

Roberto Tambini
Chief Executive

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Our Ref: PGH/Cabinet
Date: 13 June 2014

Notice of Meeting

CABINET

Date: Tuesday 24 June 2014

Time: 19.00hrs

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

Members of the Cabinet	Cabinet member areas of responsibility
R.L. Watts (Chairman)	Leader of the Council, Strategy and Human Resources
P. Forbes-Forsyth (Vice-Chairman)	Deputy Leader, Community Safety, Young People, Leisure and Culture
T.J.M. Evans	Finance
N. St. J. Gething	Economic Development and Fixed Assets
V. J. Leighton	Planning and Corporate Development
A. J. Mitchell	Environment (including Parks and Waste Management)
D. Patel	Parking services and ICT
J. M. Pinkerton OBE	Housing, Health, Wellbeing and Independent Living
J. R. Sexton	Communications and Procurement

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm the minutes of the Extraordinary Cabinet meeting held on 12 May 2014 and the Cabinet meeting held on 15 April 2014.	1 - 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. Street cleansing vehicles Tender - Key Decision	
Councillor Mitchell	9 - 13
5. Sale of land at Kingston Road, Ashford to SCC - Key Decision	
Councillor Gething	14 - 16
6. Sale of Freehold land at Annett Close - Key Decision	
Councillor Gething	17 - 22
7. Treasury Management Annual Report 2013-14	
Councillor Evans	23 - 28
8. Capital Outturn 2013-14	
Councillor Evans	29 - 37
9. Revenue Outturn 2013-14	
Councillor Evans	38 - 52
10. Land adjacent to 355 London Road, Staines-upon-Thames	
Councillor Gething	53 - 57
11. Legal Services Partnership with Reigate and Banstead BC	
Councillor Leighton	58 - 61

12. Appointments to Outside Bodies, SCC Spelthorne Local Committee and Working Groups 2014-15

Councillor Watts

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13. Issues for future meetings

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

14. Urgent Items

To consider any items which the Chairman considers as urgent.

Minutes of Extraordinary Cabinet

12 May 2014

Present:

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Human Resources
Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety, Young People, Leisure and Culture
Councillor T.J.M. Evans, Cabinet Member for Finance
Councillor N. Gething, Cabinet Member for Economic Development and Fixed Assets
Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development
Councillor T. Mitchell, Cabinet Member for Environment
Councillor D. Patel, Cabinet Member for Parking services and ICT
Councillor J. Sexton, Cabinet Member for Communications and Procurement

Apologies for absence:

Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and Independent Living

Councillors in attendance:

Councillor I.J. Beardsmore
Councillor B. Spoor

2063. Disclosures of Interest

There were none.

2064. Designated Public Place Order

Cabinet received a report on a proposed Designated Public Place Order for the A308 area at The Parade, Sunbury Cross restricting the consumption of alcohol in public places.

RESOLVED that Cabinet:

- (1) Approves public notices for a Designated Public Place Order for the area of The Parade, Sunbury Cross are published to meet the statutory requirements.
- (2) Delegates authority to the Assistant Chief Executive in consultation with the relevant Portfolio Holder for them to consider any representations made and following such consideration (if appropriate) to make the order (subject to any modifications necessary) and place all relevant statutory notices with regards to such making of the order.
- (3) Approves a review of the Designated Public Place Order to be brought to the Cabinet in nine months.

Reason for the decision: Cabinet noted the residents' concerns and concerns expressed by the Police with regard to alcohol related anti-social behaviour at the A308 area at The Parade, Sunbury Cross, and the need to address this issue.

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 16 May 2014**

Minutes of Cabinet

15 April 2014

Present:

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Human Resources
Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety, Young People, Leisure and Culture
Councillor N. Gething, Cabinet Member for Economic Development and Fixed Assets
Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development
Councillor T. Mitchell, Cabinet Member for Environment
Councillor J. Sexton, Cabinet Member for Communications and Procurement

Apologies for absence:

Councillor T.J.M. Evans, Cabinet Member for Finance
Councillor D. Patel, Cabinet Member for Parking services and ICT
Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and Independent Living

Councillors in attendance:

Councillor C.A. Davis
Councillor M.W. Rough
Councillor D. Saliagopoulos
Councillor A.E. Friday

2054. Minutes

The minutes of the Cabinet meeting held on 25 March 2014 were agreed as a correct record.

2055. Disclosures of Interest

There were none.

2056. Petition on the flooding of the River Ash

Cabinet received and noted a petition on the flooding of the River Ash. Mr. Martin Cherrett spoke on behalf of the petitioners.

The Leader of the Council and Councillors Davis, Forbes-Forsyth, Leighton, Mitchell and Saliagopoulos expressed their heartfelt sympathy and support for all those affected by the recent flooding. The Leader also mentioned the specially arranged Community Flood meeting to be held on 5 June 2014 at the Leisure Centre, Knowle Green, Staines-upon-Thames (see further details below under the Leader's announcements).

The Leader summed up the discussion as follows:

We appreciate the concerns of residents in relation to flooding from the River Ash, due to the sudden and unexpected nature of the flooding, and we feel for those whose homes were subsequently flooded.

The Council has written to Thames Water and the Environment Agency requesting a full response on the reasons for the flooding.

As you are aware, we have received a response from both bodies, but appreciate this does not answer all the questions. So it is timely that the Chair of the Local Committee has also written to both organisations to press for a further explanation of what occurred, both in terms of operation of the sluice gates on the River Ash and control of flows in the aqueduct.

We note your petition and will continue to press the relevant bodies for answers but we expect them to attend our meeting on 5 June, which will give residents the opportunity to ask questions directly of Thames Water and the Environment Agency.

2057. Petition on the pilot introduction of cows to Sunbury Park

Cabinet received and noted a petition on the pilot introduction of cows to Sunbury Park. Ms. Catherine Wheatley and Ms. Sophie Langella spoke on behalf of the petitioners, and Ms. Langella also read out statements on behalf of the Association of Professional Dog Walkers and the Kennel Club.

The Leader summed up the discussion as follows:

We appreciate that some residents do have concerns about cattle grazing in Sunbury Park and thank you for coming to express those views this evening.

The Cabinet report on the issues refers to cows grazing in other parts of the Borough where dogs are walked, and across the county in other boroughs such as Epsom and Ewell, Elmbridge and Surrey Heath. In these neighbouring boroughs, on Council-owned land, cattle and dog walkers interact safely. In the case of Sunbury Park, the cows would only be present for a few months at most. The cows we are introducing are a well-known breed used in parks, the Belted Galloways. Please be reassured that Belted Galloways have not been identified as a dangerous breed.

There has been a long-standing interest in enhancing the wildlife in, and recreational value of, Sunbury Park, which is why the Council produced a management plan for the park in 2008 and has recently updated it. The updated plan recommends cattle grazing as part of improvements to the biodiversity of the site. Due to its historic nature and previous use the site has considerable wildlife value which is of interest to many residents. In order to maintain the wildlife value of the park, the Council needs to use certain methods to manage it. These methods will add value to the status of the park and meet the current and future budgetary constraints of the Council.

Friends of Sunbury Park, a group established over 12 years ago to represent the community interest in the park, are supportive of a pilot to introduce cows in the park.

We have clearly noted the many points made by the Sunbury Park action group but equally we have noted the points of view from others who think that the cows would enhance the park and provide an educational tool, perhaps encouraging visitors.

As we have competing views, the Council is willing to undertake a pilot on grazing cows in the park to determine interactions and to see them in operation. The Council, along with the local community, can then review the scheme to determine long-term options.

RESOLVED that Cabinet agrees to the introduction of a group of grazing cows in Sunbury Park, as a pilot, to assist in park maintenance and enhancement of biodiversity. The pilot will be reviewed after six months.

2058. Park Properties

Cabinet considered a report on a request to approve the use of Long Lane Recreation flat and Staines Park Pavilion flat as temporary accommodation.

RESOLVED that Cabinet:

- Approves the use of Long Lane Recreation flat and Staines Park Pavilion flat as temporary accommodation.
- Approves a supplementary capital estimate of £38,450 for work to be carried out to ensure the facilities are fit for purpose.
- Agrees a contingency fund of £5,000 per year for maintenance including any new tenancy handover.
- Authorises Assistant Chief Executive Liz Borthwick, in consultation with the Portfolio Holder, to approve any issues to enable the flats to be occupied.
- Agrees that the two flats are to be managed, at cost, on behalf of Spelthorne Council either by A2Dominion or a suitable, alternative social housing provider.

Reason for the decision: Cabinet noted the shortage of temporary accommodation for homeless families.

2059. External financial provision for Disabled Facilities Grants, Home Improvement Agencies, and Handy Person Services

Cabinet considered a report on a proposal to enter into a contract with Surrey County Council for the management of the Home Improvement Agency Service and Handy Person Service contracts on Surrey County Council's behalf.

RESOLVED that Cabinet:

- Agrees to the proposal to enter into a contract with Surrey County Council for the management of the Home Improvement Agency Service and Handy Person Service contracts on Surrey County Council's behalf.
- Agrees to waive the requirement, under Contract Standing Orders, to go out to tender.

Reason for the decision:

Cabinet noted that this proposal will allow for a more joined-up delivery of service and a better understanding of the inter-connection between the three services.

2060. Leader's announcements

The Leader made the following announcements:

Community Flood meeting

There will be a meeting on Thursday 5 June at Spelthorne Leisure Centre, Knowle Green about the recent flooding in the Borough and the long-term implications.

The meeting will consist of two parts:

5pm to 7pm market place

7pm to 9pm presentation and questions and answers session.

During the course of the evening, you will be able to speak to people from key organisations such as the Environment Agency, Surrey Fire and Rescue, and Thames Water.

You will also be able to explore the causes of the flooding and plans for the future.

We were the first Council in Surrey to make the decision to hold such a meeting and we hope that other Surrey authorities will follow the same model.

Council Service updates

- At its meeting on 12 March, the Planning Committee granted planning permission for a Costco cash and carry/retail store at Hanworth Road in Sunbury. The development will bring 250 new jobs to the area
- Spelthorne's Licensing team participated in a joint enforcement operation with Surrey Police at Notcutts Garden Centre on Thursday 27 March. Other agencies included VOSA, Customs & Excise, Environment Agency and Surrey County Council
- The Charities Commission has removed two charities from their register following investigations by Spelthorne's Licensing team into a charity which applied for a street collection permit
- The Community Safety team staged the first ever Senior Citizen Safety Day on Wednesday 9 April at the British Airways Learning Centre. Twenty residents took part in five interactive health and safety related sets provided by Surrey Trading Standards, NW Surrey Clinical Commissioning Group, Surrey Police, Surrey Fire and Rescue and British Airways
- Chestnut Court extra care housing (part of Stanwell New Start) is now 75% occupied and should be full by the end of the year
- New, improved A-Z booklets for Independent Living have been printed and are being distributed to local GPs, libraries and hospitals in Spelthorne
- Free dementia training for community groups and organisations is being offered in Spelthorne on Wednesday 4 June at St Martin's Court in Ashford
- At a recent event co-hosted by Kwasi Kwarteng MP, Google came to meet local businesses to help them develop e-skills. The workshop provided valuable online digital advice to small and large companies
- HR has introduced electronic P60s for staff and councillors, reducing cost of envelopes, special format printing and postage
- The trade refuse contract for Knowle Green has been re-negotiated resulting in a saving of £500 per month
- 95.5% of Council Tax has been collected despite the introduction of the Council Tax Support scheme
- 98.7% of Business Rates have been collected – down 0.1% on last year but high in the light of many recent legislative changes
- Housing Benefits are going to receive an additional subsidy payment of £18,506 in April from central government to help with the administration costs associated with the welfare reforms
- Five audits have been completed this month with support from colleagues at Elmbridge Council, demonstrating the increased resilience associated with partnership working

- Following an Audit investigation, Spelthorne will be cancelling eight Council Tax benefit claims where properties occupied by students have been given 100% exemptions
- The Communications team is continuing to facilitate the Brooklands Radio interviews involving key Cabinet members. Work is also underway to promote Spelthorne as a business location with various publicity materials including a brochure and website. The team is also starting to publicise the community flood meeting which is being held in June
- Since the retendering of the Staines market contract in late 2013, there has been an increase in stalls within the market. Current stalls include hot food, computer repairs, phone repairs, jet washers, picture framing, fruit and vegetables, flowers, jewellery, clothing and make-up
- Dramatize, an organisation which took over the lease of the Pavilion in Ashford Park in August 2013, has held a launch event to celebrate the opening of their new facility. The organisation, which provides theatrical workshops and programmes for adults with learning difficulties, received a grant of £11,000 from Surrey Community Improvements fund to renovate the building
- Staines Community Centre arranged a successful outing to the Royal Albert Hall for its members on 3 April
- Leisure Services hosted a free cycling festival in the Lammas Park on 8 April which included guided bike rides, bike maintenance and security marking, adapted bicycles for the disabled and a smoothie bike.

2061. Issues for Future Meetings

There were none.

2062. Urgent Items

Proposed Hackney Carriage and Private Hire (HC and PH) Licence Fees for 2014-2015.

Cabinet considered an urgent report on the proposed level of licence fees for hackney carriages and private hire, following receipt of objections as a result of consultation on the proposed increases in fees.

RESOLVED that Cabinet approves the proposed set of fees for the HC and PH licences for 2014/2015 set out in **Appendix A** of the report of the Assistant Chief Executive.

Reason for the decision:

Cabinet noted that if the HC and PH licence fees were not increased, the costs of providing this service would not be recovered.

Reason for the report being taken as an urgent item:

On 27 February 2014, the Council approved a range of fees and charges for services throughout the Council for 2014-2015. These included the proposed increased fees for HC and PH licences as shown in **Appendix A** of the report. The Council subsequently consulted on the proposed increases.

Therefore, it was necessary to give due consideration to any objections received following the consultation at the earliest opportunity to enable a decision to be made without delay.

NOTES:-

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 - **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 24 April 2014**

Cabinet**24 June 2014**

Title	Street Cleansing Vehicle Tender		
Purpose of the report	To make a Key Decision		
Report Author	Jackie Taylor Head of Streetscene		
Cabinet Member	Councillor Tony Mitchell	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Community and Accountability		
Recommendations	<p>The Cabinet is asked to authorise the Head of Streetscene to procure 5 specialist street cleansing vehicles through a framework agreement for a period of 3 years commencing in November 2014. As detailed in Option 2</p> <p>The Cabinet is asked to delegate the final selection of the vehicles and the contractor to the Head of Streetscene in consultation with the portfolio holder.</p> <p>The Cabinet is asked to authorise the Head of Streetscene to continue to use Riverside truck rental to carry out scheduled and unplanned maintenance on all Council owned and leased fleet vehicles.</p>		

1. Key issues

- 1.1 The Council provides in house waste & street cleansing services for the community of Spelthorne. These are delivered using a fleet of vehicles identified as most suitable for the demands of the service, the area in which we work and meeting the policies of the Council
- 1.2 The vehicle and plant programme is a rolling programme reviewed by the Transport manger and Head of Service annually which highlights the vehicle replacement requirements for the Councils front line services. The procurement of individual vehicles to maintain service delivery is made within the programme and the specification of each vehicle is designed to ensure the most economic and efficient vehicles with the latest technological developments are procured.
- 1.3 The procurement process for all vehicles includes comprehensive assessments to ensure all vehicles are equipped to meet current Health & Safety, Construction & Use regulations & CE Machinery directive. Vehicles are specified to include all of the relevant B.S. Standards as advised by the HSE to ensure the vehicle can be operated as safely as possible. Vehicles are also assessed by staff before procurement to ensure they are fit for purpose.

- 1.4 The following vehicles have been highlighted as due for replacement this year due to end of term leases.

