

Please contact: Greg Halliwell
Please telephone: 01784 446267
Fax Number: 01784 446333
Email Address: g.halliwell@spelthorne.gov.uk
Our Ref: PGH/Cabinet
Date: 9 November 2012

Notice of Meeting

CABINET

Date: Tuesday 20 November 2012

Time: 5.00 p.m.

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

To: Members of Cabinet

Members of the Cabinet	Cabinet member areas of responsibility
F. Ayers (Chairman)	Leader of the Council, Strategy and Corporate Governance
Mrs. J.M. Pinkerton (Deputy Leader)	Health, Well-being and Independent Living
Mrs C.A. Bannister	Communications
T.J.M. Evans	Finance and Resources
P.C. Forbes-Forsyth	Community Safety and Young People
G.E. Forsbrey	Planning & Housing
Mrs D.L. Grant	Parks and Assets
N. St. J. Gething	Economic Development
R.L. Watts	Environment

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm the minutes of the meeting held on 25 September 2012.	1 - 3
3. Disclosures of Interest	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
4. Members' Development Steering Group Minutes	
To note the minutes of the meeting held on 17 September 2012.	4 - 6
5. Treasury Management	
Councillor Evans	7 - 16
6. Capital monitoring	
Councillor Evans	17 - 22
7. Revenue monitoring	
Councillor Evans	23 - 39
8. Residual Grant Awards	
Councillor Pinkerton	40 - 45
9. Adoption of Gambling Act Policy 2013-16 - Key Decision	
Councillor Forbes-Forsyth	46 - 48
10. Automated Public Conveniences - Key Decision	
Councillor Watts	49 - 55
11. Staines Market - Key Decision	
Councillor Gething	56 - 59
12. Corporate Plan - Key Decision	
Councillor Ayers (to follow)	

Description	Page Number
13. Stalsafe radio network	
Councillor Gething	60 - 63

14. Issues for future meetings

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

15. Urgent Items

To consider any items which the Chairman considers as urgent.

16. Exempt Business

There is none.

Minutes of Cabinet

25 September 2012

Present:

Councillor F. Ayers (Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Corporate Governance)
Councillor Mrs. J.M. Pinkerton (Deputy Leader and Cabinet Member for Health, Wellbeing and Independent Living)
Councillor Mrs C.A. Bannister (Cabinet Member for Communications)
Councillor P.C. Forbes-Forsyth (Cabinet Member for Community Safety and Young People)
Councillor G.E. Forsbrey (Cabinet Member for Planning and Housing)
Councillor N. Gething (Cabinet Member for Economic Development)
Councillor Mrs. D.L. Grant (Parks and Assets)
Councillor R.L. Watts (Cabinet Member for Environment)

Apologies: Councillor Evans (Cabinet Member for Finance and Resources)

1838. Minutes

The minutes of the meeting held on 17 July 2012 and the extraordinary meeting held on 7 August 2012 were agreed as a correct record.

1839. Disclosures of Interest

There were none.

1840. Local Development Framework (LDF) Working Party Minutes

Cabinet considered the minutes and recommendations of the LDF Working Party meeting of 29 August 2012 on the Annual Monitoring Report 2012 and the New Housing Development Survey, July 2012.

RESOLVED that Cabinet approves the Annual Monitoring Report 2012 and notes the minutes of the LDF Working Party of 29 August 2012.

1841. On-street parking enforcement – Key Decision

Cabinet considered an update on on-street parking enforcement and a future agency agreement with Surrey County Council (SCC).

Cabinet noted that SCC had extended the agency agreement to 31 December 2012 but that a new 5 year agreement was needed to provide flexibility for the Borough Council to respond to local parking needs.

Cabinet discussed its negotiating position in relation to the split for any possible operational surpluses which should reflect the risk taken on by Spelthorne Borough Council.

RESOLVED that Cabinet agrees to a new, five –year agency agreement with Surrey County Council from January 2013 for on-street enforcement of parking regulations, subject to re-negotiating the split of any operational surpluses between the partners reflecting the risk taken on by Spelthorne Borough Council.

1842. Capital Monitoring Report July 2012

Cabinet considered a report on the spend figures for the capital programme for the period April to July 2012.

RESOLVED that Cabinet notes the current spend position and approves the reduction in the 2012-2013 capital programme.

1843. Net Revenue Monitoring Report July 2012

Cabinet considered a report on the net revenue spend figures for the period April to July 2012.

RESOLVED that Cabinet notes the report.

1844. Surrey Minerals Plan – Aggregates recycling

Cabinet considered a report on modifications by Surrey County Council (SCC) to its Aggregates Recycling Joint Development Plan, to overcome concerns expressed by the Inspector during an Examination Hearing which commenced on 20 March 2012.

The Cabinet noted that this Council needs to agree its response to the modifications before the end of the consultation period on 28 September 2012

RESOLVED that Cabinet informs SCC that this Council welcomes and supports the changes which have been proposed in the Main Modifications and the Additional Modifications, in particular the deletion of references to Charlton Lane and Homers Farm, having regard to the Council's original representations, and confirms that it has no further comments to make on any of the proposed changes.

1845. Issues for Future Meetings

There were none.

1846. Urgent Items

There were none.

1847. Exempt Business

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

1848. Older People's Review – Key Decision

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

Cabinet considered an exempt report on a review of older people's services in the Borough.

RESOLVED that Cabinet agrees to the recommended proposals in the report following a review of older people's services in the Borough.

NOTES:-

- (1) **Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.**
- (2) **Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.**
- (3) **Within 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 the Overview and Scrutiny Committee are able to "call in" a decision;**
- (4) **To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;**
- (5) **When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-**
Outline their reasons for requiring a review;
 - **Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;**
 - **Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and**
 - **Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.**
- (6) **The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 14 November 2012**

Minutes of the Member Development Steering Group

17 September 2012

Present:

Councillor N. Gething (Chairman)

Councillor Mrs J.M. Pinkerton (Vice Chairman)

Councillors: Councillor C. Frazer

Apologies: Councillors Mrs J.A. Dale, Mrs S. Dunn, Mrs D.L. Grant and Mrs M.J. Madams

1/12 Election of Chairman

Resolved that Councillor N. Gething be elected Chairman for the Municipal Year 2012/13.

2/12 Appointment of Vice Chairman

Resolved that Councillor Mrs Jean Pinkerton be appointed Vice Chairman for the Municipal Year 2012/13.

3/12 Minutes

The Minutes of the meeting held on 28 February 2012 were confirmed as a correct record.

4/12 Disclosures of Interest

No disclosures were made.

5/12 Member Development

The committee discussed with the Head of Human Resources her report outlining four specific areas relating to Member development arrangements as follows:

(1) Mid Term Review of the South East Charter for Elected Member Development

The Head of Human Resources reported on the successful outcome of the mid term review on progress made against the South East Employers Charter framework which enables the accreditation to continue to November 2013. The Group went on to consider the outcome of the recommendations from the assessment held on 9 November 2010 and the recent assessment.

Members Development Steering Group – 17 September 2012 - Continued

The Group noted that the Charter term ends in November 2013 and at that time consideration would need to be given as to whether to go for a re accreditation or not. The cost of the current Charter was approximately £2000.

The Steering Group agreed to:

- (a) Note the successful mid term review against the member development charter;
- (b) Note that the Charter accreditation extends up to November 2013; and
- (c) Consider whether Spelthorne should seek Charter reaccreditation at the end of the term and add to the forward action for autumn 2013.

(2) Update on Training Events and Seminars

The Group discussed with the Head of Human Resources her report which covered the evaluation of the various development events and seminars held since the beginning of the new Administration in May 2011. It was noted that these events included induction events, workshops to support new members and seminars to cover important topics and issues. The Group went on to discuss the arrangements being put in place for a refresher workshop on 6 November 2012 which would be facilitated by Councillor Paul Bettison (Leader of Bracknell Forest Council) and Mark Palmer from South East Employers.

It was noted that members receive publicity on councillor training events from external organisations and the cost of attending any such events would need to be met from the Member Development Budget. It was felt that if individual councillors wish to attend such events then approval should first be obtained from the Chairman of this Steering Group and the Leader of the Council for authorisation. The authorisation to include approval of any expenditure from the Member Development Steering Group budget or to identify where the expenditure would be funded from.

The Group considered what events that they would like to be arranged for the remainder of the municipal year and identified that these could include Media training with Chris Kelly, Equality and Diversity training and on localism.

The Steering Group agreed:

- (a) To note the Member Development Programme as attached to the report of the Head of Human Resources covering workshops and seminars held to date and planned;
- (b) That the events as indicated at the meeting be organised during the remainder of this municipal year; and
- (c) That any requests for attendance at member development events outside the agreed Spelthorne member development programme and events at neighbouring councils should in the first instance be referred to the Leader of the Council or the Chairman of the Member Development Steering Group for authorisation.

Members Development Steering Group – 17 September 2012 - Continued

(3) Member Development Budget

The Steering Group discussed the budgetary provision for member development events covering the four years of the Administration. It was noted that the Chief Finance Officer had confirmed that there could be flexibility to exceed the nominal figures in any one year provided that the expenditure over the 4 years did not exceed the total.

It was noted that £3,300 had been spent against the budget for 2012/13 of £4,900. In addition income from external delegates totalled £1,200 which gave an outstanding budget for 2012/13 of £2,800.

The Steering Group agreed to note the current budget position for Member Development.

(4) Identifying Member Development Needs

The Steering Group discussed with the Head of Human Resources the four year framework programme for member development which was attached to the report. It was noted that year 2 of the programme included further skills training and information to enable councillors to remain effective ward members.

The Steering Group discussed the benefits of sending a questionnaire to all members to obtain their views on the induction programme and to identify any development needs and suggestions for future events. It was indicated that it would be helpful if one of the questions could cover views on the current member/officer buddies system. It was noted that the questionnaire would be produced in consultation with the Chairman and Vice Chairman of the Steering Group.

The Steering Group agreed that a questionnaire be sent to all members to obtain their views

6/12 Next Meeting

The next meeting of the Steering Group to be arranged in consultation with the Chairman and Vice Chairman.

Cabinet

20 November 2012



Title	Treasury Management Half Yearly Report 2012-13		
Purpose	For Information		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Jo Hanger		
Summary	This report is to update members on treasury management activities for the first half year to 30 th September 2012		
Financial Implications	The ability of the Council to generate maximum net investment returns with minimal risk provides significant resources for the General Fund revenue budget and the subsequent financing of the Council's services to local residents.		
Corporate Priority	All corporate priorities are supported.		
Recommendations	<ul style="list-style-type: none"> The Cabinet is asked to note the treasury position achieved during the first six months of 2012/13 and the ongoing environment in global markets. 		

MAIN REPORT

1. Background

- 1.1 Treasury Management is “the management of the Council’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 1.2 The Council has adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code of Practice 2009 which includes the requirement for determining a treasury strategy for financing and investing activity for the forthcoming year. Consequently the Council’s policy was reviewed and approved by this Committee in January 2012 and has been consistently applied since then.
- 1.3 This report is an interim statement of treasury activities for the first six months of the financial year, to the end of September 2012.

2. Key Issues

- 2.1 The key issue has been the implementation of the approved strategy of investing the core portfolio in higher yielding, longer term investments. Over the past six months £6m has been placed in pooled funds, yielding significantly more than cash deposits and a further £1.5m investment is in the pipeline. These investments will help maintain the level of interest income credited to the General Fund in the medium to longer term.

Strategy for the year

- 2.2 The overall treasury policy objective is the prudent investment of treasury balances. It is our aim to achieve the maximum return commensurate with proper levels of security and liquidity.
- 2.3 The Council seeks professional advice from Arlingclose and closely adheres to the advice set out in the Department for Communities and Local Government (DCLG) guidance. Given Spelthorne’s dependency on investment returns to balance the budget, the Council’s investment strategy is also kept under constant review and regular quarterly review meetings are held with Arlingclose, the Council’s treasury advisors. All investment and borrowing decisions are made in consultation with our advisors.
- 2.4 The credit quality of counter-parties (issuers and issues) and investment instruments is assessed by reference to credit ratings issued by Fitch, Moody’s and Standard and Poor’s. The Council’s counter-party credit policy is based on creditworthiness criteria recommended by our advisors and is reviewed on an ongoing basis to ensure that risk to the Council of counter-party defaults remains low.

Compliance with Treasury Limits

- 2.5 During the first six months of the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council’s Treasury Policy Statement, and the annual Treasury Management Strategy Statement and Annual Investment Strategy approved by Council in January 2012.

Economic Background

- 2.6 The global economy continued to fail to show any real growth prospects over the six months to September. The UK and Euro-zone, with the exception of Germany, struggled to show any discernible growth whilst the US grew slowly. Growth in the UK actually contracted by 0.3% in the first quarter and 0.4% in the second, reflecting the difficult economic conditions faced by businesses and consumers domestically and globally.
- 2.7 In the UK, inflation began to fall and the CPI for September was 2.2%, moving closer to the Bank of England's target. Stagnant house prices, lower disposable income, scarce availability of credit and fears about job security leave consumer confidence fragile. Although the labour market remains weak the underlying data suggests a more resilient and optimistic outlook for the economy.
- 2.8 However, UK banks were embroiled in more scandals including the manipulation of LIBOR rates during the abnormal market conditions at the height of the 2007/08 financial crisis and for mis-selling interest rate swaps to small businesses.
- 2.9 In the US growth was weak and the Federal Reserve continued its programme of quantitative easing. In Europe, the debt crisis deepened when Italian and Spanish government borrowing costs rose sharply and Spain was also forced to officially seek a bailout for its domestic banks.
- 2.11 The European Central Bank (ECB) responded with the announcement in September of its Outright Monetary Transactions (OMT) facility which allows the EBS to buy unlimited amounts of 1 -3 year bonds provided the sovereign first asks for assistance and adheres to strict conditions. However, this indication of support helped calm markets and reduced Spain's borrowing costs in the short term.

3. Options Analysis and Proposals

Borrowing Activity to 30th September 2012

- 3.1 At 30th September 2012, the Council had no outstanding short term borrowings. Short term borrowing rates are now at around 0.60% - 0.75% but borrowing has been restricted to meeting daily cash flow requirements and activity here is limited. However, short term borrowing may increase during February and March when levels of Council Tax and Business Rate instalments reduce.

Investment Activity to 30th September 2012

- 3.2 The ability to maximise interest returns is paramount to generate sufficient funds to support the General Fund and the Council held several bonds issued by the European Investment Bank (EIB) which provided very good returns in a low interest rate environment. However, the last of these matures in January 2013 and interest rates for cash deposits have remained very low and are likely to stay that way for the foreseeable future.
- 3.3 As a direct result of this and as agreed in the treasury strategy approved by full Council in January 2012, the Council in consultation with Arlingclose, began the process of investing part of its core portfolio in pooled equity and bond funds in May 2012. This action should secure higher returns than cash deposits over the next few years. Although there is more risk attached to

these types of investments the intention is that they are held for the longer term of 5 to 7 years.

- 3.4 As at 30th September 2012, the Council's investment portfolio was a total of **£24.65m** and a breakdown of the investments is attached as **Appendix A**. The availability of funds for investment is dependent upon the timing of precept payments, receipt of grants and progress on the capital programme. Consequently the core cash balance available for investment is **£13.5m** and the bulk of other funds, **£11.150m** in the table in *Appendix A*, are only available on a temporary basis pending cash flow activities.
- 3.5 The core investment portfolio of £13.5m now includes £6m in pooled equity and bond funds and a list of the individual investments and their current performance is also detailed in **Appendix B**.

