

Roberto Tambini
Chief Executive

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Our Ref: PGH/Cabinet
Date: 14 November 2011

Notice of meeting

CABINET

Date: Tuesday 22 November 2011

Time: 6.00 p.m.

Place: Goddard Room, Council Offices, Knowle Green, Staines.

To: Members of the Cabinet

Members of the Cabinet	Cabinet member areas of responsibility
Mrs. V.J. Leighton (Chairman)	Leader of the Council and Strategy & Staff
R.A. Smith-Ainsley [Vice-Chairman]	Planning & Housing
Mrs. J.M. Pinkerton	Older People & Health Liaison
F. Ayers	Community Safety & Assets
C.A. Davis	Economic Development
T.J.M. Evans	Finance
P.C. Forbes-Forsyth	Parks & Leisure
N. St. J. Gething	Communications
R.L. Watts	Environment

AGENDA

	Pages	Times
1. Apologies for absence To receive any apologies for non-attendance.		6.00
2. Minutes To confirm the minutes of the meeting held on 20 September 2011.	5 - 8	
3. Disclosures of Interest To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for Members.		
4. Minutes of the Spelthorne Youth Council meetings To receive the minutes of the Spelthorne Youth Council meetings held on 27 September and 20 October 2011. <i>(Councillor Forbes-Forsyth)</i>	9 - 12	6.05
5. Promoting Staines: Changing Name to Staines Upon Thames – Key Decision <i>(Councillor Davis)</i>	13 - 20	6.10
6. Amendments to Appointments to Outside Bodies <i>(Councillor Leighton)</i>	21 - 22	6.20
7. Revenue Monitoring and Projected Outturns <i>(Councillor Evans)</i>	23 - 48	6.25
8. Capital Monitoring 2011/12 <i>(Councillor Evans)</i>	49 - 58	6.30
9. Treasury Management Half-Yearly Report 2011/12 – Key Decision <i>(Councillor Evans)</i>	59 - 68	6.35
10. Appropriation of land at Stanwell – update <i>(Councillor Smith-Ainsley)</i>	69 - 72	6.40
11. Funeral and Burial Arrangements <i>(Councillor Forbes-Forsyth)</i>	73 - 82	6.45
12. Garden Waste <i>(Councillor Watts)</i>	83 - 86	6.50

- 13. Issues for future meetings**
 Members are requested to identify issues to be considered at future meetings. **6.55**
- 14. Urgent items**
 To consider any items which the Chairman considers are urgent.
- 15. Exempt Business**
 To move the exclusion of the Press/Public for the following item(s), 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.
- 16. Exempt Report – ICT Support Options post-2012 – Key Decision** **87 - 106**
(Councillor Smith-Ainsley) **7.00**
- Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)***

MINUTES OF THE CABINET

20 September 2011

Present:

Councillor Mrs. V.J. Leighton (Leader of the Council and Chairman of the Cabinet)
Councillor R.A. Smith-Ainsley (Deputy Leader of the Council, Vice-Chairman of the Cabinet and Cabinet Member for Planning and Housing)
Councillor F. Ayers (Cabinet Member for Community Safety and Assets)
Councillor C. A. Davis (Cabinet Member for Economic Development)
Councillor T.J.M. Evans (Cabinet Member for Finance)
Councillor N. St. J. Gething (Cabinet Member for Communications) and
Councillor R.L. Watts (Cabinet Member for Environment)

Apologies: Councillor Mrs. J.M. Pinkerton and P.C. Forbes-Forsyth.

1726. Minutes

The minutes of the meeting held on 21 June 2011 were agreed as a correct record.

1727. Disclosures of interest

Councillor R.A. Smith-Ainsley disclosed a personal interest in items 8, Compulsory Purchase of 1 Mulberry Avenue, Stanwell and item 10, appropriation of land in Stanwell, as he is the Council's representative on the Board of A2D.

1728. [Minutes of the Spelthorne Youth Council meeting 14 July 2011](#)

Cabinet discussed the minutes of the Spelthorne Youth Council meeting held on 14 July 2011.

Resolved that Cabinet notes the minutes of the Spelthorne Youth Council meeting held on 14 July 2011.

1729. [Minutes and recommendations of the Local Development Framework \(LDF\) Working Party](#)

Cabinet discussed the minutes and recommendations of the LDF Working Party meeting held on 30 August 2011.

Cabinet noted that the Council has already responded to the Government's consultation on the draft National Policy.

Resolved that Cabinet notes the minutes and recommendations of the LDF Working Party of 30 August 2011.

1730. [Capital monitoring report](#)

Cabinet considered a report on the spend figures for the capital programme for the period April to July 2011.

Resolved that Cabinet notes the latest position on the capital spend programme.

1731. [Revenue monitoring report](#)

Cabinet considered a report on the revenue spend position as at 31 July 2011 and the reasons for the variances identified against the budget agreed in February 2011.

Resolved that Cabinet notes the contents of the revenue monitoring report for the period April to July 2011.

1732. [Compulsory purchase of 1 Mulberry Avenue, Stanwell](#)

Cabinet considered a report on the use of compulsory purchase powers to assist A2Dominion (A2D) to implement Phase 2 of the Stanwell New Start scheme.

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

Resolved that Cabinet agrees, in principle, to use its compulsory purchase powers to acquire 1 Mulberry Avenue, Stanwell on behalf of A2D, subject to the Council's costs being met by A2D.

1733. [Promoting Staines: changing the name to Staines-upon-Thames](#)

Cabinet considered a report seeking approval to undertake a consultation exercise in October 2011 on the proposal to change the name of Staines to Staines-upon-Thames.

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

Resolved that Cabinet agrees to a consultation to commence on 1 October 2011, on the proposed name change.

1734. [Appropriation of land at Stanwell](#)

Cabinet considered a report on the proposed appropriation of land in Stanwell from the purposes of housing to the purposes of improvement and development which is required for the Stanwell New Start regeneration project to proceed.

Resolved that Cabinet agrees to delegate authority to the Head of Corporate Governance to:

- a. Consider any objections received in response to the advertisement of intention to appropriate the land in Stanwell used as open space.
- b. Decide whether or not, having regard to any objections, to finalise the proposed appropriation of the land in Stanwell which is to be transferred to A2D from the purposes of housing to the purposes of improvement and development.
- c. Record any appropriation made by reporting to Cabinet.

1735. [Declaration of the Ash Link Local Nature Reserve](#)

Cabinet considered a report on the proposal to declare Ash Link a Local Nature Reserve (LNR) using the powers granted to local authorities under the National Parks and Access to the Countryside Act 1949.

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

Cabinet noted that the success of this project had been due, in no small part, to the work of local volunteers.

Resolved that Cabinet agrees the declaration and public notice of the Ash Link Local Nature Reserve.

1736. [Review of Polling districts, Polling places and Polling stations](#)

Cabinet considered a report on the proposal to rationalise the number of Polling districts, places and stations with a view to achieving a fair balance between the number of voters allocated to each station and making best use of the premises available, having regard to costs and statutory requirements.

Resolved to recommend to Council to confirm the recommendations submitted and to incorporate them into the Electoral Register when published on 1 December 2011 and used for all elections thereafter.

1737. [Trevor Roberts Associates \(TRA\) report on Planning outcome report](#)

Cabinet considered a report on the completion and implementation of all the recommendations of the TRA review of the Planning department.

Resolved that Cabinet:

- a. Notes the report and confirms that the TRA review of the Planning department has been successfully completed.
- b. Agrees to refer the report to the Overview and Scrutiny Committee on 15 November 2011.

1738. [Denman Drive site investigation](#)

Cabinet considered a report on the outcome of the site investigation and subsequent remediation of an open space in Denman Drive.

Cabinet noted that residents are very satisfied with the outcome of the work.

Resolved that Cabinet retrospectively approves a capital cost of £110,483 which will be funded by DEFRA for the remediation works to the site.

1739. [Tyre Contract renewal](#)

Cabinet considered a report requesting delegated authority for the Head of StreetScene to select the most economically advantageous tender for the supply of tyres for the Council's fleet of frontline service vehicles.

Resolved that Cabinet agrees to delegate authority for the Head of StreetScene, in consultation with the Portfolio holder, to select the most economically advantageous tender for the supply of tyres for the Council's fleet of frontline service vehicles.

1740. Issues for future meetings

There were none.

1741. Urgent items

There were none.

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 30 September 2011**

**SPELTHORNE YOUTH COUNCIL
MINUTES**

27 September 2011

Held in the Council Chamber, Council Offices, Knowle Green, Staines

PRESENT:

David Porter	Charles Brooker	Olivia Ortega
Adam Carr	Tara Goodfellow	Dominic Hillman
Matt Sutch	Lauren Phillips	Charlie Whitley

Apologies: George Daubney

In attendance:

Andy Holdaway - SBC Youth and Arts Manager; Gail Lewis, SCC Senior Youth Officer; Lisa Stonehouse - SBC Leisure Services Manager.

18/11 MINUTES

The minutes of the meeting held on 14 July 2011 were agreed as a correct record.

19/11 FEEDBACK FROM SCHOOL COUNCILS

There was no feedback.

20/11 PROPOSAL FOR YOUTH FACILITIES IN SOUTH OF BOROUGH

The Youth Council received a presentation from Andy Holdaway on facilities available to young people in the south of the borough and the proposal to use Youth Opportunities Fund money to install a skate park in Shepperton next to the youth centre.

Youth Council comments:

- The Youth Council felt that the presentation focused too much on Shepperton & didn't fairly reflect on all areas in the south of the borough. They commented that as the funding was to install a facility in the south of the borough, they required more information to make an informed decision.
- The Youth Council felt that the consultation was too targeted towards a specific group (Shepperton skaters).
- The Youth Council felt that the site proposed (next to Shepperton youth centre) was too secluded and commented that this site would prevent young people from integrating into society. They felt that by installing a

facility in a more visible area that it would improve safety and help to break down integration barriers, bringing the community together.

- The youth council questioned whether a third skate park was required in Spelthorne as the facility would mainly cater for a specific group of young people rather than a majority.

The Youth Council rejected the proposal to use the Youth Opportunities Fund funding to install a skate park next to Shepperton Youth Centre without further consultation to ensure this is what the youths of the south of the borough required/wanted.

The Youth Council have asked the following of Andy Holdaway:

1. To provide population numbers of young people in Sunbury, Shepperton, Halliford & Littleton.
2. To identify a wider range of potential venues for a new facility in the locations listed above.
3. To carry out more detailed consultation with young people in the south of the borough.

**SPELTHORNE YOUTH COUNCIL
MINUTES**

20 October 2011

Held in the Goddard Room, Council Offices, Knowle Green, Staines

PRESENT:

David Porter	George Daubney	Olivia Ortega
Adam Carr	Tara Goodfellow	Amir Miah
Matt Sutch	Dominic Hillman	Charlie Whitley

Apologies: Charlie Brooker

In attendance:

Andy Holdaway - SBC Youth and Arts Manager;

21/11 MINUTES

The minutes of the meeting held on 27 September 2011 were agreed as a correct record.