Number of vehicles	Task	Vehicle type	Current annual lease cost £
2	Sweeps channels in side roads on a 20 day rolling schedule and smaller shopping areas.	Scarab Minor	£44,000
1	Staines town centre and sweeps the underpasses.	Johnson town centre sweeper	£15,000
2	Footpaths and smaller shopping areas.	Schmidt swingo	£46,000
		Total	£105,000

- 1.5 The vehicles listed in 1.4 were procured along with other street cleansing and refuse collection vehicles through a framework agreement in 2011. These 5 vehicles are on a 3 year lease with full repair and maintenance carried out within the Councils own workshops at the White House Depot by the vehicle supplier (Riverside). This option has proved to be very beneficial to the Council as the on-site and mobile technicians deal with faults and issues as and when they occur which results in less downtime and more efficient operational services. Lower lease costs reflect the option chosen at the evaluation stage
- 1.6 The current leases will expire at various intervals during 2014. This type of small sweeper has a working life of approximately 3 years and is leased based on hours worked rather than miles travelled.
- 1.7 The incumbent vehicle suppliers (Riverside truck rentals) will retain the lease for the depot workshops until 2016, which falls in line with the replacement of the refuse vehicle fleet.
- 1.8 Financial regulations require that Cabinet approval is required for the procurement of works, goods or services with a value in excess of £250,000. This procurement process will be carried out within the Councils Contract Standing Orders and constitutional rules.
- 1.9 All existing vehicle maintenance on the fleet of leased and owned front line service vehicles is carried out within the Councils on site equipped workshop at the White House Depot. To ensure continuation of service delivery approval for the continued use of Riverside Truck rentals for scheduled and unplanned maintenance of the council's owned & leased fleet of vehicles is also sought.
- 1.10 This approach of on-site repair helps with the social, economic & environmental impact of the use of such vehicles and is considered to have a positive impact on sustainability.
- 2. Options analysis and proposal**
- 2.1 In 2010 a tender was sought for both purchase and lease, the results showed that for this type of vehicle leasing with full maintenance was the preferred

option as these types of vehicles have very high maintenance regimes and little if any residual value at the end of their working life.

Option 1

- 2.2 The Council could go out to tender seeking costs for 3 years contract hire with full maintenance and repair. This type of tender exercise would require specification of contracts to be drawn up and advertising in the Official journal of the European Union, both of which have associated officer time and costs.

Option 2

The preferred option is to procure the vehicles through a Framework Agreement such as the YPO. These Framework Agreements comply with the Public Procurement Regulations 2006 and have already been advertised in the Official Journal. Therefore authorities do not have to undertake a pre-qualification exercise, but can run a mini-competition between the companies on the framework to select the most economically advantageous tender.

Increasingly local authorities are benefiting from the use of frameworks for purchasing, the cost of a stand-alone tendering exercise, especially if European tendering rules apply, can be significant. Often these costs in officer time outweigh any potential savings. Furthermore as large frameworks have agreed contractual terms with manufacturers, delivery times can be much shorter. Vehicles and/or equipment purchased through the framework route can be shown to be value for money and save significant officer time.

Option 3

Alternatively do nothing and accept the consequences of retaining a fleet of street cleansing vehicles which over a short period of time will deteriorate and be subject to down time and subsequently less working time.

- 2.3 Demo vehicles are available and will be tried and tested over the coming months to ensure that the chosen vehicles are fit for purpose.
- 2.4 The proposal is to draw up the specifications for the vehicles and run a mini-competition as detailed in **option 2** above, a full evaluation will be carried out to ensure the preferred option is the most advantageous for Spelthorne.

Risk	Consequence	Controls required
That the existing revenue budget will not be sufficient to meet new lease costs	Cost of street cleansing per household will be increased. Extra revenue budget will be needed	Strict control of procurement and financing costs must be in place
Existing vehicles nearing the end of their operating lease life	High repair costs in addition to continuing lease charges. Disrupted service delivery.	Existing vehicles are replaced with new fit for purpose vehicles or vehicles are rented short term.

3. Financial implications

- 3.1 Annual lease costs will be met within the existing budgets available to the department, there is however the possibility that tenders could come back

higher than anticipated. If this is the case a separate report will be submitted to Cabinet.

- 3.2 Under financial regulations Streetscene have the authority to spot hire vehicles to ensure continuity of service provision. If there is a delay in vehicle delivery the existing vehicles will be spot hired until such time as new vehicles can be built.

4. Other considerations

- 4.1 The vehicles are required to enable the Council to comply with statutory responsibilities in relation to street cleansing.
- 4.2 This approach will enable the most cost effective procurement and management of our vehicle fleet, which will be achieved by:-
- (a) reducing officer time spent on procurement through the use of consortia framework agreement.
 - (b) using the right vehicles for the job.
- 4.3 There will be a need to compile vehicle specifications and to design, tender and award a contract, by using an existing framework agreement EU procurement rules will already have been met. Legal support will be necessary for this procurement exercise.
- 4.4 The specifications for individual vehicle procurement will take into consideration the environmental, social & economic impacts, together with carbon reduction within the tender.
- 4.5 The procurement process for each vehicle will take into consideration the latest technologies that become available during the period of the programme. In the immediate term all vehicles specified will have Euro 5 or Euro 6 low noise and exhaust emission engines fitted, which are the most technological advanced diesel engines available at the current time, producing less NOX and carbon emissions, and comply with all European emission regulations until 2014.
- 4.6 The procurement of individual vehicles to maintain service delivery is designed to ensure the most economic and efficient vehicles and with regard to the latest technological developments, to minimise our effect on the environment.
- 4.7 The vehicles listed in 1.4 for replacement in this report are due to come to the end of their economically viable lives and are starting to suffer from higher levels of repair and downtime. Delaying the replacement of these vehicles will have adverse financial and operational impacts on the street cleansing service. It is therefore recommended that the replacement of the vehicles should proceed as proposed.

5. Timetable for implementation

- 5.1 The procurement timetable is attached at Appendix 1

Background papers:

There are none

Appendices:

Appendix 1

	April			May				June					July				August					September					October				November			
	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	
Report to MAT																																		
Completion of Specification																																		
Report to Cabinet Briefing																																		
Report to Cabinet																																		
Specification to Consortium																																		
Consortium to Tender																																		
Return of Tender																																		
Tender Evaluation																																		
Report to MAT																																		
Place order																																		
Vehicle delivery																																		

Cabinet**24 June 2014**

Title	Sale of Land to Surrey County Council at Kingston Road Ashford		
Purpose of the report	To make a Key Decision		
Report Author	David Phillips Head of Asset Management & Office Services		
Cabinet Member	Councillor Nick Gething	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Community and Opportunity		
Recommendations	Cabinet is asked to authorise the Joint Head of Asset Management, in consultation with the Portfolio Holder, to secure the unconditional sale of the freehold site at Kingston Road, Ashford to Surrey County Council, subject to valuation advice.		

1. Key issues

- 1.1 Surrey County Council (SCC) is proposing to re-locate its two existing Fire & Rescue Stations, one in Sunbury the other in Ashford, to a more central location within the Borough in order to make efficiency savings and service improvements.
- 1.2 It has identified a site on the Kingston Road in Ashford (see appendix1) part of which is owned by the Borough Council.
- 1.3 The site is in the Green Belt and is currently being used as two separate grazing sites.
- 1.4 Any proposed new Fire Station at this site will require planning consent which SCC is dealing with under their statutory powers. The site is within the Green Belt and 'very special circumstances' will need to be demonstrated why this site should be permitted as against a site in the urban area. There are other planning issues including flood risk (this is defined as a 'highly vulnerable use' with a presumption it is not located in such an area unless other possibilities are exhausted). Access from the dual carriageway close to other junctions will also need to be resolved. .
- 1.5 The County have the power to enable them to compulsory purchase (CPO) the land and have confirmed that they will be applying to themselves for Planning Permission, even so a key issue for Members is that if we agree to the sale of our land to SCC, residents may consider that SBC are in agreement with the closure of the existing Fire Stations.

2. Options analysis and proposal

- 2.1 Not to sell the land and retain as grazing, in which case SCC may decide to use their CPO powers to acquire the site.
- 2.2 To agree to the sale of the land and receive an enhanced sum for the land.

3. Financial implications

- 3.1 Potential Capital receipt, this would make a useful contribution towards our capital resources which have been diminishing.
- 3.2 The loss of the annual revenue income from renting the site of £500.00 pa would be more that off-set by the interest we would receive if we re-invested the potential capital receipt in our pooled investments on which we would look to achieve at least 4% per annum.

4. Other considerations

- 4.1 The public concerns that have been raised by the relocation of the stations need to be considered by SCC, but could have implications for Spelthorne if we agree to go ahead with the sale.
- 4.2 SCC needs to address the concerns of some of the residents of Spelthorne over the proposals..
- 4.3 Sale of the site and securing a capital receipt is not dependent on whether SCC can put together a satisfactory planning proposal and secure planning permission.

5. Timetable for implementation

- 5.1 SCC is very keen to move forward on this project and have instructed their solicitors. They will need to have various consents in place to enable the development; however we are very much in the County's hand on the progress of this project.

Background papers:

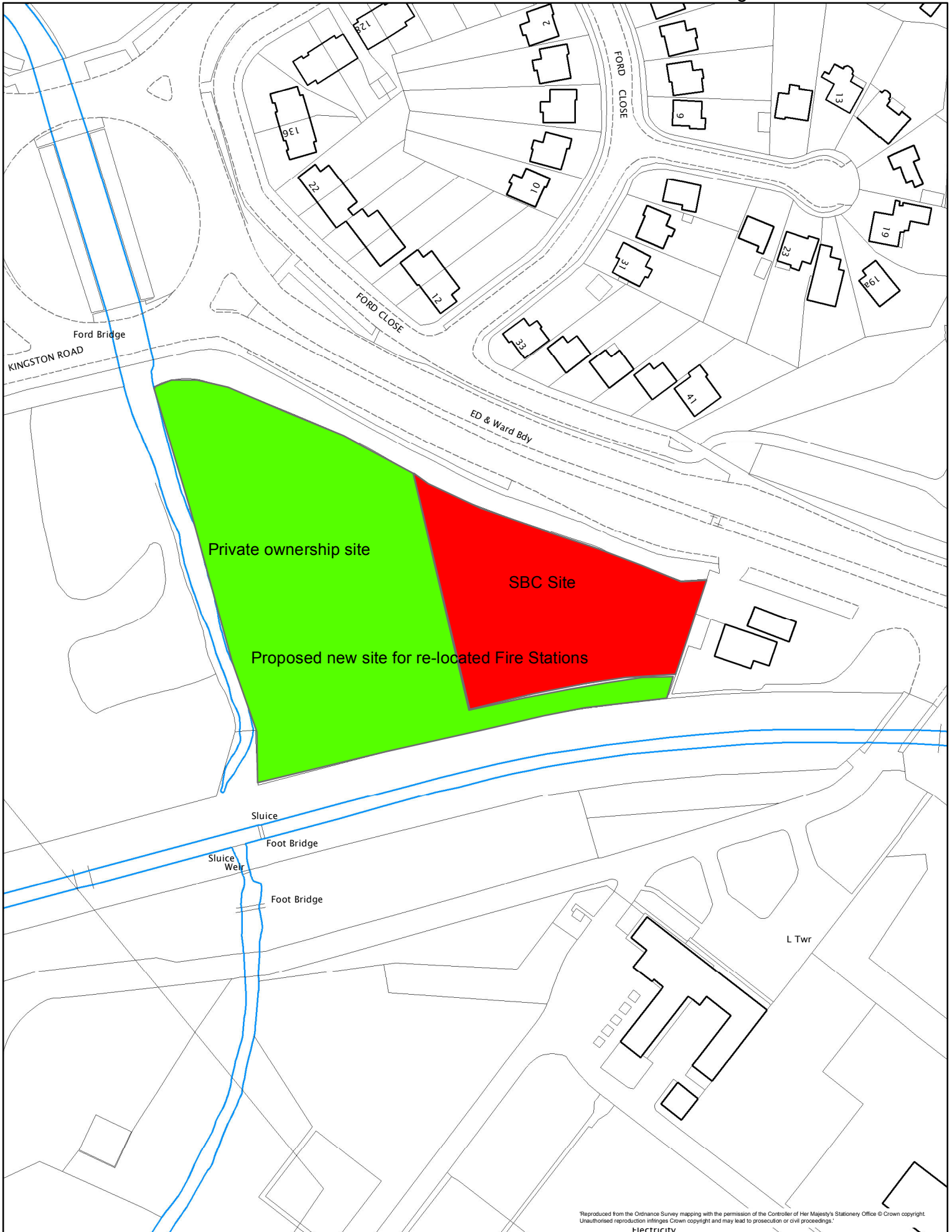
Marketing reports from SCC & Valuation report.

These background papers contain exempt information of the following kind as set out in Schedule 12A of the Local Government Act 1972:

Category 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information)

And in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because: The information is commercially sensitive and was given to the authority on a confidential basis.

Appendices: 1 (attached)



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Date: ???/??/????

Proposed new location for Fire Stations

Licence Number: 100024284
Scale 1:1,250



Cabinet**24 June 2014**

Title	Sale of Freehold Land Annett Close		
Purpose of the report	To make a Key Decision		
Report Author	David Phillips Head of Asset Management & Office Services		
Cabinet Member	Councillor Nick Gething	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Opportunity		
Recommendations	Cabinet are requested to agree the sale of the freehold title to this small parcel of land to Denton Homes Ltd for an agreed sum of £165,000.		

1. Key issues

- 1.1 This parcel of land forms a small section of the grassed amenity land that was part of the council former housing site at Annett Close Upper Halliford.
- 1.2 The land was only kept back from the wholesale sale of the Council's housing portfolio in 1996 (Large Scale Voluntary Transfer -LSVT) as there was a clear potential to obtain a Capital receipt.
- 1.3 At the moment the area is the only means of access to a potential development site that is in private ownership and in valuation terms forms a "Ransom Strip" The owners of the land have obtained planning permission to develop the site to the rear of our land for housing and now wish to purchase the land from the council to enable the development to go forward.
- 1.4 The Council's valuers have negotiated a purchase cost with the developers and are recommending we sell the land for a sum of £165,000.

2. Options analysis and proposal

- 2.1 Agree to the sale of the land, receive a capital receipt of £165,000 and enable a residential development.
- 2.2 Not to sell the land, land of no use to the Council, realise no capital receipt and not facilitate residential development.

3. Financial implications

- 3.1 Receive a capital receipt of £165,000.