Investment Performance Monitoring

- 3.6 All investment performance is monitored on a monthly basis. The original estimate for net investment income to be credited to the General Fund in 2012/13 was £422,400 and this reflected the assumption that investments would be made in pooled funds. However, in the last few weeks that the interest rates on several of the Council's call accounts will be reduced significantly by the provider.
- 3.7 These accounts are loss leaders for the banks and they can now obtain cheaper funding from other major sources including the Bank of England and the European Central Bank. In addition there is also the possibility that the UK Debt Management Office (DMO) may reduce their interest rate from the current 0.25% to possibly zero.
- 3.8 As at 30th September 2012 the net investment income earned to date was £193,000 and the outturn for the full year is currently expected to be in region of £382,000, a shortfall of approximately £40k. Action will be taken wherever possible to mitigate this shortfall by taking advantage of enhanced deposit rates that may still be available.
- 3.9 The average annualised rate of return for the first six months is 2.94%, which is 2.14% above the benchmark 3 month LIBID rate of 0.80% at 30th September. This outperformance is due to the Council's current pooled funds and bond investments and also taking advantage of enhanced market rates for deposits whenever possible.

Conclusions and Outlook for 2012/13

- 3.10 The investment strategy is kept under constant review so that the Council can adapt quickly to the constantly changing environment. The Council continues to be proactive in seeking ways of maintaining and improving current levels of return against a very challenging global investment environment.
- 3.11 Arlingclose believes that Bank Rate will remain at 0.50% until at least and cash rates for deposits are likely to remain at historically low levels for the foreseeable future. Although holding European Investment Bank (EIB) bonds to maturity has had a positive impact on our overall returns over the past few years, the last of these matures in January 2013.
- 3.12 Arlingclose provides a monthly update of the credit ratings of major financial institutions. Counterparty credit quality is assessed and monitored with reference to the rating agencies Fitch, Moody's and Standard and Poor's; credit default swaps; GDP of the country in which the institution operates; the

country's net debt as a percentage of GDP; sovereign support mechanisms and potential support from a well resourced parent institution and share price. This information is used for reference and decision making purposes and will continue to be monitored closely.

- 3.13 The full list of approved investment instruments is attached as **Appendix C** and this reflects pooled equity and property funds as potential investments and the application of the creditworthiness criteria recommended by the Council's advisors, Arlingclose.
- 3.14 Special arrangements have been included in respect of the Council's bankers, currently The Co-Operative Bank plc, to allow the use of their treasury facility for short term day to day cash flow investments where this is the most cost effective option.

Proposals

- 3.15 Diversifying part of the portfolio into pooled investment funds has been beneficial to our returns over the past few months and should help maintain overall investment returns into the future. These pooled funds will also enable the Council to diversify the assets and underlying risk in the investment portfolio and should provide the potential for enhanced returns.
- 3.16 The Council is still looking to invest £1.5m of its core investment portfolio in a longer term property fund investment and this will complete the implementation of its 2012/13 strategy. This is currently moving forward and the Council may be able to obtain a stake from a matched seller and in addition be able to save a significant proportion of the entry costs.

4. Financial Implications

- 4.1 The financial implications are as set out in this report. The ability to maximise interest returns is paramount to generate sufficient funds to support the General Fund and even a small move in interest rates can mean a significant reduction in cash returns. Therefore, it is our aim to continue to maintain flexibility commensurate with the high level of security and liquidity and minimal risk when making investment decisions.

5. Other Considerations

- 5.1 The Council fully complies with best practice as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities, the Department for Communities and Local Government (DCLG) Guidance on Investments issued in March 2004 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management in the Public Sector 2009 and Cross Sectional Guidance Notes.
- 5.2 Nothing in the Council's current strategy is intended to preclude or inhibit capital investment in local projects deemed beneficial to the local community and which have been approved by the Council.

6. Risks and how they will be mitigated

- 6.1 Risks are identified and mitigated within the Council's Treasury Policy.

7. Timetable for Implementation

- 7.1 Treasury management is an ongoing activity and normally there is no specific timetable for implementation.

Report Author: Jo Hanger

Background papers: There are none

Appendix A

Details of Investments Held as at 30th September 2012

Investment Type	Amount £m	Yield %	Start Date	Maturity Date
<u>UK Government Issues and Euro Sterling Bonds</u> European Investment Bank 4.50% 13/1/13	2.0	4.87	31 Oct 2008	13 Jan 2013
<u>Pooled Investment Funds</u> <u>(see Appendix B for details)</u> Charteris Elite Equity Income	1.0	7.62	11 May 2012	N/A
Cazenove UK Corporate Bond	1.5	5.10	11 May 2012	N/A
M&G Strategic Corporate Bond	1.5	2.94	30 May 2012	N/A
M&G Global Dividend	1.0	3.52	27 Jun 2012	N/A
Schroders Income Maximiser	1.0	6.75	06 Jul 2012	N/a
<u>Fixed rate Deposits (short term)</u> Nationwide Building Society	1.0	0.40	01 Aug 2012	01 Oct 2012
Barclays	1.0	0.50	01 Aug 2012	03 Oct 2012
Bank of Scotland Call Account	1.5	0.75		Instant Access
Nat West Call Account	2.0	0.75		Instant Access
Total - Core Investment Portfolio	13.5	2.94		Average
<u>Cash Flow Investments</u> Santander Call Account	2.0	0.80		Instant Access
Goldman Sachs MMF	1.65	0.48		Instant Access
UK Debt Management Office	7.5	0.25		Various Oct 12
Investments at 30.9.12	24.65	1.79		Overall Average

Appendix B

Pooled Funds as at 30th September 2012

Fund	Date of Purchase	Investment	Dividends Received	Capital Gain	Total Return	Total Return
		£	£	£	£	%
Charteris Elite Income Fund	11/05/12	1,000,000	28,960	31,473	60,433	6.04%
Cazenove UK Corporate Bond Fund	11/05/12	1,500,000	8,552	68,450	77,002	5.13%
M&G Strategic Bond Fund	30/05/12	1,500,000	10,143	66,532	76,675	5.11%
M&G Global Dividend Fund	27/06/12	1,000,000	8,204	41,841	50,045	5.00%
Schroders Income Mazimiser Fund	06/07/12	1,000,000	-	53,571	53,571	5.36%
Value 30/9/12		6,000,000	55,859	261,867	317,726	5.30%

Pooled Fund Performance to 30th September 2012

The Capital appreciation of these investments as at 30/9/12 equates to 4.36%. However, capital gains and losses may fluctuate throughout the period the investments are held. Any gains would only be realised when the funds are sold.

Dividends are received at various times during the year and some are paid quarterly and other half yearly. The income yield as at 30/9/12 is 0.93% and the estimated annualised income yield on these funds is expected to be in the region of 4.13%.

Appendix C

Specified Investments

All such investments will be sterling denominated, with maturities of up to a maximum of one year. These investments must also meet the minimum high rating criteria and may be used in house or, if applicable, by fund managers, and are set out in the table below:

Investment Type/Counterparty	Minimum Credit Criteria (see below*)	Maximum Term	Maximum Sum
Deposits with UK Debt Management Office (DMO)	Government backed	No limit	No limit
Deposits with other local authorities, including Police Authority etc.	High security but not usually credit rated	1 year	£3m
Deposits and Certificates of Deposit with nationalised and part nationalised UK banks and building societies	Long Term A- (see below*), and in consultation with treasury advisors	1 year	£3m
Deposits and Certificates of Deposit with UK banks and building societies.	Long Term A- (see below*), and in consultation with treasury advisors Special arrangements apply for the Council's bankers only, currently The Co-Operative Bank plc	1 year	£3m
		2 weeks	£3m
UK Government Gilts	Long Term AAA	No limit	No limit
Bonds issued by multilateral development banks such as the European Investment Bank, World Bank etc.	Long Term AAA	10 year	£10m
UK Treasury Bills	Long Term AAA	No limit	No limit
Deposits with Money Market Funds	AAA	1 year	£3m
Forward deals and fixed term deposits with variable interest rates and variable maturities, including callable deposits in UK banks and building societies.	Long Term A- (see below*), and in consultation with treasury advisors	1 year	£2m

***Counterparty credit quality is assessed and monitored with reference to:**

- Credit Ratings (the Council's minimum long term counterparty rating of A-, or equivalent, across Fitch, Standard and Poor's and Moody's)
- Credit default swaps (CDS)
- GDP of the country in which the institution operates
- Country's net debt as a percentage of GDP
- Sovereign support mechanisms
- Potential support from a well resourced parent institution
- Share price

Appendix C continued

Non-Specified Investments

All such investments will be sterling denominated and a maximum of 100% will be held in aggregate in non-specified investments with a maturity exceeding one year. These investments must also meet the minimum high rating criteria and may be used in house or, if applicable, by fund managers, and are set out in the table below:

Investment Type/Counterparty	Minimum Credit Criteria (see below*)	Maximum Maturity Period	Maximum Sum
Deposits with other local authorities, including Police etc.	High security but not usually credit rated	3 years	£3m
Deposits and Certificates of Deposit with nationalised and part nationalised UK banks and building societies	Long Term A- (see below*), and in consultation with treasury advisors	1 year	£3m
UK Government Gilts	AAA and Government backed	No limit	No limit
Bonds issued by multilateral development banks including European Investment Bank, World Bank etc.	AAA and Government backed	10 years	£10m
Forward deals and Fixed term deposits with variable interest rates and variable maturities, including callable deposits.	Long Term A- (see below*), and in consultation with treasury advisors	1 year	£1m
Pooled Funds and Collective Investment Schemes, including property and equity funds, meeting the criteria in SI 2004 No. 534 and subsequent amendments.	Not Credit Rated As recommended by treasury advisors (see below)	10 Years	£3m

***Counterparty credit quality is assessed and monitored with reference to:**

- Credit Ratings (the Council's minimum long term counterparty rating of A- ,or equivalent, across Fitch, Standard and Poor's and Moody's)
- Credit default swaps (CDS)
- GDP of the country in which the institution operates
- Country's net debt as a percentage of GDP
- Sovereign support mechanisms
- Potential support from a well resourced parent institution
- Share price

Cabinet

20 November 2012



Title	2012/13 Capital Monitoring Report		
Purpose	Resolution required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Adrian Flynn		
Summary	<p>To provide Cabinet with the spend figures for the period April to September 2012 on the capital programme.</p> <ul style="list-style-type: none"> • The current position shows that we have spent £496k to date, which represents 29% of the revised budget. • The projected outturn shows that we are anticipating to spend £1.578m which represents 93 % of the revised budget. • A Supplementary estimate to be agreed for a project totalling £21,400. 		
Financial Implications	As set out within the report and appendices		
Corporate Priority	All three priorities		
Recommendations	<p>Cabinet are to note the current spend position.</p> <p>Cabinet are asked to agree the supplementary estimate for the following project</p> <p>£21,400 for leisure centre fitness kit</p>		

MAIN REPORT

1. Background

- 1.1 The purpose of this report is to update Cabinet on the capital spend against the budget position of the schemes within the capital programme.
- 1.2 To inform Cabinet of the reasons for the variances
- 1.3 This may be the last financial year, where Spelthorne will have sufficient capital funds to fully fund anticipated future capital programmes, thereafter we will need to start either drawing down revenue reserves, making revenue contributions to capital or finding additional funding sources.

2. Key issues

- 2.1 Attached, as **Appendix A** and **B**, is the actual spend to date on capital covering the period April to September 2012.
- 2.2 For the period ending Sept 2012, capital expenditure was £ 496k (32%) of the original budget and (29%) of the revised budget.
- 2.3 The difference between the original budget and the revised budget is £145,000. The £145,000 is broken down as £158,000 worth of carry forwards from 11/12 and a £20,000 supplementary estimate. Two projects totalling £33,000 have been removed from the programme as they were no longer required. The details are noted on Appendix B.
- 2.4 Cabinet are asked to agree a supplementary estimate for the following project
- 2.5 Leisure Centre Fitness kit for £21,400 which is a loan to SLM our leisure centre contractor's to purchase fitness kit and we receive a return of 8 % on the loan through an increased management fee for a number of years.
- 2.6 Transactions involving all the projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital definition will be transferred to revenue.
- 2.7 The following projects are worth noting :
 - (a) Combined Heat and Power – Projected installation date is Jan 2013
 - (b) Car park improvements – The automated number plate reader parking project has gone out to tender with a projected start time of January 2013.
 - (c) Voice over Internet (VOIP) – The project will be delayed as there are possible partnership arrangements.
 - (d) Knowle Green Heating – The Project should be completed by end of October with a small projected over spend of £2k.
 - (e) Air quality – Project work may be delayed due to issues around the Borough air quality management boundary.

3. Options analysis and proposal

3.1 Cabinet are asked to note the current spend position.

4. Financial implications

4.1 Any underspend on the approved capital programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes identified.

5. Other considerations

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

6. Risks and how they will be mitigated

6.1 Regular monitoring and updating of the actual figures will enable changes to be picked up and allow corrective action to be taken where necessary in a timely manner.

7. Timetable for implementation

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

Background papers: There are none

Appendices: A and B

Appendix A								
CAPITAL MONITORING REPORT P.6 SEP 2012/13								
SERVICE HEAD	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
HIP - Lee O'Neil	306,600	-	-	306,600	177,589	-	306,600	-
Dave Phillips	425,600	-	20,000	445,600	84,314	160,494	447,861	2,261
Helen Dunn	321,700	-	-	321,700	65,496	20,887	154,200	(167,500)
Jackie Taylor	50,000	-	-	50,000	16,819	5,503	50,000	-
Jan Hunt	18,000	23,600	-	41,600	2,902	-	41,600	-
Keith McGroary	-	-	-	-	-	-	-	-
Lee O'Neil	33,000	45,100	(33,000)	45,100	-	-	45,100	-
Linda Norman	80,000	-	-	80,000	20,299	-	80,000	-
Lisa Stonehouse	49,500	-	-	49,500	56,861	9,575	49,500	-
Liz Borthwick	35,000	-	-	35,000	26,400	-	45,400	10,400
Rowena Davison	25,000	-	-	25,000	(27,012)	2,090	28,370	3,370
Sandy Muirhead	206,600	89,300	-	295,900	71,995	9,109	329,377	33,477
CAPITAL TOTAL	1,551,000	158,000	(13,000)	1,696,000	495,663	207,657	1,578,008	(117,992)