22/11 CHILDREN AND YOUNG PEOPLES PARTNERSHIP

Due to the timing of the meeting (4pm on first day after half term) no members of the Youth Council were able to nominate themselves to attend. It was mentioned that if future meetings were able to start at 4.30pm then it would be a lot easier for Youth Councillors to attend.

23/11 SHEPPERTON YOUTH FACILITY

Following on from the September meeting, the Youth Council had a constructive conversation around the proposals for a new youth facility in the south of the borough.

The Youth Council agreed that the Management Committee set up a meeting with Councillor Vivienne Leighton (Leader of Council) & Councillor Penny Forbes-Forsyth (Portfolio Holder, Parks & Leisure) to discuss the Youth Council's thoughts on the proposals.

24/11 Youth Awards

Andy reported that nominations for this year's Awards were down significantly on previous years. The Youth Council agreed to move the event back to its usual 'May' timing and carry over all nominations from 2011 to the 2012 event.

**Promoting Staines: Changing name to Staines-upon-Thames
Cabinet: 22 November 2011**

**Recommendation required
Report of Assistant Chief Executive
Report Summary**

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

The proposed name change would be to accurately reflect the true nature and riverside location of the town and to overcome negative perceptions of Staines outside the area which limit inward investment and economic growth which would benefit the residents.

Purpose of Report

To update Cabinet on the outcome of the consultation exercise undertaken during October 2011 and to seek approval to put the name change proposal to December Council

Key Issues

664 responses to the consultation received

No significant issues highlighted by respondents which had not been previously thought through

No major obstacles raised by statutory consultees.

Financial Implications

It is planned that the cost of changing the main Staines town signs would be offset from external sponsorship.

The Council would run down existing stationery stocks and would not therefore incur additional stationery costs

Corporate Priority 6. Economic Development

Officer Recommendations

The Cabinet is asked to recommend to Council as follows:

- (i) That it now calls Staines by the new name of Staines-upon-Thames.**
- (ii) That the Council calls on Surrey County Council and Runnymede Borough Council to likewise adopt the name of Staines-upon-Thames for all official business.**
- (iii) That the Council calls on other residents, businesses and public bodies to refer to Staines-upon-Thames instead of Staines, and**
- (iv) That the Council updates the Local Land and Property Gazetteer to reflect the change and requests Runnymede Borough Council to do likewise.**

Report author: Terry Collier

Cabinet member: Councillor Colin Davis

MAIN REPORT

1. BACKGROUND

- 1.1 The genesis of the proposal **originated from** the Economic Development Theme Group (EDTG) of the Spelthorne Together Partnership. The Theme Group contains stakeholders from all aspects of the economic community including education and other economic drivers as well as business.
- 1.2 The Cabinet at its 20th September 2011 meeting considered Case for Change report and agreed to go out to consultation during October on the proposal to change the name of Staines to Staines-upon-Thames.
- 1.3 There is no statutory consultation process for changing the name of a town. The Council adopted an informal process. Details of the consultation were placed on the home page of our Spelthorne.gov.uk website. A formal press release was immediately sent to the local media. Additionally a limited run of leaflets at a cost of approximately £300 was printed and distributed to businesses and stakeholder groups. Subsequently these leaflets were placed on the community notice boards within the Staines area, in Reception at the Council Offices, Staines Library and the Spelthorne Leisure Centre and in both the Elmsleigh and Two Rivers Shopping Centres The proposal was discussed with businesses at several meetings of Spelthorne Business Forum and other business networking events. Residents had the opportunity to write in to the Council in the normal way.
- 1.4 The consultation attracted significant media coverage both locally and nationally including radio and television, for instance the interview of the Economic Development Portfolio Holder on national BBC, The Breakfast Show, and there was also an interview on BBC Radio Surrey.

2. KEY ISSUES

- 2.1 Appendix A provides a summary of the responses received. A total of 662 responses from individuals and organisations were received, of which 428 were supportive. Looking at types of respondents both businesses and Staines wards residents had a majority of responses in favour. We have included as one response the comments from Mr Parsons of Staines Football Club as although his response makes reference to a letter signed by 134 people opposed to the proposal the Council has no evidence of ever receiving such a letter. Even if we counted all 134 the majority of the responses would still have been favourable.
- 2.2 Consultation is an offer to receive advice from those people who are best placed to provide it. The Council will therefore take into consideration all comments about the name of Staines whether they come from residents, businesses or visitors.
- 2.3 The Council has invited a wide range of responses not just from residents, businesses and visitors, but also from organisations in the rest of the country which have a significant interest in addresses and address data.
- 2.4 The responses did not highlight any issues which had not been already identified and thought through as to how we could mitigate. Of the 234 negative responses, 52 (the largest category of negative responses) related to comments

that the current name is fine and does not need changing. However only 4 of these responses originated from beyond the Borough whereas a key rationale for the proposal is that there is a need to address negative perceptions of Staines held by people outside of Staines and Spelthorne, and that by addressing these perceptions we will help encourage more people to visit. This is supported by the 59 responses indicating that people thought the name change would help improve perceptions. 46 respondents felt the change was a good idea as it would help raise awareness of the town's location alongside the River Thames.

- 2.5 The second largest (41) category of negative responses were along the lines that the name change would be a waste of money, with some respondents under the impression that there would be a significant expenditure of council tax payers money paid out as a result of the change. In fact the intention is to ensure that limited costs associated with changing a handful of town signs would be covered by external sponsorship (we already have a few commitments of support), and other costs would be minimised by gradually changing stationery. Indeed in this time of economic difficulty as a responsible community leader the Council should be seeking to do everything it can which will help raise the profile of the borough which in turn will benefit its businesses.
- 2.6 The third largest group of negative responses related to arguments on the grounds of history and heritage. Whilst it is true that the town's name has been in place for a long time it is however equally true that there are significant historical associations between the town and the river. The proposal at its core is seeking to embrace the traditional relationship between Staines and the River Thames, exemplified by Staines 'ad pontem' ("by the Bridge"). Staines bridge on the Thames is depicted in the coat of arms of both Staines Urban District Council and Spelthorne Borough Council. Additionally the motto for Staines Urban District Council was "Staines Ad Pontes Prospicimus" ("At the Bridges we look forward").
- 2.7 In addition to inviting general comments the Council wrote to a number of important stakeholders the responses of which are summarised below:

Stakeholder	Response
Surrey County Council	Confirms that in principle it has no objection to the proposed name change to Staines.
Runnymede Borough Council	Response awaited – the matter is due to be reported at the RBC Corporate Management Committee on 24 November.
Land Registry	If the name change went ahead the Land Registry would take action to reflect the change in its version of the Property Gazetteer.
Royal Mail	The change will not impact the postcode, the key determinant of the address and therefore the impact upon sorting equipment will not be

	<p>significant.</p> <p>The Royal Mail raised another issue about address databases for business users however this is not relevant as all database owners have been contacted as part of the consultation programme.</p>
DVLA	<p>Address updates are not required to DVLA for this name change and so residents will not need to change their driving licences as a result of any name change.</p>
Ordnance Survey	<p>Considers that the local authority is the authority on street naming and numbering and as such if they wish to rename the town it is their decision. The Ordnance Survey will take action to amend its mapping and data if the change is made.</p>
Geoplace – the National Land and Property Gazetteer	<p>Response awaited</p>
The Chief Registrar	<p>Response awaited</p>

We have therefore not received any major objections from any of the key stakeholders.

3. OPTIONS ANALYSIS

- 3.1 The options are either to leave the name unchanged or to recommend to Council the name change.
- 3.2 We believe that the responses we have received have not identified any substantive reasons why we should not implement the name change.
- 3.3 We believe that the name change fits well with the Council's soon to be adopted core values of:
- Accountability
 - Self-reliance
 - Community
 - Opportunity; and
 - Tradition
- 3.4 **Accountability** – as a community leader the Council needs to be responsive to requests from its different communities but ensure that it responds in an open and accountable manner by giving all a fair chance to comment. The Council has held itself accountable by fairly evaluating the responses.

- 3.5 **Self-reliance** – the objective of the proposal is help improve the competitive advantage of Staines businesses (and thereby improve the employment prospects for our residents) by raising the profile of Staines, improving product association with the Thames and encouraging more people to visit Staines. The proposal is about helping businesses better help themselves in the current very challenging economic climate. Therefore responses which indicate that the proposals will help businesses by improving awareness of Staines, encouraging visitors will be positively evaluated against this criteria. The proposal came from the business community and through the Spelthorne Business Forum. Just over 74% of the business respondents were supportive of the name change.
- 3.6 **Community** – Spelthorne Borough Council as a community leader needs to recognise and be responsive to the various communities which exist within the borough or impact upon it. With respect to the name change there are a number of communities which are likely to be particularly interested in the proposals these include the waterside community, the community of businesses which operate on or around the Thames, the community of business based in Staines, the community of Staines residents. The consultation process gives an opportunity for our communities to express their views. It is worth noting that a majority of the respondents in each of the Staines wards were positive towards the proposal.
- 3.7 **Tradition** – the proposal at its core is seeking to embrace the traditional relationship between Staines and the River Thames- exemplified by Staines ad pontem (“by the Bridge”). Additionally Staines Bridge on the Thames is depicted in the coat of arms of both Staines urban District Council and Spelthorne Borough Council and the motto for Staines Urban District Council was “Staines Ad Pontes Prospicimus”.
- 3.8 Reflecting on the above we do believe that the consultation proposal is supportive of the Council’s core values.

4. PROPOSALS

- 4.1 That Cabinet recommend to Council that (i)it now calls Staines by the new name of Staines-upon-Thames, (ii) the Council calls on Surrey County Council and Runnymede Borough Council to likewise adopt the name of Staines-upon-Thames for all official business (iii) the Council calls on other residents, businesses and public bodies to refer to Staines-upon-Thames instead of Staines, and, (iv) that the Council updates the Local Land and Property Gazetteer to reflect the change and requests Runnymede Borough Council to do likewise.

5. BENEFITS AND SUSTAINABILITY

- 5.1 We believe that the name change will bring economic development benefits to the town and borough by raising the profile of businesses within the town and improving perception of the town as a place to visit, live and work in.

