline Budget Task Group will looking at the areas identified in order to evaluate requirement for these growth or savings to be incorporated.

4. **PROPOSALS**

4.1 Cabinet are asked to note the current spend position against original budget.

4.2 Cabinet are asked to comment on the change in the format of the reports for 2009/10.

5. **BENEFITS AND SUSTAINABILITY**

5.1 Careful monitoring of the budgets enables greater transparency of problems and enable action to be taken promptly.

5.2 A systematic approach to budget monitoring should avoid problems of major discrepancies only being highlighted at year end.

5.3 Constant monitoring of the budgets enables Heads of Service to be held more accountable for their budgetary spend and any major unidentified variations.

6. **FINANCIAL IMPLICATIONS**

6.1 As set out within the report and appendices.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

7.1 There are none

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 A projected balanced outturn depends on Cabinet Members, Management Team, Heads of Service and all budget managers managing their budgets within the parameters that were originally agreed and achieving where necessary corresponding growth and savings within those budgets. Careful monitoring of the budgets on a monthly basis ensures that any problems or anomalies are identified and investigated at an early stage.

8.2 Any major budget variations, which cannot be remedied within the Service, are reported to MAT immediately in order to ensure that the maximum time and opportunity is had to rectify the position.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Detailed bi - monthly monitoring reports are produced for Management Team.

9.2 Monitoring reports of major expenditure areas and income levels are produced for MAT on a monthly basis.

Report Author: David Lawrence Chief Accountant 01784 446471

Background Papers:

There are none

2009-2010 CAPITAL MONITORING REPORT

Resolution Required

Report of the Chief Finance Officer

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Money spent on capital schemes helps the Authority to maintain and improve facilities and services provided to residents.

Purpose of Report

To provide the Cabinet with the current spend to date on the Capital Programme.

Key Issues

- The current spend to date shows that we have spent approximately £447k (22%) to date against an original budget of £2,024,500
- The end of year requested carry forward from the 2008/09 capital programme was agreed at £352,800 giving a revised capital programme budget of £2,377,300 for 2009/10

Financial Implications

As set out within the report and appendices

Corporate Priority

All 12 Priorities.

Officer Recommendations

The Cabinet are asked to note the report.

Contact: Terry Collier, Chief Finance Officer (01784 446296)

Cabinet Member: Councillor Mrs. Vivienne Leighton

MAIN REPORT

1. BACKGROUND

- 1.1 The purpose of this report is to update the Cabinet on the current spend at month 4 and to inform it of the level of agreed capital carry forwards from 2008/09.

2. KEY ISSUES

- (a) Attached, as [Appendix A](#), is the current spend to date on the capital programme as at the end of July 2009 (month 4), including schemes which were incomplete as at 31 March 2009.
- (b) As at month 4 actual capital expenditure for works completed amounted to approximately £447k. The specific details for each scheme are detailed in Appendix A.
- (c) For the year ending 31 July 2008 capital expenditure was a credit of £99k, due to a high level of accruals being outstanding relating to the Leisure Centre refurbishment works, against a budget of £2,769. The final outturn was £2,792k.
- 2.2 Investigations are currently in progress to ensure that all expenditure charged to capital meets the definition of capital.
- 2.3 At month 6 Officers will be requested to provide projected outturns on the programme and these will be reported to the Cabinet.
- 2.4 Attached as [Appendix B](#) is a list of the capital schemes carried forward into the 2009/10 programme.

3. PROPOSALS

- 3.1 The Cabinet to note the current position.

4. BENEFITS AND SUSTAINABILITY

- 4.1 Careful monitoring of the budgets enables greater information on the likely outturn position which enables improved treasury management interest forecasts as predicted under spends or slippages can be incorporated when calculating the likely outturn position for investment income.

5. FINANCIAL IMPLICATIONS

- 5.1 Any under spend 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 identified.

6. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 6.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allocated the funds to complete the works.

7. RISKS AND HOW THEY WILL BE MITIGATED

- 7.1 Projected outturns are based on the best knowledge of the Heads of Service at a given point in time and may change if there is a major change in circumstances.

Regular monitoring and updating of the projections will enable these changes to be picked up and timely corrective action taken.

8. TIMETABLE FOR IMPLEMENTATION

- 8.1 Bi monthly monitoring reports are prepared for Management Team and incorporate revised actual and projected outturn figures from month 6 onwards.

Report Author: David Lawrence Chief Accountant 01784 446471

Background Papers:

There are none.

SPELTHORNE BOROUGH COUNCIL KEY DECISIONS FORWARD PLAN

This Forward Plan sets out the key decisions which the Cabinet expects to take during the next four months period.

In practical terms, a key decision is a decision to be taken by the Cabinet which: (1) involves expenditure or savings of over £100,000; (2) is an issue which has Borough wide significance; or (3) is an issue on which the Spelthorne Community would expect to be notified or consulted.