Appendix B

CAPITAL MONITORING REPORT P.6 SEP 2012/13

Cost Centre Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<u>Housing Investment Programme</u>									
Lee O'Neil									
40203 Disabled Facilities Mandatory	505,000	-	-	505,000	174,423	-	505,000	-	With DCLG grant this total Budget is £505k. In the last four years this budget is always 100% spent (Oct'12)
40204 Disabled Facilities Discretion	29,600	-	-	29,600	-	-	29,600	-	No spend likely until much later in financial year. Budget always been spent (Oct'12)
Less Specified Capital Grant	(285,000)	-	-	(285,000)	-	-	(285,000)	-	
Net Cost of Disabled Facilities Grants	249,600	-	-	249,600	174,423	-	249,600	-	
40205 Decent Homes Grant	20,000	-	-	20,000	3,166	-	20,000	-	
40207 Equity Release Scheme	10,000	-	-	10,000	-	-	10,000	-	Invoice from Home Improvement Trust due later (oct'12)
40209 Home Improvement Agency grant	27,000	-	-	27,000	-	-	27,000	-	Invoice from Spelthorne's Home Improvement Agency due (Oct'12)
Total	57,000	-	-	57,000	3,166	-	57,000	-	
Total For HIP	306,600	-	-	306,600	177,589	-	306,600	-	
<u>Other Capital Programme</u>									
Dave Phillips									
41618 Esso Site Stanwell	20,000	-	-	20,000	-	-	20,000	-	Gravel Extraction Company agreed to work in partnership with SBC to clean site
42007 Lammas Park Water Mains	35,000	-	-	35,000	-	-	35,000	-	Work to be completed before opening of spray park on Easter Bank Holiday
42043 Accommodation Changes	20,000	-	-	20,000	-	-	20,000	-	Work to be completed by end of March
42050 Knowle Green reception	75,000	-	-	75,000	765	1,782	75,000	-	Waiting for Housing Options to scan documents to progress project
42053 Knowle Green Heating	220,000	-	20,000	240,000	83,549	158,712	242,261	2,261	Installation complete - final commission being carried out
11599 Runnymede Estates	55,600	-	-	55,600	-	-	55,600	-	Actuals to be transferred at end of year
Total	425,600	-	20,000	445,600	84,314	160,494	447,861	2,261	
Helen Dunn									
43002 Website Enhancement	-	-	-	-	1,500	-	-	-	Not a current project - balance to be moved in Oct 12
43003 New Software	10,000	-	-	10,000	-	-	10,000	-	To be spent on various items in 12/13
43004 Application Upgrades	10,000	-	-	10,000	-	-	10,000	-	To be spent on various items in 12/13
43302 Payroll/HR	15,000	-	-	15,000	-	-	7,500	(7,500)	Additional set up consultancy may be required but unlikely to be fully spent
43305 SharePoint	40,000	-	-	40,000	325	-	1,000	(39,000)	Governance Tool, Migrator, Workflow tool and ad hoc consultancy still to be purchased. Likely to be 2013-14
43306 Geographical Info System	-	-	-	-	-	633	-	-	Investigating commitment to see if valid
43310 Virtual Desktop (VDI)	50,000	-	-	50,000	-	3,000	3,000	(47,000)	Feasibility study planned for 12/13, but main project may be delayed until 13/14 or beyond
43311 Voice Over Internet (VOIP)	85,000	-	-	85,000	-	-	-	(85,000)	Current phone system is past end of life. There are possible partnership arrangements which may delay project start
43313 Out of Hours Telephony	21,700	-	-	21,700	21,700	-	21,700	-	Part 2 of project is being funded by CRM budget
43501 Revenues & Benefits	-	-	-	-	1,500	14,592	16,000	16,000	Voice recognition payments module. Expenditure could be funded by underspends in other ICT projects
43508 Elections	-	-	-	-	1,216	-	-	-	Not a current project - balance to be moved in Oct 12
43601 Remote & Mobile Working, Depot	20,000	-	-	20,000	-	-	10,000	(10,000)	Various devices are being looked at, but project may be delayed until 13/14
43603 Server Updates	30,000	-	-	30,000	-	-	30,000	-	Migration to and replacement of SQL Servers is required, so likely to be fully spent
43604 Desktop Upgrades	20,000	-	-	20,000	30,509	2,510	35,000	15,000	Desktop Refresh for Windows 7. The overspend could be funded by other ICT Project under spends
43605 Telephone/Data Communications	20,000	-	-	20,000	8,575	152	10,000	(10,000)	Additional Items for CTI upgrade - unlikely to be fully spent
43606 Misc software	-	-	-	-	171	-	-	-	Not a current project - balance to be moved in Oct 12
Total	321,700	-	-	321,700	65,496	20,887	154,200	(167,500)	
Jackie Taylor									
41620 Wheelie Bins	50,000	-	-	50,000	16,819	5,503	50,000	-	
Total	50,000	-	-	50,000	16,819	5,503	50,000	-	
Jan Hunt									
41608 HR and Payroll system	18,000	23,600	-	41,600	2,902	-	41,600	-	Fully committed to the total allocated budget for the HR and Payroll system, phase 2 to commence shortly.
Total	18,000	23,600	-	41,600	2,902	-	41,600	-	
Keith McGroary									
41604 CCTV Stanwell	60,000	-	-	60,000	-	-	60,000	-	Funding to be received on completion of Phase 2. Work to commence in next few months & should be in operation by Spring
S106 Funding	(60,000)	-	-	(60,000)	-	-	(60,000)	-	
Total	-	-	-	-	-	-	-	-	

CAPITAL MONITORING REPORT P.6 SEP 2012/13

Cost Centre Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Lee O'Neil									
41314 Air Quality	-	25,100	-	25,100	-	-	25,100	-	DEFRA grant to cover action planning work. The action planning work was held up for about 18-months due to the development of a new London Emissions Inventory which was required for preliminary assessment work. Action planning can only take place after the new Borough Air Quality Management Boundary has been determined (and approved by DEFRA); work on the boundary is in progress. Action planning work will take place after this between end 2012 and 2014 (Oct'12)
41315 Cont Land Investigation	13,000	-	(13,000)	-	-	-	-	-	
43307 EHBC Mobile Working	20,000	20,000	(20,000)	20,000	-	-	20,000	-	Trial progressing (Oct'12)
Total	33,000	45,100	(33,000)	45,100	-	-	45,100	-	
Linda Norman									
43505 CRM Solution	80,000	-	-	80,000	20,299	-	80,000	-	Project not due to start until Sept/Oct. Spend so far relates to part 2 out of office telephony project
Total	80,000	-	-	80,000	20,299	-	80,000	-	
Lisa Stonehouse									
41018 Pool Covers	14,500	-	-	14,500	-	-	14,500	-	Linked to Combined Heat & Power project. Looking to complete by end of 2012
42274 SkatePark+Multi use games area	85,000	-	-	85,000	56,861	9,575	85,000	-	This is currently being spent on finishing skate parks & Multi use games area, all aspects complete by Jan 2013
External Funding	(50,000)	-	-	(50,000)	-	-	(50,000)	-	
Total	49,500	-	-	49,500	56,861	9,575	49,500	-	
Liz Borthwick									
40108 Leisure Centre Fitness Kit	-	-	-	-	21,400	-	21,400	21,400	Supplementary estimate required
41027 Stanwell DC Cafe	-	-	-	-	5,000	-	-	-	Transaction is not capital related & will be moved to revenue in Oct 2012
42012 Greeno Centre Development	35,000	-	-	35,000	-	-	24,000	(11,000)	Planning permission has now been agreed & patio works are due to begin on the 5th November
Total	35,000	-	-	35,000	26,400	-	45,400	10,400	
Rowena Davison									
43304 GOSS - Website Upgrade	25,000	-	-	25,000	(27,012)	2,090	28,370	3,370	Project is now complete - special creditor waiting to clear
Total	25,000	-	-	25,000	(27,012)	2,090	28,370	3,370	
Sandy Muirhead									
40601 Wall/Loft Insulation	25,000	-	-	25,000	-	-	25,000	-	Money will be spent quickly during Autumn & will be completed by Jan 2013
41203 Tennis Courts	-	-	-	-	-	5,000	-	-	Investigating commitments
41206 Ashford Rec Playground Upgrade	25,000	-	-	25,000	-	-	25,000	-	Budget to be spent by end of the year
41207 Combined Heat & Power	121,600	-	-	121,600	-	-	121,600	-	Installation to take place Jan 2013
41302 Parking Handhelds	35,000	-	-	35,000	21,063	3,200	25,000	(10,000)	Purchased and waiting for invoice
41309 Critical Ditches	-	10,000	-	10,000	-	-	10,000	-	Looking at re-routing sweeps ditch
41317 Car Park Improvements	-	70,600	-	70,600	26,364	-	80,600	10,000	Parking improvements project tendering due with a projected start date of Jan 2013. Overspend could be funded by underspend on parking handheld devices
41629 Day Centre EE Lighting	-	-	-	-	7,848	-	7,848	7,848	SALIX project monies from SALIX fund complete by March 2013
41631 Elmsleigh CP Lighting	-	-	-	-	2,600	-	2,600	2,600	SALIX project monies from SALIX fund complete by March 2013
41632 White House depot lighting	-	-	-	-	13,029	-	13,029	13,029	SALIX project monies from SALIX fund complete by March 2013
42037 Biffa Award Match Funding	-	8,700	-	8,700	-	-	8,700	-	Work involving Shortwood pond - This will be spent as it is match funding for external bid
42049 Hawke Park	-	-	-	-	1,091	909	10,000	10,000	To be funded by the capital receipt received from the county council
Total	206,600	89,300	-	295,900	71,995	9,109	329,377	33,477	
Total For Other	1,244,400	158,000	(13,000)	1,389,400	318,074	207,657	1,271,408	(117,992)	
GRAND TOTAL	1,551,000	158,000	(13,000)	1,696,000	495,663	207,657	1,578,008	(117,992)	

Cabinet

20 November 2012



Title	Net Revenue Monitoring and Projected Outturns		
Purpose	For Information		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Adrian Flynn		
Summary	<p>To provide members with the net revenue spend figures to end of September 2012</p> <ul style="list-style-type: none"> • The forecast outturn is £12.533m against the revised budget of £12.371m; a projected £162k adverse (1.3%) variance at net expenditure level. • After taking into account the use of carry forwards, the net position is approx £56k favourable variance. • There is a purely accounting entry which has the effect of increasing Parks and Assets portfolio by £129k and reducing Health and Wellbeing by £129k with an overall nil net effect • Interest earnings are forecast to be lower than the original budget by £40k 		
Financial Implications	As set out within the report and appendices.		
Corporate Priority	All three priorities		
Recommendations	The Cabinet is asked to note the report.		

MAIN REPORT

1. Background

- 1.1 The purpose of this report is to update Members on the net revenue spend and forecast outturn position as at the 30 September 2012.
- 1.2 To inform members of the reasons for the variances identified against the budget agreed in February 2012 and revised for carry forwards.
- 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. (see Paragraph 2.2)

2. Key Features

- 2.1 The forecast over spend at net expenditure level is £162k (1.3%) against the revised budget. Once we take into account the use of carry forwards, the under spend falls to approx £56k.
- 2.2 Note there is one purely accounting adjustment relating to the accounting entries for the accommodation which used to be occupied by VAIS at Knowle Green under which the value of that space was recognised as £129k income to assets and as a payment of grant under health and well being with the two transactions offsetting each other. Now VAIS are no longer occupying that space the accounting entries will not happen which results in Parks and Assets apparent net expenditure increasing by £129k and Health and Wellbeing apparent net expenditure reducing by £129k.
- 2.3 In Appendices B and C1 to C9 the major areas causing the year to date budget to be higher or lower than the actual spend to date are detailed.
- 2.4 Budgets are profiled where there is a normal expected payment date e.g. National Non-Domestic rates (NNDR) payments are profiled to be paid in May, salaries in 12ths, grants on the month they are received previously, contracts on the payment frequency agreed, rentals on a quarterly basis etc. This still means however that the majority of the expenditure, profiled in 12ths to be spent, is reliant upon Service Heads ordering goods and services on a regular basis. In reality the major proportion of spend is generally made in the second half of the year. There will always be some timing differences which do not reflect underlying budget variances.
- 2.5 The major area of spend relates to Housing Benefit payments which are made 4 weekly at varying levels from £1.7m max to £20k minimum. However the grant income received comes in monthly based on estimates agreed at the start of the year. An Interim adjustment payment is paid or repaid after the midyear claim is submitted. Timing differences in excess of £1.5m in one month could occur if 2 large benefit payment runs occur within the same month.

2.6 Appendices B and C1 to C9 give a summarised breakdown of the revenue spend by portfolio area, firstly in overall terms and then breaking each portfolio down by cost centres.

3. Options analysis and proposal

Accountancy and Management team will be monitoring the managers carefully in order to seek to mitigate the adverse variance currently projected.

3.1 The following highlights the more significant variances:

Corporate Governance

Legal - £79k favourable variance - additional income over 3 years on shared law publications systems with other Surrey authorities plus one off income for Staines Prep School licence.

Planning and Housing

Homelessness – Projected favourable net variance of £83k on voids (helps offset following two adverse variances)

Housing needs – adverse £30k variance due to use of agency staff.

Housing Benefits- Adverse £60k variance reduced overpayments recovery and discretionary housing payments.

Land Charges – Favourable variance of £20k on land charges income.

Building Control – Favourable variance of £19k due to increased fee income.

Health and Well Being

General Grants –favourable variance £146k – partial accounting entry see paragraph 2.3

Spelthorne Personal Alarm Network – Adverse £26k variance on income.

Environment

Waste Recycling – Adverse projected variance of £15k due to large increase in disposal costs from the 1st October 2012 and reduced income from lower tonnage.

Refuse collection - Favourable variance of £39k on income due to increased waste bin rental fees and bulky waste income, reduced employee costs £74k and reduced vehicle contract costs £12k.

Street cleaning - Adverse variance of £71k due to increased use of overtime and temp staff - Offset by savings on refuse collection employee costs

Parks and Assets

Public Halls - adverse £20k variance for one-off work to boiler and gas supply at St Martin's Hall to bring it up to standard before transferring the asset.

Knowle Green – adverse £150k variance - see paragraph 2.3 above plus reduced income due to no airtrack inquiry rental income.

Sea Cadets- adverse variance of £29k for hire costs of porta-cabins for Sea Cadets. Head of Asset Management in negotiation to purchase for a one-off capital amount which would bring on-going costs to an end.

Cemeteries – Adverse projected variance of £34k due to tree works and energy costs and also reduced fee income.

Parks – Adverse projected variance of £34k due to loss of rental income and lower football, filming and fun fair income.

Grounds Maintenance - Favourable variance of £58k due to lower spend on highways weed spraying and parks maintenance.

Finance and Resources

Car Parks – Net projected adverse variance of £55k on temporary staff costs

3.2 The Cabinet is asked to note the current net revenue spend position and forecast position.

4. Financial implications

4.1 As set out within the report and appendices.

5. Other considerations

5.1 There are none.

6. Risks and how they will be mitigated

6.1 A projected balanced outturn depends on Management team (MAT), heads of service and all Budget Managers, managing their budgets within the parameters which 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

6.2 Any necessary corrective action on major budget variations, which cannot be remedied within the service, are reported to MAT immediately in order to ensure that as much time and opportunity is had to enable the position to be rectified quickly within the current financial year.