6. FINANCIAL IMPLICATIONS

- 6.1 Before the decision to undertake the consultation was made a YouGov opinion survey at a cost of £1,100 was undertaken to assess people's perceptions of Staines. A limited run of leaflets at a cost of approximately £300 were printed.
- 6.2 As part of our overall strategy to promote the river and its benefits for business and the community the Council will be having a Staines Day on 20th May 2012. This will also be used as launch event for the name change. There will be a number of events focused on the Thames involving schools, charities and businesses. One of the events would be to unveil the London Stone replica repositioned in Memorial Gardens (closer to the original position of the Stone than its current Lammas Park position). There will be some costs involved in moving the stone estimated at under £2k which are expected to be covered from County Councillor and external support.
- 6.3 The Council would run down its stock of stationery, phasing in the new name and would not therefore incur additional stationery costs;

7. LEGAL IMPLICATIONS / OTHER

- 7.1 There is no legal status in a town name, and unless Her Majesty grants a charter for any particular town then the name of a town is derived from custom and practice. It therefore follows that if there is no legal status in a town name, then there is no formal legal process which dictates how it may change and changes are subject to custom and practice. Clearly residents who wish to call the town "Staines" cannot be prevented from doing so.
- 7.2 In this report the Council is proposing to make a decision for itself to call the town by a different name to promote the start of that change. The Council also proposes to change the records which it holds and seeks to persuade others to do likewise. The Council is entitled to do this because the Local Government Act 2000 allows the Council to do anything which they consider is likely to achieve the promotion or improvement of the economic well-being of their area. .

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 None apparent.

9. TIMETABLE FOR IMPLEMENTATION

- 13 December Cabinet to have further opportunity to discuss
- 15 December Council to vote on name change
- 20 May 2012 formal launch.

	A	B	C	D	E	F	G	H	I
1	APPENDIX A								
2	Summary of Consultation Responses								
3					-----Staines Wards-----				
4		Business	others within the Borough	Respondants from Beyond the Borough	Riverside and Laleham	Staines South Ward	Staines Ward	Miscellaneous	TOTAL
5	Cost		3	3	6	2	7	1	22
6	Criticism of Council		7		4	4	7	4	26
7	Criticism of process		1		1	4	5		11
8	Deny negative perceptions	1	1		2	3	3		10
9	Gentrification / Pretentious		3	1	4	2	3		13
10	Historical / heritage objection	3	6	1	8	3	8	2	31
11	Insufficient argument	3	3	3		4	3		16
12	Miscellaneous negative	2	1			1	6	2	12
13	Name is fine - no need	2	15	4	10	8	11	2	52
14	Waste of money	1	15		5	7	12	1	41
15	Total number of negative replies	12	55	12	40	38	65	12	234
16									
17	Good for economic develop't	7	5	5	10	2	16		45
18	Good for property values	1							1
19	Good for tourism	2	1	2	1	3	2		11
20	Good improving perceptions	9	8	4	7	5	26		59
21	Highlighting location of river	1	2	4	18	4	17		46
22	Miscellaneous good	15	33	19	95	55	49		266
23	Total number of positive replies	35	49	34	131	69	110	0	428
24									
25		47	104	46	171	107	175	12	662
26									
27	Summary	Positive	Negative						
28	Business	35	12	47					
29	Staines Wards	310	143	453					
30	Other Respondents within Borough plus miscellenous	49	67	116					
31	Beyond Borough	34	12	46					
32									
33									
34		428	234	662					

Amendments to the Appointments to Outside Bodies – Local Development Framework Working Party and Youth Services Transformation Task Group

Cabinet: 22 November 2011

Resolution required

Report of the Chief Executive

1. Purpose of report

- 1.1 **a)** To appoint an additional representative to serve on the Local Development Framework working party.
- 1.2 **b)** To replace a representative on the Youth Services Transformation Task Group.

2. Background

- 2.1 The Cabinet made its annual appointments of representatives to serve on outside bodies at its meeting on 21 June 2011.
- 2.2 **a)** When the Local Development Framework (LDF) working party was set up it consisted of seven members. The criteria for membership of the working party included the Portfolio Holder for the Environment. At that time, this portfolio included responsibility for planning matters, which is no longer the case.
- 2.3 In view of the fact that the LDF working party exists to advise Cabinet on matters relating to the Local Development Framework, it is appropriate for one of its members to include the Portfolio Holder for Planning and Housing.
- 2.4 There is no restriction on the number of members who may sit on this body.
- 2.5 **b)** Councillor Ms J.R. Sexton was appointed by Cabinet on 21 June 2011 as one of the representatives on the Youth Services Transformation Task Group and this was also recorded by the Spelthorne Local Committee at their meeting held on 11 July 2011.
- 2.6 Councillor Sexton subsequently realised she would be unable to attend the meetings, due to the time of day they were held and the Leader agreed that Councillor Mrs I. Napper could attend the meetings of the task group in her place.

3. Recommendations

- 3.1 **a)** The Cabinet is asked to appoint Councillor R.A. Smith-Ainsley, the Portfolio Holder for Planning and Housing, as a representative on the Local Development Framework Working Party until June 2012.
- 3.2 **b)** The Cabinet is asked to replace Councillor Ms J.R. Sexton with Councillor Mrs I. Napper as a representative on the Youth Services Transformation Task Group until June 2012.

Report Author: Gillian Hobbs, Committee Manager, (01784) 444243

Area of Responsibility: Roberto Tambini, Chief Executive, (01784) 446250

Cabinet member: Councillor Vivienne Leighton

Revenue Monitoring and Projected Outturns as at September 2011

Cabinet 22 November 2011

Resolution required

Report of the Chief Finance Officer

REPORT SUMMARY

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

This report shows the Authority's revenue spend figures and how resources were spent on providing services for residents for the 6 month period, April to September 2011.

Purpose of Report

To provide Members with the revenue spend figures to September 2011

To show the forecasted year end position identifying major anticipated variances.

Key Issues

- The forecast outturn is £12.620m against the revised budget of £12.367m an over spend of £253k (2.0%). After taking account of the impact of one-redundancy costs relating to restructuring the underlying projected variance is currently £142k (1%)
- The main area of significant adverse variance relates to Asset Management where a) budget for partnership costs with Runnymede had been omitted and b) there is currently a projected overspend on responsive/planned maintenance, officers are currently in discussions with Runnymede in order to reduce spend in remainder of year to bring this spend back toward budget.

Financial Implications

As set out within the report and appendices

Corporate Priority: Sustainable financial future

Officer Recommendations

Cabinet is asked to note the report.

Report Author: Terry Collier Assistant Chief Executive 01784 446296

Area of Responsibility: Chief Finance Officer 01784 446296

Cabinet member: Councillor Tim Evans

MAIN REPORT

1. BACKGROUND

- 1.1 The purpose of this report is to update Members on the revenue spend and forecast outturn position as at the 30 September 2011.
- 1.2 To inform Members of the reasons for the variances identified against the budget agreed in February 2011.
- 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.

2. KEY ISSUES

- 2.1 In **Appendix A** the actual spend to date is £5.474m against the full year revised budget of £12.367m (44%).
- 2.2 The forecast over spend at net expenditure level is £253k (2.0%) of the revised budget. After taking account of the impact of one-redundancy costs relating to restructuring the underlying projected variance is currently £142k (1%).
- 2.3
- 2.4 In **Appendices B1 to B9** the major areas causing the year to date budget to be higher or lower than the Actual spend to date are detailed.
- 2.5 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 12^{ths}, grants on the month they were received previously, contracts on the payment frequency agreed, rentals on a quarterly basis etc. This still means however that the majority of 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.
- 2.6 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. Currently there is a variance of £690k between income received and expenditure paid out
- 2.7 **Appendices B1 to B9** gives a summarised breakdown of the revenue spend by portfolio Area, firstly in overall terms and then breaking each portfolio down by cost centres
- 2.8 Officer comments on more significant expenditure/income variances are to be found in **Appendix C**. These variances have been analysed between variances caused in the main by timing differences and variances, where there is an underlying reason.
- 2.9 Investment income to date is £193k, with a projected full years income forecast of £356k. However, this could change if the investment management strategy changes, as is anticipated.

3. PROPOSALS

3.1 Cabinet is asked to note the current revenue spend and forecast outturn position.

4. BENEFITS AND SUSTAINABILITY

4.1 Careful monitoring of the budgets enables greater transparency of budget problems and action to be taken, when required, on areas identified as areas of concern

4.2 A systematic approach to budget monitoring will hopefully alleviate problems of major discrepancies not being highlighted until year end.

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

5. FINANCIAL IMPLICATIONS

5.1 As set out within the report and appendices.

6. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

6.1 There are none

7. RISKS AND HOW THEY WILL BE MITIGATED

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

7.2 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.

8. TIMETABLE FOR IMPLEMENTATION

8.1 Bi-monthly reports are produced for Management Team.

Report Authors: David Lawrence Chief Accountant 01784 446471 and Adrian Flynn Senior Accountant 01784 444268

