

Roberto Tambini
Chief Executive

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Our Ref: PGH/Cabinet
Date: 12 September 2013

Notice of Meeting

CABINET

Date: Tuesday 24 September 2013

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 Corporate Governance
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	Corporate Development
A. J. Mitchell	Environment (including Parks and Waste Management)
J. M. Pinkerton OBE	Health, Wellbeing and Independent Living
J. R. Sexton	Communications, ICT and Procurement
S. Webb	Planning and Housing

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm the minutes of the Cabinet meeting held on 16 July 2013 and the Extraordinary Cabinet meeting held on 9 September 2013.	1 - 7
3. Disclosures of Interest	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
4. Local Plan Working Party Minutes and Recommendations	
To consider the minutes and recommendations of the Local Plan Working Party held on 4 September 2013.	8 - 9
5. Economic Development Task Group and Economic Strategy (1st draft) - Key Decision	
Councillor Gething	10 - 32
6. Search Moves Common Allocations Policy - Key Decision	
Councillor Webb	33 - 91
7. Commuted Sums Investment Strategy - Key Decision	
Councillor Webb	92 - 100
8. Statement of Licensing Policy 2014-19 (1st draft) - Key Decision	
Councillor Forbes-Forsyth	101 - 104
9. Safeguarding children and adults at risk policies - Key Decision	
Councillors Pinkerton OBE and Forbes-Forsyth	105 - 107
10. Gym extension at Spelthorne Leisure Centre - Key Decision	
Councillors Gething and Forbes-Forsyth	108 - 110
11. Capital monitoring	
Councillor Evans	111 - 116
12. Revenue monitoring	

Description	Page Number
12. Revenue monitoring (cont...)	
Councillor Evans	117 - 131
13. Local Enforcement (Planning) Policy	
Councillor Webb	132 - 150
14. Housing Options and Housing Benefits Accommodation Works	
Councillor Gething	151 - 155
15. Response to the Independent Airports Commission on submissions for a third and fourth runway at Heathrow	
Councillor Webb	156 - 172
16. Outside Bodies appointments	
Councillor Watts	173 - 174
17. Leader's announcements	
To receive any announcements from the Leader.	
18. Issues for future meetings	
Members are requested to identify issues to be considered at future meetings.	
19. Urgent Items	
To consider any items which the Chairman considers as urgent.	
20. Exempt Business	
To move the exclusion of the Press/Public for the following item(s), in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.	
21. Exempt report - Procurement of support services for temporary accommodation - Key Decision	
Councillor Webb Procurement of support services for temporary accommodation Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the Authority holding the information) and on the basis that publication would not be in the public interest because any legal documents, including contract documents relating to the Procurement of support services for temporary accommodation, will be the subject of confidential negotiations, and the disclosure at this stage of information to the public may prejudice the Authority in such negotiations.	

Minutes of Cabinet

16 July 2013

Present:

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Corporate Governance

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 J. Sexton, Cabinet Member for Communications, ICT and Procurement

Apologies: Councillor T.J.M. Evans, Cabinet Member for Finance

Councillor V.J. Leighton, Cabinet Member for Corporate Development

Councillor T. Mitchell, Cabinet Member for Environment

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

Councillor S. Webb, Cabinet Member for Planning and Housing

In attendance: Councillors M. Bushnell, D. Grant and A. Patterson

1944. Minutes

The minutes of the meeting held on 25 June 2013 were agreed as a correct record.

1945. Disclosures of Interest

There were none.

1946. *A Playing Pitch Strategy for Spelthorne – Key Decision

Cabinet considered a report on a Playing Pitch Strategy for the Borough.

Councillor Grant queried the omission from the report of the cost of extending the football season and whether the cost would now be included.

The Sports and Facilities Manager responded that the Council is currently in discussions with Lotus about the cost per game if the season were to be extended.

The Leader added that report would not be changed.

RESOLVED that Cabinet agrees to adopt the Playing Pitch Strategy for implementation.

Reason for the decision:

Cabinet noted that a new Strategy is essential in order to inform decisions regarding pitch provision and the best use of open space for sport in all areas of the Borough.

1947. Manor Park café and Beresford House

Cabinet considered a report requesting the approval of two Leases of Council land.

RESOLVED that Cabinet agrees to the grant of a Lease, in accordance with the terms as set out in the report, to:

- (1). Mr. and Mrs. Rowe for the purpose of a new community café in Manor Park, Shepperton, and
- (2). Spelthorne Mental Health Association for the use of Beresford House within Fordbridge Park.

Reason for the decision:

Cabinet noted that both schemes support economic development, employment and additional community facilities for local residents at no financial cost to the Council.

1948. Assets of Community Value

Cabinet considered a report on new legislation which gives community groups greater powers to formally identify assets which are of community value within the local authority's area.

RESOLVED that Cabinet agrees that the following proposals are put in place in order to effectively deal with requests under the scheme:

1. To create a new Member Panel to be referred to as the Assets of Community Value Member Panel, with the remit and terms of reference as set out in paragraph 3 of the report.
2. The Leader to be delegated authority to assess and determine recommendations made by the Assets of Community Value Member Panel.
3. The Head of Corporate Governance be delegated the authority to be the senior officer responsible for internal reviews of nomination decisions made under the Act and the Regulations.
4. The Chief Executive be delegated the authority to be the officer responsible for internal reviews of compensation decisions made under the Act and the Regulations.
5. The Head of Corporate Governance to agree all other processes and procedures for dealing with any applications made under this scheme.

Reason for the decision:

Cabinet noted that these regulations bring in some important detail for local authorities about the processes they need to have in place to deal with this legislation.

1949. Lease of office premises at Knowle Green to Surrey County Council

Cabinet considered a report requesting approval of a new Lease to the County on their use of office space at Knowle Green.

RESOLVED that Cabinet approves a new Lease to Surrey County Council for office space at the Council offices, Knowle Green for five years until 4 December 2016.

Reason for the decision:

Cabinet noted that the primary purpose of granting a new Lease is to achieve more office space for the County Council's growing needs.

1950. Issues for Future Meetings

There were none.

1951. Urgent Items

Cabinet acknowledged the excellent work of the Leisure team with particular reference to the following:

Team Spelthorne secure second place at P&G Surrey Youth Games 2013

Spelthorne Youth Achievement Awards

Free beginners squash course

Walking for Health scheme

Help for families on benefits

Helping young people in Spelthorne into employment

Opening of the wellbeing Centre at the Greeno

Cabinet also noted the following, upcoming free events:

Saturday 20 July the Spelthorne Museum hosts “Up pontes!” fun and games in Roman Spelthorne.

Saturday 27 July the resource centre in Staines-upon-Thames is holding a free craft open day for families with children from 5-11years from 10am-2pm.

Wednesday 7 August National play day is being held in Ashford Recreation Ground from 12noon-4pm.

Tuesday 20 August a celebration of Orchard Meadow in Sunbury becoming a Queen Elizabeth II field as part of the Diamond Jubilee. There will be activities for all ages.

1952. Exempt Business

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

1953. Exempt Report – *Meals-on-wheels procurement of new vehicles

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

Cabinet considered an exempt report on the procurement of new vehicles for the meals-on-wheels service.

RESOLVED that Cabinet agrees the contract to provide new vehicles for the meals-on-wheels service.

1954. Exempt Report – *Property Searches Litigation

Paragraph 5 – Information relating to legal proceedings or instructions to/the opinion of Counsel.

Cabinet considered an exempt report on the procedure relating to searches of the local land charges register.

RESOLVED that Cabinet agrees a delegation to allow the Head of Corporate Governance to have unlimited financial authority to settle claims, in consultation with the Leader and the Chief Finance Officer, in respect of any claims arising from the Property Searches Litigation.

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 22 July 2013**

Minutes of the Extraordinary Cabinet

Monday 9 September 2013

Present:

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and
Cabinet Member for Strategy and Corporate Governance
Councillor T.J.M. Evans, Cabinet Member for Finance
Councillor V.J. Leighton, Cabinet Member for Corporate Development
Councillor T. Mitchell, Cabinet Member for Environment
Councillor J. Sexton, Cabinet Member for Communications, ICT and
Procurement
Councillor S. Webb, Cabinet Member for Planning and Housing

Apologies:

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

1995/13 Disclosures of Interest

There were none.

1996/13 Technical Reforms to Council Tax Discounts and Premiums (consultation) – Key Decision

Cabinet considered a report on the proposed options for consultation on
technical reforms to Council Tax discounts and premiums.

RESOLVED that Cabinet:

- (1)** Approves the two options proposed for Council Tax discounts and premiums, including preferred Option 1.
- (2)** Approves a formal six weeks' consultation period to consult on the options for Council Tax discounts and premiums.

Extraordinary Cabinet, 9 September 2013 - continued

1997/13 Localisation of Council Tax Support (consultation) – Key Decision

Cabinet considered a report on a revised local Council Tax support scheme.

RESOLVED that Cabinet:

- (1) Approves the options for a revised local Council Tax scheme, including preferred Option 2.
- (2) Approves a formal six weeks' consultation period to consult on the options for a revised local Council Tax support scheme.
- (3) Notes the timetable for implementation.

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 September 2013

LOCAL PLAN WORKING PARTY

Wednesday 4 September 2013

Present:

Cllr I Beardsmore
 Cllr P Broom
 Cllr T Evans
 Cllr G Forsbrey
 Cllr D Patel
 Cllr R Smith-Ainsley
 Cllr R Watts
 Cllr S Webb

1 Apologies

None

2 Election of Chairman

Cllr R Smith-Ainsley was elected as Chairman

3 Minutes of previous meeting

The minutes of 6 June 2013 were agreed.

4 Report of the Assistant Chief Executive

a) Authority Monitoring Report 2013

Officers presented the ninth annual report which is a statutory requirement. It sets out information about the Council's plan making performance and statistical information on delivering planning policies.

It was explained that the term 'Authority Monitoring Report' was a new title used in the latest government guidance but the particular form of words was not mandatory. It was agreed the term 'Planning Monitoring Report 2013' would convey more clearly the content of the document.

Recommendation:

- a) The title of the document be changed to 'Planning Monitoring Report 2013'.
- b) The Report is agreed and recommended to Cabinet for approval.

b) Community Infrastructure Levy (CIL)

The Working Party considered a report which outlined the responses to the recent consultation on the Preliminary Draft Charging Schedule. It was explained that the expected changes in Government Regulations necessary for the most financially advantageous form of charging schedule which the Council wanted to introduce had not yet been made. These were

expected before the end of the year. It was agreed it was in the Council's long-term interests to delay progress for a few months until the new Regulations were introduced.

Recommendation:

Cabinet be asked to agree that:

- a) Progress on CIL be delayed until the expected new Government Regulations are introduced.
- b) The Working Party is asked to progress the work to introduce CIL as quickly as possible once the Regulations are in place.

c) Local Economic Assessment and draft Economic Strategy

The Working Party was presented with a draft of the final version of the Local Economic Assessment (LEA) and draft of the Economic Strategy. It was explained that it was the role of the Leader's Task Group on Economic Development to provide Cabinet with a detailed response on the documents as a whole. However, the Local Plan Working Party needed to be satisfied that the LEA provided a robust evidence base for any replacement Local Plan and that the Economic Strategy had been carefully drafted to avoid it making planning policies or proposals. The Working Party was satisfied on both points.

One minor change of wording to the Economic Strategy was agreed to Action A9 to explain that Spelthorne will 'encourage' Surrey County Council to raise teaching standards and attainment levels.

Recommendation:

The Working Party advise Cabinet that:

- a) The Local Economic Assessment provides a sound evidence base.
- b) The Economic Strategy creates no conflict with existing planning policy.
- c) Action A9 of the Economic Strategy to be amended to delete 'work with Surrey County Council (SCC) in raising...' to 'encourage Surrey County Council (SCC) to raise....'

5 Policy Work Programme

A report explained the progress on the two priority work areas of CIL and the Economic Strategy but that other work was yet to receive any substantive progress due to other planning issues requiring attention and lack of success so far in recruiting a Senior Planning Officer. The Working Party noted the progress.

Information

6 AOB

There was none.

Meeting Next Steps



Title: Economic Development Task Group

Date: 5 September 2013

Present:

Cllr N. Gething (Chairman)	Cllr C. Frazer	Cllr C.A. Davis
Cllr D Patel	Cllr M.P.C. Francis	Cllr I. Harvey
Sodrul Bashir (Chairman Sunbury Business Group)	Andy Willmott (Business Development Manager Surrey Chamber of Commerce)	

In attendance:

Terry Collier	Keith McGroary	John Brooks
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Apologies

Cllr R.D. Dunn	Cllr M.W. Rough	Dean Akinjobi (Lower Sunbury Business Forum)
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Next Steps

No.	Action	By whom	When
1.	Introductions New members of the group were introduced	Cllr Gething	
2.	Apologies These are recorded above. The Chairman agreed to raise with the Leader the issue of non-attendance by opposition Councillors.	Cllr Gething	
3.	Role of Group The Chairman outlined the role of the group.	Cllr Gething	
4.	Minutes/Next steps for 18 July To be amended to reflect Cllr Patel's attendance but otherwise agreed.	Committee Services	6/9/13
5.	Presentation on key issues John Brooks gave a PowerPoint presentation providing background to the Local Economic Assessment and the	J Brooks	

Meeting Next Steps



	approach to preparing the draft Economic Strategy.		
6.	<p>Feedback from Enterprise M3 meeting-</p> <p>Keith McGroary outlined the key issues from the meeting on 7 August 2013 with Kathy Slack (EM3 Chief Executive) and referred to the PowerPoint slides already circulated.</p> <p>Keith McGroary also reported on a skills, education and training meeting he had earlier in the day and that he was optimistic that we would have a good chance of obtaining funding to help address the borough's educational issues. Keith McGroary to update the Group on an on-going basis on new funding opportunities and will send members of the Task Group a link to the EM3 web site.</p>	K McGroary K McGroary	
7.	<p>Staines-upon-Thames Sub-group –</p> <p>Cllr Davis gave feedback on the meeting held on 15 August 2013. The meeting notes had been previously circulated.</p> <p>Cllr Davis requested that the Leader and Task Group Chairman consider the need for additional sub-group members including from the SBF..</p>	Cllr Gething	
8.	<p>Ashford Sub-Group</p> <p>Cllr Frazer drew out key points from his report.</p> <p>Sodrul Bashir and Cllr Harvey were invited to join the sub-group and agreed.</p> <p>Agreed the remit of the Sub-Group to be expanded to include Sunbury. Dean Akinjobi (Co-Chairman of the Lower Sunbury Business Group) and representatives of the Ashford Chamber of Commerce and Ashford Pride be invited to join the group.</p> <p>The sub-group to now be known as the Ashford and Sunbury Sub-Group.</p>	Cllr Frazer Keith McGroary Committee Services	
9.	<p>Local Economic Assessment</p> <p>John Brooks reported that the Local Plan Working Party had the previous evening agreed that the Local Economic Assessment provided a sound evidence basis for the purpose of preparing future planning policy.</p> <p>Task Group agreed to recommend to Cabinet the Local Economic Assessment.</p>	J. Brooks Cllr Gething	24/9/13
10.	<p>Draft Economic Strategy</p> <p>There was a discussion on how best to progress Action 9 which sought to raise teaching and educational standards in the Borough. It was noted this was an item on the agenda of the Local Committee on 30 September and that the best way of gathering further information on the issue might in the first instance be most appropriately through a seminar organised</p>		

Meeting Next Steps



	<p>under the auspices of the Local Committee.</p> <p>It was noted that Cabinet would be considering a report on Heathrow airport and any decisions that might be made could be incorporated in the final draft version of the Strategy.</p> <p>It was noted that under Action A1 a bid had now been made to the Local Government Association and a response was expected toward the end of the month.</p> <p>It was noted that the Local Plan Working Party had recommended a minor change in wording to Action 9 so it read: “The Council will work with <u>encourage</u> Surrey County Council in raising <u>to raise</u> teaching . . . “ (new words underlined).</p> <p>The Task Group agreed to recommend the draft Economic Strategy to Cabinet for agreement and public consultation with the following additional changes:</p> <ul style="list-style-type: none"> • Action 1 b. amend to read “ Progress implementation preparation of a Borough wide action plan”. • Action 1 d. amend to read “Develop a work programme to promote Ashford and the Ashford Pride initiatives <u>produce an Ashford Town Centre Strategy</u>” • Action 1 e. delete the word ‘measures’ and insert the word ‘strategy’. <p>The programme to progress the Strategy to adoption was noted.</p>	<p>J Brooks</p> <p>T Collier</p> <p>J Brooks</p> <p>J Brooks</p>	
11.	<p>Terms of Reference – officers to update the terms of reference for the Chairman and Leader to consider and to then be reported to the next meeting of the Task Group.</p>	<p>J Brooks, K McGroary, T Collier</p>	
12.	<p>Any other business –</p> <p>Task Group requested a future report on issues facing high streets.</p> <p>Task Group agreed to invite local business community representatives to future meetings to provide feedback on local business issues.</p> <p>To note that the Chair of the Asset Task Group has asked the Economic Development Task Group at a future meeting to give advice on how certain assets might best be used to further economic development and revenue generation. This to be considered at the next meeting</p> <p>Agreed that Surrey County Council be invited to join the Task Group.</p>	<p>K McGroary</p> <p>J Brooks</p> <p>Committee Services</p> <p>T Collier</p> <p>K McGroary</p>	
13.	<p>Next meeting - Wednesday 27 November 7pm</p>		

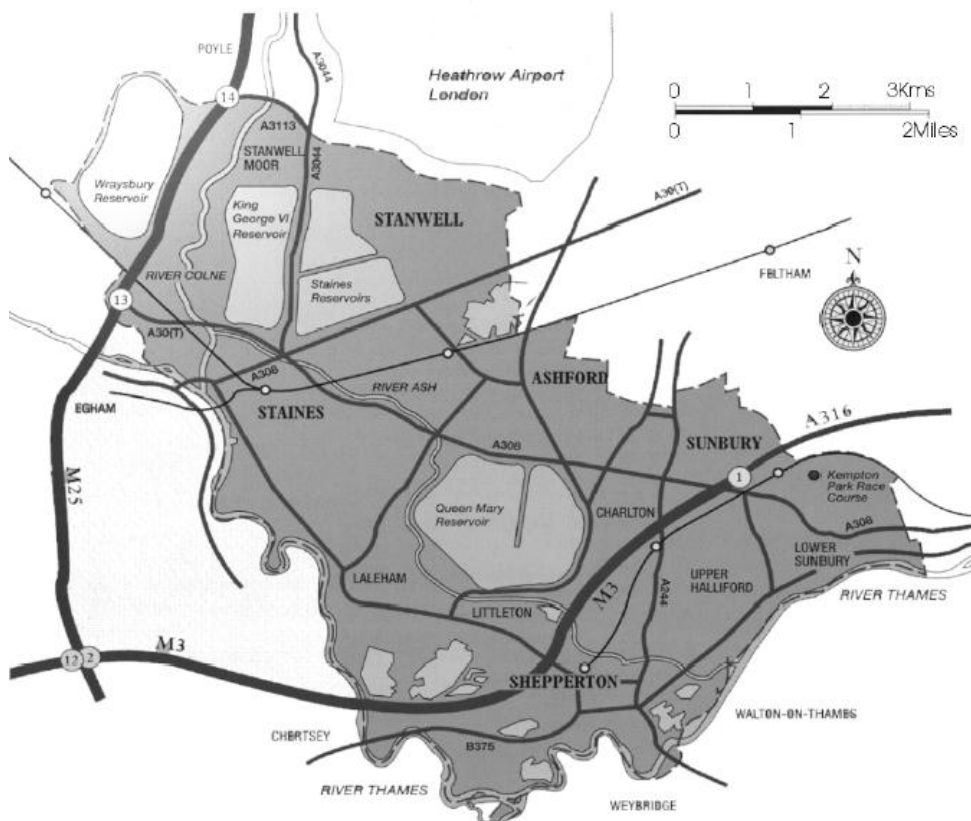
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1. Introduction

- 1.1 Spelthorne has an excellent location immediately to the south of Heathrow and adjacent to the economically buoyant area to the west of London. The Borough has exceptional communication links, a substantial business base with many successful international businesses and a strong economy.
- 1.2 The worldwide recession that began in 2008 has nevertheless meant that even in Spelthorne economic growth has not been what it would have been. There are now strong expectations for growth in the local economy but future economic success needs to be planned and managed.
- 1.3 This Economic Strategy sets out the actions the Council will be taking over the coming few years to further secure the sustainable growth of the local economy. Many will be longer term but this strategy will be regularly reviewed. Much of this work will be in partnership with other organisations. Together we will build on the strengths of the economy as well as any issues that need improving.
- 1.4 We are consulting on this draft document and we would value your comments by (end date of consultation). We plan to adopt the final version of the Strategy at Spelthorne Borough Council's meeting on 19 December 2013.