7. Timetable for implementation

7.1 Bi – monthly reports are produced for Management team..

Background papers: There are none

Appendices:A,B,C1 to C9

APPENDIX A

2012/13 Net Revenue Budget Monitoring

As at end of September 2012

	12/13	12/13	12/13
	Budget Revised £	Forecast Outturn £	Variance to Revised £
Gross Expenditure	55,147,599	56,275,981	1,128,382
Less Benefits (offset by grant)			
Total Gross Expenditure excluding Benefits	55,147,599	56,275,981	1,128,382
Less Specific fees and charges income	(42,462,499)	(43,743,001)	(1,280,502)
Net Expenditure - broken down as below	12,685,100	12,532,980	(152,120)
Economic Development	(577,800)	(578,265)	(465)
Corporate Governance	1,579,506	1,434,030	(145,476)
Planning and Housing	874,200	837,850	(36,350)
Health Wellbeing and Independent Living	1,609,294	1,425,010	(184,284)
Environment	2,945,500	2,864,996	(80,504)
Parks and Assets	2,832,900	3,036,805	203,905
Communications	1,479,400	1,459,900	(19,500)
Community Safety and Young People	219,504	233,800	14,296
Finance and Resources	1,722,596	1,818,855	96,259
NET EXPENDITURE AT SERVICE LEVEL	12,685,100	12,532,980	(152,120)
Salary expenditure - vacancy monitoring	(300,000)	-	300,000
Salary Savings efficiencies		-	-
Restructuring Savings	(40,000)	-	40,000
Partnership Savings	(40,000)	-	40,000
Resources to address project management issues	66,200	-	(66,200)
NET EXPENDITURE	12,371,300	12,532,980	161,680
NET EXPENDITURE	12,371,300	12,532,980	161,680
Interest earnings	(382,000)	(382,000)	-
Extraordinary Item			-
Appropriation from Reserves:			
Reserves - General			-
Reserves - New Schemes Fund / HIF			-
Interest Equalisation reserve	(200,072)	(200,072)	-
Carryforward reserve transfer			-
Business Improvement Reserve	-		-
BUDGET REQUIREMENT	11,789,228	11,950,908	161,680
National non domestic rates	(3,732,806)	(3,732,806)	-
Revenue Support grant	(75,636)	(75,636)	-
New Homes Bonus	(541,000)	(541,000)	-
Council Tax freeze grant	(170,000)	(170,000)	-
NET BUDGET REQUIREMENT	7,269,786	7,431,466	161,680
Collection Fund Surplus/(deficit)	(7,920)	(7,920)	-
CHARGE TO COLLECTION FUND	7,261,866	7,423,546	161,680
2011/12 Revenue carryforward			(218,000)
Net Position			(56,320)

Appendix B						
REVENUE MONITORING 2012/13						
EXPENDITURE AND INCOME SUMMARY 30 SEPTEMBER 2012						
Results to 30-Sep-12	Budget		Actual	Commitments	Forecast	Variance
	Revised	YTD	YTD		Outturn	to Revised
	£	£	£	£	£	£
Economic Development						
Employees	18,600	9,200	13,672	0	23,035	4,435
Other Expenditure	284,100	155,800	167,102	20,097	295,200	11,100
Income	(880,500)	(430,000)	(453,744)	0	(896,500)	(16,000)
	(577,800)	(265,000)	(272,971)	20,097	(578,265)	(465)
Corporate Governance						
Employees	1,214,000	595,450	577,281	17,766	1,148,672	(65,328)
Other Expenditure	367,706	187,462	182,087	21,897	360,505	(7,201)
Income	(2,200)	(600)	(71,828)	0	(75,147)	(72,947)
	1,579,506	782,312	687,539	39,663	1,434,030	(145,476)
Planning and Housing						
Employees	2,097,100	1,050,000	1,092,324	344	2,132,800	35,700
Other Expenditure	34,376,400	17,193,500	17,692,253	41,966	35,545,200	1,168,800
Income	(35,599,300)	(17,829,300)	(18,420,970)	0	(36,840,150)	(1,240,850)
	874,200	414,200	363,606	42,311	837,850	(36,350)
Health Wellbeing and Independent Living						
Employees	1,356,400	678,800	675,894	1,538	1,370,130	13,730
Other Expenditure	1,057,196	592,478	459,466	83,457	868,780	(188,416)
Income	(804,302)	(420,457)	(381,368)	186	(813,900)	(9,598)
	1,609,294	850,821	753,992	85,182	1,425,010	(184,284)
Environment						
Employees	2,415,000	1,217,600	1,174,758	668	2,381,900	(33,100)
Other Expenditure	1,727,104	795,905	720,975	152,965	1,720,700	(6,404)
Income	(1,196,604)	(611,500)	(771,996)	0	(1,237,604)	(41,000)
	2,945,500	1,402,005	1,123,738	153,633	2,864,996	(80,504)
Parks and Assets						
Employees	626,200	310,775	315,083	1,148	638,405	12,205
Other Expenditure	3,544,597	1,734,383	1,498,640	830,923	3,540,400	(4,197)
Income	(1,337,897)	(885,118)	(681,111)	0	(1,142,000)	195,897
	2,832,900	1,160,040	1,132,612	832,070	3,036,805	203,905
Communications						
Employees	495,700	222,400	209,965	0	482,700	(13,000)
Other Expenditure	1,050,700	686,750	676,616	70,776	1,026,700	(24,000)
Income	(67,000)	(33,600)	(34,166)	0	(49,500)	17,500
	1,479,400	875,550	852,415	70,776	1,459,900	(19,500)
Community Safety and Young People						
Employees	231,900	115,700	134,067	5,130	278,100	46,200
Other Expenditure	225,000	120,543	138,651	4,174	242,300	17,300
Income	(237,396)	(117,598)	(129,167)	69	(286,600)	(49,204)
	219,504	118,645	143,551	9,372	233,800	14,296
Finance and Resources						
Employees	2,550,400	1,281,633	1,137,348	20,081	2,660,755	110,355
Other Expenditure	1,509,496	791,714	812,878	248,987	1,559,700	50,204
Income	(2,337,300)	(1,053,900)	(1,222,778)	0	(2,401,600)	(64,300)
	1,722,596	1,019,447	727,447	269,068	1,818,855	96,259
NET EXPENDITURE AT SERVICE LEVEL	12,685,100	6,358,021	5,511,930	1,522,171	12,532,980	(152,120)
Total Employees	11,005,300	5,481,558	5,330,392	46,676	11,116,496	111,196
Total Other Expenditure	44,142,299	22,258,536	22,348,667	1,475,241	45,159,485	1,017,186
Total Income	(42,462,499)	(21,382,073)	(22,167,129)	255	(43,743,001)	(1,280,502)
	12,685,100	6,358,021	5,511,930	1,522,171	12,532,980	(152,120)
Total Expenditure	55,147,599	27,740,094	27,679,059	1,521,917	56,275,981	1,128,382
Total Income	(42,462,499)	(21,382,073)	(22,167,129)	255	(43,743,001)	(1,280,502)
Net	12,685,100	6,358,021	5,511,930	1,522,171	12,532,980	(152,120)

Economic Development : Cabinet Member - Cllr Nick Gething

Results to 30-Sep-12	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	
Other Expenditure	27,400	22,700	21,817	3,195	27,300	(100)	
Income	0	0	0	0	0	0	
Bus Station	27,400	22,700	21,817	3,195	27,300	(100)	
Employees	18,600	9,200	9,137	0	18,500	(100)	
Other Expenditure	160,000	80,000	88,857	0	161,700	1,700	
Income	(580,500)	(280,000)	(280,132)	0	(580,500)	0	
Staines Town Centre Management	(401,900)	(190,800)	(182,138)	0	(400,300)	1,600	
Employees	0	0	4,535	0	4,535	4,535	Overtime and Temp staff costs while market was run in house by streetscene
Other Expenditure	84,700	47,100	45,397	14,957	87,000	2,300	Increased staines market management fees & Operational equipment costs
Income	(300,000)	(150,000)	(167,630)	0	(310,000)	(10,000)	Increased number of stall holders
Staines Market	(215,300)	(102,900)	(117,697)	14,957	(218,465)	(3,165)	
Employees	0	0	0	0	0	0	
Other Expenditure	12,000	6,000	11,030	1,945	19,200	7,200	Staines upon Thames day costs partially offset by sponsorship income as below.
Income	0	0	(5,983)	0	(6,000)	(6,000)	Sponsorship receipts for Staines upon Thames day
Economic Development	12,000	6,000	5,048	1,945	13,200	1,200	
Total Employees	18,600	9,200	13,672	0	23,035	4,435	
Total Other Expenditure	284,100	155,800	167,102	20,097	295,200	11,100	
Total Income	(880,500)	(430,000)	(453,744)	0	(896,500)	(16,000)	
	(577,800)	(265,000)	(272,971)	20,097	(578,265)	(465)	

Appendix C2							
Corporate Governance : Cabinet Member - Cllr Frank Ayers							
Results to 30-Sep-12	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	95,000	47,500	48,667	6,235	97,000	2,000	
Other Expenditure	5,800	2,900	779	1,732	3,000	(2,800)	
Income	0	0	0	0	0	-	
MaT Secretariat & Support	100,800	50,400	49,446	7,967	100,000	(800)	
Employees	290,400	144,500	146,779	0	293,000	2,600	
Other Expenditure	17,300	8,600	(630)	6,435	8,000	(9,300)	Lower spend on conference expenses, general subscriptions and internal printing
Income	0	0	(86)	0	(86)	(86)	
Assistant Chief Executives	307,700	153,100	146,062	6,435	300,914	(6,786)	
Employees	206,200	96,300	86,835	11,531	173,000	(33,200)	Lower spend on the training budget
Other Expenditure	10,500	6,875	5,866	34	9,000	(1,500)	
Income	0	0	(71)	0	(71)	(71)	
Chief Executive	216,700	103,175	92,630	11,565	181,929	(34,771)	
Employees	258,300	125,650	117,407	0	225,272	(33,028)	
Other Expenditure	23,200	19,483	36,247	11,634	48,215	25,015	
Income	(1,200)	(600)	(71,033)	0	(72,000)	(70,800)	
Legal	280,300	144,533	82,622	11,634	201,487	(78,813)	Expenditure relates to Practical Law Company subscription, this deal is over three years and provides better rates across Surrey BC's, these costs are then recouped from other Borough's as reflected by increased income. One off income received for licence for Staines Prep
Employees	144,900	72,200	69,572	0	139,000	(5,900)	
Other Expenditure	16,000	4,000	1,219	51	16,000	0	
Income	0	0	0	0	0	0	
Committee Services	160,900	76,200	70,791	51	155,000	(5,900)	Saving on allowances due to only having one deputy leader
Employees	89,500	44,600	44,543	0	89,400	(100)	
Other Expenditure	0	0	88	0	90	90	
Income	0	0	0	0	0	0	
Corporate Governance	89,500	44,600	44,631	0	89,490	(10)	Spend to budget
Employees	0	0	0	0	0	0	
Other Expenditure	10,900	5,600	230	0	0	(10,900)	No expenditure is expected unless there is a by-election
Income	0	0	0	0	0	0	
Elections	10,900	5,600	230	0	0	(10,900)	
Employees	111,300	55,400	57,757	0	113,700	2,400	
Other Expenditure	30,606	18,704	10,483	1,518	24,600	(6,006)	savings expected mainly against phone response and internal postage recharges budget
Income	(1,000)	0	(150)	0	(2,500)	(1,500)	
Electoral Registration	140,906	74,104	68,091	1,518	135,800	(5,106)	
Employees	18,400	9,300	5,719	0	18,300	(100)	
Other Expenditure	253,400	121,300	127,804	494	251,600	(1,800)	
Income	0	0	(489)	0	(490)	(490)	
Democratic Rep & Management	271,800	130,600	133,035	494	269,410	(2,390)	Mayors - £1924 b/f from Dep Mayor into Mayor as an approved carry forward due to Mayoral cycle not commencing until June. Civic Occassions - Additional costs re Alderman evening approved by Chief Finance Officer. Town Twinning - Spend to budget Members Expenses - Spend to budget
Total Employees	1,214,000	595,450	577,281	17,766	1,148,672	(65,328)	
Total Other Expenditure	367,706	187,462	182,087	21,897	360,505	(7,201)	
Total Income	(2,200)	(600)	(71,828)	0	(75,147)	(72,947)	
	1,579,506	782,312	687,539	39,663	1,434,030	(145,476)	

Appendix C3							
Planning and Housing : Cabinet Member - Cllr Gerry Forsbrey							
Results to 30-Sep-12	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	0	0	0	0		0	
Other Expenditure	262,300	136,200	187,731	19,327	350,000	87,700	
Income	(89,400)	(69,700)	(172,923)	0	(260,000)	(170,600)	
Homelessness	172,900	66,500	14,807	19,327	90,000	(82,900)	Will be underspent by approx £83K, mainly due to Planned Voids
Employees	542,700	271,500	266,940	0	542,700	0	
Other Expenditure	33,500	16,800	18,202	159	33,500	0	
Income	(540,200)	(270,000)	(265,620)	0	(540,200)	0	
Housing Benefits Admin	36,000	18,300	19,522	159	36,000	0	Forecast to be on budget
Employees	0	0	0	0		0	
Other Expenditure	33,948,800	16,974,400	17,425,874	0	35,030,000	1,081,200	Overpayments are reduced because of housing stability
Income	(34,128,800)	(17,064,500)	(17,538,221)	0	(35,150,000)	(1,021,200)	
Housing Benefits Payments	(180,000)	(90,100)	(112,347)	0	(120,000)	60,000	Subsidies as a whole are higher than budgeted but income will compensate this
Employees	450,400	225,800	269,346	344	480,000	29,600	
Other Expenditure	28,600	12,600	10,205	43	28,600	0	
Income	(54,600)	(31,300)	(51)	0	(54,600)	0	
Housing Needs	424,400	207,100	279,500	387	454,000	29,600	Employees will be overspent due to agency staff by approx £30K
Employees	55,200	27,400	27,332	0	54,700	(500)	On budget
Other Expenditure	1,600	400	905	0	1,500	(100)	
Income	(160,000)	(80,000)	(91,572)	0	(180,000)	(20,000)	
Land Charges	(103,200)	(52,200)	(63,335)	0	(123,800)	(20,600)	Anticipated that income target will be exceeded by £20,000
Employees	642,900	322,000	325,156	0	652,600	9,700	
Other Expenditure	61,400	30,400	36,336	2,607	61,400	0	
Income	(335,300)	(167,800)	(178,585)	0	(335,300)	0	
Planning Development Control	369,000	184,600	182,907	2,607	378,700	9,700	Consultants budget (other expenditure) will be fully utilised (the public inquiry on the Police College site in Sunbury). The government has suggested a 15% increase in planning fees from November 2012. No date has been given as yet, and the potential effect on income will not be revised until confirmed. Planning income is subject to significant variation and is closely monitored on a monthly basis. Several large planning applications are in the pipeline which are due to be submitted before end of March 2013. If they are submitted on time then we will be able to achieve the income target.
Employees	159,800	79,900	72,868	0	145,200	(14,600)	
Other Expenditure	19,600	10,700	8,015	19,830	19,600	0	
Income	(1,000)	(1,000)	(44)	0	(50)	950	
Planning Policy	178,400	89,600	80,839	19,830	164,750	(13,650)	Consultants budget (other expenditure) may be exceeded depending on the pace of updating the evidence base for the Local Development Framework in light of the National Planning Policy Framework
Employees	246,100	123,400	130,681	0	257,600	11,500	
Other Expenditure	20,600	12,000	4,976	0	20,600	0	
Income	(290,000)	(145,000)	(173,954)	0	(320,000)	(30,000)	
Building Control	(23,300)	(9,600)	(38,297)	0	(41,800)	(18,500)	Employees overspend relates to engagement of structural engineer, costs recovered as part of fee income. £320,000 income should be achievable, though there is no guarantee of this and may cause a "false economy" if higher sum projected.
Total Employees	2,097,100	1,050,000	1,092,324	344	2,132,800	35,700	
Total Other Expenditure	34,376,400	17,193,500	17,692,253	41,966	35,545,200	1,168,800	
Total Income	(35,599,300)	(17,829,300)	(18,420,970)	0	(36,840,150)	(1,240,850)	
	874,200	414,200	363,606	42,311	837,850	(36,350)	