4. Other considerations

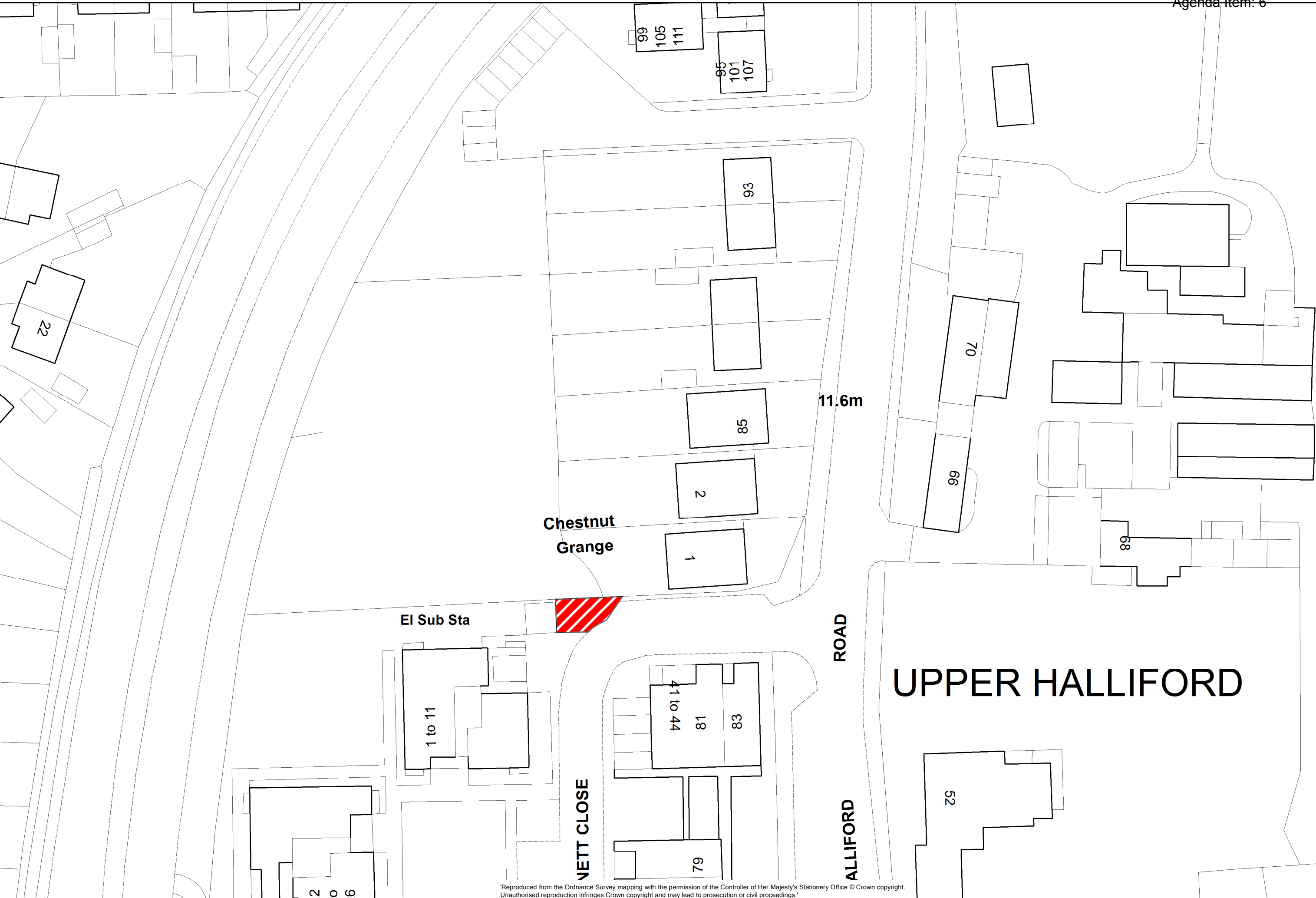
4.1 None.

5. Timetable for implementation

5.1 The developer is keen to move forward on this as soon as possible.

Background papers: None

Appendices: 1, Site Plan and 2.Valuers report 3.Dentons layout plan



Chestnut Grange

EI Sub Sta

11.6m

ROAD

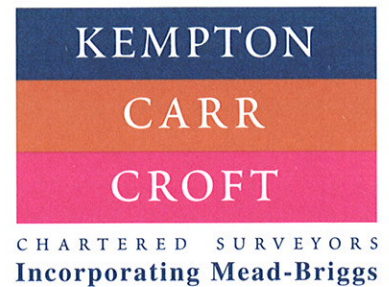
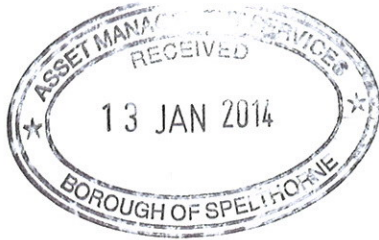
UPPER HALLIFORD

NETT CLOSE

ALLIFORD

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10th January 2014

D Phillips esq.,
Head of Asset Management Services,
Spelthorne Borough Council,
Council Offices,
Knowle Green,
Staines TW18 1XB

Dear Mr Phillips,

RE: Denton Homes Ltd. Proposed Development of Land r/o 85-89 Upper Halliford Road Shepperton

We have had a number of discussions over the years about the grant of access into this proposed development from Annett Close.

Hitherto I have not been able to agree a value for this since Denton were arguing that they would be able to gain alternative access from the block of flats to the north.

Yesterday I met David Padden of Denton to seek to reach an agreement.

If the alternative access could be proved, then any value pursuant to the Stokes v Cambridge principle would be minimised. Thus I explored with Mr Padden the realities of this.

For Mr Padden to be able to demonstrate the ability to argue this access would mean he would have to demonstrate control over the block of flats in order to alter the existing site layout, as well as confirming that Highways would have no objection. I am aware there is no Highways objection, but although Denton do own some of the flats, they need 3 more to secure control. Whilst it is perfectly feasible that they could acquire these three, there is no guarantee on timing, and which could be some years away.

Under these circumstances I indicated that I would only be able to value the Annett Close access on the basis of a ransom strip.

What we have agreed, and which I can recommend to you, is :-

- (a) Access is as per the plan attached.
- (b) A total consideration of £165,000 (one hundred and sixty five thousand pounds).

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- (c) The Council's costs will have to come out of that consideration, being legal costs, my costs, and the re-location of the street light now blocking the access.
- (d) He would like to exchange contracts with a delayed completion to coincide with his having funded the development, with Denton needing the ability to demonstrate access to secure funding.
- (e) Denton will undertake the access works having agreed the specification with Spelthorne.

Could you let me know if this is acceptable to the Council

Yours sincerely,

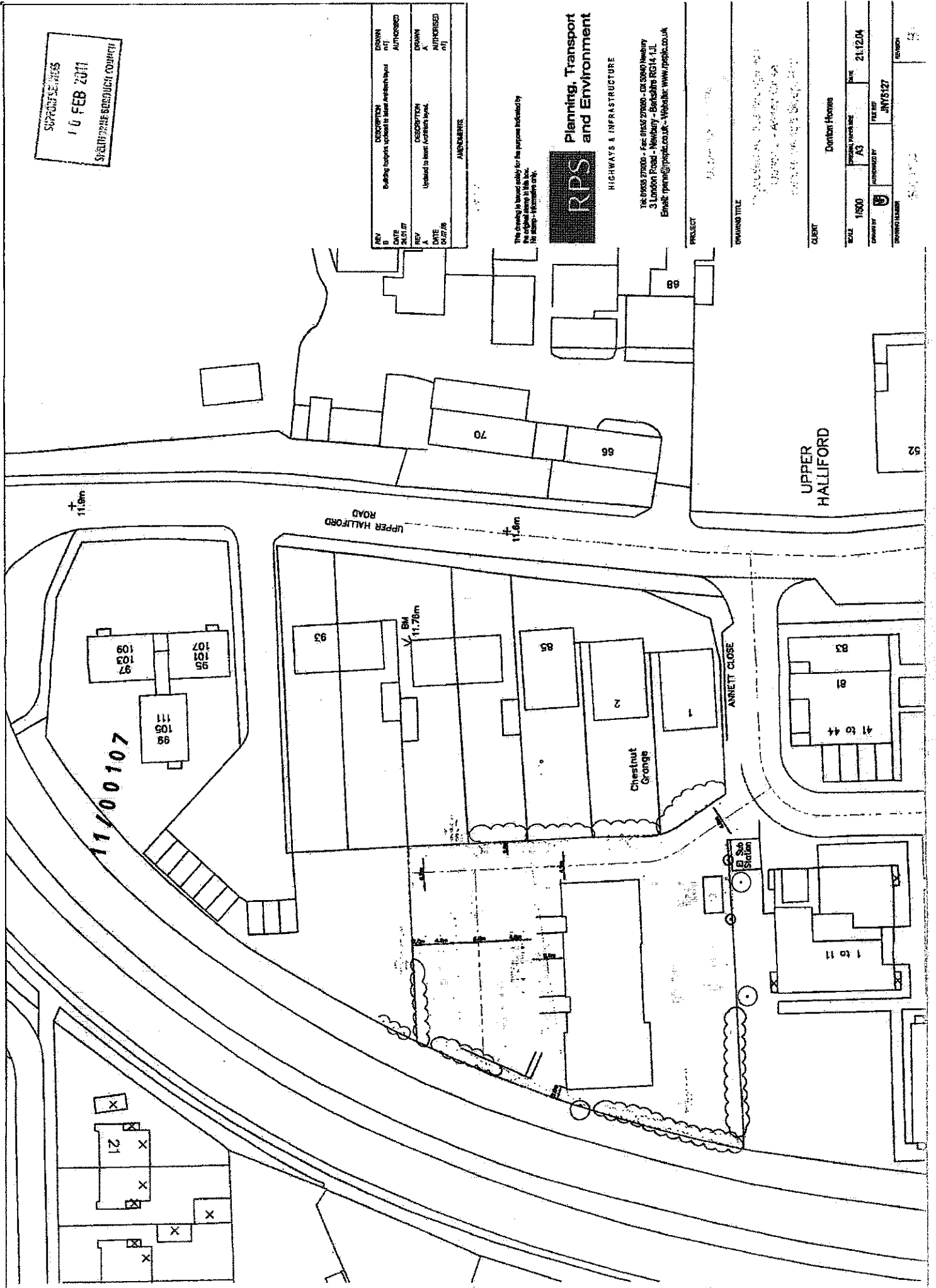
A handwritten signature in black ink, appearing to be 'Dion Scherer', written over the 'Yours sincerely,' text.

Dion Scherer FRICS

FOR KEMPTON CARR CROFT

dion.scherer@kemptoncarr.co.uk

07763 608814



SUPPLEMENTARY SERVICES
10 FEB 2011
SPECIALIST ENGINEERING CONSULTANTS

REV	DATE	DESCRIPTION	DRAWN	AUTHORISED
B	24.01.07	Building footprints updated to latest Architects layout	AVJ	AVJ
A	04.07.06	Updated to latest Architects layout.	A	AVJ

This drawing is issued solely for the purpose indicated by the original memo to this box. No stamp - Information only.

RPS
Planning, Transport and Environment
HIGHWAYS & INFRASTRUCTURE
The Green Group - Fax: 01855 272500 - Cell: 09500 Newbury
3 London Road - Newbury - Berkshire RG14 1LL
Email: rps@rps.co.uk - Website: www.rps.co.uk

PROJECT: DARTFORD ROAD

DRAWING TITLE: THE PROPOSED DEVELOPMENT OF 11/100/0107 UPPER HALLFORD

CLIENT: Denton Homes

SCALE: 1:500
PROJECT NUMBER: AS
DATE: 21/12/04
DRAWN BY: [Signature]
CHECKED BY: JMY/STZ
APPROVED BY: [Signature]

Cabinet**24 June 2014**

Title	Treasury Management Annual Report 2013-14		
Purpose of the report	To note		
Report Author	Jo Hanger		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Creating opportunity and prosperity for our borough		
Cabinet Values	Self-Reliance and Accountability		
Recommendations	The Cabinet is asked to note the contents of this report		

1. Key issues

- 1.1 The purpose of this report is to inform members of treasury performance during 2013/14 and to meet one of the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management, namely the annual review report on treasury management activities for the financial year 2013/14.

Compliance with Treasury Limits

- 1.2 During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement. The outturn Prudential Indicators for 2013/14 are shown in Appendix A.

Strategy for the Year 2013/14

- 1.3 The key principle of the Council's treasury strategy is the prudent investment of its treasury balances with a view to maximise returns but with commensurate levels of security and liquidity and minimum risk to capital. Bank of England bank rate has been 0.5% for over five years with most forecasters predicting that it will stay at this level until 2016 and given Spelthorne's dependency on investment returns to balance the budget, the treasury strategy is regularly reviewed.
- 1.4 Investments are managed in house and in 2012/13 the Council took the decision to place part of its core investment portfolio in pooled investment funds to achieve higher returns. By the end March 2013 a total of £7.5m had been invested in a range of equity, property and corporate bond funds.
- 1.5 The new strategy was in place for all of 2013/14 and the income returns on this element of the overall portfolio was an average of around 5% which is significantly higher than current returns available for cash and fixed term

deposits. This outcome supports the decision to widen the strategy and has generated over £200k more in investment returns to support the revenue budget. In addition, there are significant capital gains of £816k as at the end of March 2014 and a breakdown of these is shown in paragraph 2.11 below.

- 1.6 Although the risk to capital is higher with these types of investments, the intention is that these will be held for the longer term, around 5 to 7 years. Having a good mix of different asset classes also helps to mitigate risk to capital.
- 1.7 Other surplus cash flow funds have been placed in our instant access accounts, money market fund and with the UK Debt Management Office (DMO). Rates on these accounts range from 0.25% to 0.40% and wherever possible maturities are extended to improve returns where cash flow requirements permit.

2. Options analysis and proposal

Performance in 2013/14

- 2.1 Borrowing - With our borrowing needs restricted to meeting daily cash flow requirements, activity here is limited at the present time.
- 2.2 Investments – The Council manages its investments in-house and invests with the most highly rated counterparties. During the year all investments were made in full compliance with the Council’s treasury management policies and practices and in consultation with our treasury advisors, Arlingclose.
- 2.3 As at 31st March 2014 the net investment portfolio was £14.013m which is set out below. Full details of all investments held as at 31/3/14 are set out in Appendix B.

Investment Type	Amount	Average Rate
Pooled Equity & Bond Funds	7,500,000	5.12%
Fixed Term Deposits	3,500,000	0.37%
Call Account Deposits	3,013,000	0.37%
Total Investment Portfolio at 31/3/14	14,013,000	2.06%

- 2.4 The net overall return on investments was 2.06% for 2013/14 which is 1.61% higher than the benchmark average 3 month London Inter-Bank Bid rate (LIBID) of 0.45% for the year. This is an improvement of 0.44% over the 1.62% earned in the previous year and is a good performance against a background of continuing low interest rates and slow economic recovery in the UK.
- 2.5 The original estimate for net investment income to be credited to the General Fund in 2013/14 was £345k although the outturn for the year was £474k, a surplus of £129k, reflecting a full year of the new strategy. The pooled funds performed well and returns exceeded expectations with the outturn for these funds producing an average return of 5.12% against a budgeted 4%.
- 2.6 The average return on cash flow and other short term funds was 0.37%. The effect of taking longer maturities has had some benefit for our overall return. However, it has been challenging generating much of a return with cash

investments as rates have been reduced further over the past year due to the government's funding for lending scheme.

- 2.7 The actual interest outturn for the year was £474,057 made up as follows:

Investment Income	Actual £	Budget £
Temporary Investments & Cash Deposits	86,280	48,000
Pooled Equity & Bond Funds	384,089	295,000
Total Investment Income	470,369	343,000
Other net Interest	3,696	3,000
Total Gross Investment Income	474,065	346,000
Interest paid on temporary borrowing	(7)	(1,000)
Credited to General Fund	474,058	345,000

Investment Performance Monitoring

- 2.8 Regular quarterly meetings of officers and the Portfolio holder are held with Arlingclose, our treasury management advisors, and in-house performance is monitored monthly. 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.
- 2.9 Creditworthiness is also monitored regularly. The Council uses Arlingclose's suggested criteria to assist in the selection of suitable investment counterparties. This is based on credit ratings, including sovereign ratings, provided by the three main ratings agencies and supplemented by additional market data including rating outlooks, credit default swaps, bank equity prices etc to assist the Council in making more informed decisions about which counterparties to invest with. However, the final selection decision always rests with the Council.