Map 1 Borough of Spelthorne



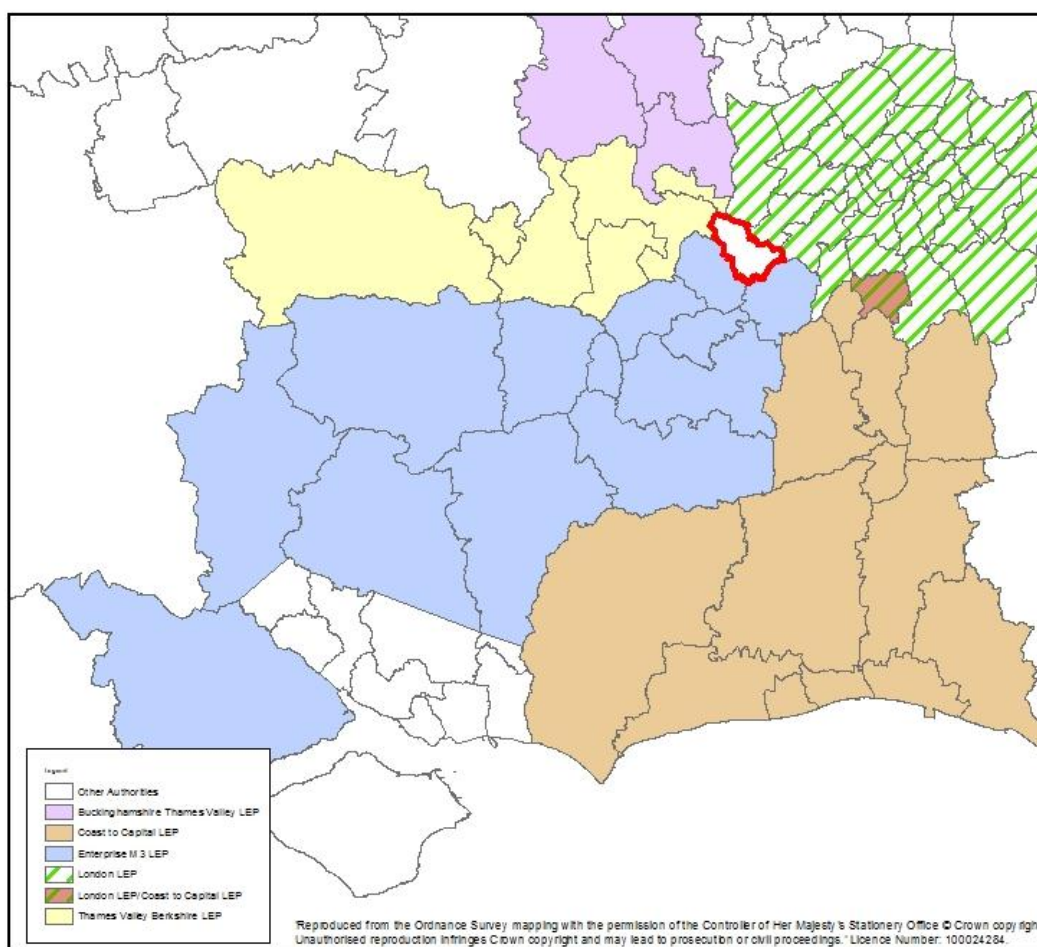
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2. The Spelthorne Economy

a. Background

- 2.1 Spelthorne is part of the Enterprise M3 Local Economic Partnership (LEP) area stretching from the Borough to the New Forest. This area is ranked as the most resilient Local Enterprise Partnership area in England¹. Spelthorne is recognised as the best connected Borough in the Partnership area. The Partnership seeks to ‘drive prosperity in the M3 corridor’ and has a common vision for the area to become ‘*The premier location in the country for enterprise and economic growth balanced with an excellent environment and quality of life*’.

Map 2 Local Economic Partnerships



- 2.2 Spelthorne is also part of the county of Surrey. Surrey Connects² is an independent business-led economic development company supported by the County Council and the 11 districts. The County is already the largest contributor to the national economy outside London. Surrey Connects seeks to position Surrey as a world class economy and shape ‘*a county where knowledge, creativity and innovation drive economic growth to bring prosperity and quality of life for all*’. Specifically it seeks to foster ‘smart economic growth’ which brings innovation and jobs but also maintains the things that make Surrey an attractive location to live and work.

¹ Enterprise M3 – Strategy for Growth, May 2013.

² www.surreyconnects.com

- 2.3 In September 2013 the Council completed a detailed Local Economic Assessment of the Borough as part of the background to preparing this strategy. The findings confirm Spelthorne's excellent connectivity as well as other significant strengths in terms of the amount of business activity, diversity of business sectors, presence of growth sectors and a growing small business sector. It also has a significant retail sector focussed on Staines-upon-Thames.
- 2.4 The Council consulted businesses and other groups on the assessment and there was a strong support for the analysis and conclusions it presented.
- 2.5 This was supported by a survey of local businesses which gauged current business experiences. The survey results were very encouraging and showed that 78% of those who responded expected to expand their business in the next two years and 68% expected to take on more staff.
- 2.6 The assessment and business responses did, however, show a range of current challenges in terms of costs, competitiveness, availability of finance and winning new business. It also highlighted the need to improve the skills of the resident workforce and further increase the already high levels of participation in the labour market. This improvement could increase levels of disposable income and in turn support even higher levels of business activity.
- 2.7 The following paragraphs outline, under four headings, further details about the key findings of the local economy:
- Locational context
 - Scale and nature of business activity
 - Economic performance
 - Employment and the labour market

.....findings confirm Spelthorne's excellent connectivity as well as other significant strengths...

b. Locational Context

- 2.8 The Borough is small geographically, being only some 7 miles long by 2.5 miles wide. However, it has more business space per hectare than any other Surrey district.
- 2.9 With over 940,200m² of business floorspace, 4,500 businesses, a population of over 95,000 and over 50,000 residents in employment, it is an important integral part of the sub-regional economy centred at Heathrow.
- 2.10 Spelthorne has excellent connections with the M3 and M25 motorways passing through it as well as the A30 trunk road. The M4 motorway is only 5 minutes travel time away.
- 2.11 The Borough's connectivity is enhanced by its high level of rail access with six railway stations in the Borough. Staines is the fifth busiest passenger station in Surrey. London Waterloo is just 32 minutes travel time from Staines and services also go to Reading, Windsor and Weybridge. The Shepperton branch-line also provides services to London Waterloo via Kingston-upon-Thames.

- 2.12 Staines-upon-Thames, the Borough's principal town centre, is one of the closest town centres to Heathrow – approximately 10 minutes by road to Terminal 5. Staines-upon-Thames is both an important business and retail centre serving north Surrey and beyond.

c. Scale and nature of business activity

- 2.13 The large numbers of businesses in Spelthorne are spread widely across the Borough.
- 2.14 Industrial and warehouse premises represents the largest amount of floorspace at 384,300m². These are concentrated mainly in defined industrial estates and areas across the Borough. Many of the warehouses are part of the large air freight sector. Shepperton Studios, which is part of Pinewood Studios, is the largest single business in the Borough. This is one of two film/TV studios in Spelthorne and part of a loose 'cluster' of like businesses in the outer/west London area.
- 2.15 Office floorspace amounts to 200,300m² with over 40% of office users occupying premises of 49m² or less. The major offices are located in Staines-upon-Thames and to a lesser extent in Sunbury-on-Thames close to junction 1 of the M3. There are several serviced business centres offering space to small businesses.
- 2.16 Much of the 209,500 m² of retail floorspace in the Borough is located within existing shopping centres of which Staines-upon-Thames is by far the largest. The other main retail centres are in Ashford, Sunbury-on-Thames and Shepperton.
- 2.17 In the areas immediately adjoining the Borough there is further significant amounts of business floorspace, placing the Borough in an area of very high business activity. This includes Heathrow Airport, Poyle Trading Estate and the Causeway, Staines-upon-Thames which is on the south side of the River Thames in the Borough of Runnymede. Heathrow in particular makes a significant and positive economic impact on the wider area.

d. Economic Performance

- 2.18 The biggest employers in the Borough and the wider area are BP at Sunbury, Shepperton Studios and Heathrow Airport, each of which is in sectors of the national economy that are strong and growing.
- 2.19 In terms of the UK Index of Competitiveness the Borough is in the top quartile nationally and is in one of the most economically buoyant areas of the UK. The recent business survey shows the particular expectations for growth in the Borough.
- 2.20 The level of vacant business floorspace is only around 7.9%. This is relatively low compared to some areas but does provide some capacity for further business growth.
- 2.21 In the retail sector there are over 800 premises with a vacancy rate of 9%. This again is well below the national average. In the 12 months to April 2013 over 5% of retail premises changed hands which provides a positive sign of business formation. These are all further signs of strength of the local economy.

'The biggest employers in the Borough and the wider area are BP at Sunbury, Shepperton Studios and Heathrow Airport...'

- 2.22 As at March 2013 there was planning permission for a net growth of over 71,000m² of new business floorspace in the Borough³. The Council has a supply of 1,125 dwellings that can be readily developed⁴ (equivalent to more than 6 years supply). There is therefore considerable scope for expansion in the construction sector in Spelthorne.
- 2.23 The scope for business growth from both vacant premises and the implementation of sites with planning permission and other proposals represents significant capacity for further economic growth.
- 2.24 In comparison with other adjoining authorities the proportion of small businesses in Spelthorne is slightly smaller. In part this reflects the amount of employment provided by several very large employers. The latest evidence on business start-ups shows that despite the continuing recession there is an encouraging net growth in small businesses.

‘...significant capacity for further economic growth’

e. Employment and the labour market

- 2.25 Spelthorne is located within a relatively urbanised area with over 95,000 people living in the Borough. Over 50,000 are in work which is a very high proportion of the economically active population⁵.
- 2.26 There are over 1.21 million people living in the seven adjoining boroughs of which over 641,000 are in work. This represents a substantial labour supply for local businesses with high levels of short distance commuting in and out of the Borough to adjoining areas. Heathrow Airport is a major source of employment with over 76,000 working there⁶.
- 2.27 Spelthorne has a very low unemployment rate (1.7%⁷ in July 2013) although this is still slightly higher than the Surrey average (1.4% July 2013).
- 2.28 The levels of skill represented in the Spelthorne workforce are lower than many adjoining areas and is reflected in the types of work people do. In turn these lower skills and work types are reflected in lower incomes. The business survey revealed some evidence of the need for greater skill levels and work readiness of those entering the labour market. Overall there is scope to grow both levels of skill and consequently disposable income.
- 2.29 The number of people with health problems or other physical limitations to work is, in absolute terms, quite small but is a little higher than the average for Surrey. This is supported by evidence from both the 2011 Census and the North West Surrey Clinical Commissioning Group. This also impacts on employment levels and disposable income.

³ This represents scope for growth of 9% compared to existing floorspace.

⁴ Source: Appendix 4, Annual Monitoring Report 2013: Statement of Five Year Land Supply, base date 1 April 2013.

⁵ 2011 Census showed 46.4% of all 16-74 year olds in Spelthorne were in full-time employment – the highest percentage of any adjoining or Surrey authority.

⁶ 8.3% of the Spelthorne workforce is employed at Heathrow Airport.

⁷ Based on those receiving Job Seekers Allowance.

f. Strengths and Weaknesses

2.30 There are substantial strengths in the Spelthorne economy but also some weaknesses; these are summarised in the following table. These weaknesses need attention through this strategy to optimise the Borough's potential for further economic growth.

Strengths	Weaknesses/Opportunities
Large business base.	Scope for greater inward investment utilising existing planning permissions, proposals and vacant floorspace.
Diverse range of businesses.	Need for longer term infrastructure improvements.
Borough's location in an area of business success.	Current consideration by government of aviation capacity in the South East and role of Heathrow as a 'hub' airport.
Capacity for further business growth.	Scope to improve local labour force skills.
Excellent location.	Scope to improve resident's health, fitness and work readiness.
Excellent connections by road, rail and air.	Scope to significantly increase the levels of disposable income.

g. Existing policy

2.31 Whilst this is the Council's first Economic Strategy it has nevertheless had a longstanding positive approach to economic development which is set out in its planning policies⁸; these provide the context to this strategy. They can be summarised as follows:

- a. To maintain the employment capacity of the Spelthorne economy by supporting the renewal of employment floorspace through redevelopment and extensions and protecting the main employment areas⁹.
- b. Maintain the four main town centres of Staines-upon-Thames, Ashford, Sunbury-on-Thames, Shepperton and local centres as the focus for shopping and to seek opportunities for their continued improvement¹⁰.
- c. Continually improve Staines-upon-Thames by encouraging development that contributes to its vitality and viability through growing its retailing, retail services and businesses¹¹.
- d. Improve traffic management in Staines-upon-Thames including access by public transport, its role as a public transport hub and further improving its environment and town centre management¹².

⁸ Core Strategy and Policies Development Plan Document, February 2009 and Allocations Development Plan Document, December 2009.

⁹ Core Strategy Policies SP3 and EM1.

¹⁰ Core Strategy Policy SP4 and TC3.

¹¹ Core Strategy Policy TC1.

¹² Core Strategy Policies SP4, SP7 and TC1.

- e. Encourage measures to improve accessibility to Heathrow Airport from the Borough¹³.
- f. Support initiatives to improve the skills of the local workforce and community facilities¹⁴.

3. Vision for the Spelthorne Economy

- 3.1 The Council's objective is to secure sustained economic growth. It also recognises that the environment and character of the Borough is important in attracting many businesses and residents rightly see its protection to be of great importance. Its vision is therefore:

To secure sustained growth of the local economy for the benefit of businesses and residents whilst protecting the Borough's environment and character.

- 3.2 In pursuing this vision the Council will build on the positive growth prospects revealed in its latest business survey. In particular it will seek to increase the number of businesses in the Borough and their level of business activity as well as growth in the proportion of residents in work and their income levels.

4. Implementing the Vision

- 4.1 To implement the 'vision' actions are proposed under the following themes:
1. Implementing and maintaining a capacity for growth.
 2. Developing skills and employability.
 3. Supporting business.
 4. Improving infrastructure.
- 4.2 The actions reflect both existing initiatives and new work. They include short term and one-off initiatives as well as on-going/longer term work necessary to sustain a continuous process of attracting and growing new businesses. Some actions involve further investigation. For each 'action' specific details are provided about the implementation, timescale and the lead committee/task group/senior officer.
- 4.3 This 'vision' and the detailed actions are consistent with the 'Strategy for Growth' prepared by Enterprise M3 and the work of Surrey Connects.

¹³ Core Strategy Policy CC4.

¹⁴ Core Strategy Policies SP3, SP5 and CO1.

Theme 1 - Implementing and maintaining a capacity for growth

- 4.4 Spelthorne’s inherent economic strength in terms of business base, excellent communication links and location means its scope for future economic growth is very strong.
- 4.5 The availability of positive planning policies, sites available with planning permission and vacant premises provides the physical capacity for both expansion of businesses already in the area as well as those looking to relocate. This will support continuing inward investment to the Borough.
- 4.6 Nevertheless, in the wider area, including the Enterprise M3 LEP, the supply of vacant premises and sites with planning permission are considerable in comparison to current market demand. Therefore, if the Council is to realise the potential for growth it needs to be more pro-active in securing the implementation of development and in attracting new businesses.
- 4.7 There are various existing initiatives, including those to further promote the Borough generally and specifically Staines-upon-Thames. The Council will take actions to further this work and also secure the long term success of Ashford and explore then need for initiatives in Shepperton, Sunbury-on-Thames and Stanwell.

‘Spelthorne’s inherent economic strength..... means its scope for future economic growth is very strong’.

Actions to implement and maintain a capacity for growth

Ref	Action	Implementation
Promoting the Economy		
A1	To develop detailed plans to promote business growth and inward investment to the Borough. (To include, as appropriate, specific measures/approaches for each of the main towns of Staines-upon-Thames, Ashford (Ashford pride), Shepperton, Sunbury-on-Thames and Stanwell.	<ul style="list-style-type: none"> a. Seek advice from the Local Government Association – Local Economic Growth Programme and develop a detailed Borough-wide plan. Timescale: by end of June 2014. Lead: EDTG¹⁵/EDM¹⁶. b. Progress implementation of Borough-wide action plan. Timescale: from July 2014 onwards. Lead: EDTG/EDM. c. Develop a work programme to produce a Staines-upon-Thames Strategy. Timescale: by end of June 2014. Lead: Staines-upon-Thames Sub Group

¹⁵ Leader’s Economic Development Task Group

¹⁶ Economic Development Manager

Ref	Action	Implementation
		<p>of the EDTG/HoPHS¹⁷.</p> <p>d. Develop a work programme to promote Ashford and the Ashford Pride initiatives.</p> <p>Timescale: by end of February 2014. Lead: Ashford Sub Group of the EDTG/EDM.</p> <p>e. Investigate the need for specific measures in Sunbury-on-Thames, Shepperton and Stanwell.</p> <p>Timescale: by end of March 2014 and, as necessary, develop appropriate plans by end of July 2014 and implement from September 2014 onwards. Lead: EDTG/EDM.</p>
A2	Enhance the pro-business culture in the Council to further focus Council services to effectively meet business needs.	<p>The Council will review the extent to which its services are delivered in a way which is sensitive to business needs.</p> <p>Timescale: complete a review and implement by March 2014 and annually update. Lead: EDTG/Chief Executive.</p>
A3	Investigate scope for the Council to develop arrangements for regular on-going close liaison with major businesses in the Borough (often referred to as 'key account management').	<p>Investigate potential scope and resource implications.</p> <p>Timescale: by April 2014. Lead: EDTG/EDM</p>
Implementing Developments		
A4	Encourage entrepreneurship through support for the establishment of small businesses.	<p>a. Investigate provision of start-up premises for small businesses and whether any additional facilities/support is required.</p> <p>Timescale: by September 2014. Lead: EDTG/EDM.</p> <p>b. If a need exists, to assess the best means of provision including public and private options.</p> <p>Timescale: by December 2014. Lead: EDTG/EDM.</p>