Background Papers: There are none

Finance : Cabinet Member - Cllr Tim Evans

Results to 30-Sep-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD							
	£	£	£							
Audit										
Employees	164,400	164,400	81,750	79,396	0	158,800	(5,600)	178,800	77,762	
Other Expenditure	20,700	20,700	11,234	5,096	0	12,000	(8,700)	5,900	5,065	
Income	(41,200)	(41,200)	(20,600)	(16,352)	0	(32,700)	8,500	(64,200)	(15,310)	Budget includes £5k income from Woking BC for Audit work will be achieved at the end of year.
	143,900	143,900	72,384	68,140	0	138,100	(5,800)	120,500	67,517	
Print Unit										
Other Expenditure	88,400	88,400	46,600	50,920	75,791	100,000	11,600	88,100	54,342	Purchase orders being looked into.
	88,400	88,400	46,600	50,920	75,791	100,000	11,600	88,100	54,342	
People & Partnerships										
Other Expenditure	21,500	21,500	3,615	2,594	0	20,000	(1,500)	32,200	6,543	
	21,500	21,500	3,615	2,594	0	20,000	(1,500)	32,200	6,543	
MaT Secretariat & Support										
Employees	111,100	111,100	58,600	66,156	2,083	131,400	20,300	82,900	41,010	Includes Redundancy payments funded through the business improvement reserve
Other Expenditure	6,200	6,200	3,100	347	0	1,000	(5,200)	6,200	1,114	
Income	0	0	0	0	0	0	-	0	(10)	
	117,300	117,300	61,700	66,503	2,083	132,400	15,100	89,100	42,114	
Assistant Chief Executives										
Employees	259,500	259,500	142,200	61,275	0	282,000	22,500	288,300	174,572	Includes an accrual for a Redundancy payment for Assistant CX, the accrual has the effect of reducing expenditure, until such time as the payment is made.
Other Expenditure	21,200	21,200	10,900	6,778	22,369	12,000	(9,200)	23,200	1,188	
Income	0	0	0	(44)	0	(100)	(100)	0	(106)	
	280,700	280,700	153,100	68,009	22,369	293,900	13,200	311,500	175,654	
Chief Executive										
Employees	326,300	326,300	163,100	150,162	1,248	238,000	(88,300)	326,600	155,050	Deputy CX has left the authority, plus a under spend on the training budget
Other Expenditure	16,600	16,600	8,300	5,742	2,294	7,500	(9,100)	16,600	4,677	Under spend on Public transport budget
Income	0	0	0	(166)	0	0	-	0	(52)	
	342,900	342,900	171,400	155,738	3,543	0	(97,400)	343,200	159,674	
Business Improvement										
Employees	90,900	90,900	44,700	2,752	0	2,800	(88,100)	159,700	77,995	vacant post
Other Expenditure	2,600	2,600	800	359	(0)	400	(2,200)	2,400	597	
	93,500	93,500	45,500	3,111	(0)	3,200	(90,300)	162,100	78,592	
HR										
Employees	214,600	214,600	107,800	112,644	0	240,000	25,400	204,400	101,383	Staffing cover to accrue for
Other Expenditure	14,700	14,700	4,125	4,478	20,095	6,400	(8,300)	9,400	2,879	Leased car to be spread over three years
Income	(42,200)	(42,200)	(21,100)	(24,652)	0	(31,700)	10,500	0	(30)	
	187,100	187,100	90,825	92,470	20,095	214,700	27,600	213,800	104,232	
Payroll										
Employees	50,600	50,600	24,500	23,710	0	50,600	-	50,000	23,750	
Other Expenditure	2,200	2,200	1,000	2,056	0	2,200	-	2,200	1,373	
	52,800	52,800	25,500	25,766	0	52,800	0	52,200	25,113	
Mortgages										
Other Expenditure	0	0	0	129	0	200	200	0	1,427	One off Payment to consultant
Income	(2,000)	(2,000)	0	0	0	0	2,000	(2,000)	0	
	(2,000)	(2,000)	0	129	0	200	2,200	(2,000)	1,427	
Corporate Management										
Employees	0	0	0	5,835	0	5,800	5,800	0	0	Surrey jobs subscription payment with no budget
Other Expenditure	211,200	211,200	68,750	87,230	3,551	211,200	0	239,400	93,171	2nd instalment of 2010-11 external Audit fees of £55k is still outstanding
Income	(100,000)	(100,000)	0	(84,532)	0	(100,000)	0	(100,000)	(11,500)	Charge to A2 Dominion for sponsorship of services
	111,200	111,200	68,750	8,533	3,551	117,000	5,800	139,400	81,671	
Misc Expenses										
Other Expenditure	10,000	10,000	0	7,722	0	10,000	0	10,000	(2)	legal Services write off claim with Havensilver agreed by Cabinet- 20/01/11 with no budget
	10,000	10,000	0	7,722	0	10,000	0	10,000	(2)	
Unapportionable Central/IO/Heads										
Employees	685,400	685,400	341,810	154,735	0	682,100	(3,300)	685,100	278,640	Various Spelthorne Achievement Awards payments of £3k with no budget. Super added years payments to SCC are lower than budget
Other Expenditure	51,700	51,700	23,500	9,515	38,220	47,000	(4,700)	53,900	14,341	In-house training expenditure is lower than year to date budget but expected to be breakeven if commitments are included.
Income	0	0	0	0	0	0	0	0	0	
	737,100	737,100	365,310	164,250	38,221	729,100	(8,000)	739,000	292,981	
Accountancy										
Employees	288,600	288,600	142,956	160,308	0	320,600	32,000	286,800	156,559	£23k reduction in salary budget at the beginning of the year. Overtime payment (£2k), Temporary staff (£4k) and CIPFA subscription payment (£6k) with no budget.
Other Expenditure	12,100	12,100	7,000	10,793	103	12,100	0	12,500	9,390	
	300,700	300,700	149,956	171,100	103	332,700	32,000	299,300	165,949	
Business Rates										
Other Expenditure	0	0	0	429	0	1,000	1,000	0	0	Summons costs with no budget
Income	(145,600)	(145,600)	0	0	0	(145,600)	0	(145,600)	0	
	(145,600)	(145,600)	0	429	0	(144,600)	1,000	(145,600)	0	
CServ Management & Support										
Employees	508,400	508,400	255,000	206,421	0	242,100	(266,300)	510,300	257,867	Customer Services restructure resulted in overall savings and some members of staff moved to Council Tax following review.
Other Expenditure	63,200	63,200	38,902	37,859	5,045	63,200	-	77,000	34,810	
Income	0	0	0	(133)	0	(100)	(100)	0	(10)	
	571,600	571,600	293,902	244,147	5,045	305,200	(266,400)	587,300	292,668	
Council Tax										
Employees	423,000	423,000	212,800	298,177	0	594,700	171,700	393,300	218,166	Customer Services restructure resulted in some members of staff moved to Council Tax following review. Temporary staff are employed to run the service efficiently with no budget.
Other Expenditure	95,700	95,700	34,651	24,734	12,981	75,700	(20,000)	97,700	20,415	Lower expenditure expected against the budget mainly on Printing and Postage
Income	(144,300)	(144,300)	(2,000)	(462)	0	(148,300)	(4,000)	(144,300)	(2,172)	

Finance : Cabinet Member - Cllr Tim Evans

Results to 30-Sep-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD							
	£	£	£							
	374,400	374,400	245,451	322,450	12,981	522,100	147,700	346,700	236,410	Overall savings of £54,500 is expected between CT and Customer Services following restructure
Financial Support										
Employees	192,200	192,200	96,000	95,342	0	190,900	(1,300)	199,500	107,636	
Other Expenditure	6,900	6,900	2,400	4,143	0	6,900	0	6,800	6,200	Additional expenditure on Postage due to issue of garden waste invoices
Income	0	0	0	(15)	0	0	0	0	(30)	
	199,100	199,100	98,400	99,471	0	197,800	(1,300)	206,300	113,806	
Insurance										
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	207,600	207,600	0	814	0	177,600	(30,000)	296,400	0	Majority of the insurance costs are paid towards the end of the financial year and the budget will be reprofiled to reflect this. Savings due to renegotiated contract awarded after budget set which achieved £30k more than anticipated
Income	0	0	0	(897)	0	(900)	(900)	0	(891)	
	207,600	207,600	0	(83)	0	176,700	(30,900)	296,400	(891)	
Car Parks										
Employees	340,500	340,500	168,300	183,267	7,150	362,300	21,800	334,900	221,181	Temp staff used to cover vacant posts at the start of the year, before going on fixed term contracts
Other Expenditure	728,200	728,200	516,800	608,203	102,960	738,200	10,000	747,100	510,099	Increase in business rates payable for the majority of our car parks and a number of budgets to be reprofiled to reflect payments made in the first half of the year
Income	(1,990,900)	(1,990,900)	(1,016,098)	(978,724)	0	(1,990,000)	900	(1,949,700)	(1,031,473)	Park and phone income up, pay and display income holding steady, penalty charge notice income down due to staffing issues in the first half of the year. New working practices have been introduced to increase the penalty charge notice income over the 2nd half of the year
	(922,200)	(922,200)	(330,998)	(187,254)	110,110	(889,500)	32,700	(867,700)	(300,193)	
Total Employees	3,822,900	3,822,900	1,925,516	1,732,494	10,482	3,769,500	(53,400)	3,790,100	1,937,652	
Total Other Expenditure	1,599,800	1,599,800	789,942	880,663	289,271	1,522,700	(77,100)	1,746,700	797,435	
Total Income	(2,467,400)	(2,467,400)	(1,060,398)	(1,112,538)	0	(2,456,000)	11,400	(2,407,000)	(1,085,283)	
	2,955,300	2,955,300	1,655,060	1,500,619	299,753	2,590,700	(119,100)	3,129,800	1,649,803	

Economic Development			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Staines Town Centre Management	Increased Service charge for the Elmsleigh centre & annual consultancy fees for town centre management.	£57k adverse	Underlying
Committee Services	Vacant post	£22k favourable	Underlying
	Savings on printing	£14k favourable	Underlying
Legal	Maternity cover	£12k adverse	Underlying
	Increased Activity	£5k favourable	Underlying
Staines Market	Increased income due to the extra Friday Market	£31k favourable	Underlying
Democratic Representation and Management	Purchase of new computer equipment and broadband lines	£17k adverse	Underlying

Planning and Housing			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Housing benefit Payments	Mid year subsidy claim income adjustment will correct the variance to date.	£590k favourable	Timing
Housing needs	Staffing restructure agreed to ensure that increased demand for information can be met	£20k Adverse	Underlying and on going
Homelessness and Private Sector Leasing	Void period costs are being used to finance additional staffing requirements for Housing Needs.	£54k favourable	Partially underlying but depends upon level of bed and breakfast take up - £20k employee costs being used to fund Housing Needs staffing
Land Charges	Increased Activity	£45k favourable	Underlying
Planning Development Control	<p>Planning income down due to the current economic environment. Possible large applications may still enable income to be achieved</p> <p>Work undertaken for informal hearings and a public inquiry.</p>	<p>£94k adverse</p> <p>£23k adverse</p>	<p>Underlying</p> <p>Underlying</p>
Planning Policy	Housing Development Post	£10k Favourable	Underlying

Older People and Health Liaison			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Day Centres	Savings on Temp staff	£8k favourable	Underlying
	Savings on food Purchases and utility budgets	£15k favourable	Underlying
Meals on Wheels	Reduced commercial vehicle lease payments	£9k favourable	Underlying
	Higher Food Income	£7k favourable	Underlying
Environmental Health Admin	Vacant Post's	£59k favourable	Underlying
Spelthorne personal alarm network	Increased charges and additional A2 clients added	£6k favourable	Underlying
Spelthorne Accessible Transport	Increased use of service and Surrey CC contribution received early.	£14k favourable	Underlying
	Increased fuel and maintenance costs	£6k adverse	Underlying

Environment			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
DS Management and Support	Vacant Post	£32k favourable	Underlying
	Reduced commercial leasing and maintenance costs.	£15k favourable	Underlying
Depot	Increased business rates payable	£12k adverse	Underlying
Refuse collection	Vacant Posts	£34k favourable	Underlying
	Increased brown bin rental Income	£97k favourable	Underlying
Street cleaning	Vacant posts and lower expenditure on hired transport and operational equipment and supplies.	£32k favourable	Underlying
Waste Recycling	2 nd Quarter recycling claim to Surrey is still outstanding and lower contractor costs for disposal.	£41k favourable	Underlying
		£86k favourable	Underlying
Building Control	Reduced Income	£10k adverse	Underlying

Parks and Leisure			
Cost Centre	Comments	Significant Variances	Timing or Underlying Variance
Allotments	Increased Usage	£14k favourable	Underlying
Public Halls	Reduced rental income.	£7k adverse	Underlying
Spelthorne Leisure Centre	SLM contract income is reduced	£10k adverse	Underlying
	Rental Income	£1k favourable	Underlying
Leisure Promotions	Reduced profit share income on Sunbury Golf Club	£7k adverse	Underlying
Grounds Maintenance	Vacant post with the highways verges team	£12k favourable	Underlying
Parks	Reduced Electricity spend and improvements to playgrounds to take place later in the year.	£11k favourable	Underlying
	Reduced football and lettings income. Rental income will be reduced due to a surrender of a lease.	£22k adverse	Underlying