Conclusions for 2013/14 and Prospects for 2014-15

- 2.10 Market interest rates are likely to remain low for a while yet and Arlingclose believe that bank rate will remain at the historically low level of 0.5% until at least 2016 before starting to rise again. The return on investments this year has been very good considering the recovering economic climate and low level of interest rates, and is largely due to the change of strategy and investment in pooled funds.
- 2.11 As at 31st March 2014 the Council had £7.5m invested in these longer term investments to achieve a higher return. As the global financial situation has improved and risk appetite has continued to return to the market, global equities in particulate have risen over the past year. As at 31/3/14 there was a capital gain of £816k on the pooled investment funds and this is detailed in the table below. These funds have helped supplement the loss of interest as our European Investment Bank bonds matured and provide a good spread of asset classes.

Pooled Fund Asset Class	Original Investment	Market Value at 31/3/14
Equity Funds	£3.0m	£3.521m
Corporate Bond Funds	£3.0m	£3.164m
Property Funds	£1.5m	£1.631m
Total Investment	£7.5m	£8.316m

- 2.12 Capital gains can vary on a daily basis and cannot be realised unless the investments are sold. Past performance is also no guide to the future but no treasury management activity is without risk so a balanced portfolio containing a good mix of asset classes can help to mitigate and manage risk effectively.
- 2.13 The Council's portfolio will continue to be kept under constant review in consultation with our treasury advisors to optimise investment performance whilst keeping risk to a minimum. The Council is proactive in its treasury management strategy so that it can act quickly when market conditions change.
- 2.14 In April 2014 the Council made a further investment of £1m in the CCLA property fund and also invested £1m in a covered bond issued by the Yorkshire Building Society. This bond matures in 2016 and is linked to 3 month London interbank borrowing rate (LIBOR) which will also provide a hedge against any rise in bank rate over the next 2 years.

3. Financial implications

4. This report is a review of past investment performance and the financial implications are as set out in this report. The ability of the Council to generate maximum net investment returns with minimal risk provides significant resources for funding the Council's services.

5. Other considerations

- 5.1 There are none.

6. Timetable for implementation

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

Background papers: There are none.

Appendices:

- A – Prudential Indicators 2013/14
B – Investments Held at 31/3/14

Appendix A

PRUDENTIAL INDICATORS
ACTUALS 2013/14

Capital Expenditure Prudential Indicators	2012/13 Actual Outturn	2013/14 Original Estimate	2013/14 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Capital Expenditure	1,224	1,861	1,319
Ratio Financing Costs to Net Revenue Stream	(3.53)	(2.99)	(4.11)
Net Longer-term Borrowing	£0	£0	£0
In year Capital Financing Requirement	£0	£0	£0
Capital Financing Requirement as at 31.3	£0	£0	£0
Affordable Borrowing Limit	£12,000	£12,000	£12,000

Treasury Management Prudential Indicators	2012/13 Actual	2013/14 Original Estimate	2013/14 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Authorised Limit for external debt	12,000	12,000	12,000
Operational Boundary for external debt	10,000	10,000	10,000
Gross Debt to Capital Finance Requirement	£0	£0	£0
Upper limit for fixed rate exposure	100%	100%	100%
Upper limit on variable rate exposure	100%	100%	100%
Upper limit principal invested for over 364 days	15,000	15,000	15,000

Maturity structure of fixed rate borrowing	Upper limit	Lower limit
Under 12 months	£12,000,000	£Nil
12 months but within 24 months	£Nil	£Nil
24 months but within 5 years	£Nil	£Nil
5 years but within 10 years	£Nil	£Nil
10 years and above	£Nil	£Nil

Actual External Debt as at 31.3.14	£28,728 (all short term borrowings)
---	-------------------------------------

Appendix B

Breakdown of Investments Held at 31/3/14

Investment Type	Amount Invested	Interest rate	Start Date	Maturity Date
<i>Pooled Fund Investments</i>				
Charteris Elite Income Fund	1,000,000		11-May-12	
Cazenove UK Corporate Bond Fund	1,500,000		11-May-12	
M&G Strategic Coporate Bond Fund	1,500,000		30-May-12	
M&G Global Dividend Fund	1,000,000		27-Jun-12	
Schroders Income Maximiser Fund	1,000,000		06-Jul-12	
CCLA Property Fund	1,500,000		31-Mar-13	
	7,500,000	5.12%		
<i>Fixed Rate Deposits</i>				
Bank of Scotland	1,000,000	0.75%	04-Oct-13	04-Apr-14
Nationwide Building Society	1,000,000	0.70%	01-Aug-13	01-Aug-14
Barclays Bank	1,500,000	0.85%	04-Oct-13	03-Oct-14
	3,500,000			
<i>Cash Flow Investments</i>				
Santander Call Account	1,300,000	0.40%		Instant
Goldman Sachs Money Market Fund	1,713,000	0.37%		Instant
Total - Cash Flow Investments	3,013,000			
Total value of Investments	14,013,000			

Cabinet**24 June 2014**

Title	2013/14 Provisional Capital Outturn Report		
Purpose of the report	Resolution Required		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	The cabinet are asked to note the provisional capital outturn spend for 2013/14.		

1. Key issues

- 1.1 Due to rescheduling on some schemes there will be an under spend for the current financial year of £573k (30%). A large proportion of this will be addressed in the form of carry forwards to 2014/15. There are several factors behind this including
- (a) Constrained resources requiring prioritisation of projects and longer implementation periods including several IT related projects such as Customer Relationship Management ,Voice over internet and the housing Locata project.
 - (b) External factors such as the slow down in referrals from Surrey County Council occupational therapists which contributed towards the £120k underspend on Disabled Facilities grants.
 - (c) The severe flooding that occurred in Spelthorne in January and February resulted in resources being diverted to deal with the consequences of the flooding.

Detail of Variances

- 1.2 Attached as appendix A &B is the provisional level of spend as at the 31st March of £1.3m against the revised budget.

Attached as appendix C is the list of £422K worth of carry forwards that MAT have agreed.

The difference between the original budget and the revised budget is £764k. The £764k is broken down as £724k worth of carry forwards from 2012/13 and £40k worth of other adjustments as set out in the table below.

Original Budget 2013/14						1,129,200
Carry Forwards from 2012/13						723,619
Supplementary Estimates						
	Additional Funding received DFG's			-	4,717	
	Additional Funding DCLG			-	33,746	
	Projects removed from the programme			-	430,000	
	Supplementary Estimates approved during year				508,588	
						40,125
Revised Budget 2013/14						1,892,944

Transactions involving all the projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital expenditure definition will be transferred to revenue.

The following projects are worth noting :

- (a) Staisafe Radio : There was a change in radio type and a tender has been chosen and the radios ordered, but they have not been invoiced for yet. A carry forward request has been made.
- (b) Car Park improvements: Replacement of the parking payment equipment for Elmsleigh Multi storey and surface car parks is delayed as additional funding will be required to complete the project following the tender process. A carry forward request will be made.
- (c) Housing Locata project: Implementation of the Locata housing management software has been complicated. The project is underway and it is expected to go live in July 2014. A carry forward request has been made.
- (d) There has been a slow down in referrals from Surrey County Council occupational therapists which contributed towards the £120k underspend on Disabled facilities grants.

2. Options analysis and proposal

- 2.1 The Cabinet are asked to note the provisional capital outturn position.

3. Financial implications

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

4. Other considerations

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

5. Timetable for implementation

- 5.1 Monthly position statements are provided to MAT as an update on the current spend to date position.
- 5.2 All heads of service with capital schemes are provided monthly with system reports which enable them to investigate spend in order to identify any spend which doesn't relate to the scheme.
- 5.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

Background papers: There are none

Appendices: A, B & C

Appendix A

CAPITAL OUTTURN REPORT 2013/14

Portfolio Member	ORIGINAL BUDGET	REVISED BUDGET	ACTUALS YTD	VARIANCE TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing & Ind Living	351,600	347,384	140,589	(206,795)
Cllr Mitchell - Environment	85,000	81,354	45,482	(35,872)
Cllr Gething - Parks and Assets	364,700	816,606	806,626	(9,980)
Cllr Patel - ICT & Parking Services	327,900	602,600	326,315	(276,285)
Cllr Forbes-Forsyth - Comm Safety & Young People	-	45,000	-	(45,000)
	1,129,200	1,892,944	1,319,012	(573,932)

Appendix B

CAPITAL OUTTURN REPORT 2013/14

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
<u>Housing Investment Programme</u>							
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>							
Lee O'Neil	40203	Disabled Facilities Mandatory	520,000	520,000	399,797	(120,203)	Underspend due to slow down in referrals. Budget for 14/15 has been reduced to £450,000
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	29,600	-	(29,600)	No spend due to slow down in referrals
Lee O'Neil		Less Specified Capital Grant	(285,000)	(289,717)	(289,717)	-	Additional grant of £4,717 received
		Net Cost of Disabled Facilities Grants	264,600	259,883	110,080	(149,803)	
Lee O'Neil	40207	Equity Release Scheme	10,000	10,000	-	(10,000)	Home Improvement Trusts equity release scheme has been closed. Replacement schemes have been looked at but an affordable cost-effective scheme has not been identified. Budget for 14/15 has been removed
Lee O'Neil	40209	Home Improvement Agency grant	27,000	27,000	27,084	84	
		Total	37,000	37,000	27,084	(9,916)	
Total For HIP			301,600	296,883	137,164	(159,719)	
<u>Other Capital Programme</u>							
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>							
Deborah Ashman	42271	Fordbridge Day Centre	-	31,716	11,127	(20,589)	Works to reception area has been delayed due to staff shortages & changes to building regulations. Project anticipated to be completed by June 2014. Carry forward requested
Deborah Ashman		External Funding	-	(14,276)	(11,127)	3,149	
Deborah Ashman	41013	Wellbeing Centre	-	79,644	74,008	(5,636)	Closure report has been signed off. An additional grant of £3500 has been received. Carry forward requested
Deborah Ashman		External Funding	-	(70,583)	(70,583)	-	
Deborah Ashman	42014	Housing Locata	-	24,000	-	(24,000)	Progress of the Implementation of the Locata Housing Management Software has been slow. The project is currently well underway, anticipated go live July 2014. Carry forward requested
Deborah Ashman	40106	Meals on Wheels Vans	50,000	-	-	-	Budget was not required, as contract with Apetito was extended. Therefore avoiding need to purchase vans
		Total	50,000	50,501	3,425	(47,076)	
<u>Cllr Mitchell - Environment</u>							
Jackie Taylor	41502	DCLG Lorry	180,000	180,000	214,246	34,246	Overspend will be funded from DCLG Revenue Grant
Jackie Taylor	41601	DCLG Bins	48,000	48,000	47,500	(500)	Funded by DCLG
Jackie Taylor		DCLG Grant	(228,000)	(261,746)	(261,746)	(0)	
		Total	-	(33,746)	-	33,746	
Lee O'Neil	41314	Air Quality	-	25,100	-	(25,100)	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Currently out to tender. Project expected to be completed by Summer 2015. Carry forward requested
		Total	-	25,100	-	(25,100)	
Sandy Muirhead	40602	Heating Repairs & Draught Proofing	25,000	25,000	21,982	(3,018)	Budget spent on addressing fuel poverty issues
Sandy Muirhead	41309	Critical Ditches	-	5,000	5,000	-	Felix Lane ditch project has been completed
Sandy Muirhead	42047	Bring Site Initiative	60,000	60,000	18,500	(41,500)	New bins for Bring sites have been put in place. Carry forward requested for additional sites
		Total	85,000	90,000	45,482	(44,518)	
<u>Cllr Gething - Parks and Assets</u>							
Dave Phillips	41028	Fire Alarm Systems	29,000	29,000	26,895	(2,105)	Works on the upgrading of Fire Alarm systems at Greeno & Fordbridge Day Centres has been completed
Dave Phillips	41031	Fencing	64,000	64,000	64,000	(0)	Fencing works at Laleham Park completed
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	(20,000)	The purpose of this project is to renovate and clean up Short Lane open space in order to provide facilities for community and commercial use. Report to be produced highlighting decontamination costs. Carry forward requested
Dave Phillips	42007	Bore hole for Lammas Park	-	35,000	38,350	3,350	Works completed
Dave Phillips	42043	Renewal of Toilet Facilities	20,000	40,000	36,656	(3,344)	Upgrading and renewal of 2nd floor toilets. Works completed in April 2014. Carry forward requested
Dave Phillips	42050	KG Reception & Other Moves	-	45,657	43,513	(2,144)	All office moves completed
Dave Phillips	42053	Knowle Green Heating	-	25,561	32,999	7,438	Works completed to renew old valves at Knowle Green
Dave Phillips	42101	Housing Accommodation Moves	-	70,000	81,363	11,363	Housing Benefits & Housing Options moves completed
		Total	113,000	329,218	323,776	(5,442)	

CAPITAL OUTTURN REPORT 2013/14

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
Lisa Stonehouse	41006	Kenyngton Manor Pavilion	33,000	-	-	-	Project deferred until 2014/15
Lisa Stonehouse	41007	Sunbury Skate Park	18,700	18,700	14,304	(4,396)	Project Complete. Lighting & CCTV has been installed
Lisa Stonehouse	41018	Pool Covers	-	14,500	14,526	26	
Lisa Stonehouse	41202	Loan to SLM	-	300,000	300,000	-	
Lisa Stonehouse	42274	SkatePark+Multi use games area	-	6,000	5,860	(140)	
Total			51,700	339,200	334,690	(4,510)	
Sandy Muirhead	41023	Technical Equipment	-	26,588	26,588	0	Strong leader decision to purchase Christmas lights for Staines Town Centre
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	-	-	Project deferred until 2014/15
Sandy Muirhead	41207	Combined Heat & Power	-	121,600	121,572	(28)	
Sandy Muirhead	42031	M2G Boiler Controls	-	18,350	20,200	1,850	SALIX project monies from SALIX fund completed
Sandy Muirhead		Salix funding	-	(18,350)	(20,200)	(1,850)	
Total			200,000	148,188	148,160	(28)	
Cllr Patel - ICT & Parking Services							
Helen Dunn	43003	New Software	40,000	40,000	37,359	(2,641)	Spend relates to various software enhancements
Helen Dunn	43310	Virtual Desktop (VDI)	100,000	-	-	-	Project will no longer take place as agreed by Cabinet
Helen Dunn	43311	Voice Over Internet (VOIP)	75,000	160,000	95,540	(64,460)	Implementation underway, on target to complete by Summer 2014. Carry Forward requested
Helen Dunn	43314	Integra Upgrade	24,000	24,000	9,605	(14,395)	Phase 1 of 2 of Integra upgrade underway. Phase 2 - eSeries 2 to be done in 2014/15. Carry Forward requested
Helen Dunn	43507	Car Parks Link	12,000	12,000	2,804	(9,196)	Project is complete
Helen Dunn	43601	Remote & Mobile Working, Depot	-	16,000	15,543	(457)	Tablets purchased as a proof of concept
Helen Dunn	43603	Server Updates	30,000	30,000	15,344	(14,656)	Spend relates to various server requirements. Underspend could be used to offset overspends on other ICT projects
Helen Dunn	43604	Desktop Upgrades	10,000	10,000	17,933	7,933	Spend relates to laptops purchased for new employees
Helen Dunn	43608	Other Hardware	10,000	10,000	19,575	9,575	Purchased replacement Digital Film Scanner (Microfiche), new server & scanners
Helen Dunn	43609	ICT Security	26,900	26,900	27,380	480	Project split into Intrusion Detection & Protective Markings. PC Monitoring Endpoint Security took place in 2012/13
Total			327,900	328,900	241,082	(87,818)	
Jan Hunt	41608	HR and Payroll system	-	12,500	278	(12,222)	Phases 1 & 2 complete. Phase 3 (self-service) & Phase 4 (automated workflows & e-recruitment) are in progress. Carry forward requested
Total			-	12,500	278	(12,222)	
Lee O'Neil	43307	EHBC Mobile Working	-	15,600	-	(15,600)	This pilot project has come to an end, with no funds needed from the capital budget
Total			-	15,600	-	(15,600)	
Linda Norman	43505	Customer Relationship Management (CRM) Solution	-	160,000	74,647	(85,353)	Following an extensive selection process, Eden has been appointed and the project is now underway. Project to be completed by March 2015. Carry forward requested
Total			-	160,000	74,647	(85,353)	
Rowena Davison	43304	Website Upgrade	-	15,000	10,308	(4,692)	The project itself was completed in 2012/13, however there is ongoing work with various fixes and bugs etc that are being worked on with GOSS. Carry forward requested
Total			-	15,000	10,308	(4,692)	
Sandy Muirhead	41317	Car Park Improvements	-	70,600	-	(70,600)	Replacement parking payment equipment for Elmsleigh multi storey and surface car parks. Delays in issuing new tender. Additional funding required, report going to Cabinet in June. Carry forward requested. System anticipated to be installed in Summer 2014
Total			-	70,600	-	(70,600)	
Jayne McEwan	43504	Elections IER Equipment	-	-	6,613	6,613	Elections IER (Individual Electoral Registration) Equipment purchased. Funded by government grant
		External Funding	-	-	(6,613)	(6,613)	
Total			-	-	-	-	
Cllr Forbes-Forsyth - Community Safety & Young People							
Keith McGroary	41605	Staisafe Radio	-	53,300	-	(53,300)	There has been a change in radio type & a supplementary estimate of £32k has been agreed by cabinet. A further £8,300 has been transferred from Car Parks for additional Radios. Tender has been chosen & contracts issued. Radios ordered, but not yet invoiced. Carry forward requested
Keith McGroary		Funding from Car Parks	-	(8,300)	-	8,300	
Keith McGroary	41604	Stanwell CCTV	-	78,110	78,110	(0)	Project complete, CCTV cameras installed
Keith McGroary		S106 Funding	-	(78,110)	(78,110)	0	
Total			-	45,000	-	(45,000)	
Total For Other			827,600	1,596,061	1,181,848	(414,213)	
Total Expenditure			1,642,200	2,625,726	2,057,108	(568,618)	
Total Funding			(513,000)	(732,782)	(738,097)	(5,315)	
GRAND TOTAL			1,129,200	1,892,944	1,319,012	(573,932)	