¹⁷ Head of Planning and Housing Strategy

Ref	Action	Implementation
A5	<p>Proactively seek to implement development on appropriate Council sites in Staines-upon-Thames, including:</p> <ul style="list-style-type: none"> a. Bridge Street Car Park, Staines-upon-Thames – residential development (Allocations Development Plan Document: site A9). b. Elmsleigh Centre extensions, Staines-upon-Thames – Phase 3 and 4 (Allocations DPD: site A10). 	<p>This is part of an existing implementation strategy for Staines-upon-Thames.</p> <p>Timescale: On-going. Lead: Cabinet/HoPHS.</p>
A6	<p>Proactively work with developers/landowners to implement approved development on private sites. To include:</p> <ul style="list-style-type: none"> a. Former Majestic House, High Street, Staines-upon-Thames. b. Former Centrica site, London Road, Staines-upon-Thames. c. Extension of Shepperton Studios, Shepperton. 	<ul style="list-style-type: none"> a. Sites (a) and (b) are part of the existing implementation strategy for Staines-upon-Thames. <p>Timescale: On-going. Lead: Cabinet/HoPHS.</p> <ul style="list-style-type: none"> b. Investigate resources needed to encourage implementation of sites outside of Staines-upon-Thames. <p>Timescale: by end of January 2014. Lead: EDTG/HoPHS.</p>
A7	<p>The Council will seek to use its assets to assist the economy of the Borough where this is consistent with the delivery of other services.</p>	<p>To be kept under continual review.</p> <p>Timescale: On-going. Lead: Leader's Task Group on Fixed Assets.</p>
A8	<p>To ensure the planning service facilitates a process of appropriate on-going extension and redevelopment of business floorspace to maintain a stock of modern business premises¹⁸.</p>	<ul style="list-style-type: none"> a. Monitoring the effectiveness of planning policies to ensure they remain effective. <p>Timescale: On-going. Lead: HoPHS</p> <ul style="list-style-type: none"> b. Monitoring the need or otherwise for additional employment land. <p>Timescale: On-going. Lead: HoPHS</p> <ul style="list-style-type: none"> c. Identify unmet business needs that may arise and investigate appropriate site/opportunities –to include hotel/conference facilities (see also Action 24). <p>Timescale: On-going. Lead: EDTG/EDM/HoPHS.</p>

¹⁸ This reflects Core Strategy Policy EM1 (b)

Theme 2 - Developing skills and employability

- 4.8 Evidence shows there are lower skill levels amongst residents in work in Spelthorne. Significant improvement in educational attainment have been achieved in the last 10 years in the Borough but the quality of facilities and delivery of education needs to improve further to close the attainment gap with some adjoining higher performing authorities.
- 4.9 Surrey County Council is the Local Education Authority (LEA) for primary and secondary education in Spelthorne. Whilst new models of organisation, including 'academy' status, reduces the extent of LEA control they nevertheless have ultimate responsibility. The Spelthorne Local Committee of the County Council has a particular role to scrutinise and support local schools as well as the Children and Education Select Committee.
- 4.10 Brooklands College is a Further Education College with a campus at Ashford. It has a particular focus on vocational courses. It had planning permission and funding approval in July 2008 to rebuild the College but in late 2009 Government funding was withdrawn nationally. The College is currently seeking funding from the Skills Funding Agency to redevelop its site albeit requiring some enabling development to secure this. A successful Further Education College is seen by the Council as vital in securing improved educational attainment in the Borough and could also have significant economic benefits for Ashford.
- 4.11 There are slightly higher levels of poorer health in Spelthorne compared to some adjoining areas. The new North West Surrey Clinical Commissioning Group¹⁹ has primary responsibility for health and health promotion and its strategy, which is currently under preparation, will be critical to future health improvements in the Borough.
- 4.12 The Council has been involved with or supported a number of initiatives to foster interest in training and assist the 'work-readiness' of those who are unemployed, including 16-19 year old not in education, employment or training (NEETs). Through its Leisure & Culture Strategy and provision of Leisure Centres and other facilities the Council has an important supporting role in improving health. It also has an important complimentary role through its economic development activities, community safety role and work with youth through its Young People's and Leisure Strategies.

Actions to develop skills and employability

Ref	Action	Implementation
	Education Provision	
A9	The Council will work with Surrey County Council (SCC) in raising teaching standards and attainment levels in primary and secondary schools in the Borough.	To be achieved through a range of actions and regular review and scrutiny of progress. Timescale: On-going. Lead: SCC through its Education Authority role and local review through its Spelthorne Local Committee ²⁰ .

¹⁹ Clinical Commissioning Groups replaced Primary Care Trusts in April 2013.

²⁰ This Committee has an equal number of Borough Councillors appointed to it.

Ref	Action	Implementation
A10	The Council will support Brooklands College in bringing forward an appropriate comprehensive development of its Ashford Campus to secure permanent teaching facilities on the site.	To be achieved through: a. Timely planning and other advice. b. As necessary, support for the College in securing appropriate Government funding. Timescale: On-going. Lead: HoPHS.
	Promoting education, training and high levels of attainment	
A11	Support for the Heathrow Academy.	This provides the compulsory 2 weeks training necessary for many of the 'air-side' work opportunities at Heathrow. The scheme draws people from Spelthorne and 4 other boroughs around Heathrow and focusses on construction, retailing and aviation. Timescale: On-going. Lead: EDM.
A12	Support for the Heathrow Jobs and Careers Fair (This is an established annual event for those of 16+ (years 11-13).	This assists in informing young people about work opportunities and associated training needs. Timescale: On-going. Lead: Heathrow Airport Ltd.
A13	Support for business's schools programmes (including existing schemes by BP and Heathrow) which focus on Science, Technology, Engineering and Maths (STEM).	By the businesses concerned. Timescale: On-going. Lead: EDM.
A14	Support for Enterprise M3 in its work to identify and develop skills training.	Timescale: On-going. Lead: EDM.
A15	Support for the Local Strategic Partnership (LSP) – Skills, Education and Training Sub Group and initiatives it brings forward. (The LSP draws together a wide range of public sector, voluntary/charity groups and businesses to deliver actions that could not be achieved individually).	Timescale: On-going. Lead: EDTG/EDM.
	Assisting 'work readiness'	
A16	Supporting Families Programme – working with 240 families in Spelthorne, Elmsbridge and Epsom and Ewell where there is either a) an adult on an out of work benefit; b) poor school attendance/exclusion; c) anti-social	The Council leads the management of the programme and provides accommodation and other practical assistance. Timescale: Current programme runs to

Ref	Action	Implementation
	behaviour involving children; d) issues of mental health, alcohol or drugs.	March 2015. Lead: Asst CX (LB) ²¹
A17	Through its Youth and Leisure and Community Safety teams the Council supports specific initiatives to develop positive social skills and greater 'work readiness'.	The Council will achieve this through such schemes as a) intergenerational projects; b) Play Scheme vouchers; c) multi-agency initiatives working with young people. Timescale: On-going. Lead: EDM/LSM ²² .
A18	Investigate scope for an on-going programme of 'Back to Work' events (such as the over-50s job club, which assists people with work readiness and enhancing employability and success in securing work, funded by Surrey Life Long Learning Partnership).	Timescale: Investigate by February 2014. Lead: EDM.
Health Improvement		
A19	Support as appropriate the North West Surrey Clinical Commissioning Group (CCG) in developing and implementing its Strategic Community Plan for 2014-2017.	The Council will achieve this by: a. Sharing information. b. Liaising on the scope for joint programmes. c. Seeking ways through its existing work to compliment the CCGs programme. Timescale: On-going. Lead: Asst CX (LB).
A20	The Council to continue to implement existing initiatives to support improved health and fitness, thereby enhancing long-term work capability.	Continue to implement the following schemes: a. Exercise referral scheme – leisure centres take referrals from GPs to aid recuperation from illness and surgery and/or develop an exercise habit. b. Weight Management Programme – leisure centres take referrals from GPs for dietary awareness and exercise sessions. c. Walking for Health scheme – volunteer-led short walks and coordinated by the Council's Leisure team.

²¹ Assistant Chief Executive (Liz Borthwick).

²² Leisure Services Manager.

Ref	Action	Implementation
		<p>d. Promoting the benefits of physical activity and sport.</p> <p>Timescale: On-going. Lead: LSM.</p>

Theme 3 - Supporting Business

- 4.13 The Council has an important role it can play in supporting businesses and business organisations in the Borough.
- 4.14 This can be achieved firstly through its on-going support and secretarial resources for the Spelthorne Business Forum (SBF)²³.
- 4.15 The Council has a long-standing relationship with major employers and businesses such as BP, the Elmsleigh Centre, Two Rivers and Shepperton Studios. There is scope to extend such relationships to a greater number of organisations and widen the support the Council can give.
- 4.16 The Council has land and other assets which, subject to wider service delivery to the public can be used to support the economy generally. For example, it owns the freehold of the Elmsleigh Centre in Staines-upon-Thames providing not only an income to the Council but opportunity to help ensure it continues to best meet the shopping needs of those who live in its catchment area.
- 4.17 A number of services the Council provide either affect businesses or are relied on by them. These include Planning and Building Control, food inspections, licensing, pollution control, etc. The Council needs to continue to ensure these operate in a way that, as appropriate, supports business needs.
- 4.18 Finally, the Council has a role in championing the needs of businesses generally and, where appropriate, seeing how it can assist in fostering new or existing business sectors. Its membership of Enterprise M3 and its role in promoting business across a wider area is increasingly important as the Government seeks to direct more financial resources and responsibility for spending to LEPs.
- 4.19 The Council has recognised for a long time the huge amenity asset it has in the River Thames and river frontage of more than 12 miles. It recognises the scope to develop the visitor economy, taking advantage of the Thames and the many parks, open spaces and historic villages which adjoin it. The following includes a specific action (A24) to investigate the visitor economy/tourism.

²³ Membership of the SBF is free and it operates monthly networking events, one-off training events and networking and speakers at breakfast events. Membership currently exceeds 700 businesses and business groups. Support is also given to local Chambers of Commerce and business organisations.

Actions to support businesses

Ref	Action	Implementation
A21	The Council will provide on-going support to the Spelthorne Business Forum as the primary business support and promotion organisation in the Borough.	<p>The Council will provide the Spelthorne Borough Forum:</p> <ul style="list-style-type: none"> a. Secretarial support to run networking, training and promotional events. b. Financial support to meet the costs of meetings where sponsorship arrangements prove insufficient. c. Promotional space on the Council's website. <p>Timescale: On-going. Lead: EDM</p>
A22	Promoting opportunities for local businesses to tender for Council contracts.	<p>Further development of information currently provided on the Council's website.</p> <p>Timescale: by end of December 2013 and then on-going up-dating. Lead: EDM.</p>
A23	The Council will champion the needs of businesses in Spelthorne and ensure they are properly recognised in the wider area.	<p>The Council will ensure that through its own economic development activity, Enterprise M3, Surrey Connects, Surrey County Council and its Surrey Future initiative and support for the Spelthorne Business Forum, that the needs of Spelthorne and strengths of its economy are appropriately reflected.</p> <p>Timescale: On-going. Lead: EDM.</p>
A24	The Council will initiate investigation of business sectors where there appears scope for growth, including tourism, possible business clusters and hotel/conference facilities.	<ul style="list-style-type: none"> a. The Council will consider the actions necessary to promote tourism in Spelthorne – particularly associated with the River Thames. <p>Timescale: Complete an assessment by June 2014. Lead: EDM with Local Government Association support.</p> <ul style="list-style-type: none"> b. The Council will keep under review the scope for targeted growth and support in other business sectors. <p>Timescale: On-going. Lead: EDTG</p>

Ref	Action	Implementation
A25	On-going provision of security to retailers in Staines-upon-Thames through its 'Staisafe' initiatives which support rapid reporting and identification of criminals via a radio network.	Through the 'Staisafe' co-ordinator employed by the Council. Timescale: On-going. Lead: 'Staisafe' Co-ordinator and EDM.

Theme 4 - Improving transport infrastructure

- 4.20 Spelthorne, like most authorities close to London, experiences congestion to varying degrees within its town centres. Ensuring effective management of the transport network is the responsibility of Surrey County Council as highway authority.
- 4.21 The County Council is currently undertaking studies as part of a Staines Movement Study and associated studies of walking and cycling across the Borough. The County Council has already identified the widening of Staines Bridge as a major infrastructure project as part of a package of measures to be progressed through Enterprise M3 post 2019.
- 4.22 As part of its Leisure work the Borough is also considering with the County Council complimentary measures to further promote cycling.
- 4.23 The Borough Council has a proposal to improve the bus station in South Street, Staines-upon-Thames as part of a comprehensive extension of the Elmsleigh Centre²⁴.
- 4.24 A significant infrastructure issue is the role and future of Heathrow as an international hub airport. The airport provides significant economic benefits to the Borough in terms of work for local residents and the associated business it attracts. In September 2012 the Government set up the Davies Commission²⁵ to consider where future runway capacity should be provided in the UK. The 'debate' this has generated includes proposals for alternatives to Heathrow as the UK's 'hub' airport.
- 4.25 The Council supports in principal the provision of a third runway at Heathrow subject to environmental and other safeguards²⁶ and the importance of maintaining its 'hub' status.
- 4.26 The Borough has good rail access but two issues need to be resolved in the longer term. Firstly the provision of a southern rail link to Heathrow and secondly increased rail capacity in the approaches to Waterloo (Wimbledon to Waterloo) to enable continued growth of rail services. These two projects are highlighted in the recent Surrey Rail Strategy and which the Borough fully supports. That strategy particularly highlights the potential roles of Crossrail 2 (regional option) and an extended HS2 in providing solutions to both problems. Surrey County Council is currently considering as part of its Rail Strategy shorter term surface access improvements to Heathrow pending longer term comprehensive rail solutions which are integrated with the existing network.

²⁴ Allocations Development Plan Document, Site A10

²⁵ The Independent Airports Commission – increasing international competitiveness of UK airlines and airports, chaired by Sir Howard Davies.

²⁶ Spelthorne Council agreed on 21 February 2008 to support the White Paper for a third runway at Heathrow subject to: compliance with mandatory EU air quality limits; no increase in the area affected by aircraft noise; surface transport improvements; no mixed mode and market value compensation for loss of property.

Ref	Action	Implementation
A26	The Council will work with Surrey County Council to secure completion of the Staines Movement Study, identification of appropriate proposals and their timely implementation.	Timescale: On-going. Lead: Spelthorne Local Committee
A27	The Council will seek to secure an improved Staines Bus Station through comprehensive extensions of the Elmsleigh Centre.	Timescale: On-going. Lead: Economic Development Task Group/HoPHS.
A28	The Council will support measures to reduce local congestion including through initiatives to secure modal shift to cycling and walking.	Timescale: On-going. Lead: Spelthorne Local Committee.
A29	The Council will support measures to maintain Heathrow Airport's 'hub' status subject to satisfactory environmental safeguards.	Timescale: On-going. Lead: Cabinet/HoPHS.
A30	The Council will actively support the implementation of the Surrey Rail Strategy and in particular: <ul style="list-style-type: none"> a. A southern rail access to Heathrow. b. Improved rail capacity in the Waterloo approaches through Crossrail 2. c. Shorter term proposals to improve surface access to Heathrow. 	Support the work of Surrey Futures in progressing the Surrey Rail Strategy and lobbying Government as appropriate. Timescale: On-going. Lead: Cabinet/HoPHS.

5. Monitoring and Review

- 5.1 Progress on each of the 'actions' in this strategy will be regularly monitored by the Council's Economic Development Task Group. In addition to this it will assess the extent to which the economy as a whole is performing.
- 5.2 On a three yearly basis it will comprehensively review its Local Economic Assessment and annually monitor changes in key data areas. In particular it will look at the following key performance indicators as measures of the effectiveness of this strategy:
- a. Net change in total business rates.
 - b. Net change in total business rated premises.
 - c. Unemployment/job vacancy levels.
 - d. Vacancy levels in commercial property.
 - e. Planning permissions for commercial development –permitted, implemented and net changes in employment floorspace.

f. Information on educational attainment.

5.3 This strategy will be formally reviewed by the Council every 3 years.

6. Further information

6.1 For further information about this strategy and enquiries about development and business in Spelthorne please contact the Council's Economic Development Manager:

Keith McGroary
Economic Development Manager
Spelthorne Borough Council
Knowle Green
Staines-upon-Thames
TW18 1XB
Email: K.McGroary@spelthorne.gov.uk
Tel: 01784 444224

6.2 For advice on planning matters please contact the Council's Head of Planning and Housing Strategy:

Heather Morgan
Head of Planning and Housing Strategy
Spelthorne Borough Council
Knowle Green
Staines-upon-Thames
TW18 1XB
Email: H.Morgan@spelthorne.gov.uk
Tel: 01784 446352

Cabinet**24 September 2013**

Title	Search Moves Common Allocation Policy		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Suzy Webb	Key Decision	Yes
Report Author	Deborah Ashman		
Summary and Key Issues	<p>All local housing authorities are required under the Housing Act to have a housing allocation policy in place that shows how we prioritise applications for social housing and the procedures to be followed in allocating those homes. The Localism Bill 2011 has allowed authorities to restrict who can qualify to join the housing register and amend the way in which applications for housing are prioritised.</p> <p>The new amended policy has addressed Councillors' requirements which include an increased local residence requirement, introducing a financial resources threshold and a proposal to give some preference to working households. Statutory requirements have also been addressed to ensure that the Armed Forces are adequately prioritised and all the requirements under the Welfare Reform Act are addressed.</p>		
Financial Implications	<p>Funding has already been secured to implement a new housing and homelessness IT system including an on line application form which will assess eligibility and banding for applicants. As all of the existing 5 partners have undertaken to purchase the system the costs are being divided equally. Currently all ongoing costs of the Search Moves scheme are divided each partner has an identified budget of £10,000.</p>		
Corporate Priority	<p>Service delivery</p> <p>Communication</p> <p>Efficient use of assets</p> <p>Supporting independent living</p>		
Recommendations	<p>Resolved to recommend that Council:</p> <ul style="list-style-type: none"> • Approves the proposed policy so the IT provider can be instructed to build the system to facilitate implementation of the new allocation policy. • The Portfolio holder to be given authority to approve any minor amendments to the policy due to the changing nature of legislation/case law and the changing needs of the community. 		

1. Background

- 1.1 All local housing authorities are required under the Housing Act 1996 (part 6) to have a housing allocations policy in place that shows how they prioritise applications for social housing and the procedures to be followed in allocating those homes.
- 1.2 Since 2008 Spelthorne, Elmbridge and Runnymede Councils have had a common allocation policy, along with Elmbridge Housing Trust and A2Dominion. The partners continue to operate a choice based lettings scheme (CBL) known as SEARCH Moves, through which households can apply for housing across north Surrey and be offered social housing. This partnership is enforced with a legal partnership agreement and a jointly procured legal contract with the IT provider LOCATA.
- 1.3 The aim of the partnership is to enable housing applicants and transferring tenants to bid for advertised vacant housing association and Council properties both within their own borough and across boundaries. This gives more choice to the clients and ensures the limited supply of properties available across all three areas is used effectively.
- 1.4 The majority of general needs properties from all the boroughs have been advertised through CBL and 30% of properties put forward for the cross boundary share. Close monitoring is undertaken to ensure that no local authority imports or exports significantly more than another and that no group of clients are in any way disadvantaged by this scheme. In reality only 10% of clients actually move across boundary. Throughout the partnership this accounted for 65 households in the year February 2012 to February 2013.
- 1.5 Search Moves has been regarded as a success especially by applicants who find the bidding process easier and the allocation of properties more transparent.

2. Key issues

- 2.1 Runnymede Council now has their own allocation policy but the remaining four organisations wish to retain having a common allocation policy. Residents from Elmbridge and Spelthorne will now only benefit from cross boundary allocations between the two boroughs. Runnymede will now leave the SEARCH Moves allocation partnership but will remain in the joint IT contract so all can benefit from future joint procurement of system enhancements etc. Runnymede Council has the responsibility to ensure the legal partnership agreement is amended and a variation is made to the Locata contract.
- 2.2 Spelthorne and Elmbridge Councils along with A2Dominion and Elmbridge Housing Trust have continued discussions to agree the changes to the allocation policy to comply with the changes to Part 6 of the Housing Act 1996 and to react to the Localism Act 2011.
- 2.3 In March 2013 there were **2,280** households on Spelthorne's Housing Register. A2Dominion currently advertise approximately **220** properties to Spelthorne residents (including cross boundary).