Appendix C4							
Health Wellbeing and Independent Living : Cabinet Member - Cllr Jean Pinkerton							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
30-Sep-12	£	£	£	£	£	£	
Employees	0	0	0	0	0	-	
Other Expenditure	451,900	324,800	226,280	0	306,280	(145,620)	
Income	0	0	0	0	0	-	
General Grants	451,900	324,800	226,280	0	306,280	(145,620)	Community Link have moved out (£129,500) and "Other expenses" has not been used for at least five years.
Employees	101,400	50,400	49,986	0	101,000	(400)	
Other Expenditure	11,800	4,975	3,176	0	10,800	(1,000)	
Income	0	0	0	0	0	0	
Com Care Administration	113,200	55,375	53,163	0	111,800	(1,400)	
Employees	299,600	150,300	148,545	0	299,800	200	
Other Expenditure	222,696	115,853	106,389	51,282	219,300	(3,396)	
Income	(218,598)	(101,255)	(101,694)	0	(220,000)	(1,402)	
Day Centres	303,698	164,898	153,240	51,282	299,100	(4,598)	
Employees	66,500	32,800	32,590	0	66,300	(200)	
Other Expenditure	86,800	34,225	33,413	10,560	86,800	0	
Income	(185,804)	(70,302)	(73,321)	0	(190,200)	(4,396)	Sale of food income is expected to be higher than budget
Meals On Wheels	(32,504)	(3,277)	(7,317)	10,560	(37,100)	(4,596)	
Employees	73,600	37,200	35,474	0	71,000	(2,600)	Vacancy being covered by temporary staff on lower grade.
Other Expenditure	97,900	26,625	32,633	12,553	97,900	0	Carried forward agreed of £39k for purchase of telecare equipment, if not spent then likely to be carried forward in the next year.
Income	(273,100)	(177,400)	(189,259)	0	(246,900)	26,200	Charges for services income is expected to be lower by £30k due to Surrey telecare strategy is not due to start as earlier expected, partly off set by SCC funding is higher than the budget.
Span	(101,600)	(113,575)	(121,152)	12,553	(78,000)	23,600	
Employees	112,000	56,300	60,473	0	125,000	13,000	Cost of Temp staff to fill vacant posts and severance pay for one employee
Other Expenditure	51,400	35,100	27,198	548	42,000	(9,400)	Reduced Maintenance costs for the 1st half of the year
Income	(93,800)	(57,900)	(38,390)	0	(95,500)	(1,700)	Additional membership fees
SAT	69,600	33,500	49,280	548	71,500	1,900	
Employees	703,300	351,800	348,611	1,538	707,030	3,730	Additional payments made to staff.
Other Expenditure	61,700	16,500	13,384	580	61,700	0	
Income	(10,500)	0	35,773	186	(39,400)	(28,900)	Credit note raised in error, should be -28917
Environmental Health Admin	754,500	368,300	397,769	2,304	729,330	(25,170)	Warmer Homes Fund - in January 2012 we obtained a Department of Health grant for £64,800 for work to prevent excess winter deaths. The funds in this cost code were carried over to 2012-13.
Employees	0	0	0	0	0	0	
Other Expenditure	46,800	21,900	5,246	835	17,800	(29,000)	
Income	(8,600)	(8,600)	(3,621)	0	(4,300)	4,300	
Environmental Protection Act	38,200	13,300	1,625	835	13,500	(24,700)	
Employees	0	0	215	0	0	0	
Other Expenditure	1,300	(400)	(1,971)	180	1,300	0	
Income	(3,000)	(1,500)	(2,072)	0	(4,200)	(1,200)	
Food Safety	(1,700)	(1,900)	(3,828)	180	(2,900)	(1,200)	Includes funding obtained (i) the provision of Spelthorne run food hygiene courses, and (ii) from the Food Standards Agency (FSA) to cover costs associated with transferring the Council's ""scores on the doors"" scheme to the FSA's ""Food Hygiene Rating"" scheme.
Employees	0	0	0	0	0	0	
Other Expenditure	5,400	3,200	2,867	0	5,400	0	
Income	(8,900)	(2,500)	(6,305)	0	(8,900)	0	Health & Safety courses running well. Burial cost not recouped.
Public Health	(3,500)	700	(3,438)	0	(3,500)	0	Incomes slightly above forecast annual targets. (Oct'12)
Employees	0	0	0	0	0	0	
Other Expenditure	19,500	9,700	10,850	6,920	19,500	0	Larger volume of restrained dogs has resulted in a possibly increased cost in the provision of dog pound facilities, this will historically increase over the forthcoming festive period.
Income	(2,000)	(1,000)	(2,480)	0	(4,500)	(2,500)	Whilst the income to date has reflected a good collection rate of dogs, this is expected to stall slightly over the festive period.
Rodent & Pest Control	17,500	8,700	8,370	6,920	15,000	(2,500)	Currently on target (Oct'12)
Total Employees	1,356,400	678,800	675,894	1,538	1,370,130	13,730	
Total Other Expenditure	1,057,196	592,478	459,466	83,457	868,780	(188,416)	
Total Income	(804,302)	(420,457)	(381,368)	186	(813,900)	(9,598)	
	1,609,294	850,821	753,992	85,182	1,425,010	(184,284)	

Appendix C5							
Environment : Cabinet Member - Cllr Robert Watts							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
30-Sep-12	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	
Other Expenditure	1,000	0	0	0	300	(700)	DVLA now pick up the majority of vehicles due to car tax issues
Income	0	0	0	0	0	0	
Abandoned Vehicles	1,000	0	0	0	300	(700)	
Employees	0	0	451	0	0	0	Expenditure misposted and was corrected in Oct
Other Expenditure	57,500	48,900	50,226	1,448	61,000	3,500	Increased electricity prices & costs of emptying catch pits
Income	0	0	0	0	0	0	
Depot	57,500	48,900	50,677	1,448	61,000	3,500	
Employees	537,700	268,700	245,549	0	492,000	(45,700)	Market Manager post is vacant
Other Expenditure	57,500	23,800	12,227	7,141	45,000	(12,500)	
Income	(21,200)	(19,100)	5,095	0	(24,600)	(3,400)	Depot Managers costs to be billed to Runnymede + A2 grant income
DS Management & Support	574,000	273,400	262,870	7,141	512,400	(61,600)	
Employees	979,300	500,900	438,747	668	905,000	(74,300)	Offsetting over spend in street cleansing
Other Expenditure	771,300	320,300	417,677	32,620	759,000	(12,300)	Increased maintenance & tyre costs offset by reduced hired transport fees
Income	(446,200)	(383,600)	(550,713)	0	(485,000)	(38,800)	Increased garden waste bin rental fees & bulky waste income
Refuse Collection	1,304,400	437,600	305,711	33,288	1,179,000	(125,400)	
Employees	0	0	0	0	0	0	
Other Expenditure	9,500	2,375	2,569	1,617	9,500	0	Adjustment for previous year is still outstanding which is being investigated
Income	0	0	0	0	0	0	
Energy Initiatives	9,500	2,375	2,569	1,617	9,500	0	
Employees	0	0	0	0	0	0	
Other Expenditure	30,500	11,125	12,808	34,261	35,300	4,800	
Income	0	0	(4,804)	0	(4,804)	(4,804)	Grant payment from Rural Payments Agency and reimbursement of costs from SCC re: road signs for Shepperton Village with no budget
Environmental Enhancements	30,500	11,125	8,004	34,261	30,496	(4)	
Employees	351,600	174,500	178,767	0	355,900	4,300	One members of staff is being paid on higher grade than the budget. Overtime payment with no budget
Other Expenditure	13,000	8,517	13,998	10,584	15,300	2,300	
Income	(30,504)	0	(3,163)	0	(35,200)	(4,696)	
Enviro Services Administration	334,096	183,017	189,602	10,584	336,000	1,904	
Employees	546,400	273,500	305,125	0	619,000	72,600	Salary, Temp staff and overtime overspends off set by savings in Refuse Collection
Other Expenditure	318,600	155,486	43,735	26,151	317,200	(1,400)	
Income	(47,700)	(43,300)	(46,413)	0	(48,000)	(300)	
Street Cleaning	817,300	385,686	302,446	26,151	888,200	70,900	
Employees	0	0	0	0	0	0	
Other Expenditure	319,800	159,900	99,457	34,072	324,000	4,200	AWC gate fees rose from £12.62 to £37 per tonne from the 1st Oct 2012
Income	(651,000)	(165,500)	(171,997)	0	(640,000)	11,000	lower tonnage than expected
Waste Recycling	(331,200)	(5,600)	(72,540)	34,072	(316,000)	15,200	
Employees	0	0	0	0	0	0	
Other Expenditure	31,700	0	0	0	31,200	(500)	
Income	0	0	0	0	0	0	
Technical Projects	31,700	0	0	0	31,200	(500)	
Employees	0	0	6,120	0	10,000	10,000	Overtime for cleaning at Temp toilets in Laleham park.
Other Expenditure	103,204	55,752	57,699	2,198	106,900	3,696	
Income	0	0	0	0	0	0	
Public Conveniences	103,204	55,752	63,819	2,198	116,900	13,696	
Employees	0	0	0	0	0	0	
Other Expenditure	8,000	4,250	4,324	559	8,000	0	
Income	0	0	0	0	0	0	
Emergency Planning	8,000	4,250	4,324	559	8,000	0	
Employees	0	0	0	0	0	0	
Other Expenditure	5,500	5,500	6,256	2,314	8,000	2,500	additional work carried out to clear the dried ditches
Income	0	0	0	0	0	0	
Water Courses & Land Drainage	5,500	5,500	6,256	2,314	8,000	2,500	
Total Employees	2,415,000	1,217,600	1,174,758	668	2,381,900	(33,100)	
Total Other Expenditure	1,727,104	795,905	720,975	152,965	1,720,700	(6,404)	
Total Income	(1,196,604)	(611,500)	(771,996)	0	(1,237,604)	(41,000)	
	2,945,500	1,402,005	1,123,738	153,633	2,864,996	(80,504)	

Appendix C6							
Parks and Assets : Cabinet Member - Cllr Denise Grant							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	93,400	46,425	50,246	0	96,105	2,705	
Other Expenditure	54,200	20,748	7,927	4,450	52,000	(2,200)	
Income	0	0	0	0	0	-	
Asset Mgn Administration	147,600	67,173	58,173	4,450	148,105	505	£27k budget carry forward for electrical testing and remedial works.
Employees	0	0	0	0	0	-	
Other Expenditure	2,200	2,200	15,208	4,484	31,400	29,200	
Income	0	0	0	0	0	-	
Sea Cadets	2,200	2,200	15,208	4,484	31,400	29,200	Projected outturn £31,426 - Business rates, Planning application, secure storage and container hire
Employees	0	0	0	0	0	-	
Other Expenditure	152,101	25,999	24,195	2,294	152,100	(1)	
Income	(21,797)	(10,568)	(18,895)	0	(21,800)	(3)	
General Property Expenses	130,304	15,431	5,300	2,294	130,300	(4)	Budget carry forward of £27; £15k; £27k; £20k respectively for Electrical testing & remedial works, Fire Risk assessments, Beresford House and Bridge Street. Full income expected by year end.
Employees	0	0	0	0	0	-	
Other Expenditure	28,500	3,333	0	0	28,500	-	
Income	0	0	0	0	0	-	
Memorial Gardens	28,500	3,333	0	0	28,500	0	Budget carry forward of £18,500 for works on reflections
Employees	176,100	87,600	88,448	0	176,900	800	
Other Expenditure	456,196	317,331	336,316	29,880	456,200	4	General office moves exceeding budget due to high volume of work. Mobile phone bills will exceed budget also by c£23k.
Income	(267,200)	(206,100)	(42,028)	0	(118,300)	148,900	Community Link have moved (£129,500 grant), Airtrack inquiry did not happen (£19,200), Local Dir target set too high, will need full review for 2013/14 budget setting.
Knowle Green	365,096	198,831	382,735	29,880	514,800	149,704	
Employees	0	0	0	0	0	-	
Other Expenditure	87,400	39,167	48,060	46,780	95,000	7,600	Commitments to be looked in to.
Income	0	0	0	0	0	-	
Print Unit	87,400	39,167	48,060	46,780	95,000	7,600	
Employees	0	0	0	0	0	-	
Other Expenditure	556,800	317,321	207,355	571,604	556,800	-	
Income	0	0	0	0	0	-	
Planned Maintenance Programme	556,800	317,321	207,355	571,604	556,800	0	Planned maintenace budget and Service agreements budget to be used fully by year end in partnership with Runnymede BC
Employees	0	0	0	0	0	-	
Other Expenditure	205,000	0	0	0	200,000	(5,000)	Budget carry forward of £5,000 for Knowle Green Space audit. Budget to be expended by end of year.
Income	0	0	0	0	0	-	
Responsive Maintenance Program	205,000	0	0	0	200,000	(5,000)	Responsive maintenace budget to be used fully by year end in partnership with Runnymede BC
Employees	0	0	0	0	0	0	
Other Expenditure	6,200	3,900	6,500	0	8,800	2,600	Rent allotments payments to Ashford Coal Charity
Income	(33,200)	(12,200)	(12,583)	0	(33,600)	(400)	
Allotments	(27,000)	(8,300)	(6,083)	0	(24,800)	2,200	
Employees	0	0	0	0	0	0	
Other Expenditure	16,996	2,232	1,004	14,100	17,000	4	
Income	0	0	0	0	0	0	
Staines Metro Commons	16,996	2,232	1,004	14,100	17,000	4	
Employees	120,100	60,300	58,884	0	119,000	(1,100)	
Other Expenditure	1,656,400	820,500	656,860	138,274	1,600,000	(56,400)	
Income	(190,600)	(95,300)	(95,178)	0	(191,000)	(400)	
Grounds Maintenance	1,585,900	785,500	620,566	138,274	1,528,000	(57,900)	
Employees	0	0	2,617	0	8,800	8,800	Overtime payments relating to Laleham park toilets with no budget
Other Expenditure	110,604	66,552	64,647	13,974	101,700	(8,904)	

Parks and Assets : Cabinet Member - Cllr Denise Grant

Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
30-Sep-12							
Income	(117,700)	(85,300)	(54,033)	0	(83,300)	34,400	Loss of rental income (£18k) for Fordbridge Park due to surrender of lease last year and currently vacant. Remainder relating to Grants & Donations, Reimbursements, Lettings, football, Filming and Fun Fair income are also expected to be lower than the budget
Parks Strategy	(7,096)	(18,748)	13,231	13,974	27,200	34,296	
Employees	2,600	1,300	3,348	0	6,700	4,100	Temporary staff costs off set by higher income
Other Expenditure	19,400	14,300	14,937	275	20,200	800	
Income	(47,000)	(45,500)	(49,452)	0	(51,000)	(4,000)	Higher income expected due to more activity/ bookings
Arts Development	(25,000)	(29,900)	(31,167)	275	(24,100)	900	
Employees	5,000	1,250	772	765	4,000	(1,000)	
Other Expenditure	2,800	1,400	3,026	999	4,000	1,200	
Income	0	0	0	0	0	0	
Festivals	7,800	2,650	3,798	1,764	8,000	200	
Employees	218,800	108,900	103,318	0	213,200	(5,600)	Savings due to a vacant post for the first part of the year, covered by temporary staff.
Other Expenditure	15,700	7,850	4,046	0	13,300	(2,400)	
Income	0	0	0	0	0	0	
Leisure Administration	234,500	116,750	107,364	0	226,500	(8,000)	
Employees	10,200	5,000	6,603	383	12,800	2,600	
Other Expenditure	41,000	29,550	25,443	1,743	36,700	(4,300)	
Income	(14,000)	(6,900)	(5,638)	0	(14,500)	(500)	
Leisure Development	37,200	27,650	26,409	2,126	35,000	(2,200)	
Employees	0	0	0	0	0	0	
Other Expenditure	20,400	13,600	13,416	0	19,700	(700)	
Income	0	0	0	0	0	0	
Leisure Grants	20,400	13,600	13,416	0	19,700	(700)	
Employees	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	
Income	(42,200)	(8,200)	(8,200)	0	(42,200)	0	
Leisure Promotions	(42,200)	(8,200)	(8,200)	0	(42,200)	0	
Employees	0	0	0	0	0	0	
Other Expenditure	4,400	3,800	3,484	53	4,200	(200)	
Income	(8,000)	(8,000)	(8,000)	0	(8,000)	0	
Museum	(3,600)	(4,200)	(4,516)	53	(3,800)	(200)	
Employees	0	0	847	0	900	900	Temporary employees costs are being investigated
Other Expenditure	7,900	5,200	23,386	1,538	27,500	19,600	Additional costs for boiler servicing and building works at St. Martins hall
Income	(45,700)	(28,000)	(30,426)	0	(47,100)	(1,400)	
Public Halls	(37,800)	(22,800)	(6,193)	1,538	(18,700)	19,100	