The Members of the Cabinet are:

Cabinet	Areas of Responsibility
Cllr Ayers	Leader of the Council/Strategy and Corporate Governance
Cllr J.M. Pinkerton	Deputy Leader/Health, Wellbeing and Independent Living
Cllr C. Bannister	Communications
Cllr T.J.M. Evans	Finance and Resources
Cllr P.C. Forbes-Forsyth	Community Safety and Young People
Cllr G. Forsbrey	Planning and Housing
Cllr N. St. J. Gething	Economic Development
Cllr D. Grant	Parks and Assets
Cllr R.L. Watts	Environment

The agenda for each Cabinet meeting will be published at least 5 working days before the meeting and will be available for inspection at the Council Offices, Knowle Green, Staines, Middlesex, TW18 1XB, and on the Council's Website (www.spelthorne.gov.uk).

Officer reports on each decision to be taken by the Cabinet will be attached to the Cabinet agenda.

Anyone wishing to make representations on a decision, prior to it being considered by the Cabinet, should submit them in writing as soon as possible to the relevant contact Officer or Cabinet member at the Council offices address above, either by letter or e-mail.

All Officers' e-mail addresses follow the same format – initial.surname@spelthorne.gov.uk, e.g. r.tambini@spelthorne.gov.uk

All Cabinet Member e-mail addresses follow the same format – cllr.surname@spelthorne.gov.uk, e.g. cllr.ayers@spelthorne.gov.uk .

Any representations made less than three days before the relevant Cabinet meeting should be sent to the Principal Committee Manager, Greg Halliwell, at the Council offices (or g.halliwell@spelthorne.gov.uk).

SPELTHORNE BOROUGH COUNCIL

CABINET FORWARD PLAN FOR THE PERIOD 29 JUNE 2012 TO 20 NOVEMBER 2012

CABINET MEETING	TOPIC	KEY DECISION	CONSULTATION	DOCUMENTS	(1) (2)	CONTACT OFFICER CABINET MEMBER
17 July 2012	Bailiff Contract Review	To review corporate Bailiff services.		Officer Report	(1) (2)	Linda Norman tel. 01784 446375 Cllr. T.J.M. Evans Cllr.evans@spelthorne.gov.uk
17 July 2012	Supplementary Planning documents – small units and flooding	To approve the revised Supplementary Planning Document	Public Consultation	Officer Report and draft SPD	(1) (2)	Heather Morgan tel. 01784 446352 Cllr. G. Forsbrey Cllr.forsbrey@spelthorne.gov.uk
17 July 2012	Council Tax Benefits Reforms	To agree the details of the local scheme.	Public Consultation	Officer Report	(1) (2)	Heather Morgan tel. 01784 446352 Cllr. G. Forsbrey Cllr.forsbrey@spelthorne.gov.uk

CABINET MEETING	TOPIC	KEY DECISION	CONSULTATION	DOCUMENTS	(1) (2)	CONTACT OFFICER CABINET MEMBER
25 September 2012	Older People's Review	To review the provision of services for older people in Spelthorne.		Officer Report	(1) (2)	Liz Borthwick tel. 01784 446376 Cllr. Mrs. J. Pinkerton Cllr.pinkerton@spelthorne.gov.uk
CABINET MEETING	TOPIC	KEY DECISION	CONSULTATION	DOCUMENTS	(1) (2)	CONTACT OFFICER CABINET MEMBER
20 November 2012	Integration of Spelthorne and Runnymede ICT	To propose the integration of the ICT teams at Spelthorne and Runnymede to deliver a joint service across both authorities with the approval to make Spelthorne the lead employer.		Officer Report	(1) (2)	Terry Collier tel. 01784 446296 Cllr. Mrs. C.A. Bannister Cllr.bannister@spelthorne.gov.uk
20 November 2012	Gambling Policy	To adopt a Gambling Policy for 2013-2016.	Draft Policy document for Public Consultation 18 July to 10 October 2012	Officer Report	(1) (2)	Lee O'Neil tel. 01784 446377 Cllr. P. Forbes-Forsyth Cllr.forbes-forsyth@spelthorne.gov.uk

20 November 2012	Playing Pitch Strategy	To adopt a Strategy on playing pitches.		Officer Report	(1) Lisa Stonehouse tel. 01784 446431 (2) Cllr. Mrs. D.L. Grant cllr.grant@spelthorne.gov.uk
20 November 2012	New Leisure and Culture Strategy	To adopt a Strategy to address the issues and value of leisure and culture to the community's wellbeing.		Officer Report	(1) Lisa Stonehouse tel. 01784 446431 (2) Cllr. Mrs. D.L. Grant cllr.grant@spelthorne.gov.uk
20 November 2012	Public toilets Contract re-tender	To propose options for the provision of public toilets.		Officer Report	(1) Catherine Munro tel. 01784 444235 (2) Cllr. Mrs. D. Grant Cllr.grant@spelthorne.gov.uk
20 November 2012	Youth Strategy	To propose a Strategy involving and assisting young people in the Borough.		Officer Report	(1) Andy Holdaway 01784 446214 (2) Cllr. P. Forbes-Forsyth cllr.forbes-forsyth@spelthorne.gov.uk
20 November 2012	Tenancy Strategy	To adopt a Tenancy Strategy for the Borough in respect of affordable housing.		Officer Report	(1) Heather Morgan tel. 01784 446352 (2) Cllr. G. Forsbrey cllr.forsbrey@spelthorne.gov.uk