- 2.4 Legislation dictated previously that anyone who had a housing need could apply to any borough's housing register. The Localism Bill allows Councils to restrict who can now be added to the list.
- 2.5 Whilst applicants can establish a local connection by means of employment, family association etc the main change to the proposed policy is to increase the residence criteria to current residence plus 3 years. Currently applicants who have residence in Spelthorne for 6 months out of the past 12 months or 3 years out of the last 5 years are deemed as having a local connection and therefore given a preference banding . Data obtained in March 2013 has established that this change will exclude approximately **290** households from the existing register.
- 2.6 There is currently no income or financial resources restriction on households applying to be housed. It is proposed that applicants or a member of their household who own or part own a property either here or abroad, which could meet their needs, or be sold and the proceeds used to meet their needs, will not be eligible to go on the housing register. It is further proposed that if the joint household income is greater than £50,000 or if they have savings greater than £30,000, they will no longer be eligible. It is calculated that approximately **200** households will be removed from the list due to this change.
- 2.7 Households are currently prioritised by their banding and their date of application when being considered for a property, except for those who go into Band A ,which represents having an emergency medical or welfare need to move. Those in Band A have their Priority date linked to the date they actually moved into the Band. It is proposed that this approach is adopted for those in Band B also. Band B represents those who have an "urgent "medical or welfare need to move. This change is to ensure households who have been living in dire personal circumstances for the most amount of time are prioritised effectively. This will affect approximately **255** households.
- 2.8 Currently the allocation policy awards reasonable preference banding to adult children living in the family home purely on the basis they share facilities. It is not a housing need, rather a housing want. It is therefore proposed that single persons or couples without children who are sharing facilities are only given added preference once they reach 35years old. This also mirrors Welfare Reform changes. Unfortunately data from the existing IT system is unavailable to assess the impact of this change.
- 2.9 Households currently in private rented accommodation are allocated a preference banding purely because they are in that type of accommodation. It is acknowledged that many families are placed in the position of frequently having to move. However legislation has now been changed which allows Councils to discharge their homelessness duty of re housing households who are accepted as not intentionally homeless into the private sector. Further legislation has been passed to allow social housing providers to give time limited tenancies. It is therefore proposed that this preference category is removed. It should be noted however that a preference category would be allocated to those who are overcrowded or in unsuitable properties whatever the tenure. This change will affect **426** households.
- 2.10 To reflect Councillors' opinions and Central Government's Welfare Reform agenda it is proposed that 10% of advertised properties will be prioritised for working households.

- 2.11 The new policy also needs to reflect the government guidelines for Armed Forces. The amendment of legislation stipulates that the armed forces cannot be excluded from housing registers purely due to residence. This requirement has been added to the policy. To reflect Spelthorne's support to the Armed Forces it is proposed that additional priority is given to serving members of the armed forces whose service is coming to an end within 12 months and where they have a specific need to move to the borough. (Please see appendix 1 Page 12/13, currently this only affects approximately 5 households).
- 2.12 Housing Benefit regulations have been changed to reflect the size of properties for which the Government is prepared to pay benefit to families. The proposed allocation policy reflects the majority of changes and ensures no landlord will be in a position to have to take a loss in rental income due to unsuitable allocations based on the size of the dwelling. The major impact of these changes will be that families who have two differing sex children under 10 years will only be allocated one bedroom for the children whereas the existing policy allows 2 bedrooms for differing sex children if one is over 5years old.
- 2.13 Spelthorne, along with other local authorities is required by law to consult with providers of social housing in its area prior to making changes to its housing allocation policies. The partnership felt it important to extend the consultation to those on the four organisations' housing registers and to local residents more generally, along with a range of voluntary and community organisations operating in the two boroughs.
- 2.14 The consultation response was very good, with 890 responses received. 98% of responses were from households and 2% from named organisations. 47% identified that they had an existing housing application with the Search Moves Scheme and 49% did not, with 4% not knowing, reflecting a good variety of responses across the boroughs. (Please see appendix 2).
- 2.15 The consultation results endorse the proposed allocation policy, except for one proposal that stood out to be contentious namely, "To reduce the priority given to applicants renting from a private sector landlord on a assured short hold tenancy". Whilst Officers understand why the consultation has identified this concern point 2.8 identifies the reasoning behind this proposal. However there is a project currently being undertaken in Spelthorne where officers are trying to research and establish incentives for landlords to work with the Council so as to increase the provision and standards of privately rented accommodation whilst still charging an affordable rent .
- 2.16 Two briefing sessions with Spelthorne Councillors have also been undertaken and their views reflected in the proposed policy

3. Options analysis and proposal

- 3.1 Councillors could decide to keep the existing allocation policy with the only changes being those relevant to the armed forces, bedroom category benefit changes and ensuring that clients who are accepted as homeless can be discharged into the private sector . This would ensure all statutory requirements are covered.
- 3.2 After much research it is clear that most local authorities are taking the opportunity given to them under the Localism Bill to change their housing allocation policy to reflect local need and ensure applicants who have a strong

local connection are given priority. Extensive consultation has taken place and the responses reflected in the new policy. It is proposed that the new policy is agreed so the IT provider can be instructed to build the system with an implementation date approximately 6 months later

4. Financial implications

4.1 Funding has already been secured to implement a new housing and homelessness IT system including an on line application form which will assess eligibility and banding for individual applicants. As all of the existing 5 partners have undertaken to purchase the system, the costs are being divided equally. Currently all ongoing costs of the Search Moves scheme are divided; each partner has an identified budget of £10,000.

4.2 Due to the changes in local connection criteria there is likely to be an increase in homelessness applications, a process governed by the Housing Act 1996 (part 7). The bed and breakfast budget had over spent by £80,000, last financial year due to the economic downturn but this overspend is likely to increase. This is in addition to the impact of the Welfare Reform changes which is likely to be realised in the latter part of 2013/14. The Bed and Breakfast Budget has been increased this year from £20,000 to £71,200 to reflect these changes. Constant monitoring of this budget is carried out and a report will be brought back to Councillors if further overspend is evident.

5. Other considerations

5.1 An equality impact analysis on the proposed policy has been undertaken and the findings have found “there are no disproportionate impacts and what possible impacts that have been identified within the consultation are justified in order to make the scheme fairer and accessible to all groups”. (Please see appendix 3)

5.2 Changes to the partnership agreement have to be made due to Runnymede Council having their own allocation policy. A variation is also needed to the joint IT contract with Locata as currently Spelthorne Council is the lead partner and responsible for payment of invoices etc .Runnymede Council Officers have been reminded of the commitment by their Chief Executive that any costs and resources needed that arise from leaving the existing agreement will be paid and undertaken by them .This is being monitored and pursued.

6. Risks and how they will be mitigated

6.1 The Housing Allocation Policy can be legally challenged; a Housing Barrister was instructed by the four partners to ensure the policy is legally compliant and less open to legal challenge. The Barrister’s opinion stated “in my opinion the courts would regard it (the policy) as a well-drawn clearly reasoned scheme that meets statutory requirements, as amplified by the Code of Guidance”.

6.2 A communication plan will be devised and all those affected by the changes will be individually notified .This will be structured effectively to an exact timetable and agreed with the relevant Councillors.

6.3 There will be an appeal process with a realistic timeline for all applicants affected by the policy which will be identified in the letters sent to them .Staff

will be made fully aware of changes and managers will be monitoring the amount of complaints received.

- 6.4 Due to the changes in the local connection criteria there is likely to be an increase in homelessness applications, a process governed by the Housing Act 1996 (part 7). This mainly because the local connection criteria for homelessness legislation is residence for 6 months out of the past 12 months or 3 years out of the past 5 years. To try to mitigate this, the homelessness prevention approach will continue to be used by housing officers. However if private rented properties are not secured for these clients there will be an increase in the use of bed and breakfast etc which will further place demands on the social housing provision.

7. Timetable

The implementation date for the new policy is January 2014 .There has been a delay in the implementation of the new policy due to extensive negotiations with Runnymede Council to try and keep them in this successful partnership and the availability of the IT contractor to build the system. The IT provider has been very effective throughout the existing contract but is currently having to deal with demand from all their contract partners throughout the country who wish to respond to the Localism Act as well as all the Welfare Reform changes

Background papers:

None

Appendices: Appendix 1 The Proposed Cross Partner Allocation Policy

Appendix 2 The Public Consultation Results

Appendix 3 The Equality Impact Assessment



Common Allocations Policy for the Boroughs of Spelthorne and Elmbridge

Choice Based Lettings Scheme

**9 August 2013
Version 9**

A partnership between:

**Spelthorne Borough Council
Elmbridge Borough Council
A2 Dominion Group
Elmbridge Housing Trust**

This booklet is as required by Part 6 of the Housing Act 1996 as amended by the Homelessness Act 2002. It should be read in conjunction with the current Search Moves User Guide.



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1.0 Introduction and aims of this Policy

1.1 Introduction

Spelthorne Borough Council (SBC), Elmbridge Borough Council (EBC), Elmbridge Housing Trust (EHT) and A2Dominion Housing Group (A2D) are partners in the Search Moves Choice Based Lettings scheme. Under this scheme these partners have agreed to let 30% of their vacancies under a sub-regional five partner common allocations policy. These properties will be available to all households on the partners' housing registers.

SBC, EBC, EHT and A2D have agreed to let the remaining 70% of their vacancies under a four partner common allocations policy.

The overall aim of this policy is to ensure that all social housing in the boroughs is allocated fairly and objectively, having regard to any legislative requirements, regulations or Codes of Guidance issued by Department of Communities and Local Government, and homelessness and tenancy strategies.

1.2 The Search Allocations Scheme

The Search Allocations scheme has been established with a view to meeting the following principles and key objectives:

- To operate a lettings policy based on housing need, which is simple, easy to understand, transparent, open and fair
- To ensure that every application is dealt with fairly and consistently.
- To give adequate priority to people who fall within the Government's "Reasonable Preference" categories
- To provide timely information, advice and assistance and make the best use of the powers and resources available to assist people to solve their housing problems in a way more suited to their needs.
- To ensure that applicants have ready access to information on their prospects of housing
- To give adequate priority to homeless people whilst maintaining a balance between the needs of the homeless and other applicants in housing need
- To empower applicants by giving them more opportunity to express choice and preferences about where they want to live whilst having regard to the availability of housing resources and the high demand for housing
- To widen area of choice for applicants and to enable applicants to move across Borough and District Boundaries
- To give adequate priority to residents in housing need who are in low income employment, and who have served in the armed forces, whilst maintaining a balance to all other applicants

In addition to the above, this policy has been designed to make best use of the housing stock in all three boroughs and to ensure that:

- Sustainable and balanced communities are maintained
- Re-let times are minimised
- Difficult to let properties are dealt with
- Under-occupation is reduced
- Best use is made of Supported housing for those who are suitable for this type of housing and in the greatest need of the support

1.3 The Legislative Framework

Legislation states that when making an allocation a local authority must comply with the provisions of Part 6 Housing Act 1996 and the Localism Act 2011. This states that the policy should be set out to ensure that reasonable preference is given to specific groups of people:

- People who are homeless (within the meaning of Part VII of the Housing Act 1996)
- People who are owed duties under s.190(2), 193(2) or 195(2) of the Housing Act 1996 or similar duties under the Housing Act 1985 or who are occupying accommodation secured by the Council under s.192(3) of the Housing Act 1996
- People occupying unsanitary or overcrowded housing or living in unsatisfactory housing conditions
- People who need to move on medical or welfare grounds, including grounds relating to disability
- People who need to move to a particular locality to avoid hardship to themselves or others

The Search scheme gives reasonable preference to these categories of people.

Information on the Reasonable Preference categories and other factors that an allocations scheme may take into account as set out in the legislation is set out in **Appendix 1**

2.0 The Housing Registers

2.1 Introduction

The following registers are covered by this policy

- Spelthorne Borough Council - Housing Needs Register
- Elmbridge Borough Council - Housing Needs Register
- Elmbridge Housing Trust - Transfer Register
- Elmbridge retirement accommodation Register
- A2Dominion Group - Transfer Register for Elmbridge and Spelthorne Search Scheme

2.2 Housing Register eligibility

In certain circumstances, applicants may not be eligible for an allocation of social housing and they will be excluded from the housing register they apply to. These are people from abroad who are ineligible for social housing. A full list of those who are ineligible for an allocation of social housing is contained in Appendix 4

Any applicant who is excluded from the housing register as ineligible will be notified in writing of the reasons why the decision has been made. There is a statutory right to review or appeal this decision. See Section 7 for further information on the review procedure.

2.3 Housing Register Qualification

Under this policy housing will only be allocated to a 'qualifying' person. Housing will not be allocated to a disqualified person. The criteria for qualification or disqualification are set out below.

However in exceptional circumstances the Housing Options Manager or Head of Service or equivalent (job titles may differ between partner organisations) will consider whether to disapply the qualification/ disqualification criteria.

Any applicant who is excluded from the housing register because they do not meet the qualification criteria will be notified in writing of the reasons why the decision has been made. There is a statutory right to review or appeal this decision. See Section 7 for further information on the review procedure.

2.4 Positive qualification criteria

In order to qualify to be included on the housing register applicants must fulfil the following criteria:

(i) Age

An applicant must be at least 16 years old. As an applicant under 18 cannot legally hold an independent tenancy a guarantor will normally be required before any 16/17 year old is offered a property.

(ii) Local Connection

Only applicants who meet the requirements set out below with regard to local connection will qualify to be included on the housing register.

- Applicants who currently live within the borough of Spelthorne or Elmbridge and have done so for at least three years, or
- Applicants who have previous continuous residence within the borough of Spelthorne or Elmbridge amounting to five or more continuous years in that borough within the last 10 years (only residence as an adult will be taken into account) or
- Applicants who have immediate family (mother/father/brother/sister/adult son/adult daughter) who are currently living in the borough of Spelthorne or Elmbridge and have done so for at least five years or more. or
- Applicants who have a permanent job in the borough of Spelthorne or Elmbridge (at least 18 hrs a week and an existing contract of 12 months or more) or
- Applicants who have a connection with the borough of Spelthorne or Elmbridge because of any special circumstances, such as the need to be near specialist medical or support services which are only available in a particular district, or

(iii) Homeless households

A household who has been accepted as homeless by Spelthorne Borough Council or Elmbridge Borough Council under S193 of the Housing Act 1996 (and has not been referred to another authority on 'local connection' grounds) and duty has yet to be discharged, will be deemed to be a qualifying person with regard to local connection within this policy.

(iv) Special arrangements for Armed Forces

Under this policy we will not disqualify the following applicants on the grounds that they do not have a local connection with the authority's district:

- (a) Members of the Armed Forces and former Service personnel, where the application is made within five years of discharge
- (b) Bereaved spouses and civil partners of members of the regular Armed Forces leaving Services Family Accommodation following the death of their spouse or partner (where the death is wholly or partly attributable to their service)
- (c) Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service

2.5 Disqualification Criteria:

The following categories of persons will be not included on the housing register.

(i) Unacceptable behaviour

Unacceptable behaviour is classed as behaviour that would allow a landlord, acting reasonably, to obtain any form of possession order against the tenant.

If the behaviour of an applicant (or a member of their household) is likely to affect their suitability to be a tenant this will be taken into account when deciding whether to exclude them. For example, if a household contains somebody who has been served with an Anti-Social Behaviour Order (ASBO) this would be taken into account when deciding whether to exclude the applicant.

Applicants that have been excluded or removed in the past can make a new application if they can demonstrate they have improved their behaviour. When considering a new application, the severity and persistence of any previous anti-social behaviour, (ASB), will be taken into account and the length of time that has elapsed since the previous incidents /anti social behaviour.

All relevant information, such as health problems, people who are dependent on the applicant and other issues will be considered before a decision on whether to exclude is made. The interests of the applicant and their household will be considered balanced against the interests of the people who live and work in any of the partner organisations' housing areas.

(ii) Fraudulent Applications and tenancy fraud

Where an applicant or a member of the household is discovered to have knowingly or recklessly made false statements or knowingly withheld information in respect of his/her application for housing, consideration will be given to excluding the applicant from the housing register. The period of exclusion will be at the discretion of the Head of Service, Housing Options Manager or equivalent (job titles may differ between partner organisations) and may last for a period of up to five years.

Consideration will also be given to pursuing a criminal prosecution under s.171 of the Housing Act 1996 (or other similar legislation that may be applicable)

If an applicant or member of the household is discovered to have previously committed tenancy fraud they will be disqualified for a period of up to five years.

(v) Applicants who own a property

Applicants or a member of their household who own or part own a property, either in the UK or abroad, which could meet their needs or be sold and the proceeds used to meet their needs will not be eligible. For example:

- If the property could be sold and realise capital of more than £30,000
- If the property is tenanted but the Applicant could recover possession within a reasonable time

(vi) Income thresholds

If the joint household income is greater than £50,000 a year gross they will not be eligible.

(vii) Saving thresholds

If the total household savings are greater than £30,000 they will not be eligible.

2.6 Joint Applications

Joint applications may be made by:

- Husband and wife
- Civil partnership couples
- Partners
- Parent and child over 18 years of age
- Siblings

By making a joint application this does not necessarily mean an offer of a joint tenancy will be made. Local arrangements may apply and this will be subject to the discretion of the landlord offering the property.

2.7 Applicant Consent And Declaration

Each applicant will be expected to complete the application form and sign the declaration at the back of the form confirming that the details they have provided are correct. Where an application is made online the applicant will be required to confirm the details provided are correct. Checks will be made by the relevant Council, A2Dominion or Elmbridge Housing Trust as part of the verification process that the details are correct but the onus is on the applicant to give the correct information on their application.

Legal action can be taken against any applicant or a member of their household who provides false information when applying for housing (including a fine of up to £5,000). Under Section 172 of the Housing Act 1996 it is an offence to:

- a) deliberately provide false information; or
- b) deliberately withhold information that should have been given

Possession proceedings can be instigated if a tenancy was obtained by giving false information.

Applicants will also be expected to sign to give authorisation to contact other agencies, e.g., social services, current or former landlords, to obtain and share relevant information about them. This includes all the partner organisations in the SEARCH Moves Scheme.

2.8 Change of Circumstances

Applicants who move home or whose circumstances change after they have been accepted onto the housing register, (e.g. someone joining or leaving their household, or a change in income or employment etc) should immediately contact the partner organisation they applied to and notify them of the change. An applicant may have to complete a further housing application form.

If the change of circumstances affects an applicant's banding or priority date they will be informed in writing of the outcome of the reassessment. See section 2.9 regarding priority date.

2.9 Review of Applications

All applications will be periodically reviewed and applicants may be removed from the housing register if their circumstances have changed or they fail to respond to correspondence.

2.10 Banding

All applications are assessed and awarded a Band to reflect the level of need of the applicant and local connection. There are four Bands:

- **Band A** – Emergency/Priority
- **Band B** – Urgent need to move
- **Band C** – Identified need to move
- **Band D** – Low housing need and No 'deemed' housing need

A detailed list of the factors taken into account when awarding these Bands is set out in **Appendix 1**.

All Band A cases will be reviewed on a six monthly basis

2.11 Priority Date (Effective Date of Application)

All applications are given a priority date, which is usually the date they join the register.

If a change of circumstances affects an applicant's banding they will be informed in writing of the outcome of the reassessment. Applicants will retain their original registration date as their priority date if their banding changes except if they are placed in **Band A or B**. In this case their priority date will be the date their application was moved to **Band A or B** (see **Appendix 3** for information on the Banding Scheme).

If an application has been cancelled, for any reason, any subsequent application will have a new priority date based on the date of their new application.

2.12 Cumulative Need

If an applicant (or one or more members of their household who will move with them, as applicable) has more than one identified housing need (cumulative need) within the priority Band in which they have been placed, they may in exceptional circumstances be placed in a higher band to recognise their cumulative need.

2.13 Applicants Who Have Deliberately Worsened Their Housing Circumstances

If there is evidence that an applicant has deliberately made their housing circumstances worse to get more priority on the housing register their application may be placed in **Band D**.

2.14 Medical or Welfare Needs

Additional priority may be awarded on medical or welfare grounds if the information received indicates a move will benefit the health and wellbeing of the applicant and/or their household following consideration by an officer and/or advice from an independent medical adviser. The medical assessment will reflect the household as a whole and one banding will be awarded per application which will take into account the factors for the applicant and if relevant, any individual household members.