Communications			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
General Grants	Grant from Pfizer towards a teen pregnancy initiative run by Stanwell hub people.	£11k favourable	Underlying
Corporate Publicity	Reduced borough newspaper costs. Partnership Income	£13k favourable £25k favourable	Underlying Underlying
Community Safety and Assets			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Asset Management	Order raised for a asbestos survey (£20k) funded by budget carry forward. Budget for Runnymede partnership costs had been omitted. Salary including redundancy costs (this will be funded at year end from Business Improvement Reserve)	£151k adverse £45k adverse	Underlying Underlying
Sea Cadets	Portacabin costs	£33k adverse	Underlying
Community Safety	Increased CCTV costs	£12k adverse	Underlying
Licensing	Market fluctuations	£21k adverse	Underlying
Knowle Green	Car parking, Air track enquiry and rental income will	£40k adverse	Underlying

	not be achieved, but offset by avoidance of legal expenses for planning. SCDT also gave up their lease.		
Planned/ Responsive Maintenance	Responsive maintenance currently high against budget-officers discussing with Runnymede asset management team measures to reduce projected spend in remainder of year to bring outturn back towards budget	£147k adverse	Underlying – but see note about mitigating actions

Finance			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Chief Executive	Deputy CX has left the authority.	£63k favourable	Underlying
	Training and transport budgets will be under spent.	£31k favourable	Underlying
Customer Services and Council Tax	Major restructure with council tax, which will deliver in future, ongoing annual savings of approx £200k per year.	£119k favourable	Underlying
Corporate Management	Surrey Jobs Subscription	£6k adverse	Underlying
Car Parks	Temp Staff costs to cover vacant posts	£22k adverse	Underlying
Business improvement	Vacant Posts	£88k favourable	Underlying

2011/12 Capital Monitoring Report

Cabinet: 22nd November 2011

Resolution Required

Report of the Chief Finance Officer

REPORT SUMMARY

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

Money spent on capital schemes enables the Authority to ensure that residents are able to have an improved standard of living and facilities.

Purpose of Report

To provide Cabinet with the spend figures, for the period April to September 2011 on the Capital Programme.

Key Issues

- The projected outturn shows that we are anticipating to spend by the financial year end, £1,942,000, which represents 95% of the revised budget.

Financial Implications

As set out within the report and appendices

Corporate Priority

A sustainable financial future.

Officer Recommendations

Cabinet is asked to note the report.

Report Author: Adrian Flynn Senior Accountant (01784 444268)

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

Cabinet Member: Councillor Tim Evans

MAIN REPORT

1. BACKGROUND

- 1.1 The purpose of this report is to update Cabinet on the capital spend against the budget position of schemes which have been included in the capital programme.
- 1.2 To inform Cabinet of the reasons for variances.
- 1.3 This will 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 Capital

- (a) Attached, as **Appendix A and B**, is the current spend to date on capital covering the period April to September 2011.
- (b) For the period ending 30 September 2011, capital expenditure was £790k (52%) of the original budget and (39%) of the revised budget.
- (c) The equivalent spend in the corresponding period of the previous year was also £778,000 (38%) of the original budget and (31%) of the revised budget.
- (d) The difference between the original budget and the revised budget is £511,040. The £511,040 is broken down as £203,500 worth of carry forwards from 10/11 and £307,540 worth of supplementary estimates, made up as follows,
 - Food waste Scheme : £265,000
 - Walled Garden Irrigation : £ 28,000
 - Pa system : £ 14,540

2.2 The following projects are worth noting:

- (a) Home Improvement Agency Grant – There is likely to be a significant under spend of £9,000 this year, due to A2Dominion only requiring us to pay them £26,300 to provide this service in the current year. This sum will increase next year by at least Retail Prices Index.
- (b) Food Waste – Food waste bins and Caddie's delivered and the scheme commenced on 24th October 2011.
- (c) Car Park Improvements – The Automatic number plate reader machine project is about to go out to tender.
- (d) Air Quality - works partially completed. Any grant not used is due to be returned to Defra.
- (e) The refurbishment of the 1st Floor toilets at Knowle Green were approved by the Leader of the Council and the project was completed by the 31 October 2011.
- (f) Small direct service vehicle – This project has been duplicated within the capital programme and the forecast spend has been included within the forecast outturn of the food waste project.

- (g) Contaminated Land Investigation – The original investigation and the subsequent remediation works have been funded by grants from Defra.
- (h) The expenditure relating to the three improvement projects are to be match funded by Surrey County Council, we are awaiting the final instalment of £100,000 of funding (the County was paying in three instalments with final instalment in 2011-12).
- (i) Capital Salaries – It is very unlikely that there will be any use of this budget during the current and future financial years, as the criteria for capitalising salaries as capital expenditure has tighten as a result of new accounting standards.
- (j) Transactions involving all the projects, but particularly critical ditches, allotments, bowls club self management and IT are being 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.

3. PROPOSALS

- 3.1 Overview and Scrutiny are to note the current spend position.

4. BENEFITS AND SUSTAINABILITY

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

5. FINANCIAL IMPLICATIONS

- 5.1 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.

6. LEGAL IMPLICATIONS/OTHER CONSIDERATIONS

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

7. RISKS AND HOW THEY WILL BE MITIGATED

- 7.1 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.

8. TIMETABLE FOR IMPLEMENTATION

- 8.1 Bi-monthly monitoring reports are prepared for Management Team and incorporate revised actual figures.

Report Author: Adrian Flynn, Senior Accountant (01784) 444268

Background Papers: There are none.

AS AT END OF SEPTEMBER

CAPITAL BUDGET MONITORING 2011/12

SCHEME	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATES	REVISED BUDGET	ACTUAL TO DATE	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
	£	£	£	£	£	£	£	£
Housing Investment Programme	400,900	37,000	-	437,900	394,587	19,482	386,700	(51,200)
New Schemes Fund	-	-	-	-	64,385	66,971	44,000	44,000
Other Services Programme	1,125,500	166,500	307,540	1,599,540	331,369	516,679	1,511,700	(102,300)
CAPITAL PROGRAMME TOTAL	1,526,400	203,500	307,540	2,037,440	790,341	603,132	1,942,400	(109,500)

Treasury Management Half Yearly Report 2011/2012 Key Decision

Cabinet: 22 November 2011

Recommendation Required

Report of the Chief Finance Officer

REPORT SUMMARY

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

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.

Purpose of Report

This report is to update members on treasury management activities for the first half year to 30th September 2011 and to ask members to approve changes to the Council's investment strategy with a view to gaining additional investment flexibility to enhance future returns.

Key Issues

- To note the treasury position achieved against the prevailing interest rate and economic backgrounds operating during the first six months of 2011/12.
- To note the ongoing environment in global banking systems and markets.
- To update the Council's creditworthiness criteria to reflect the current investment environment and the use of other types of financial instruments to enhance future investment returns.

Financial Implications

- The need to maximise the Council's investment returns while maintaining flexibility and a high level of security with minimal risk.

Corporate Priority

All corporate priorities are supported.

Officer Recommendations

The Cabinet is asked to recommend to the Council:

- 1. To approve the proposed changes to the Treasury Management Strategy;**
- 2. To approve the use of pooled funds within the list of approved investments;**
- 3. To update the Council's creditworthiness criteria.**

Contact: Terry Collier, Chief Finance Officer, 01784 446296

Cabinet member: Councillor Tim Evans

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 the likely financing and investing activity for the forthcoming year. Consequently the Council’s policy was reviewed and approved by this Committee in January 2011 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 2011.
- 1.4 The Council changed its treasury advisors on 1 August 2011. After a robust tendering process Arlingclose replaced Sector Treasury Services and will act as professional advisors on all treasury management matters for the next three years. Regular quarterly meetings will be held with them to discuss the Council’s treasury options and all future investment and borrowing decisions will be made on their advice.

2. KEY ISSUES

Strategy for the year

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 The Council has taken the decision that it will not use prudential borrowing to fund capital investment, but will use the available capital receipts. Consequently, borrowing activity is limited to managing our daily cash flow needs although borrowing under the Prudential Regime may be an option for the future and would be considered on a case by case basis.

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 2011.

Economic Background

- 2.6 Global growth prospects deteriorated considerably over the six months to September, moving from an expectation of modest expansion to the risk of a double dip recession. Growth in Quarter 1 2011 GDP in the UK was 0.5% but was just 0.1% in Q2 after being revised downwards. Even Germany which was seemingly strong only registered growth of 0.1% in Q2.
- 2.7 In the UK, inflation remained stubbornly high and the CPI for September was 5.2%, and has remained well above the Bank of England's 2% target for 20 consecutive months. The Bank believes the elevated rate of inflation reflects the temporary impact of the increase in VAT to 20% and past increases in global energy and import prices.
- 2.8 The labour market remains weak with an increase in unemployment particularly among young people. Stagnant house prices, lower disposable income, scarce availability of credit and fears about job security leave consumer confidence fragile.
- 2.9 In the US, the protracted and seemingly political impasse to resolve the debt ceiling and the lack of political governance and measures to address the high debt burden ultimately led Standard and Poor's to downgrade the US sovereign rating from AAA to AA+. The country's weak economic and fiscal situation and an unemployment rate of 9.1% left the Federal Reserve little option but to commit to exceptionally low interest rates until mid 2013.
- 2.10 In Europe, the debt crisis deepened. The agreement in July to address Greece's fiscal problems and broaden the mandate for the European Financial Stability Facility (EFSF) only bought time and did little to address the issue of overburdened sovereign balance sheets. This situation is dragging on the global economic recovery and until markets are confident this issue has been addressed, the global economic recovery will be weak.

3. OPTIONS ANALYSIS

Borrowing Activity to 30th September 2011

- 3.1 At 30th September 2011, 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, during February and March the Council's income is significantly reduced because no instalment monies are received for Council Tax and Business Rates and it is during this period that short term borrowing increases to fund cash flow shortfalls.