Parks and Assets : Cabinet Member - Cllr Denise Grant

Results to 30-Sep-12	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	
Other Expenditure	71,000	11,000	12,481	0	71,500	500	
Income	(229,100)	(223,950)	(226,035)	0	(231,200)	(2,100)	
Spelthorne Leisure Centre	(158,100)	(212,950)	(213,555)	0	(159,700)	(1,600)	
Employees	0	0	0	0	0	0	
Other Expenditure	8,300	8,300	9,801	0	9,800	1,500	
Income	0	0	0	0	0	0	
Sunbury Leisure Centre	8,300	8,300	9,801	0	9,800	1,500	
Employees	0	0	0	0	0	0	
Other Expenditure	21,100	20,100	20,549	474	34,000	12,900	Tree works in the cemeteries, plus the cost of new benches & increased electricity/water costs
Income	(321,400)	(155,100)	(130,642)	0	(300,000)	21,400	
Cemeteries	(300,300)	(135,000)	(110,093)	474	(266,000)	34,300	
Total Employees	626,200	310,775	315,083	1,148	638,405	12,205	
Total Other Expenditure	3,544,597	1,734,383	1,498,640	830,923	3,540,400	(4,197)	
Total Income	(1,337,897)	(885,118)	(681,111)	0	(1,142,000)	195,897	
	2,832,900	1,160,040	1,132,612	832,070	3,036,805	203,905	

Appendix C7							
Communications : Cabinet Member - Cllr Christine Bannister							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
30-Sep-12	£	£	£	£	£	£	
Employees	203,200	105,700	92,756	0	190,200	(13,000)	Savings due to 2 members of staff were on maternity leave during first part of year, partially covered by one temporary member of staff.
Other Expenditure	88,300	30,950	25,459	7,655	78,100	(10,200)	Savings expected mainly against Borough Newspapers budget
Income	(29,900)	(15,000)	(12,448)	0	(12,400)	17,500	Income is expected to be lower as partnership with Runnymede BC has ceased in June 2012
Corporate Publicity	261,600	121,650	105,767	7,655	255,900	(5,700)	
Employees	0	0	0	0	0	-	
Other Expenditure	13,800	6,800	0	0	0	(13,800)	Post currently vacant so no activity
Income	0	0	0	0	0	-	
Research & Consultation	13,800	6,800	0	0	0	(13,800)	
Employees	292,500	116,700	117,209	0	292,500	0	
Other Expenditure	948,600	649,000	651,157	63,122	948,600	0	
Income	(37,100)	(18,600)	(21,718)	0	(37,100)	0	
Information & Comms Technology	1,204,000	747,100	746,648	63,122	1,204,000	0	Forecast to budget
Total Employees	495,700	222,400	209,965	0	482,700	(13,000)	
Total Other Expenditure	1,050,700	686,750	676,616	70,776	1,026,700	(24,000)	
Total Income	(67,000)	(33,600)	(34,166)	0	(49,500)	17,500	
	1,479,400	875,550	852,415	70,776	1,459,900	(19,500)	

Community Safety and Young People : Cabinet Member - Cllr Penny Forbes Forsyth

Results to 30-Sep-12	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	0	0	0	110	0	-	Commitment to be cleared
Other Expenditure	2,700	100	4,264	2,029	5,900	3,200	Commitments to be cleared
Income	(76,000)	(38,000)	(33,072)	69	(74,000)	2,000	
Taxi Licensing	(73,300)	(37,900)	(28,808)	2,208	(68,100)	5,200	Taxi Licensing Income is fairly stable throughout the year although it does peak in November and January. Incomes for taxi licensing have fallen for the last two years, this income budget should be reduced by £2,000.
Employees	131,500	65,300	87,527	0	175,700	44,200	Two members of staff with no budget funded through Community Safety Partnership grants
Other Expenditure	162,296	90,398	100,955	0	174,700	12,404	CCTV Telephone maintenance costs and Runnymede BC annual maintenance costs are expected to be higher than the budget.
Income	(50,196)	(25,098)	(50,389)	0	(98,500)	(48,304)	Additional income from CDRP/SSSP funds to off set the costs as above
Community Safety	243,600	130,600	138,093	0	251,900	8,300	
Employees	100,400	50,400	43,821	5,020	99,600	(800)	Staffing costs may reduce pending recruitment, commitment to be moved to 'Other expenses'
Other Expenditure	3,900	1,900	8,603	0	13,700	9,800	Legal & Court fees, and consultant expenditure
Income	(101,600)	(44,900)	(39,931)	0	(100,400)	1,200	
Licensing	2,700	7,400	12,494	5,020	12,900	10,200	Gambling Licenses - Full year income budget to be reduced by £1,000 (from £19,200 to £18,200) due to reduction in number of licenses; Licensing - spread of income to be determined accross the year;
Employees	0	0	2,718	0	2,800	2,800	Payments to Temporary Staff
Other Expenditure	56,104	28,145	24,830	2,144	48,000	(8,104)	£7k carried forward from the previous year will be used to fund playscheme vouchers expenditure.
Income	(9,600)	(9,600)	(5,776)	0	(13,700)	(4,100)	Income is expected to be higher due to more activity and additional external funding being received.
Youth	46,504	18,545	21,772	2,144	37,100	(9,404)	
Total Employees	231,900	115,700	134,067	5,130	278,100	46,200	
Total Other Expenditure	225,000	120,543	138,651	4,174	242,300	17,300	
Total Income	(237,396)	(117,598)	(129,167)	69	(286,600)	(49,204)	
	219,504	118,645	143,551	9,372	233,800	14,296	

Appendix C9							
Finance and Resources : Cabinet Member - Cllr Tim Evans							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
30-Sep-12	£	£	£	£	£	£	
Employees	165,000	80,216	80,390	0	163,000	(2,000)	
Other Expenditure	20,300	4,600	3,580	4,620	15,300	(5,000)	
Income	(39,900)	(19,800)	(15,622)	0	(34,900)	5,000	
Audit	145,400	65,016	68,348	4,620	143,400	(2,000)	Income expected to be £5k under target, this will be offset by the underutilised Consultants budget
Employees	0	0	0	0	0	-	
Other Expenditure	21,500	4,200	5,881	0	21,500	-	
Income	0	0	0	0	0	-	
People & Partnerships	21,500	4,200	5,881	0	21,500	0	
Employees	233,300	132,167	122,376	0	240,700	7,400	
Other Expenditure	14,900	6,800	1,062	6,448	14,900	-	
Income	(42,200)	(21,200)	(31,693)	0	(42,200)	-	
HR	206,000	117,767	91,745	6,448	213,400	7,400	increased employee costs for maternity leave cover and implementing new HR/Payroll system
Employees	50,200	25,200	30,774	0	55,900	5,700	
Other Expenditure	2,200	1,000	274	0	2,200	-	
Income	0	0	0	0	0	-	
Payroll	52,400	26,200	31,047	0	58,100	5,700	Additional costs in implementing new payroll system
Employees	0	0	0	0	0	-	
Other Expenditure	0	0	0	0	0	-	
Income	(2,000)	0	0	0	0	2,000	
Mortgages	(2,000)	0	0	0	0	2,000	
Employees	6,000	6,000	8,843	0	8,840	2,840	Casual staff pay incurred
Other Expenditure	207,200	99,133	113,210	33,121	207,200	0	
Income	0	0	(9,390)	0	(9,500)	(9,500)	Surrey Treasurers LG rates pooling, and Targeted Support funding reimbursements
Corporate Management	213,200	105,133	112,663	33,121	206,540	(6,660)	
Employees	0	0	0	0	0	0	
Other Expenditure	10,000	0	(17,670)	0	10,000	0	
Income	0	0	0	0	0	0	
Misc Expenses	10,000	0	(17,670)	0	10,000	0	
Employees	685,400	341,100	147,968	0	698,339	12,939	Current pension deductions totalling £478,044 plus estimated Added Years at previous years growth of 4.33%.
Other Expenditure	51,700	26,900	10,062	25,082	30,700	(21,000)	Commitment relates to Occupational Health contract which continues until June 2013
Income	0	0	0	0	0	0	
Unapportionable CentralO/Heads	737,100	368,000	158,030	25,082	729,039	(8,061)	
Employees	372,000	173,000	195,623	0	400,176	28,176	Recruitment of additional member of staff partially covered by allocation of additional budget
Other Expenditure	8,896	2,548	9,249	0	8,900	4	
Income	0	0	0	0	0	0	
Accountancy	380,896	175,548	204,872	0	409,076	28,180	
Employees	0	0	0	0	0	0	
Other Expenditure	0	0	108	0	200	200	
Income	(145,600)	0	0	0	(130,800)	14,800	As per cost of collection NNDR1 2012/13 calculation
Business Rates	(145,600)	0	108	0	(130,600)	15,000	
Employees	683,800	345,850	338,351	0	683,800	-	
Other Expenditure	101,600	50,800	40,071	74,513	177,600	76,000	Additional expenditure of £76k relating to Council Tax Benefit Localisation off set by external funding income- see below
Income	(144,300)	(2,000)	(86,446)	0	(220,300)	(76,000)	Additional Funding received of £76k relating to Council Tax Benefit Localisation with no budget
CServ Management & Support	641,100	394,650	291,976	74,513	641,100	0	
Employees	0	0	0	0	0	0	
Other Expenditure	222,700	3,733	0	0	222,700	0	
Income	0	0	(897)	0	(900)	(900)	
Insurance	222,700	3,733	(897)	0	221,800	(900)	
Employees	354,700	178,100	213,023	20,081	410,000	55,300	Agency Staff employed to cover vacant positions
Other Expenditure	848,500	592,000	647,052	105,202	848,500	0	
Income	(1,963,300)	(1,010,900)	(1,078,730)	0	(1,963,000)	300	
Car Parks	(760,100)	(240,800)	(218,656)	125,283	(704,500)	55,600	
Total Employees	2,550,400	1,281,633	1,137,348	20,081	2,660,755	110,355	
Total Other Expenditure	1,509,496	791,714	812,878	248,987	1,559,700	50,204	
Total Income	(2,337,300)	(1,053,900)	(1,222,778)	0	(2,401,600)	(64,300)	
	1,722,596	1,019,447	727,447	269,068	1,818,855	96,259	

Cabinet

20 November 2012



Title	Residual Grant Award		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Mrs Jean Pinkerton	Key Decision	No
Report Author	Liz Borthwick		
Summary	<ul style="list-style-type: none"> The purpose of this report is for Cabinet to agree which organisations will receive funding from the residual revenue grant funds 2012/13. 		
Financial Implications	The Council has £17,550 remaining funds to support organisations (voluntary / business) who have worthwhile projects which could support the local community during 2012-13.		
Corporate Priority	Safety and Support		
Recommendations	To agree the recommendations as detailed in paragraph 2.6.		

MAIN REPORT

1. Background

- 1.1 At the meeting of Cabinet 21 February 2012 it was agreed to award revenue funding of £183,930 compared to planned expenditure of £201,480 in 2011/12. It was also agreed at this meeting to allocate the remaining funds of £17,550 to organisations (voluntary / business) who have worthwhile projects which support the local community during 2012/13.
- 1.2 Officers marketed the available funding through a range of methods including
 - Websites
 - Councillors word of mouth
 - Voluntary Action in Spelthorne newsletter
- 1.3 The closing date for the applications was the end of August and the Council received 25 applications.
- 1.4 The portfolio holder Cllr Jean Pinkerton, Liz Borthwick Assistant Chief Executive and Joanne Jones Communications and Community Development Manager have met to consider the applications and make recommendations for consideration by Cabinet.

2. Key issues

- 2.1 The voluntary / community sector continue to provide valuable services to the local community and are seen as key deliverers under the Localism Act 2012.
- 2.2 Voluntary, faith and the business sector are not immune to the recession and many are struggling to gain funds to support our community.
- 2.3 The decision was made to try to distribute the funds over as many organisations as possible so the criteria was to grant between £500-£1000 and in exceptional circumstances £5000 (a copy of the criteria is attached in appendix A)
- 2.4 The 25 applications equated to £55,000 being requested.
- 2.5 In considering the grants portfolio holder and officers consider how the applications supported the values of the Council being
 - Service
 - Support
 - Safety
 - Respect
 - Value

And also the priorities being put forward for adoption as the Council's corporate priorities

- Service delivery
- Communications
- Efficient use of assets
- Reducing crime and antisocial behaviour
- Supported independent living

2.6 Officers have recommended the following areas

- | | |
|---|--------|
| - 1 st Shepperton Girl Guides kitchen upgrade | £2000 |
| - 1 st Sunbury Scouts / Guides HQ refurbishment | £2000 |
| - Boys Brigade Residential camp | £500 |
| - Churches together home food project | £1,850 |
| - Colne Valley girls Football Club. Supporting fees
For disadvantaged members | £1,650 |
| - Crest (cancer support). Relaxation day | £800 |
| - East to West (young people charity)
relationship support | £2,000 |
| - Fibromyalgia - support group. New organisation | £250 |
| - Greeno Centre. Bus purchase | £1,000 |
| - Kings Church. Debt Counselling | £1,000 |
| - North Surrey domestic abuse outreach work | £1,000 |
| - One to One activity evenings | £500 |
| - Rentstart | £500 |
| - Spelthorne Committee for Access Now Newsletter
(SCAN – accessibility charity). | £500 |
| - Spelthorne Club Blind and Partially sighted | £500 |
| - Spelthorne Mental health Association.
Refurbishment of premises for day centre | £500 |
| - Spelthorne Multiple Sclerosis bus insurance
and maintenance | £500 |
| - Spelthorne Schools Together. Cyber bullying | £500 |

A full list of the applications is attached in Appendix B.

3. Options analysis and proposal

- 3.1 To agree to the proposal or not agree.

4. Financial implications

- 4.1 To award the full total of £17,550 as agreed at the Cabinet on 21 February 2012.

5. Other considerations

- 5.1 The voluntary sector offers services to a wide range of the Spelthorne community.
- 5.2 The Voluntary / Faith sector are able to make small amounts of funding go a long way and even a small amount can make a difference.

6. Risks and how they will be mitigated

- 6.1 There is a risk that the organisations will not deliver but a request will be made for a short written report on how the money was spent and what is achieved, which will be received by the Councillor Grant Group (Cllr Pinkerton, chair, Cllr Friday, Cllr Harman and Cllr Dale, supported by Liz Borthwick Assistant Chief Executive and Joanne Jones Communications and Community Development Manager).

7. Timetable for implementation

- 7.1 Grants to be awarded as from agreement from Cabinet.