Where an applicant requires a live-in carer, the carer will be treated as a member of the household and the bedroom requirement will be assessed accordingly.

The awards are as follows:

Band A – where the applicant is assessed as having an “emergency” medical or welfare need to move because the current property is unsuitable.

This award should be for the most extreme cases where the need to move is seen as an emergency and it is highly probable the applicant’s life might be at risk or there is a risk of severe injury to an applicant or a member of the household included on the application if they continue to occupy the accommodation.

Band B – where the applicant is assessed as having an “urgent” medical or welfare need to move because the current property is unsuitable

Band C – where there is an “identified” medical or welfare need to move because the current property is unsuitable

If there is a relevant change in the applicant’s circumstances, e.g. a change of address, a new application and a medical assessment may need to be completed.

Applicants will be notified in writing of the decision about a medical or welfare award. They will be advised they have the right to appeal against the decision. (See Section 8 for further information on the appeals procedure).

2.15 Assessing Overcrowding/Bedroom Shortage

An applicant’s level of overcrowding will be carefully assessed in determining their Band.

If an applicant is assessed as being statutorily overcrowded as defined in Part 10 of the Housing Act 1985 they will be placed in **Band A**. This will normally be assessed by the department using Environmental Health legislation.

If an applicant is assessed as overcrowded and requires two or more additional bedrooms they will be placed in **Band B**. If an applicant requires one additional bedroom they will be placed in **Band C**.

For the purposes of assessing their bedroom shortage (or bedroom need) a separate bedroom is allocated to each of the following:

- The main applicant and partner
- Two children of either sex where they are both under 10 years of age
- Two children of same sex where there is an age gap of less than 10 years
- Two children of same sex where there is more than a 10 year age gap but where both are under 16
- An overnight Carer

It should be noted that:

- a child will be considered to have a 'need' from birth.
- single adult within the household (who is not the applicant) would only be entitled to a separate room if there is no other person they can share with within the below table. However an adult would not be expected to share with their own child.

For clarification purposes this is further set out as follows:

Household	Bedroom Need
Adult person Single	Bedsit/ One Bedroom
Adult couple	One bedroom
An overnight carer	One bedroom
Two persons/children of the same sex with less than a ten year age gap	One bedroom
Two persons/children of different sex both under 10 years of age	One bedroom
Two persons/children of the same sex with more than a ten year age gap where both are under 16	One bedroom
Two persons/children of different sex, of whom at least one is over 10 years of age	Two bedrooms
Two persons of the same sex with more than a ten year age gap and where at least one is 16 or over	Two bedrooms

In certain circumstances the size of the bedrooms in an applicant's property and the relationship between those sharing a bedroom will be taken into account when carrying out an overcrowding/bedroom shortage assessment.

Houses with two or more bedrooms may be advertised with preference to households with a dependent child under 16. However this preference would only apply where applicants were in the same Band so a **Band C** applicant with dependent children would not be given preference over an applicant with adult children in **Band B** for example.

Overcrowding priority will not be given if the applicant has caused the situation by moving in others who are not part of their household. E.g. an applicant with a child is living in two-bedroom accommodation and they choose to share a bedroom in order to let the second bedroom to a tenant/acquaintance/extended family member.

In exceptional circumstances, such as a medical need, additional bedroom requirements may be considered.

Children who are away from home, for example at University, will still be treated as part of the household as long as there is a clear intention to return.

2.16 Assessment of cases where children are part of an application

In assessing whether there is a bedroom shortage for the purposes of awarding a Band and in deciding the size of property an applicant is eligible for, an assessment will be made on the facts of each case. In reaching a decision regard will be had to what is considered to be the child's **prime residence** i.e. where they stay overnight, where there is financial dependency including who claims child benefit, who the child is dependent upon for daily care as well as social factors such as where the child goes to school.

Assessment of cases where children stay with more than one household

There may be informal agreements between separated parents to share the care of their children and they may stay with each parent on a regular basis. However only in the most exceptional circumstances would a child/children be considered as needing accommodation with more than one parent for the purposes of applications for social housing.

In considering shared custody arrangements the housing authority will take into account any court directives, however it should be noted that a family court order which refers to residence and accommodation arrangements is not binding upon the housing authority with regard to provision of accommodation. It is for the housing authority to determine whether priority should be given in respect of shared custody.

2.17 Assessment of Homeless Applicants to whom the full duty to secure accommodation is owed.

a) The Council's Legal Duty

All Local Authorities have a legal duty under Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002) to make sure that homeless applicants owed the "full" duty under S.193(2) are provided with suitable accommodation. There is no requirement that this be permanent. Other duties in relation to accommodation or advice/assistance depend on their priority need. **Appendix 3** shows the priority of homeless households within the Banding Scheme.

Homeless households are one of the categories who must be given a reasonable preference and the SEARCH allocations policy meets this requirement as outlined below

b) Priority Banding

Homeless applicants to whom the full duty is owed will normally be placed in **Band B**.

c) Bidding

An accepted homeless applicant will be expected to bid for all suitable accommodation, including cross boundary properties. Where a bid results in an offer of accommodation, and this property is deemed to be suitable by the local authority, this will normally be deemed to be a final offer of accommodation which will end the homelessness duty under the Housing Act 1995 part 7. This is subject to right of review.

If bids are not placed by the member the local authority reserves the right to place bids on behalf of the applicant. Direct lets may also be used by the local authority to discharge duty.

2.18 Armed forces Personnel

It is recognised that those who have served in the armed forces have made significant sacrifices for their country and have often moved many times occupying armed forces accommodation that is tied to their service. It is intended that such households should not face discrimination under this policy and should receive special consideration for housing. As part of this commitment it should be noted that under this Policy, the local connection requirement does not apply to armed forces personnel. Armed Forces personnel are therefore given equal treatment under this policy regardless of the area they have been living in.

In addition under this policy certain armed forces households will also be awarded special priority as follows:

Band B Armed Forces Priority – this will be awarded to serving members of the regular armed forces (and their families)

- whose service is coming to an end within 12 months of their application or has come to an end within the preceding 12 months AND
- They are losing/have recently lost their MOD accommodation AND
- There is a specific need to move to the Borough relating to employment or family issues AND
- There are insufficient funds to pursue other options

Similarly the same priority will be awarded to recently bereaved spouses (or civil partners)

- where the bereavement is within 12 months AND
- They are losing/have recently lost their MoD accommodation AND
- There is a specific need to move to the Borough AND
- There are insufficient funds to pursue other options

(NB This priority will not be awarded in situations where service is being ended/has ended due to issues relating to misconduct)

Band C Armed Forces Priority – this will be awarded to serving members of the regular armed forces (and their families)

- whose service is coming to an end within 12 months or has come to an end within the preceding 12 months AND
- They are losing their accommodation /have recently lost their MoD accommodation AND
- There are insufficient funds to pursue other options

Similarly the same priority will also be awarded to recently bereaved spouses (or civil partners)

- where the bereavement is within 12 months AND
- They are losing/ have recently lost their MoD accommodation AND
- There are insufficient funds to pursue other options

(NB This priority will not be awarded in situations where service is ended due to issues relating to issues to misconduct.

In all other situations, households will be banded according to the banding rules taking into account their current accommodation and any medical or welfare issues. Some armed forces households who are losing their MoD accommodation may also need to be dealt with under the Homelessness provisions and may be awarded a priority band relating to their homelessness status.

3.0 Advertising of Vacant Properties

3.1 Introduction

Properties that become vacant and available for letting will be advertised each fortnight through the SEARCH Moves website and through advertising free sheets available/on display in partner organisation offices and at a number of locally accessible venues Property adverts will clearly set out any restrictions that apply to who may bid as well as any preferential advertising arrangements that may apply.

3.2 Restrictions

Property adverts will set out the size and type of the vacant property and only applicants who have been assessed as needing that size or type may apply/bid. For example a one bedroom property would be restricted to single or couples only, a sheltered housing flat would be restricted to elderly applicants only; a property with adaptations suitable for a disabled occupant may be restricted to applicants requiring such adaptations.

Some property adverts will also restrict bidding to tenants only, tenants of specific landlords only or to Home seekers only. Where this is done, this is intended to ensure that the needs of tenants needing to move to alternative accommodation can be balanced alongside meeting the needs of new applicants.

At any given time a landlord partner may reduce the number of properties available for transfer in order to manage/ balance the cost of its voids. Any emergency transfer cases that arise during a period of restricted transfer activity may be considered for a direct let. Whilst recognising the need for landlords to occasionally restrict transfers, the Search Moves partnership will monitor periods of restricted availability of vacancies to ensure there is no detriment to any member of the partnership.

3.3 Preferential Advertising

Property adverts will also set out if there are to be any factors, other than Band, that may be taken into account in prioritising the applicants who have bid.

Houses with two or more bedrooms may be advertised with preference to households with a dependent child under 16. However this preference would only apply where applicants were in the same Band so a **Band C** applicant with dependent children would not be given preference over an applicant with adult children in **Band B** for example.

Some property adverts may give preference to Tenants only or to Tenants of specific landlords (as oppose to restricted bidding). This is to ensure the needs of tenants can be balanced against new applicants.

3.4 Preferential advertising for working households

There is some preference to working households and some vacancies will be advertised specifically for working households. Approx 10% of all properties advertised will be set aside specifically for working households only. Households will still then be further prioritised by band. This may be different for properties where a local letting plan applies where a higher % may be applied.

This aspect of the scheme will give special recognition of the importance of incentivising work. In addition working households will of course still be able to apply for all other vacancies.

The overall % of lettings which are allocated to working households will be carefully monitored and if necessary targets will be set (or the 10% quota amended) to ensure more working households are being housed as a result of this policy.

The definition of work for this purpose is a permanent job or temp contract of 12 months or more and of 18 hours or more per week

3.5 Preferential Advertising Based On Local Connection

Some properties will be advertised with preference given to applicants who have a local connection with **either** Spelthorne or Elmbridge.

Approximately 70% of properties available to the Councils that become vacant in each 12 month period will be advertised to all applicants but with preference given to applicants who have a local connection with the Council area in which the property is in. The remaining 30% will be advertised with no local connection preference and will be available for all applicants.

The Partnership reserves the right to amend these percentage figures if there is an imbalance of movement between the partner boroughs.

3.6 Local Letting Policies

Some properties (usually new build) will be advertised with the statement “local lettings policy applies”. In order to encourage balanced communities it will be necessary, from time to time, for a partner organisation to apply specific criteria designed to address local management issues. The policy will be representative of the needs of the community and promote community cohesion.

Local Lettings Policies will normally apply to any new build scheme or letting of homes following conversion where there are 10 or more units to be let.

Local Lettings Policies may be considered or in existence for the following reasons:

- Planning Restrictions
- Section 106 agreements
- The proportion of homeless households on estates
- Properties may be unsuitable for young children
- Restriction on the family size on estates to reduce child density.
- Specific housing management reasons. E.g. anti-social behaviour
- People who are in employment
- Changes to eligibility criteria for difficult to let schemes e.g. lowering the age of applicants to sheltered developments

All adverts will specify if a local lettings plan is relevant and if so they will be available on the local authority or landlord’s website.

3.7 When Properties Will Not Be Advertised - Direct Offers

Occasionally properties that become vacant will not be advertised and made available for bidding. Instead the vacancy will offered directly to an applicant by the relevant partner organisation. Information will be published each year on the number of direct lets made in this way. The circumstances under which direct offers may be made are as follows:

- a) **Surrey Mobility Scheme**
Where a request for assistance is made through the Surrey Domestic Violence mobility scheme for the re-housing of victims of violence in accordance with the current procedure agreed by the Surrey District Housing Authorities.
- b) **National Witness Mobility Service**
In certain circumstances a SEARCH partner organisation may need to offer accommodation to an applicant who is giving evidence in a criminal or civil case and they are suffering from intimidation or harassment which means they cannot remain in their current home. These applicants will be given **Band A** priority but if it is unlikely they will receive an offer within a reasonable timeframe, the case may be considered as a general exception to the Banding Scheme and, if appropriate, offers of accommodation will be made before other applicants.
- c) **MAPPA/PPO Clients**
These lets will be managed in liaison with MAPPA and relevant agencies. Each case will be assessed on its individual circumstances.
- d) **Decants/Major Works**
In certain circumstances a partner organisation may need to move a tenant out of their property, so that it can sell, demolish or renovate the property. Tenants will be awarded **Band A** or **B** priority in these cases depending on the level of urgency. If it is unlikely the tenant will receive an offer within a reasonable time frame, the case may be considered as a general exception to the Banding Scheme and, if appropriate, offers of accommodation will be made before other

applicants. Such tenants will normally be considered for a property of a similar type to their current home, except where the current property size is not suitable for their needs or is substantially larger than their current household requires.

e) **Management Transfers**

In certain circumstances a partner organisation may need to move an existing tenant immediately because of serious violence or harassment where they live and because they may be in immediate danger. Tenants will be given **Band A** priority in this case, but if it is unlikely the tenant will receive an offer within a reasonable time frame, the case may be considered as an exception and direct offers of accommodation will be made. Cases will need to have been substantiated and management action against the perpetrator(s) cannot resolve the situation.

If an applicant refuses a property through the direct letting process that is reasonable and suitable for their needs or chooses not to bid for suitable vacancies that become available, their priority may be downgraded to their original banding. This will not apply to residents under-occupying family sized homes or tenants waiting to be decanted.

f) **Exceptional Housing Need**

In certain circumstances a case may be recognised as having an exceptional housing need. If it is deemed that an applicant is suffering severe hardship on welfare or medical grounds and it is unlikely they will receive an offer of accommodation within a reasonable time frame, at the discretion of the Head of Housing Needs or equivalent (job titles may differ between partner organisations), they may be considered for a direct offer of accommodation.

g) **Exceptional Circumstances / Homeless Households**

Direct offers may be made to homeless households in some circumstances in order to ensure that the council can manage its homelessness duties, and ensure that adequate temporary accommodation is available or in circumstances where a homeless household has a need for a specific type of housing or has not actively bid for accommodation.

If the direct offer is to be the final offer to discharge the homeless duty the applicant will be notified of this in writing.

4.0 Applicant Bidding

4.1 Bidding Process

The bidding process is explained in the User Guide.

4.2 Expressions of Interest

Applicants can express an interest in up to 3 properties per bidding cycle.

4.3 High Priority Band

The property will be offered to the applicant who has the highest priority Band and priority date on the housing register and meets the property criteria. Once an applicant has accepted an offer of accommodation any other bids placed by them are discounted.

4.4 Size Of Property Applicants Can Bid For

Applicants can only bid for properties that are of the correct size for their household. This is to ensure that best use is made of the stock and minimises under occupation or

overcrowding of homes. Section 2.15 sets out the way that bedroom need is assessed and the size of property applicants are eligible for.

Due to the shortage of larger properties, applicants who are eligible for four and five bedroom properties may also be considered for larger three bedroom properties, for example, a three bedroom property with two separate living areas. Where properties have two living rooms ('parlour' houses) it will be expected that one living room is used as a bedroom as long as this is suitable in relation to the property layout.

5.0 Shortlisting, Offering And Letting of Properties

5.1 Bidding Closing Date

Once the deadline has passed for bidding for a property, the relevant partner organisation will consider those who have bid and will select applicants for viewing and offering. As a general rule applicants who have bid for a property will be prioritised in Band Order (and within each Band by date order) subject to any other preferences or restrictions set out in the advert.

5.2 Bypassing Of Applicants

In some situations a property will not be offered to the highest banded applicant who has bid. Shortlisted applicants can be bypassed for a number of reasons and these are set out overleaf:

- (a) Applicant Is Ineligible or Unsuitable For The Property**
Applicants may be bypassed where their household does not meet the criteria for the property set out in the advert e.g. due to age restriction requirement, due to the household size not matching the property size, due to ages of household members or because any property adaptations in the vacant property are either not required or not matched to the household who has bid. .
- (b) Applicant Is Not Ready To Move and/or To Live Independently**
Applicants may be bypassed where, even though they have bid for a property, they themselves decide they are not ready to move. Applicants may also be bypassed if they are considered not to be ready to move or to live independently due to social or medical reasons. In determining this, regard will be had to any support available.
- (c) Change In Applicant's Circumstances**
Applicants may be bypassed where there has been a change in their circumstances which makes them unsuitable or ineligible e.g. change in medical requirements, change in financial situation
- (d) History of Anti Social Behaviour**
Applicants may be bypassed where they or their family members have a recent history of significant antisocial behaviour which would make them unsuitable for the property.
- (e) Rent Arrears / Debt**
Applicants may be bypassed where they have current or recoverable former rent arrears with any landlord or other debts with the partner organisations and which are not being satisfactorily repaid.

Statutory homeless applicants will generally not be bypassed for this reason but individual circumstances will be assessed both by the Search Moves landlord concerned and by the relevant Council.

- (f) Community Safety Concerns**

Applicants may be bypassed where there are community safety concerns/risks which relate to the applicant being placed in a particular property or area.

(g) Fraudulent Application Has Been Made

An applicant will be bypassed where there are reasonable grounds for believing that false information has been given.

(h) Circumstances Not Confirmed

Applicants may be bypassed where the required verification process has not been completed.

(i) No Response from Applicant

Applicants may be bypassed where they have been contacted for information relating to their application and/or a potential offer of accommodation and the applicant has not responded to that contact within a reasonable period of time.

(j) Local Letting Plans

Applicants may be bypassed where they do not match specific criteria set out in Local Lettings Plans. Local Lettings plans will be adopted for specific areas/schemes to ensure communities are as balanced as possible. Properties subject to local letting plans will be clearly advertised and priority will be given to those that meet the criteria.

(k) Sensitive Letting

In exceptional circumstances, an applicant may be bypassed for a property where they are not considered suitable due to housing management reasons. For example an applicant who has a history of drug dependency may be bypassed for a property in an area where the landlord is aware there are a number of other residents with drug problems.

(l) Property Not Suitable For Adaptation

Applicants requiring property adaptations to meet their mobility needs may need to be bypassed if the property they have bid for cannot be adapted to meet their needs.

(m) Property Advert Withdrawn

Some properties advertised for letting may need to be withdrawn either because it is urgently needed for a direct letting or because it was being advertised before the previous tenant had left and they have rescinded their notice. This could result in those who have bid needed to be treated as having been 'bypassed'.

(n) Special Requirement of Landlord

Some housing association landlords have very specific applicant criteria built into their allocation policies or charitable rules relating to ages of applicants or area of residence for example. These requirements will usually be set out in the adverts but applicants who bid may need to bypass if the requirements are not met.

(o) Applicant Has Alternative Property Offer Outstanding

An applicant will be by passed if there is an outstanding offer of accommodation available to them which has not been resolved.

(p) Properties in Poor Condition

Transfer applicants may be bypassed if their current home is considered to be in a state of neglect or has been damaged by any household member or visitor to that property. In making this decision, partners will have regard to vulnerable tenants.

5.3 Appeals Against Bypassing

Where an applicant believes they have been bypassed for a vacancy that they have bid for (in other words where they otherwise believe they were the highest placed applicant but have not been offered the property for one of the above reasons) then they can appeal against this decision to the organisation that made the bypass decision. This applies even if the property is classed as one where the local authority has the nomination right. (See Section 7.1 for further information on the review procedure).

A successful appeal will not result in the applicant being made an offer of that vacancy, owing to the short timescales within which properties have to be let. It will, however, enable the applicant to bid in the future and not be bypassed unless there is a change of circumstances.

5.4 Council Nomination Rights

The two Councils retain 'nomination rights' to a proportion of vacancies owned by Housing Associations including A2Dominion and EHT. Where A2Dominion, EHT or another Housing Association undertakes the selection of an applicant for a property subject to nomination rights then they will consult the relevant council over the bypassing of applicants where required by the respective Council. A review/appeal process must be followed in the event of a disagreement between the two organisations.