Investment Performance to 30th September 2011

- 3.2 As at 30th September 2011, the Council's investment portfolio was £21.3m comprising the following investments:

<i>Euro Sterling Bonds (bonds can be bought and sold in active market)</i>	Amount	Yield to Redemption	Start Date	Maturity Date
European Investment Bank 5.50% 7/12/11	3,000,000	3.69%	15-Oct-08	07-Dec-11
European Investment Bank 4.75% 6/6/12	1,000,000	4.20%	31-Oct-08	06-Jun-12
European Investment Bank 4.50% 14/1/13	2,000,000	4.88%	14-Nov-08	14-Jan-13
	6,000,000			
<i>Fixed Rate Investments</i>				
Bank of Scotland	1,000,000	2.05%	01-Jun-11	01-Jun-12
Santander	2,000,000	0.98%	28-Sep-11	28-Oct-11
Bank of Scotland	2,000,000	1.85%	14-Oct-10	14-Oct-11
	5,000,000			
<i>Cash Flow Investments</i>				
Santander Call Account	1,000,000	0.80%		Instant access
Clydesdale Bank	2,000,000	0.75%		15 day notice
Goldman Sachs Money Market Fund	3,000,000	0.61%		Instant access
Nationwide Building Society	2,000,000	0.47%		07-Oct-11
UK Debt Management Office DMO	2,300,000	0.25%		14-Oct-11
Total – Internally Managed Funds	21,300,000			

- 3.3 The average annualised rate of return for the first six months is 1.87%, which is 0.95% above the benchmark 3 month LIBID rate of 0.92% at 30th September. This outperformance is due to the Council's current bond investments and taking advantage of enhanced market rates when placing deposits whenever possible.
- 3.4 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 £11m and the bulk of other funds is only available on a temporary basis pending cash flow activities.
- 3.5 The original estimate for net investment income to be credited to the General Fund in 2011/12 was £356,000 based on an interest rate of 1.19%. As at 30th September 2011 the net interest earned to date was £193,000 and the outturn for the full year is currently expected to be in line with the original budget. There are funds available in Interest Equalisation Reserve, which was set up to manage the volatility in investment returns, should the interest rate environment change for the worse.

Investment Performance Monitoring

- 3.6 In-house performance is monitored on a monthly basis. The Council is heavily dependent on investment returns to support the General Fund and the stability of those returns is an important part of our ongoing financial objectives.
- 3.7 Arlingclose believes that interest rates will remain at 0.50% until at least the end of 2014. Although fixed term deposits have been made to lock into higher rates where possible and to achieve an element of stability of returns, other options to increase our returns are kept under constant review.
- 3.8 These other options include investing in pooled property and equity funds. These types of pooled funds are not currently included on our list of available investments and member approval is required before they can be used.
- 3.9 Credit ratings are monitored on a weekly basis and the Council maintains a policy of high quality counter-party criteria, as recommended by Arlingclose. Following the banking crisis many once highly rated institutions have had their credit rating significantly downgraded and these downgrades continue as fears of exposure to possible sovereign debt defaults grow. This situation continues to deteriorate and has resulted in even fewer available investment counterparties for the Council to choose from.

Conclusions for 2011/12

- 3.10 Returns on short term and cash flow investments are still very low due. With inflation currently approximately 5% the returns we are able to achieve on financial intermediaries is not sufficient to cover inflation. Although the current investment strategy of taking advantage of enhanced fixed rates and holding European Investment Bank (EIB) bonds to maturity has had a positive impact on our overall returns, credit rating downgrades have made the investment environment much more challenging as the European debt crisis continues. In addition, the first of our EIB bonds matures in December 2011 which will have a significant impact on our overall investment return.
- 3.11 The lack of real progress in resolving the sovereign debt crisis in Europe has begun to affect even the stronger Euro-zone nations and their banking systems. After appointing Arlingclose, the Council reviewed its credit indicators and criteria and is responding to the growing stress by scaling back its maturities and counterparty investments on their advice. Many of the UK banks have had further rating downgrades and have been suspended from the Council's list of approved counterparties, and we are now advised to hold other counterparties for short periods further reducing the rates of interest we can earn. This has limited our investment options and will have a detrimental effect on investment returns for the second half of the current year and going forward into 2012/13.
- 3.12 The Council continues to be proactive in seeking ways of maintaining and improving current levels of return against a very challenging global investment environment.

4. PROPOSALS

- 4.1 The table above highlights that the Council has several large maturities coming up within the next three months, including the first European Investment Bank (EIB) Bond. Reinvesting these at reasonable rates will be very challenging in the current interest rate environment so investment options

must be kept under constant review. Rates are at historically low levels and are likely to remain so for some time to come and in addition, credit rating downgrades has significantly reduced the number of available counterparties.

- 4.2 The Council needs to reflect the current circumstances and update its Treasury Management Strategy to enable the use of alternative types of suitable funds and also to reflect downgrades in the creditworthiness of potential counterparties
- 4.3 The Council has evaluated the use of pooled equity and property funds in consultation with Arlingclose and determined the appropriateness of their use within the investment portfolio. Pooled funds will enable the Council to diversify assets and the underlying risk in the investment portfolio and provide the potential for enhanced returns. It is suggested that the £3m in the European Investment Bank (EIB) bond maturing on 7th December be invested in one or more pooled equity funds.
- 4.4 Current data indicates that these funds have produced an annual return in excess of 5% over the past few years although past performance is no guarantee of future returns. Before any investment is made, a rigorous appraisal of the potential risk and return will be made by the Chief Finance Officer in full consultation and with advice from our treasury advisors, Arlingclose.
- 4.5 A full review of counterparty credit policy has been carried out and the Council's priorities remain to achieve the optimum return with lowest possible level of risk to ensure security of capital.
- 4.6 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.
- 4.7 The updated list of approved investment instruments is attached as **Appendix A**. The changes have been highlighted and reflect the addition of pooled equity and property funds as available investments and the application of the creditworthiness criteria recommended by the Council's new advisors, Arlingclose.
- 4.8 Special arrangements have also 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.
- 4.9 Nothing in this 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 following appropriate evaluation.

5. BENEFITS AND SUSTAINABILITY

- 5.1 The ability of the Council to generate maximum net investment returns with minimal risk provides significant resources for funding the Council's services.

6. FINANCIAL IMPLICATIONS

- 6.1 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.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 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.

8. RISKS AND HOW THEY WILL BE MITIGATED

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

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Treasury management is an ongoing activity and normally there is no specific timetable for implementation. However with the maturity of the EIB Bond on 7 December 2011 it is advised that the amended strategy be implemented by end November 2011, and then be reconfirmed in February as part of the annual review of the strategy.

Report Author: Jo Hanger

Background papers: There are none

Appendix A

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	1 year	£3m
	Special arrangements apply for the Council's bankers only, currently The Co-Operative Bank plc	2 weeks	£3m
UK Government Gilts	Long Term AAA	No limit	No limit
Bonds issued by multilateral development banks such as 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

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

Appropriation of land at Stanwell - update

Cabinet: 22 November 2011

For information

Report of the Chief Executive

REPORT SUMMARY

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

The appropriation enables the Council to complete the transfer to A2Dominion of land which is required for the Stanwell New Start regeneration project upon terms which have been previously authorised.

Purpose of Report

To report to Cabinet upon the exercise by Head of Corporate Governance of the authority delegated to him by Cabinet on 20 September 2011 to:

- a) consider any objections received in response to the advertisement of intention to appropriate the land in Stanwell used as open space and,
- b) having regard to any objections to decide whether or not to finalise the proposed appropriation of the land at Stanwell which is to be transferred to A2Dominion from the purposes of housing to the purposes of improvement and development and,
- c) to record any appropriation made by reporting to Cabinet

Key Issues

- One objection was received and considered
- The decision has been taken to finalise the appropriation of the land from the purposes of housing to the purposes of improvement and development.

Financial Implications

None

Corporate Priority

Supporting Housing Needs, Economic Development

Officer Recommendations

Cabinet is asked to note that the land at Stanwell which is to be transferred to A2Dominion has been appropriated from the purposes of housing to the purposes of improvement and development by virtue of a decision taken by Head of Corporate Governance in exercise of authority delegated to him.

Report Author: Sharon Smith, Principal Lawyer (01784) 446272

Areas of Responsibility: Roberto Tambini, Chief Executive (01784) 446250

Cabinet member: Councillor Richard Smith-Ainsley

MAIN REPORT

1. BACKGROUND

- 1.1 Cabinet has previously authorised the disposal of land in the Explorer Avenue area of Stanwell ('the land') to A2Dominion for the purpose of the Stanwell New Start redevelopment project. The land was held by the Borough as housing amenity land which was retained when the Borough's housing stock was transferred to Spelthorne Housing Association, the predecessor of A2 Dominion.
- 1.2 To enable the Council to proceed with the disposal of the land on the terms which had been agreed it was necessary to first appropriate the land from housing purposes to the purpose of improvement and development.
- 1.3 There is a legal requirement to advertise (in the local press) the intention to appropriate land which is used as open space and to consider any objections before taking a final decision.

On 20 September 2011 Cabinet resolved to delegate authority to the Head of Corporate Governance to:

- (a) consider any objections received in response to the advertisement of intention to appropriate the land in Stanwell used as open space and,
- (b) having regard to any objections to decide whether or not to finalise the proposed appropriation of the land at Stanwell which is to be transferred to A2Dominion from the purposes of housing to the purposes of improvement and development and,
- (c) record any appropriation made by reporting to Cabinet.

2. KEY ISSUES

- 2.1 The intention to make the proposed appropriation of the land which is currently used as open space was advertised in the Surrey Herald on 08 September and 15 September 2011 and any objections were invited by no later than 4pm on 23 September 2011..
- 2.2 One objection has been received. The objection has been made by Mrs Beryl M. Wilkins of 30 High Street, Stanwell. Mrs Wilkins expresses concern about the loss of recreational space. Head of Corporate Governance has considered the objection received and a letter has been sent to Mrs Wilkins to point out that the Stanwell New Start scheme will include the provision of improved public open space and recreational facilities.
- 2.3 On 29 September 2011 Head of Corporate Governance, in exercise of the authority delegated to him, decided to finalise the appropriation of the land from the purposes of housing to the purposes of improvement and development.

3. OPTIONS ANALYSIS

This report is for information only to ask Cabinet to note the exercise by Head of Corporate Governance of the authority delegated to him and the finalisation of the appropriation.

4. PROPOSALS

4.1 That Cabinet please note the report.

5. BENEFITS AND SUSTAINABILITY

5.1 The benefits are that the Council is able to proceed with the transfer of the land to A2Dominion for the purpose of the regeneration project on terms which have been authorised.

5.2 The wider benefits of the regeneration scheme have been presented to Members on a number of previous occasions.

6. FINANCIAL IMPLICATIONS

No financial implications will arise from implementing the recommendations.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

7.1 The appropriation enables the Council to exercise the legal power in respect of the land necessary to enable it to proceed with the disposal of the land to A2Dominion on the terms agreed, namely the power of disposal contained in section 123 Local Government Act 1973.

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 This report is for information only so consideration of risk does not arise at this time.

9. TIMETABLE

9.1 The appropriation was finalised on 29 September 2011.

Report author:

Sharon Smith, Principal Lawyer (01784) 446272

Background Papers:

There are none

Funeral and Burial Arrangements

Cabinet: 22 November 2011

Resolution required

Report of the Assistant Chief Executive

REPORT SUMMARY

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

The proposed actions from this report will give greater flexibility to Spelthorne's residents to book funerals & burials at short notice, by offering enhanced services which will address a variety of cultural and religious needs.