Background papers:

Grant Application forms (Members room)

Appendices:

Appendix A – Grant criteria

Appendix B - Full list of applications

Criteria for discretionary funding 2012-13

Award Terms and Conditions

1. The awards are £500, £1,000 and exceptionally £5,000. Grants cannot be awarded retrospectively.
2. Applicant organisations must be properly constituted and keep regulated accounts.
3. Applications must meet local needs, provide benefit to the local community, must be non-profit making and based in the Borough.
4. Set up costs for new initiatives and organisations who help to achieve the objectives identified in the Borough's Community Plan will be positively encouraged.
5. Projects should be sustainable, performance monitoring will be undertaken
6. Support will not be given, except in exceptional circumstances, to activities, events or projects provided by other statutory organisations.
7. Successful applicants must submit evidence of how the grant helped them to achieve objectives and supply receipts for audit purposes.
8. We should be identified and acknowledged in all publicity relating to the activity for which an award has been made. Where applicable, we may use details of successful awards in our own making. Please indicate on the application form if you do not want us to use your details in this way.
9. Only one application per project may be submitted during each financial year which runs from April.

Full list of applications for remaining £17,550

Appendix B

Organisation	Project	Grant request	Vaule	Priority	Decision	Comments
1st Shepperton Girl Guiding	Kitchen upgrade	£5,000	Support	D	£2,000	
1st Sunbury Scouts and Guides	HQ refurbishment	£5,000	Support	D	£2,000	
Boys' Brigade	Residential camp	£500	Support	D	£500	
Churches Together	Manna food project	£5,000	Support	E	£1,850	
Colne Valley FC	Supporting fees for disadvantaged members	£5,000	Support	D	£1,650	
Crest	Relaxation Day	£1,000	Support	D	£800	
East to West	Relational support work	£5,000	Support	E	£2,000	
Fibromyalgia Friendship Group	New organisation: Hall hire and running costs	£500	Support	E	£250	
Greeno Centre	Purchase bus	£5,000	Support	E	£1,000	
Kings Community Church	Debt counselling	£5,000	Support	E	£1,000	
Mediation North Surrey	Mediator training	£3,000				
Neighbourhood Watch	Developing NHW	£1,000				
North Surrey Domestic Abuse	Outreach work	£5,000	Support	E	£1,000	
One to One	Activity evenings	£1,000			£500	
Phoenix project	Camping equipment	£1,000				
Rentstart	Tenancy moving in packs	£1,000	Support	E	£500	
Rotary Staines	To support third sector groups	£1,000				
SCAN - Spelthorne Committee for Access Now	Newsletter	£500	Support	E	£500	
Spelthorne Club Blind and Partially Sighted	Social Club running costs	£500			£500	
Spelthorne Mental Health Association	Refurbish premises for day centre	£1,000	Support		£500	subject to a facility being identified
Spelthorne MS	Insurance and maintenance of MS bus	£1,000	Support	E	£500	
Spelthorne Schools Together	Cyber Bullying prevention	£500	Safety	D	£500	
VAIS	Media skills training	£1,000				
VAIS	YOU - Young and Old United	£1,000				
	Total	£55,500			£17,550	

Proposed priorities

A = Service Delivery

B = Communications

C = Efficient use of Assets

D = Reducing crime and antisocial behaviour

E = Supporting independent living

Cabinet

20 November 2012



Title	Adoption of the Gambling Act Policy 2013 – 2016		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Penny Forbes-Forsyth	Key Decision	Yes
Report Author	Dawn Morrison		
Summary	<ul style="list-style-type: none"> Spelthorne must review its Statement of Policy at least every three years. A revised version must be published by 31 December 2012 to be brought into effect by 31 January 2013. A report was presented to Cabinet on 17 July 2012 to obtain approval to consult on the revised draft policy. A consultation was undertaken with Surrey Police, gambling businesses and other organisations affected by gambling activities between 18 July and 10 October 2012. This consultation attracted only one response, from the Racecourse Association. 		
Financial Implications	The costs of revising the policy will be met within existing budgets.		
Corporate Priority	Service and Safety		
Recommendations	Cabinet is asked to recommend to Council the adoption of the revised Statement of Gambling Policy 2013 – 2016, according to the timetable outlined in section 7.1 of this report.		

MAIN REPORT

1. Background

- 1.1 Section 349 of the Gambling Act 2005 (2005 Act) requires all licensing authorities to prepare and publish a Statement of Policy that they propose to apply in exercising their functions under this legislation. The Statement of Policy will last a maximum of three years, at which time it must be reviewed. A consultation exercise must be undertaken in relation to its review.
- 1.2 Statutory guidance in relation to the Gambling Act 2005 has not been updated during the last three years. Amendments to the policy are therefore limited to reflect changes to addresses and contact details, changes in relation to licence numbers and also updated census population figures.

2. Key issues

- 2.1 Section 349 (3) of the 2005 Act requires that licensing authorities consult the following stakeholders on revisions to their gambling policies:
- The Chief Officer of Police for the authority's area.
 - One or more people who appear to the Authority to represent the interests of persons carrying on gambling businesses in the authority's area.
 - One or more people who represent the interests of persons who may be affected by gambling activities.
- 2.2 This consultation took place between 18 July 2012 and 10 October 2012, following approval by Cabinet on 17 July 2012. This follows best practice as set out by the Cabinet Office which recommends that 12 weeks should be allowed for responses. A list of people and organisations that were notified of the consultation are contained in Annex 2 of the revised policy. Notification was sent by e-mail where possible with a link to the relevant area of the Spelthorne website. A copy of the draft policy for consultation was also made available in the Members' Room.
- 2.3 Only one response was made during this consultation period by the Racecourse Association. They only made comments on the policy and did not seek to have amendments made to it.
- 2.4 The revised policy must be published at least one month before it takes effect. Therefore, it must be approved by the Council no later than 31 December 2012. Section 154 of the 2005 Act provides that functions in relation to the three year policy statement cannot be delegated and therefore remain functions of the Council.
- 2.5 Spelthorne's proposed revised policy for consultation is based on the requirements of the 2005 Act, and Gambling Commission Guidance (May 2009).
- 2.6 The revised policy has only been amended in respect of minor changes to references. The 2005 Act and Gambling Commission Guidance on which it is based have not been updated since the last policy was revised. For ease of reference all proposed amendments to the existing policy are highlighted as tracked changes in the text. **A copy of the revised policy is located in the Members' Room.**

3. Options analysis and proposal

3.1 The preferred option is for Cabinet to recommend to Council the adoption of the revised policy.

3.2 There is an option for Cabinet to recommend amending the policy. However if Cabinet decides on this course of action it may cause a delay in the implementation of the final policy beyond the required time limit.

4. Financial implications

4.1 The cost of revising the policy and the planned consultation will be met within existing budgets.

5. Other considerations

5.1 There are none.

6. Risks and how they will be mitigated

6.1 In revising the policy and conducting the required consultation the Council will meet the requirements of the 2005 Act.

7. Timetable for implementation

7.1 The proposed timetable to adopt this policy is as follows:

- Cabinet to recommend adoption of the final proposed policy.
- Council adopts final proposed policy on 13 December 2012.
- Publish updated policy and add to Spelthorne's website by 31 December 2012 to take effect from 31 January 2013.

Background papers: There are none.

Cabinet

20 November 2012



Title	Automated Public Conveniences (APCs)		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Robert Watts	Key Decision	No
Report Author	Catherine Munro		
Summary	The purpose of this report is to obtain a resolution as to whether Spelthorne Council continues to provide Automated Public Conveniences (APCs) in the borough which is currently provided by JC Decaux and Healthmatic.		
Financial Implications	<ul style="list-style-type: none"> • The current cost of the 2 APCs provided by JC Decaux is £35,653.64 per annum excluding business rates • The Council will have to pay 25% liquidated damages to terminate the contract. This will equate to approximately £40,113 excluding RPI giving a payback of just over 1 year on a contract due to last until 2022. • The current cost of the 5 APCs provided by Healthmatic is £59,400 per annum excluding business rates • Savings will commence in 2014/15 once the JC Decaux termination period has ended, liquidated damages have been paid and all APCs have been removed. This will equate to £24,000 per year including the estimated costs for the renegotiated contracts for APCs in Shepperton Lock. • A net upfront cost in 2014-14 of approximately of £47k • Whilst there are no costs for terminating the Healthmatic agreement, there is an issue with the lease for the 2 APCs at Shepperton Lock with the Environment Agency (EA) which will need to remain 		
Corporate Priority	Service		
Recommendations	<ul style="list-style-type: none"> • Terminate the Healthmatic contract and renegotiate a new contract for 2 APCs at Shepperton Lock • Terminate the JC Decaux contract 		

MAIN REPORT

1. Background

- In 2006, there were 8 automated public conveniences (APCs) operated by JC Decaux and 6 from Healthmatic.
- A review of public toilets at this time resulted in a reduction based on usage. The borough now has:
 - 2 APCs which are leased from JC Decaux. They are situated in Church Street, Ashford and Thames Street, Staines.
 - 5 APCs which are rented from Healthmatic. They are situated in Laleham Park, High Street, Shepperton, Walled Garden, Sunbury and 2 units are on the Tow Path by Shepperton Lock.
- The building that houses the APCs by Shepperton Lock is leased from the Environment Agency.
- The original JC Decaux contract was long term and renegotiated. The current contract commenced in December 2007 and is for 15 years.
- The current Healthmatic contract expires in May 2013.

2. Key issues

- The provision of public toilets by local authorities is discretionary with neighbouring boroughs of Richmond, Woking and Kingston removing their own provision and re-providing through local eateries.
- These are the usage figures for the last 12 months – Appendix 1. These figures have steadily reduced over the last 5 years.
- The APC usage is not, and never has been very high compared to the cost of renting and maintaining the units.
- The notice period of the JC Decaux contract is one year. This can be served from 7 December 2012 as per the terms of the current agreement which are subject to penalty clauses. See 4 – Financial implications.
- The notice period for the current Healthmatic Agreement is 6 months. This can be served immediately.
- Termination options must apply to all units under both contracts. It is not possible to give notice on some and not others.
- This is the reason a separate agreement should be entered into if it is determined that Shepperton Lock should be kept.
- The building that houses the toilets at Shepperton Lock is leased by the Council from the EA.
- It provides 2 toilets and a sluice which is used by river traffic.
- The terms of the lease state that the Council can “use, maintain and keep the premises as and for a public lavatory and sanitation station only”. This is because of the extra facilities, i.e. the sluice which is used by boats. The EA have always informed us that they are keen to keep this for river traffic.

- The Council also has bulk bins in the leased building that are used by the residents of Hamhaugh Island. The EA has given permission for the building to be used for this purpose as well.
- Previously, Community Toilet Schemes have been explored whereby a small payment is made to a shop or cafe to open their facilities for non customers. The payment is to assist with cleaning and maintenance but uptake has been very poor even though these toilets are used by the public anyway.

3. Options analysis and proposal

- Option 1 – To serve termination notices on both contracts and make the revenue savings.
- Enter into a separate contract with Healthmatic for Shepperton Lock and keep the leased building from the EA. **This is the preferred option.**
- Option 2 - To serve termination notices on both contracts and make the revenue savings.
- Surrender the lease to the EA building and find another place to house the bins that serve Hamhaugh Island.
- Option 3 – Do not serve notice and keep all APCs. This will mean entering into a new agreement with Healthmatic in May 2013 when the current contract expires.

4. Financial implications

- The table below details the financial savings and costs associated with removing the APCs:

	2013/14		2014/15		2015/16	
	saving	cost	saving	cost	saving	cost
JC Decaux	£8,913	£40,113 (damages) + £26,742 (9 months of annual cost) + £8,000 (removal)	£35,654	nil	£35,654 (7 years left on contract) = £249,578	nil
Healthmatic	£49,302	£10,098 (annual cost) + £20K (removal) £8,000 (Shepperton Lock)	£59,400	£24,000 (shepperton lock)	£59,400	£24,000
Community Toilet Scheme				£6,000 (estimate)		£6,000 (estimate)
Total	£58,215	£112,953	£95,054	£30,000	£95,054	£30,000

Net		£54,738		-£65,054		-£65,054
-----	--	---------	--	----------	--	----------

- JC Decaux - the current cost of the 2 APCs is £35653.64 excluding business rates.
- The Council can serve notice on 7 December 2012 of a period of 12 months.
- As per the terms of the contract, the Council will have to pay the cost of removing the units and transporting them to the contractor's storage facility.
- This will cost approximately £4K per unit.
- The Council will have to pay 25% liquidated damages from the expiry of the notice period to the end term of the contract.
- This will equate to approximately £40,113 excluding RPI giving a payback of just over 1 year on a contract due to last until 2022.
- Healthmatic – the current cost of the 5 APCs is £59,400 excluding business rates but including electricity and water.
- The Council can serve notice immediately and the period will be 6 months. The Council is responsible for the removal costs of the units.
- There are no liquidated damages to pay.
- If the toilets at Shepperton Lock are to be kept, then a new contract will have to be tendered.
- There will be a cost associated with the Community Toilet Scheme to encourage cafe and shops to participate.
- Based on neighbouring boroughs, it is estimated that this will equate to £500-£1000 per annum per outlet. It is anticipated that approximately 6 outlets would be required.
- From 2014-15 [excluding payments to outlets of £3000-£6,000] net saving per annum will £65k.
- The Invest to Save Reserve could be used to offset the impact on 2013/14 revenue budgets.

5. Other considerations

- Officers can explore the possibility of approaching shops and cafe to participate in the Community toilet scheme. This will support equality impact with re-providing toilets in the borough. A possibility is this can help to be achieved through the Spelthorne Business Forum.
- This has been done some time ago with little interest shown but the economic climate has changed, and it may be viewed as a way of increasing footfall with a greater availability of cafes, etc. in some areas.
- Branding should help with the advertisement of the Community Toilet Scheme with a draft poster attached which could be shown in shop windows to let the public know where they can use the facilities (Appendix 2).

6. Risks and how they will be mitigated

- There may be some negative publicity regarding the withdrawal of APCs within the borough, but this should be mitigated by the publicity of the participation of the community toilet scheme.
- Neighbouring boroughs have successfully implemented Community Toilet Schemes with nearly 100 participants in Richmond alone.
- There are other toilets available in the borough for use:
 - Walled garden – toilets in the cafe are open to the public
 - Laleham park – new cafe will provide toilets during opening times plus a toilet block which is open by Lotus
 - Staines – there are already public toilets in the Elmsleigh Centre, Two Rivers and Staines Day Centre
 - Ashford – numerous food outlets provide toilets
 - Shepperton High Street – toilets in Village Hall
 - Lack of toilet provision by Shepperton Lock may have an adverse effect on nearby open space as river traffic may want to empty contents of chemical toilets into bushes, etc. It is also illegal to discharge chemicals into the river.

7. Timetable for implementation

- 7 December – Service notice to JC Decaux
- Immediately - Serve notice to Healthmatic
- Immediately – start procurement process for Shepperton Lock units

Background papers: There are none.