5.5 Viewings And Offers

Once the bids have been received and selection of applicants finalised (excluding any bypassed cases) viewings will be arranged by the relevant Landlord.

If the household with the highest banding and priority date does not want to accept the property, it will be offered to the household with the next highest priority.

5.6 Introductory Tenancies

All offers of Council and some Registered Social Landlord accommodation will be for an introductory tenancy for the first twelve months.

6.0 Assistance For Vulnerable Applicants

It is recognised that some households may need additional help with the Search Moves Scheme.

Examples may include but are not exclusive to

- Care Leavers
- People with a physical or mental disability
- Domestic violence and serious harassment victims
- People with Learning disabilities
- Offenders or ex offenders
- Older applicants
- People with drug or alcohol issues
- Rough Sleepers
- Teenage parents
- People with low literacy skills
- Applicants whose first language is not English

6.1 The partner organisations will use the following methods to identify who will require additional assistance:

- Ask applicants or their advocate to indicate whether they consider themselves in need of support by completing the relevant documentation or speaking to one of the staff in the partner organisations.
- Close liaison and information sharing with statutory and voluntary agencies
- Ask all staff completing interviews and visits to identify potential vulnerable applicants so additional assistance can be given.
- Ensure any medical information submitted is evaluated and any support needs are identified.
- Close monitoring by the partners as to who is bidding or not and the suitability of the offers being bid for, so proactive action can be taken to assist.

6.2 The partners may assist vulnerable applicants in the following ways

- Online translation of Search Moves website
- Translation of relevant documentation on request
- Staff from the partner organisations will be available to assist vulnerable applicants by identifying suitable properties and directly communicating with the applicant. They will also be able to assist with the bidding process.
- Advertisements will be labelled with clear information and symbols to ensure simplicity
- An online video to introduce the Search Scheme and how to use it will be available on the website.
- Applicants will be able to bid for properties by the postal coupons, telephone, text or online.
- Free sheets will be placed in accessible locations throughout the boroughs and can be sent to clients if vulnerability is an issue.
- Extensive communication will take place with agencies and special needs referral panels which represent and advocate on behalf of vulnerable clients.
- A constant review of all aspects and procedures of Search Moves will take place to ensure access and engagement for all vulnerable clients.

7.0 Right of Review of decisions relating to applications and allocations

Applicants have the right to request a review of the following decisions:

- A decision that an applicant is ineligible for a housing allocation and therefore unable to be included on the housing register
- A decision that the application is not a qualifying person within the terms of the qualification/ disqualification criteria set out in section 2.5
- Any decision relating to the facts of their case which have been taken into account in considering whether to make an allocation to them e.g. a decision about banding or priority date of an application
- A decision to bypass an application*

(*Applicants will not be advised their case has been bypassed but can establish this by specific enquiry if they have bid for a property but find out in the lettings outcome list

that the property was offered to someone with a lower banding or later registration than the applicants within the same banding. Appeals against bypassing are to be submitted to the organisation which made the bypass decision.)

The applicant's review request should be made in writing within 21 days of the original decision being made. Details of why they are appealing against the decision and any information they wish to be considered should be provided.

An independent senior officer who was not involved in the original decision will consider the appeal and they will decide whether to overturn or support the original decision. The applicant will be informed in writing of the decision within 21 days of receipt of the review request. The reply will contain the decision made, the reasons for the decision and the facts taken into account when making the decision.

If an applicant is still not satisfied with the decision that has been made they have a right to make a formal complaint

7.1 Complaints

Applicants can use the complaints procedure of the relevant partner organisation if they believe:-

- Something has been done badly or wrong
- If something has not been done that should have been done
- If the service has not been delivered in accordance with policies and procedures
- If they have been treated in an impolite or discourteous manner

All applicants who make a complaint will be treated fairly and objectively. A written reply to any complaint received will be sent out within the timescales set out in each partner organisation's complaints policy.

Information on the complaints procedures administered by the partner organisations is available at their local housing office. See **Appendix 2** for their contact information.

If the applicant has gone through the partner organisations' complaint procedure and remains dissatisfied, they can write to the Housing Ombudsman (housing association tenants) or the Local Government Ombudsman or apply for a judicial review (council tenants and other applicants).

8.0. Monitoring and Review Of This Policy

This policy and the operation of it will be reviewed regularly by the Partnership Board. Complaints and feedback from applicants will be considered as part of this review alongside detailed reports on lettings that have taken place.

9.0 Personal Information And Data Protection

9.1 Applicants Accessing Own Personal Data

Applicants on the Housing Registers have the right to see any entry relating to them that is held on computerised systems. Applicants can also obtain copies of their paper file subject to any relevant charges. Where there is third party information held on file, the partner organisations will seek their permission before disclosing documents to the applicant.

Personal information provided to the partner organisations as part of an application for housing will be processed in accordance with the Data Protection Act 1998. Information provided will be used to process their application and may be passed to third parties involved in assessing their application and offering them accommodation.

10.0. Requirement to Consult Registered Social Landlords On The Allocations Scheme

10.1 Before adopting an Allocations Scheme for housing, or altering its existing scheme, the Council is required to:

1. send a copy of the draft Scheme, or a new Proposal, to all Registered Social Landlords with which the Council has Nomination Agreements, and
2. ensure that all such Registered Social Landlord have the opportunity to comment on the proposals

11.0 Equal Opportunities

The Council will comply with the requirements of the Equality Act 2010 and all related legislation.

The Council is fully committed to equality in housing allocations and will oppose any form of discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Banding Scheme

Emergency/Priority (Band A)

Applicants will fall into this banding where:

- An applicant is assessed as having an “emergency” medical or welfare need to move, including grounds relating to a disability, and this is seriously affected by their current housing
- An applicant’s life would be in immediate danger if they continued to live in their current accommodation and this has been substantiated
- An applicant needs to move because their home is to be demolished or redeveloped within the next six months and, if the applicants are social housing tenants, the demolition and/or redevelopment of the site has been approved by the relevant Head of Housing (or equivalent)
- An applicant is a social housing tenant in the Search Moves area and is residing in an adapted property in the sub-region where the adaptations are no longer required.
- An applicant is occupying a property that is subject to a compulsory purchase order and there is a statutory duty upon one of the partner organisations to secure accommodation for them
- An applicant is assessed as statutorily overcrowded within the meaning of Part 10 of the Housing Act 1985 (but only where the applicant has not worsened their housing situation without good reason).
- An applicant has been nominated via the National Witness Mobility Service
- An applicant is a social housing tenant in the CBL area and is under occupying a high demand property (and the nature of the under occupation is not related to any special letting criteria for that unit or part of a wider lettings plans for that scheme / development) AND the applicant is moving to a lower demand/smaller property.

Urgent Need to Move (Band B)

Applicants will fall into this banding where:

- An applicant is assessed as having an “urgent” medical or welfare need to move, including grounds relating to a disability, and this is seriously affected by their current housing
- An applicant needs to move because of harassment or threat of violence but this is not judged as serious as **Band A**
- An applicant has been accepted as homeless and the full duty to secure accommodation has been accepted by Spelthorne, Elmbridge but not discharged.
- An applicant is overcrowded and requires two or more additional bedrooms
- An applicant is a social housing tenant in the CBL area and is under occupying a lower demand property and the nature of the under occupation is not related to any special

letting criteria for that unit or part of a wider lettings plans for that scheme / development.

- An applicant's accommodation lacks basic facilities, i.e. kitchen, bathroom or toilet and this cannot be provided by the landlord/owner within a reasonable timescale
- An applicant's accommodation has been assessed under the Housing Health & Safety Rating System as not reasonably suitable for occupation and cannot be rectified by the owner/landlord at a reasonable cost or timescale
- An applicant is in supported housing and has been assessed as no longer requiring the support and has a local connection with Spelthorne or Elmbridge and is suitable for independent living and the accommodation is needed by other applicants
- An applicant is pregnant or has at least one dependent child and is living in accommodation where the facilities are shared with others and they are lacking at least one bedroom
- An applicant needs to move because their home is to be demolished or redeveloped within the next twelve months and, if the applicants are social housing tenants, the demolition and/or redevelopment of the site has been approved by the relevant Head of Housing (or equivalent)
- Care Leavers with Children's Services in Surrey who it has been agreed have a local connection with Spelthorne & Elmbridge during the time they were in Care and who are aged 18 to 21 years old and are in housing need and suitable for independent living.
- An applicant is unintentionally threatened with homelessness and has a priority need (within the meaning of Part VII of the Housing Act 1996, as amended by the Homelessness Act 2002) and this has been validated and acted upon by the Housing Options Team and there are no other prevention options available.
- Armed Forces Urgent Need - this will be awarded to serving members of the regular armed forces (and their families) whose service is coming to an end within 12 months of their application or has come to an end within the preceding 12 months AND They are losing/have recently lost their MOD accommodation AND There is a specific need to move to the Borough relating to employment or family issues AND There are insufficient funds to pursue other options

Similarly the same priority will be awarded to recently bereaved spouses (or civil partners) where the bereavement is within 12 months (and death is wholly or partly attributable to their service) AND They are losing/have recently lost their MoD accommodation AND There is a specific need to move to the Borough AND There are insufficient funds to pursue other options (NB This priority will not be awarded in situations where service is being ended/has ended due to issues relating to misconduct)

Identified Housing Need (Band C)

The following applicants will fall into this banding:

- An applicant is assessed as having an "identified" medical or welfare need to move, including grounds relating to a disability, and this is seriously affected by their current housing

- An applicant has been assessed as homeless but is not in priority need within the meaning of Part VII of the Housing Act 1996, as amended by the Homelessness Act 2002
- An applicant has been assessed as intentionally homeless but is in priority need within the meaning of Part VII of the Housing Act 1996, as amended by the Homelessness Act 2002 (and there has been no relevant change in their circumstances to warrant a reassessment)
- An applicant is overcrowded and requires one additional bedroom
- Singles or couples, who are over 35 and are without children, and who share facilities with others.
- An applicant has some other compelling need to live in either the borough of Spelthorne, Elmbridge which, if not met, will cause hardship
- Band C Armed Forces Priority - this will be awarded to serving members of the regular armed forces (and their families) whose service is coming to an end within 12 months or is due to come to an end within the preceding 12 months AND They are losing their accommodation /have recently lost their MoD accommodation AND There are insufficient funds to pursue other options

Similarly the same priority will also be awarded to recently bereaved spouses (or civil partners) where the bereavement is within 12 months (and wholly or partly attributable to their service) AND

They are losing n/ have recently lost their MoD accommodation AND
There are insufficient funds to pursue other options

(NB This priority will not be awarded in situations where service is ended due to issues relating to issues to misconduct.

Low and No 'Deemed' Housing Need (Band D)

The following applicants will fall into this banding:

- An applicant does not fit into any of the categories in **Band A, B, or C**
- An applicant has deliberately worsened their housing circumstances within the last three years to get more priority on the housing register
- An applicant has given up accommodation within the last three years that was suitable for their needs and by doing so, has knowingly worsened their housing circumstances
- An applicant can afford to buy or part-buy a property in the private sector that is suitable for their needs
- Can afford to rent a privately rented property without recourse to means tested benefits
- An applicant has an asset that could be used to obtain accommodation suitable for their needs
- An applicant owned a property that was suitable for their current needs but transferred or sold the property within the last three years when it was reasonable for them to continue living there
- An applicant who has bid on and been offered two or more properties within a 12 month period and refused for no good and evidenced reason (this band will apply for a period of 12 months.)

PARTNER CONTACT INFORMATION

The Housing Options Team
Spelthorne Borough Council
Council Offices
Knowle Green
Staines, TW18 1XB
Tel: 01784 446380

The Housing Options Team Elmbridge
Borough Council
Civic Centre
High Street
Esher
Surrey, KT10 9SD
Tel: 01372 474590

The Customer Services Team
Elmbridge Housing Trust
Case House
85-89 High Street
Walton-on-Thames
Surrey, KT12 1DZ
Tel: 01932 235700

The Lettings Team
A2Dominion Group
Head Office
Spelthorne House
Thames Street
Staines, TW18 4TA
Tel: 0800 432 0077

Officer Roles and Responsibilities

This appendix explains which officers are responsible for taking decisions under the common allocations policy.

Whenever an officer is named, the decision can be taken by a more senior officer in their management line.

Eligibility

The housing officer or equivalent (job titles may differ between partner organisations) have the authority to decide whether an applicant is eligible to apply to join the housing register in line with the criteria contained in the common lettings policy.

Assessing Priority

The housing officer or equivalent (job titles may differ between partner organisations) are responsible for assessing an applicant's housing need in line with the common lettings policy and placing them in a specific banding. The application will then be checked and signed by another Officer who was not involved in the original assessment.

Special or exceptional circumstances

The Housing Options Manager or Team Leader or equivalent or designated officer (job titles may differ between partner organisations) has the authority to put an applicant in a higher banding where their needs, after being assessed, are considered to warrant it.

Removing an Application From The Housing Register

The housing officer or equivalent (job titles may differ between partner organisations) will decide whether it is appropriate to remove an applicant from the register in line with the common lettings policy.

Reviews

If an applicant submits an appeal requesting a review of a decision made, a senior officer who was not involved in the original decision will make the decision consider the request

Direct Lets

a) Supported Housing

The Housing Options Manager or equivalent (job titles may differ between partner organisations) has the authority to make a direct let to an applicant that requires supported accommodation where supported housing is allocated through the housing register and this arrangement exists with the supported housing provider

b) Reciprocals

The Housing Options Manager or equivalent (job titles may differ between partner organisations) has the authority to accept a reciprocal in line with the criteria set out in *Section 4.5b* of the common lettings policy.

- c) **Decants/Major Works**
The Housing Options Manager or equivalent (job titles may differ between partner organisations) has the authority to make a direct let to a tenant of a partner organisation in the common lettings policy, if after being placed in **Band A** it is unlikely they will receive an offer within a reasonable timeframe.
- d) **Management Transfers**
The Housing Options Manager or equivalent (job titles may differ between partner organisations) has the authority to make a direct let to a tenant of a partner organisation in the common lettings policy, if after being placed in **Band A** it is unlikely they will receive an offer within a reasonable timeframe.
- e) **Homeless Applicants**
The Housing Options Manager or equivalent (job titles may differ between partner organisations) has the authority to make a direct let to a homeless applicant if appropriate. .
- f) **Exceptional Housing Need**
The Head of Housing Needs or equivalent (job titles may differ between partner organisations) has the authority to:
- agree a priority offer of accommodation if there is evidence of immediate and exceptional need
 - agree to offer an applicant rented accommodation if their income is of a level where they can afford to part-buy, but they cannot secure a mortgage and there is evidence of immediate and exceptional need
- g) **Significant Adaptations**
Where the applicant has a requirement for significant adaptations and a suitable property matching these requirements becomes available.

Eligibility and qualification (from section 3 of Allocation of Accommodation, Code of Guidance, DCLG 2012)

3.1 Housing authorities must consider all applications made in accordance with the procedural requirements of the authority's allocation scheme (s.166(3)). In considering applications, authorities must ascertain:

if an applicant is eligible for an allocation of accommodation,

Eligibility

3.2 An applicant may be ineligible for an allocation of accommodation under s.160ZA(2) or (4). Authorities are advised to consider applicants' eligibility at the time of the initial application and again when considering making an allocation to them, particularly where a substantial amount of time has elapsed since the original application.

Joint Tenancies

3.3 Under s.160ZA(1)(b), a housing authority must not grant a joint tenancy to two or more people if any one of them is a person from abroad who is ineligible. However, where two or more people apply and one of them is eligible, the authority may grant a tenancy to the person who is eligible. In addition, while ineligible family members must not be granted a tenancy, they may be taken into account in determining the size of accommodation which is to be allocated.

Existing Tenants

3.4 The eligibility provisions do not apply to applicants who are already secure or introductory tenants or assured tenants of a Private Registered Provider. Most transferring tenants fall outside the scope of the allocation legislation (s.159(4A)); while those who are considered to have reasonable preference for an allocation are specifically exempted from the eligibility provisions by virtue of s.160ZA(5).

Persons from abroad

3.5 A person may not be allocated accommodation under Part 6 if he or she is a person from abroad who is ineligible for an allocation under s.160ZA of the 1996 Act. There are two categories for the purposes of s.160ZA:

(i) *a person subject to immigration control* - such a person is not eligible for an allocation of accommodation unless he or she comes within a class prescribed in regulations made by the Secretary of State (s.160ZA(2)), and 11 5 European Economic Area nationals are nationals of any EU member state (except the UK), and nationals of Iceland, Norway, Liechtenstein and Switzerland.

(ii) *a person from abroad other than a person subject to immigration control* - regulations may provide for other descriptions of persons from abroad who, although not subject to immigration control, are to be treated as ineligible for an allocation of accommodation (s.160ZA(4)).

3.6 The regulations setting out which classes of persons from abroad are eligible or ineligible for an allocation are the Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006 (SI 2006 No.1294) ('the Eligibility Regulations').

Persons subject to immigration control

3.7 The term 'person subject to immigration control' is defined in s.13(2) of the Asylum and Immigration Act 1996 as a person who under the Immigration Act 1971 requires leave to enter or remain in the United Kingdom (whether or not such leave has been given).

3.8 The following categories of persons do not require leave to enter or remain in the UK:

(i) British citizens

(ii) Certain Commonwealth citizens with a right of abode in the UK

(iii) Irish citizens, who are not subject to immigration control in the UK because the Republic of Ireland forms part of the Common Travel Area (see paragraph 3.11 (iii) below) with the UK which allows free movement

(iv) EEA nationals, and their family members, who have a right to reside in the UK that derives from EU law. Whether an EEA national (or family member) has a particular right to reside in the UK (or another Member State) will depend on the circumstances, particularly their economic status (e.g. whether he or she is a worker, self-employed, a student, or economically inactive)

(v) persons who are exempt from immigration control under the Immigration Acts, including diplomats and their family members based in the UK, and some military personnel.

3.9 Any person who does not fall within one of the four categories in paragraph 3.11 will be a person subject to immigration control and will be ineligible for an allocation of accommodation unless they fall within a class of persons prescribed by regulation 3 of the Eligibility Regulations (see further below).

3.10 If there is any uncertainty about an applicant's immigration status, housing authorities are recommended to contact the UK Border Agency (UKBA). UKBA provides a service to housing authorities to confirm the immigration status of an applicant from abroad (non asylum seekers) by email at LA@UKBA.gsi.gov.uk. Where UKBA indicates 12 6 Inserted by the Allocation of Housing and Homelessness (Miscellaneous Provisions) (England) Regulations 2006 the applicant may be an asylum seeker, enquiries of their status can be made to the Immigration Enquiry Bureau helpline on 0870 606 7766.