Purpose of Report

This report seeks approval for officers to progress arrangements for a wider option of Burial choices in Cemeteries owned and managed by the Authority.

Key Issues

- Designated areas for cultural burials
- Burial arrangements
- Religious needs
- Selected cemeteries
- Working hours
- Charges

Financial Implications

The charges for all burials will be set at a level to reflect the costs and there should therefore be no financial implications in respect of providing a 24 hour service five days a week between the hours of 10am and 3pm during the summer and 10am and 2pm in the winter. The service would not at this stage be provided on Saturdays or Sundays as there is no indication that this is necessary.

Corporate Priority Community Engagement and meeting the Councils Equality & Diversity responsibilities.

Officer Recommendations

Cabinet is asked to authorise the Head of Streetscene to progress arrangements for a wider choice of burial arrangements in Council managed cemeteries commencing with Sunbury Cemetery.

Report Author: Jackie Taylor, Head of Streetscene, Tel: (01784) 446412.

Area of Responsibility: Assistant Chief Executive, Liz Borthwick, Tel: (01784) 446376

Cabinet member: Councillor Penny Forbes-Forsyth

MAIN REPORT

1. BACKGROUND

- 1.1 Since 2008 a number of requests have been received from Spelthorne residents to consider options for providing burial and funeral arrangements within 24 hours, and at weekends, within the Borough.
- 1.2 Currently all burials have to be booked at least four full working days in advance to allow the cemetery staff to dig the appropriate grave. For pre-purchased graves this four day requirement will stay in place as it would not be possible to dig specific graves within a 24 hour period.
- 1.3 At present when a resident of Spelthorne dies whose cultural or religious needs require them to be buried within a short timescale burial arrangements have to be made in another Borough e.g. Hounslow or Woking.
- 1.4 This results in burials taking place some distance from their home and at three times the burial fees usually charged. This is standard practice for the burial of non residents of a Borough.
- 1.5 Officers were therefore instructed to explore the possibility of providing burials within 24 hours and on Saturdays but not Sundays within Spelthorne.
- 1.6 Officers were also asked to investigate the options for different charging structures within our burial grounds. This related to enhanced rates for the sale of plots on corners and alongside footpaths. This has been investigated by the cemetery manager and at present there is no scope for this as the majority of footpaths have already been pre-purchased. However before setting up a new area within a cemetery an agreed set of enhanced rates will be determined to reflect the benefit of purchasing either a corner or footpath plot.
- 1.7 At the request of Cllr Davis, the portfolio holder and the Head of Streetscene have visited St Jude's cemetery in Englefield Green to establish if there are other burial practices that we may be able to adopt with the aim of making our cemeteries more financially sustainable. Following on from the visit the cemetery manager will be investigating the potential to further increase the options open to our customers.
- 1.8 At the request of the previous portfolio holder we have recently installed a memorial tower in Ashford burial ground. The tower has capacity for 48 plaques and each plaque can accommodate up to seven lines of inscription. The tower can be used by those who have had a relative or friend buried or cremated elsewhere but wishes to memorialise them. The plaques are sold on a rental basis for a period of five years at a one off cost of £220. The charges will be reviewed on an annual basis and if the rental period is not extended after the 5th year the plaque will be removed and the space offered to others.

2. KEY ISSUES

- 2.1 Spelthorne Borough Council has a Single Equality Scheme (SES) 2009-2012. The aim of the SES framework is:
 - (a) to develop measures and actions that ensure discrimination on the grounds of race, gender, disability, age, religion/belief or sexuality does not occur, whether it is direct, indirect, intentional or unintentional,

- (b) to positively promote equality of opportunity, *and*
- (c) to redress inequalities of service provision.

- 2.2 To ensure that these aims are met, an impact assessment has been undertaken (**Appendix 1**). The purpose of an equality impact assessment is to ensure that our services, functions, policies and practices do not directly, indirectly, intentionally or unintentionally discriminate against our users or employees. Where any adverse impact is found we must develop objectives that tackle the impact through the development and implementation of service-based equality action plans
- 2.3 Muslim burials usually require specific issues to be addressed. These include a segregated area of a cemetery or a separate cemetery, graves need to face a specific direction, and burials usually need to take place within 24 hours.
- 2.4 Officers have met with representatives of the Muslim community to discuss their requirements and have visited the Hounslow mosque to discuss these and the process up to the point of burial. Present and advising at these meetings was the manager of Cemeteries in Hounslow. A visit has also been made to a cemetery in Faggs Lane which also accommodates Muslim burials.
- 2.5 Also, Jewish law requires that a burial take place as soon as possible, preferably within 24 hours of death. One of the reasons why Traditional Jewish funerals are held so soon after death is that it is considered more respectful to inter the body within a reasonable amount of time, rather than having an unnecessary delay. Our burial sites do have Jewish graves, but officers are not aware that any particular requests have been made in relation to the length of time taken to arrange a burial at this time, although it is anticipated that the Jewish community may be interested in this development, if supported by the Cabinet.
- 2.6 There are sections for Muslim burials at Greenford Park Cemetery and Hortus Cemetery in Ealing. Burials without a coffin in a burial chamber can be arranged, although a chamber takes two days to prepare. Interments in traditional Muslim graves require coffins or caskets, and are usually carried out within 24 hours of the booking. This service is available Monday to Friday. Funerals can be held on Saturday but a premium fee is charged to cover additional expenses. This charge is added to the purchase and interment costs). The Muslim sections are only available for the sole use of Muslim residents of the London Borough of Ealing.
- 2.7 Officers consider that a separate area of a cemetery is a possibility, but that a separate cemetery would not be available or necessary at this time.
- 2.8 Officers have looked at all the cemeteries to consider their suitability for burials taking place within a short period of time, and the available space for a separate area. They consider the most suitable site to be Sunbury and Staines cemeteries because of the space available both short and long term. They would recommend Sunbury because an obvious area as it is available immediately. A map of the area identified, which is outlined in red is attached at (**Appendix 3**).
- 2.9 Currently burials only take place on weekdays and the provision of burial during the weekends would necessitate extending working hours and days of operation.
- 2.10 New charges would be developed to cover the extra costs of the different arrangements and the need for burials at different times and on different days.

- 2.11 The 24 hour services would not be available on any Bank holidays as this would require a call out service to be put in place.

3. OPTIONS ANALYSIS

- 3.1 The Council is committed to equality of service provision to its residents. At present Spelthorne does not provide facilities for burials either within 24 hours or at weekends. With its increasing multi ethnic population who have different cultural and religious needs, residents are forced to arrange burials outside the Borough at substantially increased prices. (Often three x the standard rate).
- 3.2 Officers have reviewed the processes and requirements for burials outside of usual working week from Monday to Friday and can find no practical reason for not providing them within 24 hours.
- 3.3 To provide any burials within a 24 hour period Monday to Friday would have no revenue implications but would require a one off cost of shoring equipment to ensure that the area around and in the pre-dug grave is safe. If however we provide burials on Saturdays this would require a call out system at a cost of approx £16k per year.
- 3.4 Research has shown that most boroughs charge a substantial on-cost of between 40% & 60% for burials outside of normal hours and at weekends. **(Appendix 2)** shows current charges for 2011/12 and a guide to the suggested costs for burials within 24 hours along with some comparisons from other boroughs who provide this service.
- 3.5 If there is the anticipated demand for this service there should be no extra costs to the Authority, and under these circumstances there seems no reason why the provision of burials for people with different cultural or religious needs cannot be provided.
- 3.6 Officers have looked at the Boroughs cemeteries and would suggest the best options for this burial area are Staines and Sunbury cemeteries. Staines cemetery would require some capital works to prepare the land whereas suitable land is already available at Sunbury cemetery. Officers would therefore recommend that, if members approve this report, Sunbury cemetery be the preferred site.
- 3.7 There is an option not to progress with this proposal. However, not providing a service for residents with different cultural or religious beliefs will not meet the requirements of our Single Equality Scheme 2009-2012.
- 3.8 The Census data is not available at the moment, but when published we will be able to look at the demographic make-up of the Borough to get a clearer picture of the number of ethnic groups in the Borough.

4. PROPOSALS

- 4.1 The proposal is to progress arrangements for burials within 24 hours Monday to Friday in the Borough, initially setting aside an area in Sunbury cemetery to facilitate this. (Shown edged in red in the plan in **(Appendix 3)**)
- 4.2 The area suggested already exists as a burial site and planning permission would not, therefore, be needed.
- 4.3 If approved, further discussions will take place with the representatives of different communities, the Councils grounds maintenance contractor, and the

manager of the Hounslow mosque and Hounslow & Richmond Borough Council to finalise detailed arrangements and set appropriate charges.

5. BENEFITS AND SUSTAINABILITY

- 5.1 The approval of this proposal will enable Spelthorne to meet its obligations to provide equality of service provision to all the Boroughs residents.
- 5.2 It will provide burial facilities to the growing number of residents wishing to be buried outside of the normal five day working arrangements who are living in the Borough.

6. FINANCIAL IMPLICATIONS

- 6.1 The setting of appropriate charges should ensure limited costs to the Council, however, a call out service will need to be set up at a cost of approx £16k per year if we decide to offer burials on a Saturday. If there is no demand for this service the extra running costs will be borne by the Council. Officers will need to promote the service and monitor usage carefully to ensure no adverse costs to the Council.
- 6.2 All non-residents are charged triple fees, approx £8k, this will also include those requiring 24 hour burial.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 The approval of this report will enable Spelthorne to meet some of its equality & diversity targets.
- 7.2 There are two main pieces of legislation which apply to the identification of a multi-faith burial site. These are the Local Government Acts of 1972 & 2000.
- 7.3 In accordance with the Local Government Act 1972 Spelthorne Borough Council is recognised as a burial authority vested with the power to provide & maintain cemeteries within the borough.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 The main risks are associated with
 - (a) Not being able to accommodate demand for an increased service. If there is a substantial increase in the demand for burials (potentially overwhelming the service) a further review may be necessary. However, there are no indications at present that this will create either a short or medium term problem. If demand proves to be excessive at any time in the future, consideration will have to be given to increasing the space available by using other potential space available, such as allotment sites or similar, especially those adjacent to existing cemetery sites.
 - (b) No demand for the increased service provision, resulting in the Council having to bear the set up and out of hours call out costs if we decide to proceed with offering the service on Saturdays. This will be mitigated by advertising the improvements through the Councils own publications, the web site and a new leaflet promoting our burial service, and through contact with all local mosques. Officers will monitor 'usage' carefully.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 If the changes to burial services in this report are approved the Head of Service will commence discussions with Hounslow & Richmond Borough Councils in

November/December 2011 with a view to offering this service during the latter part of 2012.

- 9.2 If Cabinet gives their approval to progress this report an update will be provided to adopt and agree the new rates of fees and charges which will become applicable during the 2012/2013 financial year.