Detailed list of Capital carry forward requests for 2013/14

Appendix C

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Liz Borthwick	Replacement parking payment equipment for Elmsleigh M/S and surface car parks	Sandy Muirhead	42047		£70,600		£70,600	New tenders received but the equipment is more costly so require increased capital funding. Report for extra funding going to Cabinet in July.
Liz Borthwick	Fordbridge Day Centre	Janice Lowin	42271		£20,589		£20,589	To allow changes to the reception area at Fordbridge Day centre, so staff at the centre are clearly visible to all members coming through the centre.
Liz Borthwick	Locata Housing System	Jayne Brownlow	42014		£24,000		£24,000	Project process has been slow and although now underway, no payments have being made to the supplier.
Liz Borthwick	Bring site improvements	Lucy Hicks	42047		£37,000		£37,000	Carry forward request made to enable further improvements to be made by installing another 50 units across the borough targeting at least the 10 most difficult sites.
Lee Oneil	Air Quality Improvement work	Tracey Wilmot - French	41314		£25,100		£25,100	Grant money funding from DEFRA - ring fenced for Air quality project.

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Terry Collier	HR and Payroll System	Debbie O'Sullivan	41608		£11,500		£11,500	Remaining committed amount will be required for phase 3 to be finalised and phase 4 to be implemented.
Terry Collier	Short Lane development	Cathy Munro	41618		£20,000		£20,000	Purpose of the project is to renovate and clean up Short Lane open space to provide facilities for community and commercial use.
Terry Collier	Enhancing the Customer Experience	Jayne Brownlow	43505		£85,353		£85,353	The programme is part way through being delivered. The carry forward request is for the balance of the £160k that is still remaining to be spent.
Terry Collier	Voice over Internet project(VOIP)	Al Corkish	43311		£64,460		£64,460	Remaining balance to be carried over.
Terry Collier	Integra financial system upgrade	Al Corkish	43314		£10,000		£10,000	Consultancy costs of implementing the upgrade. Launch date of the product has being delayed by the Supplier (Capita IB) until April/May 2014
Terry Collier	Renewal of Toilet Facilities	Dave Phillips	42043		£3,344		£3,344	Delayed start to the works with the subsequent knock on effect to the completion date which will take the works into the new financial year.

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Terry Collier	Staisafe Radios	Keith McGroary	41605		£45,000		£45,000	Product on order, but not yet invoiced.
R.Tambini	Website Development	M.Biney	43304		£4,690		£4,690	Continuing development of our websites both external and internal to meet the needs of our residents and businesses.
	Value to Approve:				£421,636			
	Valued Approved						£421,636	

Cabinet**24 June 2014**

Title	2013/14 Provisional Revenue Outturn Report		
Purpose of the report	Resolution required		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	The Cabinet is asked to note the provisional revenue outturn for 2013/14		

1. Key issues

- 1.1 The summary on appendix A shows that we have spent £12.100m against the full year revised budget of £12.397m (a 2.5% underspend). Taking into account the use of carry forwards, investment income and business rates retention the net underspend is approximately £493k
- 1.2 Appendix B summarises spend across portfolios by service areas broken down in employees, other expenditure and income.
- 1.3 Appendices C1 to C9 give a breakdown by service of spend against the revised budget plus comments on various variances.
- 1.4 There is an end of year accounting adjustment relating to the accounting requirements to replace cash pension transactions with notional accounting values in accordance with accounting standards. This has resulted in the historic pension deficit charge from the Surrey Pension fund on the central overheads cost centre being reversed out and incorporated in a recharge across all services. This has resulted in a favourable variance of £674k on the central overheads cost centre.
- 1.5 The financial year 2013-14 represented the first year of the new business rates regime. As a new regime it was difficult to project the impact of properties coming off the valuation list, the length of time it is taking the Valuation agency to add new developments onto the list (the DNATA sites is still not added) and impact of successful appeals against valuations. After paying a 50% levy we retained an additional £43k more than we budgeted.
- 1.6 The severe flooding that occurred in Spelthorne in January and February resulted in resources being diverted to deal with the consequences of the flooding and resulted in extra expenditure being incurred in many areas across the authority including staff overtime, emergency accommodation, sandbags and porta loos etc. Some of this expenditure will be recovered from the Government via the Bellwin Scheme.

The flooding also adversely impacted on some of the Council's car parks resulting in lower parking income than would have otherwise have been the case.

Investment Income

- 1.7 Interest earned on our investments amounted to £474k which was £129k above the original budget. The main reason was better than expected performance from the pooled funds and confirms the benefits of the Council diversifying its investment strategy.

Transfers to and from Reserves

- 1.8 A transfer relating to the Interest Equalisation reserve (£70k) was originally budgeted. As a result of the underspend it will not be necessary to use this contribution, thereby helping to protect the balance on the reserve, in turn this will give the Council more flexibility when setting future year's budget's.

- 1.9 Additional transfers to reserves are proposed relating to:

Carry forward reserve: an amount of £147k- This can be accommodated within the under spend. It is proposed to transfer to reserves in relation to work underway but not completed in 2013-14 – this schemes are identified in appendix D.

As budgeted £56k will be transferred from Reserves to help fund some of the Automatic Public Convenience termination costs.

It is proposed that we create a Business Rates Equalisation reserve to act as a cushion against future business rates volatility and set aside the additional £43k retained business rates.

2. Options analysis and proposal

- 2.1 The Cabinet are asked to note the provisional revenue outturn position and list of carry forwards provisionally approved by MAT.

3. Financial implications

- 3.1 There are no on-going financial implications in the report but variances which have occurred will be investigated to see if they are on-going and should be incorporated into future year budget deficit/surplus projection calculations.

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

- 5.1 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.
- 5.2 Monthly system generated summary reports with drill down facilities are sent to MAT, heads of service and cabinet members.

Background papers: There are none

Appendices: A, B, C1 to C9 & D

APPENDIX A

2013/14 Net Revenue Budget Monitoring
As at end of March 2014

	13/14	13/14	13/14	13/14
	Budget		Total	Variance
	Original	Revised	Actuals	to Revised
	£	£	£	£
Gross Expenditure	51,897,500	52,201,500	53,437,932	1,236,432
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	51,897,500	52,201,500	53,437,932	1,236,432
Less Benefits Income	(30,988,000)	(30,988,000)	(31,247,831)	(259,831)
Less Specific fees and charges income	(8,590,400)	(8,575,900)	(10,089,812)	(1,513,912)
Net Expenditure - broken down as below	12,319,100	12,637,600	12,100,289	(537,311)
Leader	250,500	250,500	297,712	47,212
Parking Services and ICT	(91,300)	(67,900)	(67,888)	12
Planning and Corporate Development	1,735,400	1,765,700	1,854,592	88,892
Housing, Health, Wellbeing and Independent Living Environment	2,396,300	2,452,200	2,387,832	(64,368)
Community Safety, Young People, Leisure and Culture	4,120,500	4,083,100	4,092,349	9,249
Finance	183,800	254,800	263,590	8,790
Communications	2,809,500	2,859,000	2,372,276	(486,724)
Economic Development and Fixed Assets	265,300	261,400	221,676	(39,724)
	649,100	778,800	678,151	(100,649)
NET EXPENDITURE AT SERVICE LEVEL	12,319,100	12,637,600	12,100,289	(537,311)
Salary expenditure - vacancy monitoring	(160,000)	(160,000)		160,000
Salary Savings efficiencies				-
Restructuring Savings	(40,000)	(40,000)		40,000
Partnership Savings	(40,000)	(40,000)		40,000
				-
NET EXPENDITURE	12,079,100	12,397,600	12,100,289	(297,311)
NET EXPENDITURE	12,079,100	12,397,600	12,100,289	(297,311)
Interest earnings	(345,000)	(345,000)	(474,058)	(129,058)
Extraordinary Item				-
Appropriation from Reserves:				
Feasibility Study for Knowle Green Hub	(70,000)	(70,000)	-	70,000
Spend to Save (APC's)	(56,500)	(56,500)	(56,500)	-
Interest Equalisation reserve	(70,048)	(70,048)	-	70,048
BUDGET REQUIREMENT	11,537,552	11,856,052	11,569,731	(286,321)
Baseline NNDR Funding	(1,685,030)	(1,685,030)	(1,728,343)	(43,313)
Revenue Support grant	(2,532,841)	(2,532,841)	(2,532,841)	-
New Homes Bonus	(910,300)	(910,300)	(910,300)	-
DCLG Transitional LCTSS grant	(16,000)	(16,000)	(16,000)	-
NET BUDGET REQUIREMENT	6,393,381	6,711,881	6,382,247	(329,634)
Collection Fund Surplus/(deficit)	28,800	28,800	28,800	-
CHARGE TO COLLECTION FUND	6,422,181	6,740,681	6,411,047	(329,634)
2012/13 Revenue carryforward			(164,290)	(164,290)
Net Position				(493,924)

Appendix B			
REVENUE MONITORING 2013/14			
EXPENDITURE AND INCOME SUMMARY 31 MARCH 2014			
Results to 31-Mar-14	Budget	Actual	Variance
	Revised	YTD	to Revised
	£	£	£
Leader			
Employees	263,900	304,726	40,826
Other Expenditure	28,800	36,377	7,577
Income	(42,200)	(43,391)	(1,191)
	250,500	297,712	47,212
Parking Services and ICT			
Employees	1,044,400	1,088,129	43,729
Other Expenditure	1,561,200	1,833,422	272,222
Income	(2,673,500)	(2,989,438)	(315,938)
	(67,900)	(67,888)	12
Planning and Corporate Development			
Employees	1,678,700	1,752,058	73,358
Other Expenditure	784,400	901,087	116,687
Income	(697,400)	(798,553)	(101,153)
	1,765,700	1,854,592	88,892
Housing, Health, Wellbeing and Independent Living			
Employees	2,759,500	2,981,167	221,667
Other Expenditure	32,359,000	33,030,236	671,236
Income	(32,666,300)	(33,623,571)	(957,271)
	2,452,200	2,387,832	(64,368)
Environment			
Employees	2,634,000	2,614,000	(20,000)
Other Expenditure	3,413,400	3,658,757	245,357
Income	(1,964,300)	(2,180,409)	(216,109)
	4,083,100	4,092,349	9,249
Community Safety, Young People, Leisure and Culture			
Employees	407,300	533,148	125,848
Other Expenditure	433,600	414,500	(19,100)
Income	(586,100)	(684,058)	(97,958)
	254,800	263,590	8,790
Finance			
Employees	2,597,200	2,051,545	(545,655)
Other Expenditure	593,600	696,166	102,566
Income	(331,800)	(375,436)	(43,636)
	2,859,000	2,372,276	(486,724)
Communications			
Employees	173,000	149,011	(23,989)
Other Expenditure	88,400	72,667	(15,733)
Income	0	(2)	(2)
	261,400	221,676	(39,724)
Economic Development and Fixed Assets			
Employees	216,300	226,429	10,129
Other Expenditure	1,164,800	1,094,507	(70,293)
Income	(602,300)	(642,786)	(40,486)
	778,800	678,151	(100,649)
NET EXPENDITURE AT SERVICE LEVEL	12,637,600	12,100,289	(537,311)
Total Employees	11,774,300	11,700,211	(74,089)
Total Other Expenditure	40,427,200	41,737,721	1,310,521
Total Income	(39,563,900)	(41,337,643)	(1,773,743)
	12,637,600	12,100,289	(537,311)
Total Expenditure	52,201,500	53,437,932	1,236,432
Total Income	(39,563,900)	(41,337,643)	(1,773,743)
Net	12,637,600	12,100,289	(537,311)

Appendix C1				
Leader				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	18,500	25,127	6,627	Neighbourhood allocations were higher as Leader has requested the same level of allocations as previous year
Income	0	0	0	
People & Partnerships	18,500	25,127	6,627	
Employees	213,500	247,868	34,368	One temporary member of staff's contract extended by MAT up to March 2014
Other Expenditure	9,300	9,903	603	Printing costs are higher than budget
Income	(42,200)	(43,371)	(1,171)	
HR	180,600	214,400	33,800	
Employees	50,400	56,858	6,458	
Other Expenditure	1,000	1,348	348	Printing costs are higher than budget
Income	0	(20)	(20)	
Payroll	51,400	58,185	6,785	
Total Employees	263,900	304,726	40,826	
Total Other Expenditure	28,800	36,377	7,577	
Total Income	(42,200)	(43,391)	(1,191)	
	250,500	297,712	47,212	