3.11 Regulation 3 of the Eligibility Regulations provides that the following classes of persons subject to immigration control are eligible for an allocation of accommodation:

i) *a person granted refugee status*: granted 5 years' limited leave to remain in the UK

ii) *a person granted exceptional leave to enter or remain in the UK without condition that they and any dependants should make no recourse to public funds*: granted for a limited period where there are compelling humanitarian or compassionate circumstances for allowing them to stay. However, if leave is granted on condition that the applicant and any dependants are not a charge on public funds, the applicant will not be eligible for an allocation of accommodation. Exceptional leave to remain (granted at the Secretary of State's discretion outside the Immigration Rules) now takes the form of 'discretionary leave'.

iii) *a person with current leave to enter or remain in the UK with no condition or limitation, and who is habitually resident in the UK, the Channel Islands, the Isle of Man or the Republic of Ireland (the Common Travel Area)*: such a person will have indefinite leave to enter (ILE) or remain (ILR) and is regarded as having settled status. However, where ILE or ILR status is granted as a result of an undertaking that a sponsor will be responsible for the applicant's maintenance and accommodation, the person must have been resident in the Common Travel Area for five years since the date of entry - or the date of the sponsorship undertaking, whichever is later - to be eligible. Where all sponsors have died within the first five years, the applicant will be eligible for an allocation of accommodation.

iv) *a person who has humanitarian protection granted under the Immigration Rules*: a form of leave granted to persons who do not qualify for refugee status but would face a real risk of suffering serious harm if returned to their state of origin (see paragraphs 339C-344C of the Immigration Rules (HC 395))

Other persons from abroad who may be ineligible for an allocation

3.12 By virtue of regulation 4 of the Eligibility Regulations, a person who is not subject to immigration control and who falls within one of the following descriptions is to be treated as a person from abroad who is ineligible for an allocation of accommodation:

(i) a person who is not habitually resident in the Common Travel Area (subject to certain exceptions - see paragraph 3.14 below)

(ii) a person whose only right to reside in the UK is derived from his status as a jobseeker (or his status as the family member of a jobseeker). 'Jobseeker' has 13 7 As of 1 May 2011, nationals of the 8 Eastern European countries (A8 nationals) which acceded to the EU in 2004 are no longer required to register with the Workers Registration Scheme in order to work in the UK. Regulation 4(2)(c) of the Eligibility Regulations no longer applies to applications from A8 workers as of that date. Rather applications from A8 workers should be considered on the same basis as those from other EU workers under regulation 4(2)(a).the same meaning as in regulation 6(1) of the Immigration (European Economic Area) Regulations 2006 (SI 2006/1003) ('the EEA Regulations').

(iii) a person whose only right to reside in the UK is an initial right to reside for a period not exceeding three months under regulation 13 of the EEA Regulations

(iv) a person whose only right to reside in the Common Travel Area is a right equivalent to one of the rights mentioned in (ii) or (iii) above and which is derived from EU Treaty rights

3.13 See annex 2 for guidance on rights to reside in the UK derived from EU law.

3.14 The following persons from abroad are eligible for an allocation of accommodation even if they are not habitually resident in the Common Travel Area:

a) an EEA national who is in the UK as a worker (which has the same meaning as in regulation 6(1) of the EEA Regulations)

b) an EEA national who is in the UK as a self-employed person (which has the same meaning as in regulation 6(1) of the EEA Regulations)

c) a person who is treated as a worker for the purposes of regulation 6(1) of the EEA Regulations, pursuant to the Accession (Immigration and Worker Authorisation) Regulations 2006 (ie nationals of Bulgaria and Romania required to be authorised by the Home Office to work until they have accrued 12 months uninterrupted authorised work)⁷

d) a person who is a family member of a person referred to in (a) to (c) above

e) a person with a right to reside permanently in the UK by virtue of regulation 15(c), (d) or (e) of the EEA Regulations

f) a person who left Montserrat after 1 November 1995 because of the effect of volcanic activity there

g) a person who is in the UK as a result of his deportation, expulsion or other removal by compulsion of law from another country to the UK. This could include EEA nationals, if the person was settled in the UK and exercising EU Treaty rights prior to deportation from the third country. Where deportation occurs, most countries will signal this in the person's passport.

3.15 A person who is no longer working or no longer in self-employment will retain his or her status as a worker or self-employed person in certain circumstances. However, accession state workers requiring authorisation will generally only be treated as a worker when they are actually working as authorised and will not retain 'worker' status between jobs until they have accrued 12 months continuous authorised employment. 'Family member' does not include a person who is an extended family member who is treated as a family member by virtue of regulation 7(3) of the EEA Regulations (see 14 annexes 2 and 3 for further guidance).

3.16 The term 'habitual residence' is intended to convey a degree of permanence in the person's residence in the Common Travel Area; it implies an association between the individual and the place of residence and relies substantially on fact.

3.17 Applicants who have been resident in the Common Travel Area continuously during the two year period prior to their housing application are likely to be habitually resident (periods of temporary absence, e.g. visits abroad for holidays or to visit relatives may be disregarded). Where two years' continuous residency has not been established, housing authorities will need to conduct further enquiries to determine whether the applicant is habitually resident (see annex 4 for further guidance).

Appendix 2

Consultation Results of the Cross Partner Allocation Policy February 2013

Table 1: The Proposed Changes – Summary of responses (all responses)

Proposal	Agree	Neither agree nor disagree	Disagree	Don't know (%)	Approval rating (% agree – % disagree)	Approval ranking (1= high, 9=low)
1. Do you agree with the proposal to only accept applications from those with a local connection?	84%	4%	11%	1%	73%	2 nd
3. Do you agree with the proposal to not accept applications for social housing from households with sufficient financial resources to afford other housing?	71%	9%	15%	5%	56%	3 rd
4. Do you agree with the proposal to not accept applications for social housing from households who currently own a property either in the UK or abroad?	86%	4%	8%	2%	78%	1 st
5. Do you agree with the proposal to reduce the priority given to applicants renting from a private landlord on an assured shorthold tenancy?	43%	11%	41%	4%	2%	9 th
6. Do you agree with the proposal to reduce the priority given to singles or couples aged under 35 who live in accommodation where they share facilities with others who they do not wish to be rehoused with?	58%	10%	28%	4%	30%	7 th
7. Do you agree with the proposal to give additional priority to particular serving and former Armed Forces personnel?	56%	12%	28%	4%	28%	8 th
8. Do you agree with the proposal that applicants in Band B will have their priority date (or effective date of application) set as the date they went into Band B?	65%	9%	20%	6%	45%	5 th
9. Do you agree with the proposal to change the way we assess the number of bedrooms required by applicants?	67%	7%	24%	2%	43%	6 th
10. Do you agree with the proposal to give preference to working households for 10% of advertised vacancies?	67%	8%	21%	5%	46%	4 th

SPELTHORNE BOROUGH COUNCIL'S EQUALITY IMPACT ASSESSMENT TOOLKIT

If you have any questions about this guidance and template document, or the implementation of Equality Impact Assessments please contact Liz Borthwick, l.borthwick@spelthorne.gov.uk

Spelthorne Borough Council (SBC) believes that we should promote the diverse community we live in and ensure that our services are accessible by all.

What is Diversity?

Diversity promotes the vision that not everyone is the same and individuals/communities have different needs. Diversity acknowledges that one size does not fit all. Public services have a unique role in ensuring accessibility to all who need them. In the current climate of consumerism, people expect services to be tailored to their individual needs.

What is a Equality Impact Assessment?

Equality Impact Assessments (EIAs) focus on the impact that policies, procedures, practices and services may have on customers, potential customers and employees. They are concerned with ensuring that, in a responsible and proportionate way, the Councils provides flexible services (including employment) that recognises people's diverse needs/requirements.

The basic principles of a diversity impact assessment are the same as any type of impact e.g. environmental impact assessments or health and safety risk assessment. Through identifying unjustifiable or adverse differential treatment, EIA's begin the process of ensuring that the Council can:

- *Reasonably and proportionally meet the specific needs or requirements of all of its stakeholders (internal and external)*
- *Identify, tackle and remove any barriers*
- *Promote equality and diversity*
- *Satisfy equality legislation*
- *Achieve equality related local government performance criteria*
- *Set meaningful objectives that can tackle any form of exclusion.*

EIA's should become a source of objectives and targets for services. They will provide the platform to monitor and review our services to achieve continuous improvement. A result should be that equality and diversity considerations are mainstreamed into the Council's decision-making processes.

What are our equality legal obligations?

SBC must ensure that it complies with the Equality Act 2010.

The Equality Act 2010 strengthens harmonises and streamlines 40 years of equality legislation. The Equality Act 2010 includes the following nine "protected" characteristics

- **Age**
- **Disability**
- **Sex**
- **Gender Reassignment**
- **Marriage and Civil Partnership**
- **Pregnancy**
- **Race**
- **Religion / belief**
- **Sexual Orientation**

Why do we have to conduct Equality Impact Assessments?

The implementation of a EIA framework supports the statutory requirements of the Equality Act 2010

2. OVERVIEW OF THE EIA TOOLKIT

Use of the EIA framework will help services to identify where any development of equality objectives are required to address any adverse impact of stakeholders. It will help the Spelthorne Council to:

1. Assess policies, procedures and practices for their impact on different groups (internal and external) based on their specific needs/requirements, to ensure that no groups receive unjustifiable differential and/or adverse treatment and/or to improve the promotion of equality and diversity.
2. Identify how any unjustifiable differential and/or adverse treatment can be reasonably addressed and/or how the promotion of equality and diversity could be improved, whilst still delivering the legitimate aims of the policy, procedure or practice on a proportionate basis.
3. Develop specific equality/diversity objectives and associated action plans designed to address unjustifiable differential and/or adverse treatment and/or improve the promotion of equality and diversity.
4. Monitor and review, so that the consideration of equality and diversity issues become mainstreamed in the Council's decision-making processes.

To meet these responsibilities the authority has developed an inclusive Equality Impact Assessment Toolkit. Our Equality Impact Assessment Toolkit aims to ensure our policies, functions and services do not have an unjustifiable adverse impact in relation to:

- Age
- Disability
- Sex
- Gender Reassignment
- Marriage and Civil Partnership

- Pregnancy
- Race
- Religion / belief
- Sexual Orientation

Our inclusive Equality Impact Assessment Toolkit aims to develop proportionate equality objectives that can deliver service that meet the needs of our customers and develop and maintain a diverse workforce.

There are four key stages in conducting a Equality Impact Assessment (EIA).

- **Stage 1. SCOPING** – Identifying how we will conduct the EIA.
- **Stage 2. SCREENING** – What key policies, practices, functions and services could have a high, medium or low ‘Relevance’ to equality?
- **Stage 3. IDENTIFYING ADVERSE IMPACT** – Assessing the impact of your policy or service area – Carrying out your assessment. What are the gaps? (qualitative and quantitative).
- **Stage 4. IMPLEMENTING PROPORTIONATE EQUALITY OBJECTIVES & MAINSTREAMING DIVERSITY** – Developing our Equality Action Plan.

3. WHEN SHOULD AN ASSESSMENT BE CARRIED OUT?

1. An EIA should be carried out whenever an existing service policy, procedure or practice is being reviewed and whenever a new one is being developed.
2. Given the current legislative context and current performance criteria for local authorities, it is expedient for to the Council to plan and begin systematic assessment of its policies, functions and services that are likely to have an equality impact, not just new ones or ones that are to be reviewed shortly.
3. Review may also be prompted by a relevant issue or a trigger that you have been made aware of, this could be through monitoring your service delivery, through a complaint, a change in legislation and so on.

4. A PROPORTIONAL APPROACH

Services are advised to take a proportional and reasonable approach to the EIA. The scope of the assessment should depend on the likely equality impact on different stakeholder groups and the requirements of relevant legislation. The greater the likely impact and the implications of legislation, the more in depth assessment will be required.

You will find that due to their nature some policies, services and functions are likely to have limited or little impact. However, it is necessary to be able to justify the level of assessment that you decide to undertake. When completing assessments on something that has little or limited likely impact it is still important to show what information you have considered. If no action is required then you should explain why on the assessment form. It may be that it will not take much time for you to complete such assessments but the important thing is that you have considered the implication.

You will need to look to ensure that the policy, service or function meets the needs of our diverse community and of all stakeholders:

- Without compromising its legitimate aims and objectives
- By operating within the boundaries of relevant legislation
- By paying attention to justifiable restrictions on what you can provide, and in some cases, available resources.
- Avoiding the introduction of new levels of possible discrimination

5. COLLATING EVIDENCE & GUIDANCE

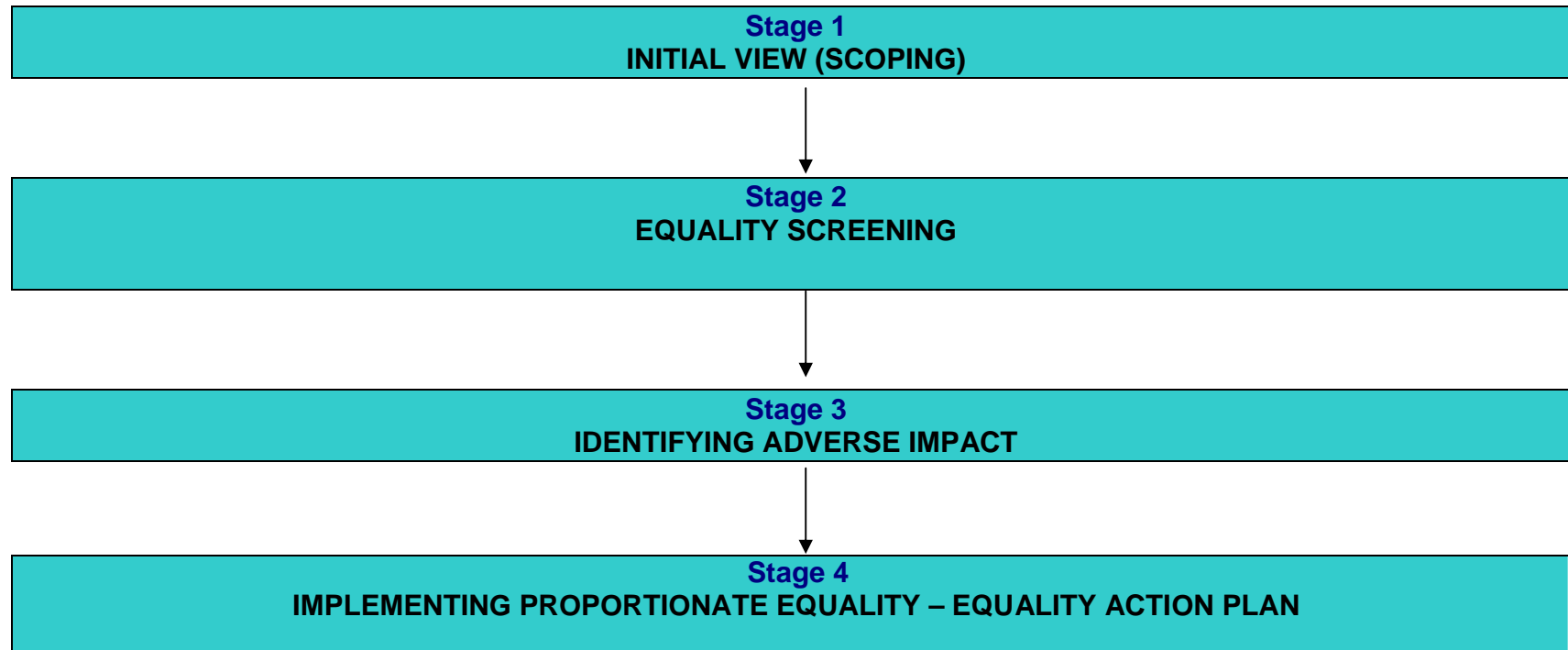
The Equality Impact Assessment Toolkit aims to support officers in collating evidence that can be used to assess how our policies or services are impacting. It is important to evidence any data that is used during this process. The Toolkit also lists guidance notes which aim to support the officer in identifying what actions may be necessary.

NB: If you do not have data to support your objectives you will need to develop monitoring mechanisms that will support and help you identify the gaps in service provision or employment issues.

SPELTHORNE BOROUGH COUNCIL'S

EQUALITY IMPACT ASSESSMENT TOOLKIT

6. EQUALITY IMPACT ASSESSMENT FLOWCHART



STAGE 1 – SCOPING

Scoping is the initial planning stage of the assessment. The aim of this scoping is to identify how the EIA will be conducted and assessing at this early stage:

AGREEING WHO WILL LEAD AND CARRY OUT THE ASSESSMENT

Establishing responsibility and ownership has been identified as a critical part of making the assessments a meaningful exercise.

1.1 Policy, Practice, Functions or Service being assessed	<i>Please state policy or service being assessed</i>
Allocations Policy	
1.2 Lead Officer	<i>Please state name and contact details of lead officer who will be conducting the review.</i>
Arif Sain, Senior Consultant, Inclusivity Training & Consultancy Ltd Office: 01279 460022 Email: info@inclusivityconsultancy.co.uk	
1.3 What do you think are the main issues relating to diversity within your policy or service area?	It is suggested that it would be helpful for those who carry out the assessment to begin by offering an initial view of what they think are the main issues relating to diversity for the policy or service being assessed. This can then help shape the questions that will form the basis of the assessment and ensure that the assessments are tailored to the specifics of the service, rather than just working through a set of standard questions. <i>Some things you may wish to consider.</i>

	<ul style="list-style-type: none"> • <i>How do you think that your policy or service currently meets the needs of different communities in Spelthorne? Equality Scheme</i> • <i>Do you think that your policy/service specifically contributes to promoting Equality and Diversity in Spelthorne? if so, in what way? Yes through Corporate Plan</i> • <i>Do you think that your policy or service presents any barriers to any community or group? if so please provide evidence. Consultation feedback suggests no barriers</i> • <i>How can your service or policy tackle these barriers ((gender, disability and race at least) age, religion/faith and sexuality))</i> • <i>Are there any equality objectives that are on-going or planned for the future, if so please state.(These could be included in your Equality Action Plans (Stage 4)</i> • <i>Please list our proposed equality objectives, at this stage, if any?</i>
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STAGE 2: EQUALITY SCREENING PROCESS (Risk Assessment)

1. Introduction

Stage 2 consists on undertaking a screening (or equalities risk assessment). Key areas to consider are?

Appendix 3

- What are the key policies, functions and services which may have 'Relevance' to equality and diversity?
- How will you rank these?
- Will you consider individual policies

The outlined Equality Screening Process (ESP) should be used where Service areas are conducting Service based Equality Impact Assessments (EIAs) and/or Policy based EIAs. The purpose of this screening process is to identify policies or practices we believe have a 'Relevance' to disadvantaged groups e.g. BME communities, people with disabilities, women or men, etc. This process should enable the lead officer to identify what are the key equality issues in their respective service area and to identify policies or practices believed to could have an adverse impact on disadvantaged groups.

2. How to use the Equality Screening Process

Each Lead Officer is asked to identify which services, functions, policies or practices that have a 'Relevance' on service delivery in relation to the six diversity themes using the scoring sheet. Points should be provided on the basis of actual or presumed 'Relevance' based on the information provided in section 1. By the end of the exercise you should have added all the points and given a score. The next stage is to identify which policies/practices have a high/medium or low adverse impact.

2a. Points

- 5 – This policy or practice could have a very high relevance on our service delivery
- 4 – This policy or practice could have a relatively relevance on our service delivery
- 3 – This policy or practice could have a medium relevance on our service delivery
- 2 – This policy or practice could have a relatively low relevance on our service delivery
- 1 – This policy or practice could have a very low relevance on our service delivery

2b. Scoring

- 1-10 points** – Low Relevance
- 11 – 20 points** – Medium Relevance
- 21 and above** – High Relevance

Please see example below:

3. Equality Screening Process

Service, Function, Policy, Practice.	Age	Disability	Sex	Gender Reassignment	Marriage / Civil partnership	Pregnancy	Race	Religion / Belief	Sexual Orientation	Total Points	Impact H/M/L
Allocations Policy	3	3	3	1	1	1	4	3	1	20	MED

4. Conclusion – Policy or Service EIA?

If a policy/practice has a score of 25 or over, it is advisable that a Policy based EIA is undertaken. If most policies score below 25, it would be advisable to conduct a service based EIA, which will involve an EIA that overviews all policies or practices in your respective service area.

STAGE 3. IDENTIFYING ADVERSE IMPACT

The aim of an assessment is to identify whether the service or policy has an adverse impact upon people with disabilities, black and minority ethnic communities, men and women, heterosexual, gay, bisexual and lesbian communities, older and younger people and faith communities. The assessment should ultimately produce proportionate equality objectives, which help remove barriers and link into service plans. The end result must, at least, produce one equality objective for each of the three equality themes listed by the Local Government Equality Standard, namely gender, disability and race.

Stage three comprises of two sections.

- Concentration on the aims of the service, policy, function or practice.
- Focuses on the practical delivery of the policy or service.