Report Author: Jackie Taylor Head of Streetscene, Tel: (01784) 446418

**Background Papers:
Equality Impact assessment**

Equality Impact Assessment

Name of Officer: Jackie Taylor

Service/Business Area: Streetscene

Contact Details: 01784446418 j.taylor@spelthorne.gov.uk

1. What change is being proposed?

a) Which service area or function do the proposed changes relate to?

Cemeteries

b) What is the purpose, aim and known outcomes of this service or function?

To ensure that provision is made for Spelthorne's burial needs, including the special needs of certain religions or cultural groups for whom burial is the only option

c) Please provide details of the changes that are being proposed.

To enable Spelthorne's residents to access enhanced funeral & burial arrangements which will provide services at weekends and within a 24 hour period to address cultural and religious needs

2. Legal Implications

a) Will the proposed savings affect the Council's statutory duties to:

- promote race equality
- promote equality for disabled people
- promote gender equality
- eliminate discrimination
- provide equality of opportunity
- foster good relations

Yes

No

3. What are the negative equality Impacts

Will the proposal have a worse impact on any of the following groups of people than its impact on the population as a whole?

Equality Theme	Negative Impact	No Negative Impact	Comments: What is the impact; please state how it may impact on these themes. Where there is no impact please state why
Race/Ethnicity		X	
Gender		X	
Disability		X	
Age		X	
Religion or belief		X	
Sexual Orientation		X	
Other: please state		X	

4. How will you mitigate the impact

If you have identified any adverse impacts in section 3 are there any ways in which you could mitigate the impact.

a) How will you do this?

N/A

b) Who will do it, and

N/A

c) What are the resource implications?

N/A

5. Who have you consulted and how?

6.

Officers have met with representatives of the Muslim community to discuss their requirements and have visited the Hounslow mosque to discuss these and the process up to the point of burial. Present and advising at these meetings was the manager of Cemeteries in Hounslow

Please ensure the documentation is published on the intranet and website.

Appendix 2

Spelthorne Parishioner Costs for 11/12	Spelthorne Current Costs	Proposed Costs for Weekdays Within 24 hrs	Comparison with Hounslow for 24 Hour Burials	Comparison with Runnymede for 24 Hour Burials	Comparison with Ealing for 24 Hour Burials
Coffin Interment Adult 5ft	£1100	£1740	£1098	£1522	£2309

These prices are for the interment only and do not include the price of the plot.

Non-residents are charged triple fees. This policy is carried out by all Councils.

Spelthorne Mapping Information Service







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Legend

-  Highlighted Feature
-  Selected Features
-  Spelthorne Borough Boundary
-  Addresses

Garden Waste prices 2012 onwards

Cabinet: 22 November 2011

Resolution required

Report of the Assistant Chief Executive

REPORT SUMMARY

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

Improve standardisation across the borough to make charging processes easier for residents and easier for council officers to plan for.

Purpose of Report

To agree the Garden Waste Service be charged at £45 (for wheeled bins) for all existing and new users.

To note that there are some existing users whose price was fixed for two years at £40 and will experience an increase.

To agree that each year from 1 September price will be £22.50 for remainder of the current year.

Key Issues

- All subscribers will be invoiced in February/March
- Unknown response of residents that will see their previously fixed price increase
- £22.50 reduced price from 1 September each year.

Financial Implications

If all residents currently paying £40 remain on the scheme and the price is increased this will result in an additional £26,670.

Possible effect of residents not continuing with the service will impact the finances of the service.

Continue to build on success of additional residents signing up during the discounted period leading to increase take-up of service and financial viability.

Corporate Priority

A Cleaner and Greener Environment

Officer Recommendations

Cabinet is asked to agree

1. a charge of £45 for the Garden Waste service for a full year subscription implemented from January 2012 (for service from April - March);
2. a reduced charge of £22.50 for a subscription from 1 September to 31 March in any year.

Report Author: Lucy McSherry, Sustainability Policy Officer, ext 4279

Area of Responsibility: Assistant Chief Executive, Liz Borthwick ext 6376

Cabinet member: Councillor Robert Watts

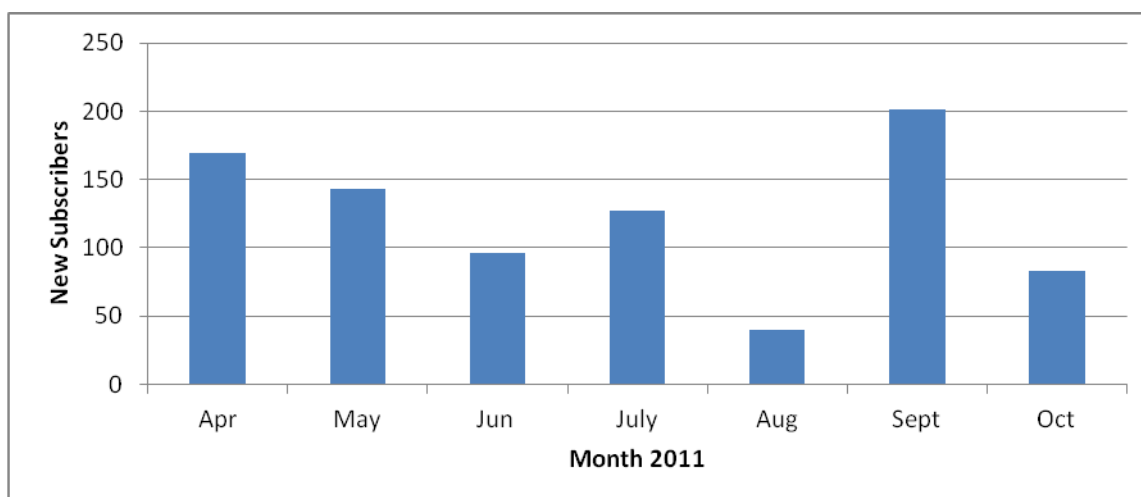
MAIN REPORT

1. BACKGROUND

- 1.1 The price that was frozen for two years for residents that were early-adopters and signed up before January 2010. This comes to an end in the new year and will therefore no longer be frozen after January 2012.
- 1.2 Residents that signed up after January 2010 have been paying £45.
- 1.3 Residents are issued invoices in Feb/March to pay for the service period April-March. This has been explained to them previously and is to ensure we receive payment before the end of the financial year. This has avoided some subscribers getting a number of months free without having to renew.
- 1.4 For the last two years the price has been reduced to £22.50 for service from the 1 September to end of March, this has proved popular and encouraged take up.
- 1.5 We currently have approximately 7200 residents on the scheme, leaving an additional 800 bins/residents available. Streetscene have reduced the number of collection days on 1 of the 2 rounds to deal with this shortfall in customers, however once capacity starts to increase the rounds will need to be re-routed again and days increased.

2. KEY ISSUES

- 2.1 Residents that signed up before January 2010 were told the price of £40 was fixed for two years and that after this point the price would increase in line with what other residents are paying. In January 2012 two years will be up and it is proposed that the price be made consistent across all users.
- 2.2 Last year 5334 invoices were issued for residents paying £40 and 1127 for users that were paying £45.
- 2.3 There could be residents that are unhappy with the increase in costs but as they were aware when they signed up, the price was only frozen for two years hopefully this will be minimal. Letters to accompany the invoices will be drafted to explain the change.
- 2.4 The half price of subscription from the 1st September has proved successful the last two years with 200 residents signing up in September this year – see table below comparing take-up through the year.



2.5 Between April-October 2010, 820 new subscribers joined the scheme and 23 cancelled. In the same period this year 860 residents joined the scheme and 80 residents left the scheme.

2.6 The proposal to repeat the price reduction again in future years has been discussed with Customer Services, the Depot and the Payments team.

3. OPTIONS ANALYSIS

3.1 Option 1: Accept the price increase so all garden waste users are paying £45 for a full year subscription from Jan 2012 (for service April-March). Agree the reduced price of £22.50 from 1 September in future years.

3.2 Option 2: Don't standardise the price, resulting in some residents being charged £40 and some £45. Don't introduce the half price incentive.

4. PROPOSALS

4.1 That option one be accepted and approved

5. BENEFITS AND SUSTAINABILITY

5.1 Standard charge across all users.

5.2 Accepting reduced price from 1 September will ease the work of Communications, Payments and Depot as a clear process will be taken each year with longer preparation and appropriate promotion time.

5.3 Improve the consistency across the service – easing changing pressures for payments, environment services and customers services.

6. FINANCIAL IMPLICATIONS

6.1 5334 residents currently paying reduced price of £40. If the price is increased that equates to an additional £26,670 toward the service. Even accounting for some residents pulling out of the service that is a significant contribution to service costs.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

7.1 None that the author is aware of.

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 Staff resource to implement change has been investigated prior to report writing, payments team ensured author that there was minimal work involved in actioning price changes.

8.2 Letters to accompany the invoices will be drafted and consulted on to ensure that residents are fully aware of why they may be a change to the price. This should mitigate complaints.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Actioning the price changes will be carried out by the Payments team.

9.2 Letter to accompany the invoices will be drafted by Env Services and circulated for comment.

9.3 Letters and invoices will be distributed in the New Year.

Report Author: Lucy McSherry, Sustainability Policy Officer, ext 4279

Background Papers: Appendix 1 – Local Authority cost comparisons

Appendix 1 - Other Surrey Local Authority cost comparisons

LA's	Cost previously (per year)	Cost as of end Sept 2011	Method	Exemptions	Participants
Mole Valley	£31 per 240l bin	£38 fortnightly	Up to 3 bins per HH; bags available for difficult access	Assisted collection available	9500
Runnymede	£40 - 3 bags	£45 for 3 bags	Additional bags £10	Assisted collections available	
Elmbridge	£32 (+£39 1-off purchase cost)	£33 (+£39 1-off purchase cost); 2 sacks £30	240l bin	Concession Council Tax Benefit or Housing Benefit (excluding CT discount).	14000
Reigate & Banstead	1-6 bins = £32 each; 1-3 sacks = £16 each	£38 DD, £43 invoice	240l bins and 60l bags		
Woking	£25 intro offer or £15 (concession); normal price £35 or £20 (concession)	£37, £21 (concessions)	240l/140l bins and 240l equiv of bags "in exceptional circumstances," add bin/bag £15;	Concession means tested benefits. Assisted collection available, membership pack sent out with bin	
Guildford	2,3,4 sacks = £13 each	2 sacks = £14; 3 = £28; 4 = £42			
Waverley	£45 - benefit receivers 50% discount	£50 two sacks; £60 4 sacks 50% discount for income related benefits	2 90l woven sacks,	assisted collection, flexible on pick up location - who doing gardening	2925
Surrey Heath	~£25 per 6 months	£50.55 DD; £56.16 Postal	240l bin - BIFFA	140l bin - same price	
Tandridge		£42.50 per bin	240l, 25 collections	Direct debit payment only	
Epsom and Ewell		£34 bin; £8.50 sacks	240l bins and 60l bags		