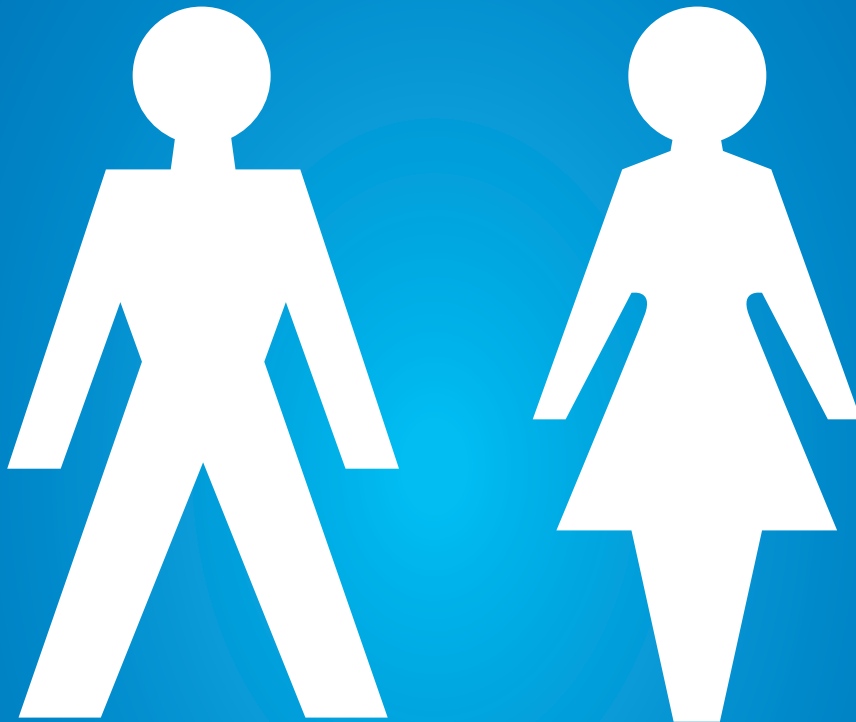
Appendices: Appendix 1 – Usage Figures.

Appendix 2 – Community Toilet Scheme poster

Usage Figures for APCs

	July 2012	June 2012	May 2012	April 2012	March 2012	February 2012	January 2012	December 2011
JC Decaux								
Church Street, Ashford	210	142	219	131	168	105	256	202
Thames Street, Staines	170	159	180	88	102	74	99	142
Healthmatic								
Walled Garden, Sunbury	486	372	363	368	316	361	485	202
Laleham Park	52	142	66	162	64	47	1	2
High Street, Shepperton	206	291	478	533	512	433	80	130
Shepperton Lock 1	532	240	350	331	198	166	41	19
Shepperton Lock 2	289	236	348	44	725	1574	254	125
	November 2011	October 2011	September 2011	August 2011				
JC Decaux								
Church Street, Ashford	166	155	246	189				
Thames Street, Staines	65	168	285	247				
Healthmatic								
Walled Garden, Sunbury	116	634	266	434				
Laleham Park	22	25	64	69				
High Street, Shepperton	204	415	380	556				
Shepperton Lock 1	284	376	439	751				
Shepperton Lock 2	124	189	289	409				
This equates to:								
JC Decaux	£8.76 per visit							
Healthmatic (including Shepperton Lock)	£3.36 per visit							
Healthmatic (excluding Shepperton Lock)	£6.36 per visit							

Don't get caught short



Come in and use our loo

we take part in the
community toilet scheme

01784 451499
customer.services@spelthorne.gov.uk
www.spelthorne.gov.uk



Cabinet

20 November 2012



Title	Staines market		
Purpose	Recommendation required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Nick Gething	Key Decision	Yes
Report Author	Jackie Taylor Head of Streetscene		
Summary	<p>To seek authority from Cabinet to authorise the Head of Streetscene to progress with a tender exercise for a contract to operate Staines market on behalf of the Council.</p> <p>There are three key issues highlighted and associated with the Staines market report.</p> <ul style="list-style-type: none"> • Market income • Tender for a new contract for a period of 3 + 2 years • Previous contract termination 		
Financial Implications	<ul style="list-style-type: none"> • Cost of the new contract • Authority to charge ad hoc rents 		
Corporate Priority	All three priorities		
Recommendations	<ol style="list-style-type: none"> 1. Authorise the Head of Streetscene to go out to tender for a market contract for a period of 3 + 2 years. 2. Authorise the Head of Streetscene and the Neighbourhood Manager to negotiate & agree ad hoc arrangements and rates for use of space in the High street. 3. Authorise the continued collection of cash rents by the successful market contractor. 4. Authorise the Head of Streetscene to continue with the current arrangements until such time as the tender has been awarded and the new contract is in place. 5. The cabinet is asked to delegate the selection of the shortlist of tenderers and the selection of the contractor to the Head of Street Scene in consultation with the Portfolio Holder. 		

MAIN REPORT

1. Background

- 1.1 In November 2011 the Council terminated its market contract with Irvine Trading Ltd due to a breach of the terms of contract. The terms of this contract split the income from the market 39% Irvines & 61% Council.
- 1.2 As an interim measure and for 4 months following the termination the day to day operation of the market was managed by the Head of Streetscene and Neighbourhood Manager along with other Streetscene officers. This was not sustainable in the longer term as officers were working very long hours and not making the best use of their working day.
- 1.3 A report went to MAT on 10 January 2012 asking for permission, which was subsequently approved to engage a suitable contractor to manage the day to day operation on the Councils behalf. The most cost effective company was Worldwide Events Ltd who is currently providing the service at a reasonable rate; this rate was informally tested against other operators.
- 1.4 This temporary arrangement has worked very successfully and income has steadily increased and stabilised over the last 7 months.

2. Key issues

- 2.1 Maintaining the market income generates a substantial sum of money to the Council which contributes positively to the overall budget situation. Over the last 3 financial years the actual income in compared to the budgeted income from rents alone is as follows:-

Year	Actual income	Budgeted income
2009/10	£146,488	£132,000
2010/11	£171,047	£177,000
2011/12	£246,172	£177,000
2012/13 (1 st 6 months)	£167,000	£150,000 (1st 6 months)

The income is variable and is relevant to the way in which the market is managed.

- 2.2 The current management arrangements with Worldwide Events Ltd do not form part of a formal contract but were given approval by MAT on 10 January 2012. To ensure that we are getting value for money and complying with financial regulations and contract standing orders we need to tender the contract and appoint a successful supplier.
- 2.3 The previous contract with Irvine Trading was terminated on 16 November 2011. A challenge to this termination was received shortly after this date and a final resolution to this challenge has now been agreed by both parties.

3. Options analysis and proposal

- 3.1 **Directly employed staff**-would give us more direct control of the market operation and the interface between other parties such as the Elmsleigh

centre, Two Rivers and the High street shops. This option does however have the potential to cause operational and management issues within Streetscene during periods of absence. There is also the issue that any potential market manager would probably have limited knowledge of wider market operations and access to other market traders.

3.2 **Tendered Contract**-The previous contract with Irvine Trading was based on a percentage split with the contractor taking 39% of all market income. In theory this should mean a high level of commitment from the contractor to maintain the overall income. It also has the added advantage that it allows a high level of control by the Council through the contract specification, with the day to day operational management of the market remaining with the contractor. The contract would provide us with the expertise that we need to maintain levels of income and the following day to day services:-

- (a) Staff & associated equipment to put stalls up and take down on each and every market trading day
- (b) Be on site from the start to end of each and every market trading day to ensure equipment is safely stored
- (c) Deal with all day to day market issues and traders
- (d) Collect and bank money on each and every market day
- (e) Advertise the market and introduce new traders
- (f) Supervision of trading licences, certificates & insurances
- (g) Deal with all issues relating to the sale of counterfeit or illegal goods
- (h) Move rubbish off of the market during the day

4. **Financial implications**

- 4.1 We are currently in a service contract arrangement with Worldwide Events who charge very reasonable rates. It is likely that the new contract will attract higher costs and reduce the profit margin to the Council.
- 4.2 Currently we pay Worldwide Events £75,920 for the complete management of the market. The only other directly associated costs are for the hire of the fork lift & gas, container and rubbish removal, these extra additional costs equate to approximately £5000 per year.
- 4.3 If we were to cover all of the above including additional & on-costs with an in house team we would expect the costs to be approximately £81,400 per year.
- 4.4 If the tendered prices for the new contract are higher than expected further consideration can be given to the option of directly employed staff.

5. **Other considerations**

- 5.1 There are no current TUPE implications or staffing issues; however should Worldwide Events employ extra staff on the market between now and the new contractor taking over TUPE implications may need to be considered.
- 5.2 Legal will draft an appropriate contract based on the information already provided by Streetscene.
- 5.3 The fees and charges for standard market stalls are agreed and set each year in the budget setting exercise, we do however receive ad-hoc requests for

stalls, units and promotions outside of the market trading days. As these requests have significant variations the cost is adjusted to suit the request.

- 5.4 There needs to be clarity of how these charges are worked out and the Head of Service will work out a scale of charges for this purpose.

6. Risks and how they will be mitigated

- 6.1 The current level of income is high by comparison to the previous contract with Irvine Trading and the tender exercise could result in a lower level of overall income. This may be mitigated by consideration of the Council operating the market directly; however even with this option the level of income is likely to decrease.
- 6.2 There is a mix of both permanent and casual traders who take pitches on Staines market which has the potential to affect the income generated, it therefore needs to be recognised that income from the market will fluctuate during the year. To mitigate this we will encourage more traders to take permanent pitches.
- 6.3 Rental for the stalls is collected by the market contractors on each market day from the traders. This money is then banked on the same day; random days are checked to reduce the risk of fraud.
- 6.4 The collection of cash comes with its inherent risks and the tender documentation will include a request for the potential contractor to provide ideas for reducing this risk to the Council.

7. Timetable for implementation

- 7.1 As soon as the new contract is available the tender process will commence.

Background papers: There are none

Appendices: There are none

Cabinet

20 November 2012



Title	Staisafe Radio Network		
Purpose	Recommendation required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Nick Gething	Key Decision	No
Report Author	Keith McGroary		
Summary	<p>Purpose: To provide a radio communication system to replace the existing provision in Staines-upon-Thames and expand it to other towns within the borough.</p> <p>To develop an income to support businesses within our towns at no cost to the council. This is an income generation project</p>		
Financial Implications	<ul style="list-style-type: none"> • £13,000 would be required for the one-off capital purchase of the radios including training and set up • £14,500 required for the SIM cards and service charge (annual cost) • Cost of the salary for the Staisafe Coordinator to be paid from revenues (£22,000 including on-costs) Year one total (revenue & Capital) = £49,500 • Under the current model there are 60 members all based in Staines generating £35k per year; this radio system will be available to the whole borough and early indications suggest that an increase to 80 members is easily achievable. This would (based on the current pricing mechanism) generate in excess of £46k which would almost recoup 100% within the first year. After year one, subject to additional membership, the scheme should generate around net £10k surplus per year 		
Corporate Priority	All three priorities		
Recommendations	<p>Cabinet is recommended:</p> <ol style="list-style-type: none"> 1. Support capital supplementary capital estimate of £13k being made available for the purchase of radios 2. Approve revenue expenditure of £14.5k per annum anticipated to be covered from the revenue income from members of the scheme 3. To approve the initiation of a relevant tender process to purchase new radios and associated software systems 4. To delegate the selection of a shortlist of suppliers to the Chief Finance Officer in consultation with the Portfolio Holder 		

1. Background

- 1.1 Staines-upon-Thames town centre has been serviced by a radio scheme which links into CCTV control rooms as well as police officers who are provided with a radio working in the town centre. This has operated for a number of years. The system is important as it provides retailers with the ability to very quickly report offenders / incidents and threats to staff, this in turn gives confidence to staff and acts as a deterrent to would be thieves. The scheme is intended to generate an income and reduce the incidence of crime as well as support detection and help improve the economic well-being of the towns in the Borough.

Research with management of the Two Rivers CCTV control room and Surrey police indicate that they believe almost 100% of all calls made that result in arrests or other related activity are generated by the Staisafe radio system.

- 1.2 The scheme currently collects around £35,000 from the retailers with a paying membership of 60. Expanding the scheme to the other 4 towns would increase membership; it is highly likely that the enhanced system would also be available to retailers at no more cost than they are currently paying.

2. Key issues

- 2.1 The current system employed to deliver the radio system does not generate sufficient income to the council to pay the wages of the Staisafe coordinator (28 hours per week).
- 2.2 With reductions to the council's funding it has been difficult to provide support for local businesses at a time of significant economic difficulties; local authorities are also to be financially affected by the payment of business rates due to new legislation making them more vulnerable to sharp decreases in tenancy. This would provide an opportunity to support our town centres now and in future years at no cost to the council.
- 2.3 The council are dependent upon the current supplier paying a proportion of the fees in a timely fashion so that this off-sets the cost of the Staisafe Radio Coordinator. Any delay or failure means the council uses its own funds to pay the salary.
- 2.4 This scheme has not been tendered for a number of years and therefore it is considered an appropriate time to test the market.
- 2.5 There are organisations in the market selling radios which have better technology than the present system. This is because they use mobile phone signals and therefore cannot only be used in the town centre but also around the country and further if necessary. Other systems also have recording capacity, GPS and photography capabilities which provide greater protection for the shops and the Council.

3. Options analysis and proposal

- 3.1 We could continue with the current scheme and keep the status quo; this would leave the scheme vulnerable due to insufficient income to pay for a coordinator. Continuing with the same provider will not fulfil the Council duty to test the market.

- 3.2 We could look for another organisation to run the system of the same basis as the current scheme; this would merely replace the existing provider with another one and not yield any additional benefits.
- 3.3 Option 3 is the preferred selection which would result in the council 'owning the business' together with any additional funding generated; this would allow a re-investment within the business communities with funds provided by business for this service – a virtuous circle.

4. Financial implications

- 4.1 The council would purchase up to 100 radios and then lease them back to retailers using a similar model to the current process employed. This would require a one-off capital investment of around £13,000 (dependent on type of radios selected) and a revenue cost of £14.5k per year to pay for the SIMs which gives the radio a 'telephone connection' allowing the system to stretch across the borough rather than the current reliance upon a radio mast that serves only the Staines-upon-Thames area. This also covers a service charge which pays for a 'push to talk' licence allowing the radios to communicate with all the other radios connected to the bandwidth in use. The scheme would generate funding to both pay for the investment in the radios, the salary of the Staisafe Coordinator and provide for a fund to be available to support initiatives / events within all our towns.
- 4.2 The cost of the Staisafe Coordinator who is currently contracted for 28 hours per week costs £22k per annum including all add on costs. This would also be almost fully recovered within the first year subject to membership growing from 60 to 80 users.
- 4.3 After year 1 with the capital and revenue expenditure returned, additional funds could be used to increase the hours of the Staisafe coordinator and review his role so that he would be delivering some services more associated with a town centre manager. Again, additional income generated by the scheme could be used to pay for events in the town centre, not just Staines-upon-Thames; so this scheme would be an income generator with the surplus ploughed back into the support of the businesses within our towns with events and other beneficial activities. Ultimately it would be businesses paying and receiving a service and the money businesses have put in, going back to support businesses. This would reflect well upon the council in the eyes of the community; enhancing service, support and safety.

5. Other considerations

- 5.1 SBC taking on the purchase of the radio's would provide confidence in that they could provide for a far more effective radio system which could also include additional capacities such as to take photographs, record conversations and GPS systems.
- 5.2 SBC may also find use of the radio system for its own officers (H&S / duty of care) as radios are also expected to include an emergency button which gives instant transmission and records any conversation taking place

6. Risks and how they will be mitigated

- 6.1 There may be legal implications or challenges by the current service provider; however initial legal advice is that we would be in a strong position to defend any action.

6.2 There could be an insufficient take-up of the scheme which would make the scheme less profitable; prior to any purchase businesses would be approached to take on the new radio scheme and they in turn would need to give 3 months' notice to the existing provider. This would enable us to ensure as close as possible the number of members and number of radios to purchase.

7. Timetable for implementation

7.1 Consultation, combined with presentations would take place during November and December together with collaborative work with CCTV providers in order to gain cooperation and commitment to the scheme.

7.2 During November & December collaborative work would be carried out with Hertfordshire where that Partnership has recently withdrew from the same providers as Staisafe so we learn from each other.

7.3 Subject to any legal disputes and retailers cancelling their current contract, new radios would be ordered through an appropriate tender process (in accordance with contract standing orders) in time for delivery in early April 2013.

Background papers:

There are none.

Appendices: There are none.