Appendix C2				
<u>Parking Services and ICT</u>				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	458,100	427,257	(30,843)	Underspent due to unfilled vacancies
Other Expenditure	605,400	593,559	(11,841)	Underspent due to: 1. Housing Needs software was £10K underspent as Locata costs were paid for from a different budget. 2. There is an underspend of £16K on Inform Communications as they did not charge us for 13/14. 3. There is an underspend on Goss of approx. £6K as Runnymede appear to have been charged for items that SBC have not yet been invoiced for. 4. The remaining underspend is on the general development code which wasn't fully utilised last year
Income	(48,400)	(105,601)	(57,201)	This is recharged invoices (RBC website project) rather than income, so is offset by higher costs for SBC
Information & Comms Technology	1,015,100	915,214	(99,886)	
Employees	328,500	353,436	24,936	Temp Staff costs
Other Expenditure	849,700	1,030,505	180,805	Increased Mgt fees,Electricity,Business rates and Misc expenses costs
Income	(2,017,000)	(1,990,551)	26,449	Over recovery of Penalty Charge Notices and pay and display income, partially offset by losses at Laleham (re removal of barbeques), Tothill multi storey decreases and Season tickets shortfall due to Centricia not renewing their annual permits. Income will be affected by the recent flooding.
Car Parks	(838,800)	(606,610)	232,190	
Employees	0	30,102	30,102	Overtime and National insurance costs
Other Expenditure	8,000	77,890	69,890	Flooding expenditure
Income	0	(222,894)	(222,894)	Flooding expenditure miscoded
Emergency Planning	8,000	(114,903)	(122,903)	
Employees	257,800	277,334	19,534	Temporary staff costs expected to be higher than budget to cover vacant post
Other Expenditure	13,400	14,571	1,171	
Income	(308,100)	(358,219)	(50,119)	Income is higher due to more activity
Building Control	(36,900)	(66,313)	(29,413)	
Employees	0	0	0	
Other Expenditure	84,700	116,897	32,197	Management costs and electricity higher than budget
Income	(300,000)	(312,173)	(12,173)	Increased demand for pitches
Staines Market	(215,300)	(195,276)	20,024	
Total Employees	1,044,400	1,088,129	43,729	
Total Other Expenditure	1,561,200	1,833,422	272,222	
Total Income	(2,673,500)	(2,989,438)	(315,938)	
	(67,900)	(67,888)	12	

Appendix C3				
Planning and Corporate Development				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	273,900	287,007	13,107	
Other Expenditure	23,200	32,099	8,899	
Income	(1,200)	(52,024)	(50,824)	Legal costs reimbursed and fees for services
Legal	295,900	267,082	(28,818)	
Employees	90,300	95,272	4,972	
Other Expenditure	0	11,652	11,652	
Income	0	(9,360)	(9,360)	
Corporate Governance	90,300	97,564	7,264	
Employees	145,800	117,440	(28,360)	Internal secondment partially offset by temporary staff costs
Other Expenditure	27,500	4,514	(22,986)	Reduction in other expenses and Internal printing costs
Income	0	0	0	
Committee Services	173,300	121,955	(51,345)	
Employees	56,500	63,720	7,220	
Other Expenditure	1,600	114,384	112,784	Compensation paid as a result of legal action taken against local authorities nationally
Income	(180,000)	(205,116)	(25,116)	Higher Activity
Land Charges	(121,900)	(27,011)	94,889	In year restructure of staffing budget offset by over recovery of income.
Employees	0	0	0	
Other Expenditure	82,900	108,585	25,685	Overspent due to Photocopier Lease costs higher than budgeted
Income	0	(42)	(42)	
Print Unit	82,900	108,544	25,644	
Employees	172,000	208,876	36,876	Increase in overtime, due to heating works at weekends. Post filled at higher grade than budgeted
Other Expenditure	448,200	482,161	33,961	Overspends in Business Rates & office cleaning
Income	(144,900)	(159,409)	(14,509)	Additional income received
Knowle Green	475,300	531,628	56,328	
Employees	167,700	176,380	8,680	
Other Expenditure	110,800	32,803	(77,997)	Savings against consultants budget as work has been delayed due to a vacant post. Carried forward of £13,300 to be included in the revised budget
Income	(1,000)	(26,390)	(25,390)	Additional hardship funding re: Council tax localisation from Surrey County Council
Planning Policy	277,500	182,793	(94,707)	
Employees	656,600	679,554	22,954	Current Service Pensions costs are higher
Other Expenditure	53,700	78,635	24,935	Expenditure of £13k relating to Sheep Walk with no budget and consultants costs are also expected to be higher
Income	(369,300)	(333,430)	35,870	Only one large application is received by end of this year instead of two anticipated earlier
Planning Development Control	341,000	424,758	83,758	
Employees	0	0	0	
Other Expenditure	0	2,688	2,688	
Income	0	0	0	
Staines Upon Thames Programme	0	2,688	2,688	
Employees	0	5,357	5,357	
Other Expenditure	10,900	8,173	(2,727)	
Income	0	0	0	
Elections	10,900	13,530	2,630	Total By - election costs are higher than the budget
Employees	115,900	118,452	2,552	
Other Expenditure	25,600	25,393	(207)	
Income	(1,000)	(12,783)	(11,783)	Govt Grant relating to 'Individual Electoral Registration' scheme. It will be requested to be carried forwarded into next year
Electoral Registration	140,500	131,061	(9,439)	
Total Employees	1,678,700	1,752,058	73,358	
Total Other Expenditure	784,400	901,087	116,687	
Total Income	(697,400)	(798,553)	(101,153)	
	1,765,700	1,854,592	88,892	

Appendix C4				
Housing, Health, Wellbeing and Independent Living				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	-	
Other Expenditure	309,000	249,485	(59,515)	Higher grants payments than the budget
Income	0	(1,500)	(1,500)	Carried forward Stanwell Hub income to off set the costs
General Grants	309,000	247,985	(61,015)	
Employees	89,900	119,153	29,253	Additional payments to one of the temporary staff approved by MAT with no original budget and one other post made full time to be funded through Personalisation Prevention Partnership Fund
Other Expenditure	10,500	15,337	4,837	
Income	0	(15,360)	(15,360)	Additional funding through Personalisation Prevention Partnership Fund
Com Care Administration	100,400	119,130	18,730	
Employees	572,800	633,137	60,337	Salary costs are higher due to additional payments relating to 'High Needs Group' and temporary contracts extended to run the service
Other Expenditure	193,400	277,010	83,610	Overall higher utility costs and one electricity bill backdated to 3 years for Staines Community Centre and other expenditure relating to 'Spelthorne Troubled Families' funded through grant income
Income	(432,200)	(686,632)	(254,432)	Higher due to carried forward income of £46k from previous year, £39k additional funding allocated in the current year relating to personalisation and prevention Partnership fund. Additional income of £90k expected relating to 'High Needs Group', Additional funding of £20k relating to 'spelthorne Troubled families to off set the costs and the remainder relates to increased activity
Day Centres	334,000	223,515	(110,485)	
Employees	67,800	70,653	2,853	Higher overtime payments are expected due to increased Meals on wheels provision at weekends
Other Expenditure	86,800	91,455	4,655	Higher food costs expected due to increased MOW provision at weekends
Income	(185,800)	(201,323)	(15,523)	Additional funding of £7k from personalisation and prevention Partnership fund to increase MOW provision for weekend and remainder due to higher income for sale of food due to increased MOW provision at weekends
Meals On Wheels	(31,200)	(39,215)	(8,015)	
Employees	87,400	98,680	11,280	One member of staff is paid on higher grade than the budget and higher out of hours payments
Other Expenditure	67,800	108,451	40,651	Additional expenditure on SPAN - telecare equipment funded by additional grant income
Income	(280,100)	(306,513)	(26,413)	Additional 'Preventative Technology Grant' income to off set the additional costs for new Telecare equipment
Span	(124,900)	(99,382)	25,518	
Employees	0	0	0	
Other Expenditure	20,100	17,845	(2,255)	
Income	(2,000)	(5,143)	(3,143)	Higher collection fees for control of stray dogs
Rodent & Pest Control	18,100	12,703	(5,397)	
Employees	111,500	136,105	24,605	Employment of a temporary member of staff
Other Expenditure	51,400	51,173	(227)	
Income	(113,800)	(131,352)	(17,552)	Extra grant income received from Surrey CC
SAT	49,100	55,925	6,825	
Employees	716,900	749,524	32,624	Currently a vacant post and one postholder on maternity leave covered by agency staff
Other Expenditure	31,500	33,382	1,882	Expenditure on Warmer homes
Income	(10,500)	(15,224)	(4,724)	No income expected, budget has to be removed. Carried forward income of £28k relating to warmer homes' - only £8 is expected to be utilised in the current year, the balance may again be requested to be carried forward in the next year.
Environmental Health Admin	737,900	767,682	29,782	
Employees	0	0	0	
Other Expenditure	12,000	10,447	(1,553)	
Income	(5,100)	(4,656)	445	
Environmental Protection Act	6,900	5,791	(1,109)	
Employees	0	0	0	
Other Expenditure	1,300	1,285	(15)	
Income	(3,000)	(2,301)	699	
Food Safety	(1,700)	(1,016)	684	
Employees	0	132	132	
Other Expenditure	5,400	13,157	7,757	Additional costs relating to Health & Safety off set by higher income
Income	(8,900)	(18,316)	(9,416)	Higher external recharges against Health & Safety costs
Public Health	(3,500)	(5,027)	(1,527)	
Employees	18,400	23,271	4,871	National insurance saving
Other Expenditure	251,600	255,377	3,777	Overspend mainly due to reimbursement to Members for home internet partially offset by underspend on conference expenses
Income	0	0	0	
Democratic Rep & Management	270,000	278,648	8,648	
Employees	556,400	600,915	44,515	Increased current service pension costs
Other Expenditure	55,200	38,683	(16,517)	Underspend on Backscanning project
Income	(2,200)	(2,245)	(45)	
Housing Needs	609,400	637,353	27,953	
Employees	0	0	0	
Other Expenditure	327,300	649,373	322,073	Overspend due to increased usage of Bed & Breakfast
Income	(139,400)	(491,051)	(351,651)	Higher than budgeted income due to increased usage of Bed & Breakfast
Homelessness	187,900	158,322	(29,578)	Overall underspent due to homelessness grant received. Rent deposit scheme underspent due to payments made using DHP allocation
Employees	538,400	549,597	11,197	Increased current service pension costs
Other Expenditure	52,700	71,322	18,622	Overspent due to no budget for subscriptions & higher than budgeted printing costs
Income	(495,300)	(494,125)	1,175	
Housing Benefits Admin	95,800	126,795	30,995	
Employees	0	0	0	
Other Expenditure	30,883,000	31,146,454	263,454	
Income	(30,988,000)	(31,247,831)	(259,831)	
Housing Benefits Payments	(105,000)	(101,377)	3,623	
Total Employees	2,759,500	2,981,167	221,667	
Total Other Expenditure	32,359,000	33,030,236	671,236	
Total Income	(32,666,300)	(33,623,571)	(957,271)	
	2,452,200	2,387,832	(64,368)	

Appendix C5				
				Environment
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	500	0	(500)	
Income	0	0	0	
Abandoned Vehicles	500	0	(500)	
Employees	0	0	0	
Other Expenditure	57,500	67,981	10,481	Increased electricity and business rates costs and renting of the vending machine.
Income	0	(720)	(720)	Income from rent of land at Commercial Road
Depot	57,500	67,261	9,761	
Employees	531,400	512,028	(19,372)	Staines Market manager post vacant which has been deleted in the 2014/15 budget.
Other Expenditure	61,500	76,488	14,988	Increased Legal and Court costs, fuel and telephone costs and leased vehicle costs
Income	(21,200)	(24,177)	(2,977)	
DS Management & Support	571,700	564,339	(7,361)	
Employees	1,045,700	1,062,652	16,952	Increased current service pension costs
Other Expenditure	786,300	904,454	118,154	Reduced hired transport and maintenance costs offset by increased fuel and lease costs
Income	(537,400)	(663,992)	(126,592)	Increased Bulky waste and school collection services income, offset by reduction in income from DCLG project
Refuse Collection	1,294,600	1,303,115	8,515	
Employees	0	0	0	
Other Expenditure	9,500	8,913	(587)	
Income	0	0	0	
Energy Initiatives	9,500	8,913	(587)	
Employees	0	0	0	
Other Expenditure	15,300	41,632	26,332	Higher Level Stewardship grant expenditure
Income	0	(33,200)	(33,200)	Higher Level Stewardship grant income (Agricultural monies from Natural England)
Environmental Enhancements	15,300	8,432	(6,868)	
Employees	312,800	321,582	8,782	Increased Current service pension costs
Other Expenditure	28,000	37,707	9,707	Insurance claim
Income	(34,100)	(24,922)	9,178	
Enviro Services Administration	306,700	334,366	27,666	
Employees	615,800	571,247	(44,553)	Reduced salary & superannuation costs, offset by increased temp staff costs.
Other Expenditure	318,600	289,647	(28,953)	Reduced expenditure on fuel, lease of vehicles, operational materials
Income	(47,700)	(46,409)	1,291	
Street Cleaning	886,700	814,485	(72,215)	
Employees	0	0	0	
Other Expenditure	190,800	165,958	(24,842)	Reduction in gate fees for disposal of waste
Income	(651,000)	(656,460)	(5,460)	
Waste Recycling	(460,200)	(490,501)	(30,301)	
Employees	0	0	0	
Other Expenditure	500	6,783	6,283	Christmas lights expenditure
Income	0	(5,714)	(5,714)	Income received from Members grants towards cost of lights
Technical Projects	500	1,069	569	
Employees	0	0	0	
Other Expenditure	101,700	184,569	82,869	Overspending due to termination charges in relation to JC Decaux contract. A transfer of £56k will be funded from reserves at year end.
Income	0	(1,004)	(1,004)	
Public Conveniences	101,700	183,565	81,865	
Employees	0	0	0	
Other Expenditure	6,200	14,410	8,210	Essential grounds maintenance work
Income	(43,200)	(38,024)	5,176	Non payment of allotment income at Vinery Lane due to potential for airport parking
Allotments	(37,000)	(23,615)	13,385	
Employees	0	0	0	
Other Expenditure	110,600	131,522	20,922	Increases in business rates and utility charges
Income	(117,700)	(69,646)	48,054	Delay in letting of Beresford House , reduced licence , letting , football and funfair income
Parks Strategy	(7,100)	61,876	68,976	
Employees	0	0	0	
Other Expenditure	21,100	37,753	16,653	Increased grounds maintenance cost's. Eg tree works
Income	(321,400)	(384,875)	(63,475)	Increased number of larger burials taking place in the 1st half of the year.
Cemeteries	(300,300)	(347,122)	(46,822)	
Employees	0	0	0	
Other Expenditure	17,000	15,925	(1,075)	
Income	0	0	0	
Staines Metro Commons	17,000	15,925	(1,075)	
Employees	128,300	146,491	18,191	Increased temp staff and current service pension costs
Other Expenditure	1,682,800	1,671,373	(11,427)	Reduced Maintenance and operational equipment costs
Income	(190,600)	(230,149)	(39,549)	Increased sponsorship income and income from County
Grounds Maintenance	1,620,500	1,587,715	(32,785)	
Employees	0	0	0	
Other Expenditure	5,500	3,643	(1,857)	
Income	0	0	0	
Water Courses & Land Drainage	5,500	3,643	(1,857)	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	0	(1,118)	(1,118)	
Gypsy Sites	0	(1,118)	(1,118)	
Total Employees	2,634,000	2,614,000	(20,000)	
Total Other Expenditure	3,413,400	3,658,757	245,357	
Total Income	(1,964,300)	(2,180,409)	(216,109)	
	4,083,100	4,092,349	9,249	

Appendix C6				
Community Safety, Young People, Leisure and Culture				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	-	
Other Expenditure	45,100	36,450	(8,650)	
Income	(1,000)	(2,640)	(1,640)	External grant funding for skatepark ramps etc.
Youth	44,100	33,810	(10,290)	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(44,000)	(44,000)	-	
Riverside Arts Centre	(44,000)	(44,000)	0	
Employees	0	3,172	3,172	Temporary employee costs to be transferred from Parks Strategy
Other Expenditure	60,000	38,221	(21,779)	Project in progress
Income	0	(8,223)	(8,223)	
Laleham Park Project	60,000	33,170	(26,830)	
Employees	1,500	0	(1,500)	
Other Expenditure	0	1,000	1,000	
Income	0	0	-	
Safeguarding	1,500	1,000	(500)	
Employees	5,100	13,313	8,213	Future options for cost reductions under consideration
Other Expenditure	4,200	3,319	(881)	
Income	(6,300)	(4,278)	2,022	
Resource Centre	3,000	12,354	9,354	
Employees	0	726	726	
Other Expenditure	4,000	6,032	2,032	
Income	(500)	(3,768)	(3,268)	
Active Lifestyle	3,500	2,990	(510)	
Employees	5,100	4,056	(1,044)	
Other Expenditure	18,200	28,975	10,775	Increased expenditure on externally funded projects offset by additional funding for these events.
Income	(6,000)	(14,073)	(8,073)	Additional external funding and income from events
Sports Development	17,300	18,958	1,658	
Employees	2,600	3,765	1,165	
Other Expenditure	15,500	17,801	2,301	
Income	(3,000)	(5,535)	(2,535)	
Arts Development	15,100	16,032	932	
Employees	5,000	1,951	(3,049)	
Other Expenditure	2,800	2,553	(248)	
Income	0	0	-	
Events	7,800	4,503	(3,297)	
Employees	207,800	241,800	34,000	Flexi (overtime) payment made to one staff member earlier in the year, plus Current service pension costs are higher than budget.
Other Expenditure	10,400	9,257	(1,143)	
Income	0	0	-	
Leisure Administration	218,200	251,058	32,858	
Employees	0	0	-	
Other Expenditure	3,000	3,265	265	
Income	(200)	0	200	
Leisure Development	2,800	3,265	465	
Employees	0	0	-	
Other Expenditure	19,000	19,274	274	
Income	0	0	-	
Leisure Grants	19,000	19,274	274	
Employees	0	0	-	
Other Expenditure	4,400	4,053	(347)	
Income	(8,000)	(8,000)	-	
Museum	(3,600)	(3,947)	(347)	
Employees	0	2,615	2,615	
Other Expenditure	7,800	7,201	(599)	
Income	(45,700)	(60,114)	(14,414)	Increase in income from lettings plus backdated rent for playgroup
Public Halls	(37,900)	(50,298)	(12,398)	
Employees	0	0	-	
Other Expenditure	51,000	12,835	(38,165)	Budget for Energy costs was underspent.
Income	(237,600)	(237,573)	27	
Spelthorne Leisure Centre	(186,600)	(224,738)	(38,138)	
Employees	0	0	0	
Other Expenditure	8,300	10,079	1,779	Business Rates charge higher than budget
Income	0	0	0	
Sunbury Leisure Centre	8,300	10,079	1,779	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(42,200)	(46,159)	(3,959)	Increase in amount of profit share
Sunbury Golf Club	(42,200)	(46,159)	(3,959)	
Employees	84,100	96,206	12,106	Two members of staff are being paid on higher grade than the original budget
Other Expenditure	3,900	8,200	4,300	Increased legal costs with no budget
Income	(100,600)	(103,844)	(3,244)	
Licensing	(12,600)	562	13,162	
Employees	0	0	0	
Other Expenditure	2,700	5,450	2,750	
Income	(76,000)	(82,465)	(6,465)	
Taxi Licensing	(73,300)	(77,015)	(3,715)	

Community Safety, Young People, Leisure and Culture

Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	96,100	165,544	69,444	Salary costs are higher as two additional members of staff funded through 'Crime & Disorder Reduction Partnership fund' and one member of staff's costs are charged here although 50% budgeted on different department
Other Expenditure	173,300	200,534	27,234	CCTV maintenace & monitoring costs higher than the budget due to more units being installed during the year.
Income	(15,000)	(63,386)	(48,386)	Income higher as additional funding from 'Crime & Disorder Reduction Partnership fund' to off set the above salary costs.
Community Safety	254,400	302,692	48,292	
Total Employees	407,300	533,148	125,848	
Total Other Expenditure	433,600	414,500	(19,100)	
Total Income	(586,100)	(684,058)	(97,958)	
	254,800	263,590	8,790	

Appendix C7				
Finance				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	-	
Other Expenditure	222,700	219,908	(2,792)	Authorities share of MMI liability
Income	0	(897)	(897)	
Insurance	222,700	219,011	(3,689)	
Employees	164,300	171,273	6,973	
Other Expenditure	17,600	15,336	(2,264)	
Income	(42,200)	(36,973)	5,227	
Audit	139,700	149,636	9,936	
Employees	381,600	356,385	(25,215)	Vacant post
Other Expenditure	8,900	17,926	9,026	
Income	0	(10)	(10)	
Accountancy	390,500	374,301	(16,199)	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(2,000)	0	2,000	We no longer have any mortgages, the budget is now deleted
Mortgages	(2,000)	0	2,000	
Employees	112,800	121,533	8,733	
Other Expenditure	5,800	2,398	(3,402)	
Income	0	0	-	
MaT Secretariat & Support	118,600	123,932	5,332	
Employees	304,900	324,834	19,934	Increased Current service pension costs
Other Expenditure	6,600	7,194	594	
Income	0	(60)	(60)	
Assistant Chief Executives	311,500	331,969	20,469	
Employees	204,800	212,938	8,138	Increased current service pension costs and Staines upon Thames regeneration salary costs
Other Expenditure	8,000	6,638	(1,362)	
Income	0	(49)	(49)	
Chief Executive	212,800	219,528	6,728	
Employees	47,200	95,813	48,613	One additional post of Project Assurance Officer with no budget, plus Increased Current service pension costs
Other Expenditure	162,800	265,320	102,520	Increased Treasury advisory fees, audit fees , bank fees, consultants fees and South east employer association costs
Income	(9,100)	(1,302)	7,798	
Corporate Management	200,900	359,831	158,931	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(139,700)	(140,115)	(415)	
Business Rates	(139,700)	(140,115)	(415)	
Employees	701,400	762,907	61,507	Salary costs are expected to be higher to run the service more efficiently and to provide cover for the shared post off set by additional reimbursement for shared post of Recovery manager
Other Expenditure	99,500	127,470	27,970	Expected to be higher mainly due to Corporate debt work (call credit Project) with no budget
Income	(130,300)	(196,030)	(65,730)	Additional reimbursement of salary costs from Elmbridge Borough Council for shared post of Recovery Manager
CServ Management & Support	670,600	694,347	23,747	
Employees	0	0	0	
Other Expenditure	10,000	(12,775)	(22,775)	
Income	(8,500)	0	8,500	
Misc Expenses	1,500	(12,775)	(14,275)	
Employees	680,200	5,862	(674,338)	
Other Expenditure	51,700	46,749	(4,951)	
Income	0	0	0	
Unapportionable CentralIO/Heads	731,900	52,612	(679,288)	
Total Employees	2,597,200	2,051,545	(545,655)	
Total Other Expenditure	593,600	696,166	102,566	
Total Income	(331,800)	(375,436)	(43,636)	
	2,859,000	2,372,276	(486,724)	

Appendix C8				
Communications and Procurement				
Results to 31-Mar-14				
	Budget	Actual	Variance	Comments
	Revised	YTD	to Revised	
	£	£	£	
Employees	173,000	149,011	(23,989)	Two members of staff moved to other departments, one member reduced contracted hours and no expenditure expected against tempoarry staff budget
Other Expenditure	75,400	67,130	(8,270)	
Income	0	(2)	(2)	
Corporate Publicity	248,400	216,139	(32,261)	
Employees	0	0	-	
Other Expenditure	13,000	5,537	(7,463)	Underspend on Citizens panel consultation
Income	0	0	-	
Research & Consultation	13,000	5,537	(7,463)	
Total Employees	173,000	149,011	(23,989)	
Total Other Expenditure	88,400	72,667	(15,733)	
Total Income	0	(2)	(2)	
	261,400	221,676	(39,724)	

Appendix C9				
Economic Development and Fixed Assets				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	170,300	171,796	1,496	Vacant post - Arts & Young People Officer, this was a joint post with Leisure Services
Other Expenditure	119,800	57,026	(62,774)	£70k KG Hub Feasibility Study to take place in 2014/15, carry forward to be requested
Income	0	0	-	
Asset Mgn Administration	290,100	228,821	(61,279)	
Employees	0	0	-	
Other Expenditure	2,200	5,634	3,434	Business rates & storage costs
Income	0	0	-	
Sea Cadets	2,200	5,634	3,434	
Employees	0	0	-	
Other Expenditure	107,000	29,630	(77,370)	£15k for Fire Risk Assessments to take place in 2014/15, carry forward to be requested
Income	(21,800)	(52,218)	(30,418)	Additional rental income received as new leases were awarded
General Property Expenses	85,200	(22,588)	(107,788)	Carry forwards of £15k for Fire Risk Assessments & £27k for Bereford House
Employees	0	0	0	
Other Expenditure	34,500	5,100	(29,400)	
Income	0	0	0	
Memorial Gardens	34,500	5,100	(29,400)	Carry forward of £24,500
Employees	26,600	34,482	7,882	One additional Temporary post of Apprentice approved by MAT
Other Expenditure	11,600	25,927	14,327	Expenditure relating to Staines upon Thames Day
Income	0	(22,909)	(22,909)	Sponsorship Income to off set the above costs
Economic Development	38,200	37,500	(700)	
Employees	0	0	-	
Other Expenditure	546,800	645,238	98,438	Overspent due to additional responsive works & reduction in capital budget
Income	0	(3,251)	(3,251)	
Planned Maintenance Programm	546,800	641,987	95,187	
Employees	0	0	-	
Other Expenditure	155,500	156,822	1,322	Responsive maintenance budget to be used fully by year end in partnership with Runnymede BC
Income	0	0	-	
Responsive Maintenance Progra	155,500	156,822	1,322	
Employees	0	0	0	
Other Expenditure	27,400	26,819	(581)	
Income	0	0	0	
Bus Station	27,400	26,819	(581)	
Employees	19,400	20,152	752	
Other Expenditure	160,000	142,310	(17,690)	
Income	(580,500)	(564,407)	16,093	
Staines Town Centre Manageme	(401,100)	(401,945)	(845)	
Total Employees	216,300	226,429	10,129	
Total Other Expenditure	1,164,800	1,094,507	(70,293)	
Total Income	(602,300)	(642,786)	(40,486)	
	778,800	678,151	(100,649)	

Detailed list of Revenue carry forward requests

Appendix D

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Terry Collier	Knowle Green Hub	Dave Phillips	30132	4979	£70,000			Original budget was approved to carry out a feasibility study, but County have now cancelled the project as they have changed scope. Project may continue with SCC/Other Partnership or SBC to go it alone.
Terry Collier	Fire Risk Assessments	Dave Phillips	31002	4979	£15,000			Statutory Surveys must be carried out every two years and arrangements have been made with our colleagues in Runnymede to carry out the surveys.
Terry Collier	Beresford House	Dave Phillips	31002	4979	£27,000			Money was originally obtained as part of the settlement of the outgoing tenancy. The money needs to be carried over until the new lease has started as we may have expenditure due to vandalism to the site.
Lee Oneil	Warmer Homes Fund	Tracey Willmot French	10102	7151	£20,000			Outstanding underspent grant obtained from DCLG to prevent excess winter deaths of vulnerable people caused by excessively cold homes.
Liz Borthwick	Weed Spraying	Jackie Taylor	45402	2231	£15,000			Weed spraying delayed till April as a result of the flooding and bad weather
	Value to approve				£147,000			
	Value Approved:							

Cabinet**24 June 2014**

Title	Land adjacent to 355 London Road Staines		
Purpose of the report	To make a decision		
Report Author	David Phillips		
Cabinet Member	Councillor Nick Gething	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Opportunity		
Recommendations	Cabinet is asked to agree to accept the tender from Mr Ball in the sum of £10,250 pa for a term of 10 years.		

1. Key issues

- 1.1 This area of land at London Road Staines extends to approximately one acre and was last used as an open storage area by the council's grounds maintenance contractor. The site has been un-used and derelict for some years now and is no longer required for operational purposes. Tenders were invited on the open market and three expressions of interest were received, as detailed in our Valuers report attached. (Appendix 1) The highest bid was received from a Mr Bell in the sum of 10,250 per annum.

2. Options analysis and proposal

- 2.1 A) Agree to Mr Bell request to use the land for storage of cars by entering into a lease agreement with the council for a term of 10 years. This would raise an additional £102,500 of revenue income over the term and remove any liability for the council to maintain the land.
- 2.2 B) Not to agree to the letting.

3. Financial implications

- 3.1 Agreeing to the letting of this site will raise an additional £102,500 of revenue income over the ten year term and remove any liability for the council to maintain the land. There may also be some additional income generated from business rates.

4. Other considerations

- 4.1 As mentioned above the site is not required by any of the council's operational service and has been lying empty for some years. Letting the site

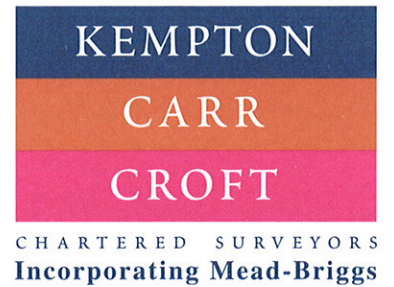
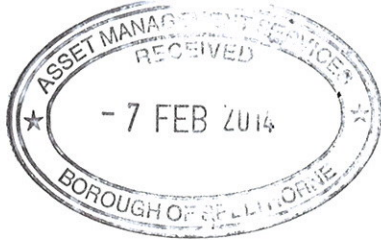
will bring in additional income and remove the potential liability for fly tipping and other maintenance liabilities.

5. Timetable for implementation

5.1 Subject to cabinet approve this site could be let within the next few weeks.

Background papers: None

Appendices: 1. Valuers report. 2. Site plan.



West Wing, Knowle Green
Staines, TW18 1XB

■ Tel: 01784 473567

■ www.kemptoncarr.co.uk

■ Email: enquiries@kemptoncarr.co.uk

7th February 2014

D Phillips esq.,
Head of Asset Management Services,
Spelthorne Borough Council,
Council Offices,
Knowle Green
Staines TW18 1XB

Dear Mr Phillips,

RE: Land adj 355 London Road Staines

As you know, following the Council's instructions, this land was tendered for letting, the tender deadline being 31st January.

Three bids were received, and copies are attached :-

- | | |
|--|-------------------|
| (1) J Bevan (the adjacent owner), and for storage and parking, | £1,000 per annum |
| (2) A-Sanchez, for hand car wash and accident repairs | £5,000 per annum |
| (3) Ball, for storage of cars | £10,250 per annum |

In terms of marketing, an advertisement was placed in two successive editions of the Herald and Informer; a board was erected on site, and additionally the Invitation was circulated to all enquiries generally received in the preceding months.

The site is in the Green Belt and that fact was noted in the Invitation, and following discussion with Mr Underwood, the following was included therein :- "The site is situated within the Green Belt, and there may be restrictions on additional activities and buildings beyond those which are currently lawful." Earlier, and before the tender process, we had had an approach from a car wash firm and broached that use with Mr Underwood who appeared not to be opposed to such a use, although he expressed concern about any buildings that might be erected in support of that use.

The site was previously a petrol filling station, with a car wash, but has not been in that use for many years, and thus abandoned.

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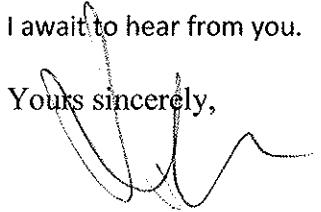
Kempton Carr Croft is the business name of Kempton Carr (Maidenhead) Ltd registered in England & Wales: Registration Number 05578213
Registered office: 5 High Street, Maidenhead, Berkshire SL6 1JN. A full list of directors is open for inspection at the registered office

None of the bids was made subject to planning. From enquiries from potentially interested parties, motor use was pre-eminent.

Although references will have to be taken up, I assume you would wish to accept Mr Ball's bid, as, on the face of it, I can see no reason not to proceed.

I await to hear from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dion Scherer', written over the text 'Yours sincerely,'.


Dion Scherer FRICS

FOR KEMPTON CARR CROFT

dion.scherer@kemptoncarr.co.uk

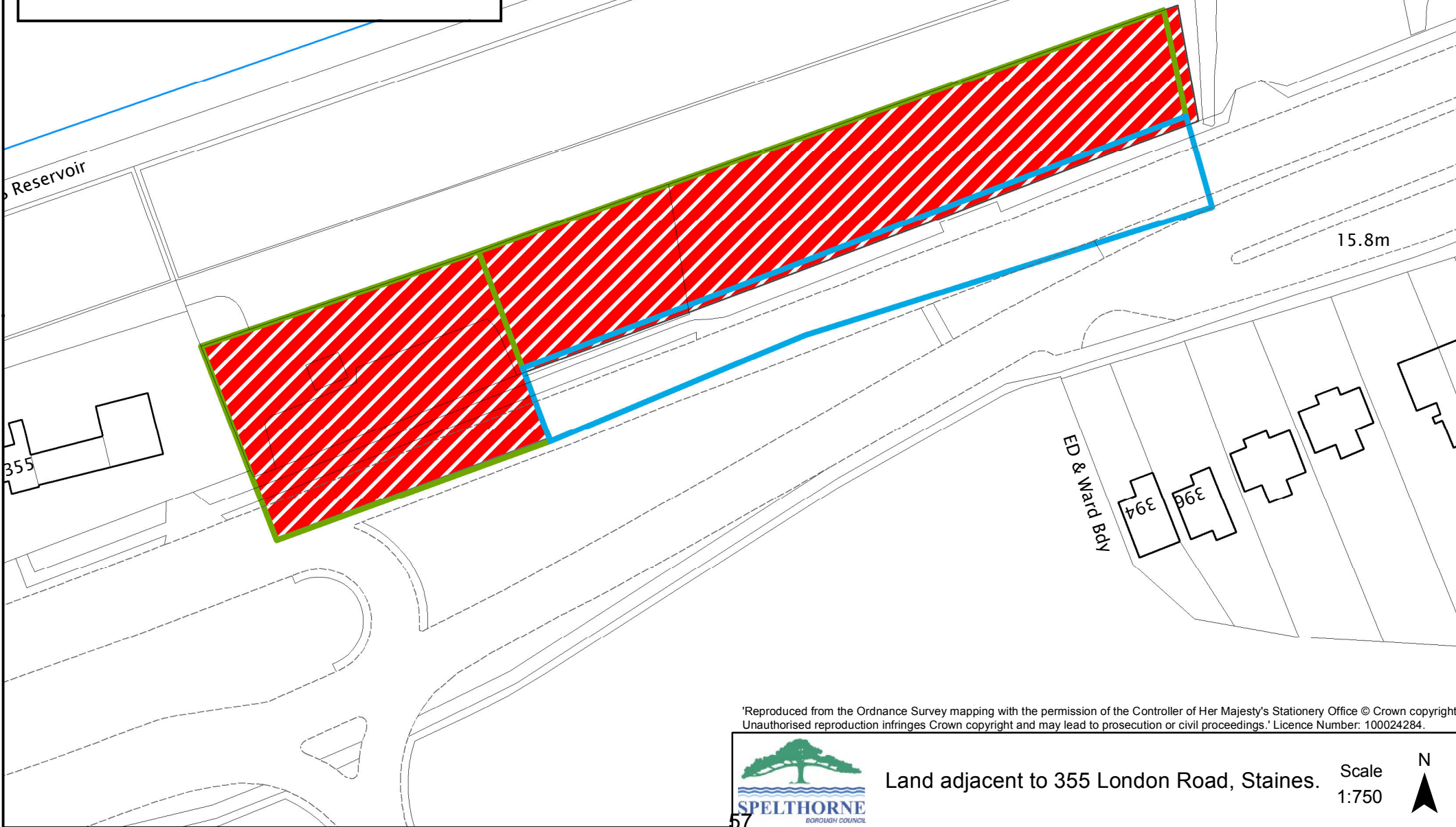
07763 608814

Legend

 Land in Spelthorne Borough Council ownership.

 Land in Secretary of State ownership.

 Spelthorne Assets



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Land adjacent to 355 London Road, Staines.

Scale 1:750



Cabinet**24 June 2014**

Title	Legal Services Partnership with Reigate and Banstead BC		
Purpose of the report	To make a decision		
Report Author	Michael Graham		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Opportunity and Accountability		
Recommendations	<p>(i) To note the anticipated benefits of the Council's proposed partnership project for Legal Services;</p> <p>(ii) To endorse in principle the Council's commitment to a Legal Services partnership with Reigate and Banstead BC;</p> <p>(iii) To delegate authority to the Chief Executive to progress the partnership proposal to a more detailed stage; and</p> <p>(iv) To note that updates will be provided to Cabinet at a future date when progress has been made on the implementation of the project.</p>		

1. Key issues

- 1.1 The Council has a mixed approach to service provision, and working in partnership continues to make a significant contribution to the wellbeing of our residents and the Council's financial stability. The Council's broad policy position is to seek such further partnerships where there are sound strategic and/or operational reasons to do so. It is anticipated that there will be continued pressure for councils to work together in partnerships and shared services to create resilience in those services and seek efficiency savings. This is particularly in light of declining levels of Government grant and anticipated budget pressures from 2015 onwards.
- 1.2 A new opportunity has emerged in recent months to work with another Surrey borough council where there is an apparent synergy with the needs and aspirations of this Council.
- 1.3 This report provides an overview of the proposal, and sets out the recommended direction of travel for the next Municipal Year.
- 1.4 In line with the rest of the local government sector, the Government's Comprehensive Spending Review in December 2013 confirmed that the level of grant funding to Spelthorne Borough Council over the next four years will continue to decline. This includes a reduction of £0.6m in Revenue Support Grant for 2015-16. And combined with projected cost increases, this results

in a £0.7m savings/income generation target for the Council in 2015-16. Further additional savings of around £0.7m per annum are projected to be required from 2016-17 onwards.

- 1.5 The Council's next Corporate Plan will cover the period 2015 - 2018 and will need to set out an approach for responding to the financial challenges set out above. It is anticipated that this will include increasing income from fees and charges, a robust property strategy and controlling costs in services through efficiencies and by seeking partnership opportunities where these continue to be appropriate to the Council's strategic objectives.
- 2. Options analysis and proposal**
- 2.1 The previous Legal Services Manager of Reigate and Banstead BC left the Council in November 2013. To provide professional oversight and support for the service, an interim arrangement was put in place with Michael Graham, Head of Corporate Governance, to work with Reigate and Banstead one day per week. This was requested by the Chief Executive of Reigate and Banstead BC and supported by the Chief Executive of Spelthorne BC. Initially, this support was also provided to enable the Council to recruit a new Legal Services Manager. At the same time Michael Graham was appointed as the Monitoring Officer on an interim basis.
- 2.2 Over the last six months it has become clear that notwithstanding the physical distance between the two councils there is a significant joint interest in establishing a shared service; both Chief Executives have been keen to explore this possibility and have encouraged the Head of Corporate Governance to bring forward plans for this possibility. The drivers for this partnership are considered as follows:
- (a) Spelthorne BC has invested consistently in legal technology and systems to improve capacity, efficiency and quality. Reigate and Banstead BC has not.
 - (b) Both teams have limited numbers of staff who are required to deal with (i) increasing levels of transactional work and (ii) increasingly specialised and complex work e.g. in property development and regeneration.
 - (c) Both teams rely on a mixed economy of service provision with some work being outsourced to external providers. Whilst this supplements capacity, it is often expensive. There is an opportunity created by sharing, an economy of scale, to control some of this expenditure and redirect it more efficiently.
 - (d) Both councils appreciate the need to ensure that legal costs are controlled so that resources can be directed to front line services wherever possible.
- 2.3 The proposal is to share a manager (Michael Graham, Head of Corporate Governance) during this financial year and take up as many opportunities as possible for informal sharing of other staff, systems etc. whilst consulting with staff and developing a robust business plan for a shared team from 2015/2016. This will provide a short term saving in management costs during this year.
- 2.4 Longer term governance arrangements have not been agreed at this point. At present, the establishment of this partnership is dependent on the mutual co-operation and agreement of all parties. This means that the Council can pull

out at any time if it does not appear to be the right operating model or if it does not appear that the right benefits will be delivered. The Council has no financial commitment at present beyond the informal secondment with Reigate and Banstead BC.

- 2.5 With increasing use of technology it is seen as feasible to have one legal team which is based in two locations each sharing common systems. The benefits of such an approach are:
- (a) Better quality of service for residents, councillors and staff in each council area
 - (b) Better resilience of each service
 - (c) A wider talent pool available to both councils
 - (d) Greater career development for both sets of staff
 - (e) Financial savings
- 2.6 Considerable detail remains to be worked out and this process has started. At this point an in principle decision is sought from Cabinet to approve this work to carry on in the direction outlined above.
- 2.7 In addition, there exists a possibility that if this partnership works, it can form the basis for a wider partnership in the future.

3. Financial implications

- 3.1 There are none arising from this report immediately, although there is a saving on staff costs for Spelthorne as the manager's post is now being part funded by Reigate and Banstead BC. Future financial implications will be reported at a later date.
- 3.2 Councillors should be aware that whilst this partnership offers the opportunity for modest cost savings, or opportunities to control expenditure / increase income, the project is not going to be a major contributor to the Council's future financial stability. The service is not of a scale to make such a significant impact, but the project offers benefits which makes it worthwhile on its own account and is part of a bigger "direction of travel" for the Council in controlled central service costs through partnerships and new ways of working.

4. Other considerations

- 4.1 Members should note that sharing a Head of Service with another council does invariably have a knock on consequence for Spelthorne BC in terms of a reduction of capacity / lack of availability which affects management and councillors at Spelthorne BC. Other services in the Council already sharing a Head of Service have already experienced similar situations.
- 4.2 Detailed governance arrangements will be agreed for the partnership as the details are worked up. It will be necessary to protect the overall position of the Council against the risks of exit or failure.
- 4.3 Where necessary and where formal agreements are required, these will be reported to the Cabinet in more detail for approval. Update reports will be provided when adequate progress has been made.
- 4.4 Where proposals affect staff, appropriate consultation with Trades Unions will be carried out.

4.5 A similar report is being presented to the Executive at Reigate and Banstead BC on 19 June 2014, also to seek an in principle approval for the further development of this partnership.

5. Timetable for implementation

5.1 As described above para 2.3

Background papers: There are none

Appendices: There are none

Cabinet**24 June 2014**

Title	Appointments to Outside Bodies, Surrey County Council Spelthorne Local Committee and Working Groups for 2014-15		
Purpose of the report	To make a decision		
Report Author	Greg Halliwell		
Cabinet Member	Councillor Robert Watts	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community		
Recommendations	The Cabinet is asked to appoint representatives to the Outside Bodies, the SCC Spelthorne Local Committee and the Working Groups for 2014-15 as shown in Appendix A.		

1. Key issues

- 1.1 There are three changes, as follows, to the 2014-15 appointments.
- 1.2 Councillor Harman replaces Councillor Webb as a deputy on the SCC Spelthorne Local Committee.
- 1.3 Councillor Friday replaces Councillor Patel as one of the Overview and Scrutiny representatives on the Local Plan Working Party.
- 1.4 Councillor Leighton replaces Councillor Webb as one of the Planning representatives on the Local Plan Working Party.
- 1.5 Councillor Budd replaces Councillor Grant as the Spelthorne Independent Party representative on the Members' Development Steering Group.

2. Timetable for implementation

- 2.1 The appointments will take effect following Cabinet on 24 June 2014.

Appendices: Appendix A

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR 2014-2015

- 1. BAA LOCAL FOCUS FORUM**
Councillors Taylor and Gohil

- 2. HEATHROW AIRPORT CONSULTATIVE COMMITTEE (HACC)**
Councillors Rough and Taylor
Deputies: Councillors Frazer and Ayub

- 3. LOCAL AUTHORITY AIRCRAFT NOISE COMMITTEE (LAANC)**
Councillors Rough and Francis

- 4. MANAGEMENT BOARD OF A2DOMINION SOUTH REGISTERED HOUSING PROVIDER**
Councillor Smith-Ainsley

- 5. MANAGEMENT COMMITTEE OF MEDIATION NORTH SURREY**
Councillor Frazer

- 6. ON-STREET PARKING PARTNERSHIP**
Councillors Francis and Evans

- 7. RIVER THAMES ALLIANCE**
Councillor Leighton

- 8. SOUTH EAST EMPLOYERS (SEE)**
Councillor Watts
Deputy: Councillor Gething

- 9. SPELTHORNE BUSINESS FORUM**
Councillors Davis, Gething and Friday
Deputies: Councillors Gohil and Patel

10. SPELTHORNE AND SUNBURY LEISURE CENTRES CUSTOMER FORUM

Councillors Forbes-Forsyth and Sexton

11. SPELTHORNE MENTAL HEALTH ASSOCIATION MANAGEMENT COMMITTEE TRUSTEE

Councillor Harman

12. SPELTHORNE SAFER, STRONGER PARTNERSHIP BOARD

Councillor Forbes-Forsyth

13. STRATEGIC AVIATION SPECIAL INTEREST GROUP (LGA) (SASIG)

Councillor Francis

Deputy: Councillor Taylor

14. SUNBURY LEISURE CENTRE AND SUNBURY MANOR SCHOOL JOINT LIAISON GROUP

Councillors Friday and Evans

15. SURREY MUSEUMS CONSULTATIVE COMMITTEE

Councillor Francis

Deputy: vacant

16. SURREY TRAVELLER COMMUNITY RELATIONS FORUM

Councillor Pinkerton

17. THE TRAFFIC PENALTY TRIBUNAL

Councillor Evans

Deputy: Councillor Frazer

18. VOLUNTARY ACTION IN SPELTHORNE (VAIS)

Councillor Sider

APPOINTMENT OF REPRESENTATIVES TO SERVE ON THE SURREY COUNTY COUNCIL (SCC) LOCAL COMMITTEE.

19. SURREY COUNTY COUNCIL LOCAL COMMITTEE IN SPELTHORNE

(7 representatives = 7 Cons; 7 deputies Cons.)

Representatives:

Councillor Smith-Ainsley
Councillor Pinkerton
Councillor Watts
Councillor Frazer
Councillor Sexton
Councillor Harvey
Councillor Taylor

Deputies:

Councillor Ayub
Councillor Dale
Councillor Harman
Councillor Leighton
Councillor Friday
Councillor Francis
Councillor Patel

WORKING GROUPS FOR 2014-15

20. LOCAL PLAN WORKING PARTY

(9 representatives)

Councillor Watts

The Leader

Councillor Evans

Cabinet Member for Finance

Councillor Mitchell

Cabinet Member for Environment

Councillors Broom and Friday

Overview and Scrutiny Committee representatives

Councillors Smith-Ainsley and Leighton

Planning Committee representatives

Councillor Beardsmore
Liberal Democrat representative

Councillor Forsbrey
Spelthorne Independent Party (SIP) representative

21. MEMBERS' DEVELOPMENT STEERING GROUP

(7 representatives = 5 Cons. 1 SIP. 1 LD)

Councillors Ayub, Pinkerton, Davis, Dale, Frazer, Budd (SIP) and S.A. Dunn (Lib. Dem.)

**NOMINATIONS TO THE SURREY LEADERS' GROUP of REPRESENTATIVES
for OUTSIDE BODIES for 2014-2015**

Annual appointments for 2014-2015

22. SURREY WASTE PARTNERSHIP

Councillor Mitchell
(Cabinet member for the Environment)

Councillor Watts will deputise.

23. SURREY CLIMATE CHANGE PARTNERSHIP MEMBER GROUP

Councillor Mitchell
(Cabinet member for the Environment)

Updated for Cabinet on 24 June 2014