Assessing the Aims and Criteria of the Policy or Service

This section will determine whether the underlying aims, policies and procedures of the policy or service comply with the Disability Discrimination Act 1995, and Disability Discrimination Act 1995 and (Amendment) 2005, Sex Discriminations Act 1977, and Single Equality Act 2005, Equal Pay Act 1970, Employment Directive (Religion/belief) 2003, Employment Directive (Sexual Orientation) 2003, Employment Directive (Age Discrimination) 2006 and the Local Government Equality

Standard. In addition to the key questions below, you may wish to include any specific issues that were identified during the scoping stage of the assessment.

Key Questions	Issues to consider
<p>3.1 What are the aims of the policy, practice, function or service? See Service Plan (cut & past in)</p>	<p><i>What needs is the policy/service designed to meet?</i></p> <p><i>What are the current priorities?</i></p> <p><i>You could also refer to your current Service Plans</i></p>
<p>Spelthorne Borough Council (SBC), Elmbridge Borough Council (EBC), Elmbridge Housing Trust (EHT) and A2Dominion Housing Group (A2D) are partners in the Search Moves Choice Based Lettings scheme. Under this scheme these partners have agreed to let 30% of their vacancies under a sub-regional five partner common allocations policy. These properties will be available to all households on the partners' housing registers.</p> <p>SBC, EBC, EHT and A2D have agreed to let the remaining 70% of their vacancies under a four partner common allocations policy.</p> <p>The overall aim of this policy is to ensure that all social housing in the boroughs is allocated fairly and objectively, having regard to any legislative requirements, regulations or Codes of Guidance issued by Department of Communities and Local Government, and homelessness and tenancy strategies.</p>	
Key Questions	Issues to consider
<p>3.2 What does available data and the results of any consultations show about the take up of services? What is the impact on different groups? (qualitative and quantitative)</p>	<p><i>You could look at:</i></p> <ul style="list-style-type: none"> • <i>previous community consultation exercises,</i> • <i>customer service reviews and analysis.</i> • <i>Census data</i> • <i>What are the experiences of front-line staff in relation to the provision of the service?</i> • <i>location of facilities.</i> • <i>lack of access to translation/interpretation or access to building or services,</i> • <i>eligibility rules could be a barrier?</i>

The partnership ran a consultation period which ran from Friday 11 January to Wednesday 30 January 2013. There were 890 responses received, although the total responses to each question did not necessarily total 890. In the main, the results reported here are done so in percentage terms and relate to the overall response.

2.1 The responses break down as follows:

- 98% (862) responses received on behalf of households and 2% (15) were received back from named organisations.
- 47% of household responses indicated that they had a housing application in place with the SEARCH Moves scheme and 49%.
- did not, with 4% not knowing
- Of those with a housing application, 140 (36%) indicated that their application was with Elmbridge BC, 190 (49%) was with Spelthorne BC, 27 (7%) were registered with A2 Dominion and 17 (4%) were registered with Elmbridge Housing Trust.
- 47% of households responding were resident in Elmbridge, 41% in Spelthorne, 6% in Runnymede and 6% elsewhere.

In respect to equalities the consultation stakeholders were asked the following question:

“Do you think any of the proposed changes to the Common Housing Allocations Policy will have a negative impact on any particular group of people, e.g. due to their age, gender, disability, religion and belief, sexuality and pregnancy and maternity etc?”

-This question was posed to help inform the equality impact assessment and flag up any potential negative impacts that had not been previously considered or identified when formulating the changes.

-26% of respondents answered “yes”, 45% said “no” and 29% answered “don’t know”.

-Over 150 comments were made, covering a wide range of issues and opinions.

-There were a number of groups of people which were repeatedly identified as being likely to be negatively impacted by the proposed changes. The five groups most commonly identified were:

-Families with young children / siblings of different sexes aged under ten who would be expected to share a bedroom until the older child turns ten (as proposed under change nine).

-Single people / childless couples aged under 35 (who would be adversely affected by proposed change six which would reduce their priority for housing).

-(These first groups were the most commonly identified as being negatively impacted by the changes).

-Those renting privately (who would see their priority for housing reduced under proposed change five)

-Those with disabilities (a number of respondents commented that disabled people who were either unable to work or unable to work 24 hours per week would be adversely affected by proposed change ten, which suggested giving preference to working households for 10% of advertised vacancies.

The unemployed / in paid employment of less than 24 hours – linked to the above point, a number of respondents were concerned that the proposal to give priority to working households for 10% of vacancies would directly those who are either not in work or who were not working 24 hours and that this could have an adverse impact on particular groups within the community. . As well as the disabled there were a number of other groups that were identified as likely to be adversely affected by this proposal. For example, a number of respondents identified lone parents (whom are overwhelmingly women) as being disadvantaged by this proposal as their hours may be limited by childcare responsibilities and the costs and difficulties of arranging paid childcare. It was also pointed out that those who are in the later stages of pregnancy or who have recently had children may also be affected, as they are less likely to be in work. Similarly, it was pointed out that those with formal caring responsibilities and who may be providing care for more than 35 hours per week (and receiving Carer's Allowance) may be negatively impacted as they may not be able to carry out this role and hold down a paid role of 24 hours or more. Whilst a number of respondents recognised and supported the intentions behind the proposed change, that is to reward work, several remarked that the proposed change appeared to not take account of the circumstances which lead to people being out of work or not being able to work 24 hours or more.

Several respondents remarked on the potential cumulative impacts of two or more of the proposal on particular groups. For example, families with young children of different sexes living in the private-rented sector could be disadvantaged by two of the changes. Similarly some believed that single people aged under 35 and working less than 24 hours per week (for whatever reason) would see their priority for housing reduced overall and being given less preference for 10% of homes.

Others identified what could be very particular instances where households might be affected. For instance, one respondent that where a couple with children had separated and the party who was not the main carer was under 35, that

<p>they may have less chance of obtaining a self-contained social housing tenancy which would be a better environment for children to visit or stay overnight, compared to shared accommodation.</p>	
<p>3.3 Can you identify any gaps? What are the reasons for this?</p> <p><i>(Please note: If you do not have any data, you may wish to develop service based monitoring mechanisms that collate data on under-represented groups)</i></p>	<ul style="list-style-type: none"> • <i>Are communities or service users aware of this policy or service?</i> • <i>Are there any accessibility issues?</i> • <i>Is service provision monitored, if so how?</i> • <i>Is there a lack diversity awareness amongst staff?</i>
<p>Race</p>	<p>Geographical distribution of different racial groups across the stock is monitored in an attempt to ensure that choice does not lead to segregation. However, as the system is based on choice this can be a difficult area to confront. Segregated pockets can and do become created because certain groups choose to live together and are able to do this where the voids become available. Unfortunately this can be in the least popular areas.</p> <p>As far as can be determined all applicants, regardless of racial group, are given access to the same information about lettings with translations being available on request.</p> <p>All lettings are monitored by ethnicity and steps can be taken to make sure that the system for ‘bidding’ for properties under ‘choice-based’ lettings schemes does not put a particular racial group (or groups) at a disadvantage.</p> <p>There is no evidence to suggest that the nomination system for referring housing applicants to other social landlords puts those from any particular racial group (or groups) at a disadvantage (for example, by disproportionately</p>

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	<p>transferring applicants from a particular racial group to housing association properties, which are perceived to be 'better) and housing applicants from all racial groups appear to be fairly represented among the nominations</p> <p>Larger properties with three or four bedrooms are often a requirement of some racial groups and lack of availability could disadvantage some families. However, within the Allocation Scheme the Council has in the emergency band Applicants who are statutorily overcrowded as defined by the Housing Act 2004.</p> <p>Local Lettings policies have the potential to impact the housing options of disadvantage groups and much has been written nationally on this. Ethnic communities often choose to live in close proximity. Reasons include being close to family and other cultural spaces such as religious and retail facilities. Local lettings schemes will therefore benefit those members of ethnic minority communities who are working and who wish to exercise their choice to remain within their communities. This also supports the local economy.</p> <p>Nationally there is widespread concern about the allocation of scarce public housing resources across many ethnic groups. This can be damaging to community cohesion as a result of community perceptions of unfairness relating to the allocation of social housing. The Allocation scheme contains specific rules about eligibility that are enforced for all applicants. The scheme incentivises voluntary work and employment that can both help to build community cohesion. It is also more transparent which in itself will help to communicate fairness.</p> <p>Applicants made homeless through a hate crime would be</p>
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	<p>placed into emergency band and therefore achieve the highest banding under the scheme.</p>
<p>Sex</p>	<p>Applicants subject to MAPPA (Multi-agency Public Protection Arrangements) will be subject to risk assessment and may be by-passed for properties based on that risk assessment. There are more males subject to MAPPA than females, and therefore this will impact on men more than women. This negative impact is necessary in order to ensure wider protection of the public.</p> <p>The policy gives priority to households who have dependent children living or expected to live with them on a permanent basis. This is due to the shortage of family sized social rented homes. This may have a negative impact on men who have staying access to children from a previous relationship.</p>
<p>Disability</p>	<p>The policy allows the applicant to provide a self assessment of their medical condition or impairment and explain how this is affected by current housing conditions and how it could be improved by re-housing. Specialist supported accommodation can be accessed through relevant multi-agency panels.</p> <p>Applicants made homeless through a hate crime would be placed into emergency band and therefore achieve the highest banding under the scheme.</p>

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<p>Age</p>	<p>Young people under the age of 18 can join the Common Housing Register (from the age of 16) but may not be considered for a tenancy unless they have a Guarantor. It is the Registered Provider’s own Allocations Policies that actually determines how a young person would be treated if they were top of a shortlist. The Housing Service would work with the young person, and other relevant agencies, to assist them in putting appropriate support in place and/or to consider wider housing options.</p> <p>Households who apply to join the register are treated equally without reference to age, however older persons who are aged 55 or older may have the ability to consider additional housing options such as older persons homes and sheltered housing.</p> <p>Under occupation is awarded a high priority where there are a number of bedrooms that are not used and this would largely be a positive measure to older households where their children have left a family sized property.</p> <p>Tenants may express concerns that older applicants may be forced to leave their accommodation if they are under-occupying. This is not the case.</p>
<p>Religion/Belief</p>	<p>There little or no evidence that there is any likely negative impact in respect of applicants. Applicants made homeless through a hate crime would be placed into emergency band and therefore achieve the highest banding under the scheme.</p>
<p>Sexual Orientation</p>	<p>While many people identify as heterosexual, many people do not in the wider community. The Government estimates</p>

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	that approximately 6% of the population are either gay men, lesbians or bisexuals. There little or no evidence that there is any likely negative impact in respect of applicants. It is also acknowledged that data on residents` sexual orientation is unlikely to be accurate. Applicants made homeless through a hate crime would be placed into emergency band and therefore achieve the highest banding under the scheme.
Marital Status	There are no specific issues which are felt could discriminate or disadvantage married couples or those in civil partnerships.
Pregnancy/Maternity	Bedroom spaces are not allocated until a baby is born. This does not prevent a pregnant woman from accessing social housing, or other housing options, and ensure that all households are treated fairly in assessing bedroom need based on current circumstances and household make-up.
Gender Reassignment	Transgender people may be particularly at risk of housing crisis and homelessness arising from transphobic reaction by family, neighbours and members of the local community. This may make it difficult to obtain work or undertake formal voluntary work. Applicants made homeless through a hate crime would be placed into emergency band and therefore achieve the highest banding under the scheme.

3.4 What would be the benefits of making the above changes and are there any negative impacts that such an action would have on different communities?	<i>You may want to consider the benefits and consequences for the group(s) concerned, other communities and the Council, if we were not to make the suggested changes?</i>
<p>Given a limited supply of housing, any increase in priority for one group is inevitably associated with another group having lower priority. There are no disproportionate impacts, and what impacts there are identified are justified in order to make the scheme simpler to understand and fairer across all groups. As there is a limited supply of housing, any increase in priority for one group is inevitably associated with another group having lower priority. Therefore there are no disproportionate impacts, and what possible impacts that have been identified within the consultation are justified in order to make the scheme fairer and accessible to all groups.</p>	

STAGE 4. IMPLEMENTING PROPORTIONATE EQUALITY OBJECTIVES & MAINSTREAMING DIVERSITY – THE EQUALITY ACTION PLAN

Your Equality Action Plan (Draft)

4.1 Referring to **Stages 1** (Scoping), **Stage 2** (Screening) and **Stage 3** (Adverse Impact) please list what objectives you will implement to mainstream diversity in your service area.

Please complete your Equality Action Plan ensuring that you have listed at, least objectives in regards to disability, gender and race/ethnicity.

Outcome	Objectives	Lead	Resources	Deadline	Progress
As there are no identified unjustifiable negative impact, no actions have been identified.					

Congratulations, you have now completed your Equality Impact Assessment. Please send a copy of your EIA to:
 Liz Borthwick, Assistant Chief Executive
l.borthwick@spelthorne.gov.uk
 01784 446376

Cabinet**24 September 2013**

Title	Spelthorne Commuted Sums Investment Strategy		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Suzy Webb	Key Decision	Yes
Report Author	John Hesbrook, Housing Strategy & Enabling Officer		
Summary and Key Issues	<p>There are a range of initiatives for investing commuted sums secured in lieu of onsite affordable housing from development schemes.</p> <p>The initiatives are, investing monies to secure additional units/houses on Section 106 schemes or investing money into RSL led schemes to make them financially viable. Acquiring land and building properties and buying existing properties,</p> <p>This strategy will maximise the Council's opportunities for bringing forward much needed affordable housing in a difficult economic climate.</p>		
Financial Implications	Section 106 monies secured in lieu of onsite provision have to be spent on affordable housing within set timescales (5 - 10 years). Subject to various planning permissions being implemented, the Council will potentially have over £4 million available to invest in affordable housing by 2017.		
Corporate Priority	Service delivery		
Recommendations	Cabinet is asked to approve the Commuted Sums Investment Strategy as set out in Appendix 2		

MAIN REPORT

1. Background

- 1.1 Following the discontinuation of the Local Authority Social Housing Grant in 2003, the Council took the decision to budget the annual sum of up to one million pounds in the Capital Budget from its own resources to support the provision of affordable housing. A number of new build affordable housing developments were allocated sums that made the delivery of these schemes possible. This sum was subsequently revised to half a million pounds per annum and then further reduced to one hundred thousand pounds per annum. No money has been specifically allocated for this purpose for the last three financial years. However, the Council pledged to continue considering any affordable housing schemes that required additional funding on their individual merits.
- 1.2 In 2010 Cabinet agreed to fund four A2Dominion affordable housing schemes £30,000 each (£120,000 in total) to assist in making these schemes more financially viable and deliverable. These schemes (Windmill Lodge, Park Road, Hengrove Crescent and St Marys Lodge) provided 4 four bedroom houses, 24 three bedroom houses, 4 two bedroom flats and 4 one bedroom flats (which were all social rented).
- 1.3 The state of the economy and changes to the welfare system are placing increasing pressures on affordable housing in the borough (in the widest sense of the word). Private sector rents are rising above the rate of inflation, and the Council have an increasing reliance on bed and breakfast accommodation due to a lack of temporary accommodation. In addition, there is a shortage of affordable housing coming on stream for new nominations, either through new development or properties being recycled. The Council therefore needs to look at more innovative ways of delivering affordable housing in the future.
- 1.4 Between years 2006-07 to 2011-12, 499 new affordable homes were completed. Currently there are 2,230¹ households on the Housing Register. The Council's Allocations Policy has recently been reviewed and once implemented, the new stricter qualifying criteria will result in a projected reduction of 525 households from the Housing Register, leaving an approximate total of 1705 households. Even with these reduced numbers, there is still a significant demand for affordable housing.
- 1.5 A number of recent planning consents in Spelthorne have been approved that will secure a commuted sum in lieu of onsite/off site affordable housing. For example, a Section 106 Agreement for the redevelopment of Shepperton Studios will secure £2.2 Million for offsite affordable housing if the scheme is implemented. The London Irish residential scheme in The Avenue, Sunbury will secure three staged payments totalling £1.53 million for offsite affordable housing. These monies will have to be spent on the provision of affordable housing within ten years of being received or the developer can request that

¹ Figure correct as of 1 May 2013

the unspent monies from these sums are returned. As such it is necessary that the Council have a strategy in place to invest these monies within the imposed time constraints. Details of those schemes which are required to pay a commuted sum and possible timescales for when they will be built out are set out in **Appendix 1**.

- 1.6 It is worth remembering that a Section 106 allows a local planning authority to enter into a legally-binding agreement with a land developer over a related issue. However, the government's view is that S106's only provide a partial response to capturing funding contributions for infrastructure. As such, provision for the Community Infrastructure Levy (CIL) is now in place. Councils will be empowered (but not required) to set a charge for most developments via a formula. Current Government thinking is that S106 contributions will continue alongside CIL, but for a restricted number of purposes and requirements directly related to the site. The Council will continue the use of Section 106 Agreements to secure affordable housing on site and commuted sums to fund off-site affordable housing on schemes where it has been agreed that on-site provision is not achievable or practical. On this basis there is clearly an on-going requirement for the Council to have a strategy in place.

2. Key issues

- 2.1 Spelthorne faces the considerable planning challenge of having large areas of green belt and significant parts of the Borough are also liable to flood. The urban area of Spelthorne represents only 35% of the Borough whilst the remaining 65% is designated as Green Belt. As such development is targeted into the existing urban areas not subject to these constraints. Land is at a premium and whilst on occasion it might be appropriate to negotiate a commuted sum in lieu of on-site affordable housing, a robust strategy for the expenditure of these sums for the purpose intended is required. Being clear about what we will use the monies for will ensure the process is transparent for everyone. It will be necessary to ensure that all affordable housing commuted sums secured through Section 106 Agreements are invested in an efficient and timely manner that will increase the provision of affordable housing in Spelthorne

3. Options analysis and proposal

- 3.1 To produce and publish a clear investment strategy for the expenditure/investment of commuted sums secured through Section 106 Agreements. The investment options are set out in **Appendix 2**. Each of these strategies will result in additional properties being secured to assist the Council in providing accommodation for those people on the housing register. All of the investment options will be considered when planning expenditure of these monies, and the outcomes and cross benefits will be carefully assessed.
- 3.2 The Council will aim to secure a minimum of four additional affordable housing units each year. However it should be borne in mind that the timeline for receiving these monies is extended over a period of years. Also, some investment options will take longer to bring to fruition than others and which option is chosen may well depend on the circumstances at a particular point in time.

The preferred option

To adopt the Commuted Sums Investment Strategy as set out in Appendix 2. This will allow the Council to:

- Invest monies to secure additional units/houses on Section 106 schemes or Registered Social Landlord (RSL) led schemes
- Purchase existing properties and let the properties to clients on the Housing Register
- Purchase land or identify land within the Council's ownership suitable for residential development and build affordable housing

Alternative options considered

Option 1: To not produce an investment strategy for the commuted sum Section 106 monies. This is not a realistic option. The Council will receive these negotiated sums and an agreed Strategy for spending these monies will minimise the risk of monies not being expended and returned to developers at the end of the agreed term.

Option 2: Alternative investment options were also considered, however having taken legal advice these initiatives were not considered an appropriate use of Section 106 money secured for the provision of affordable housing. The options considered were –

- 1) Encourage under occupiers of larger affordable units to downsize for cash incentive
- 2) Bringing long term empty homes back in to use for private rented accommodation through low interest loans
- 3) Improving the condition of homes which are unsafe/of a poor standard (condition) that are occupied by vulnerable people using S.106 financing to finance low interest loans.

4. Financial implications

4.1 Subject to various planning permissions being implemented, the Council will have over £4 million available to invest in affordable housing via this Commuted Sums Investment Strategy over the next 5 years or so.

4.2 There are no current plans for the Council to invest any money from its own resources into these initiatives (e.g. new homes bonus). If at a later date the Council considers investing money from its own resources into these initiatives, a report would come to Cabinet for consideration.

5. Other considerations

5.1 The Council will be receiving large sums of money from developers to be used exclusively for the provision of affordable housing. These monies are already put into designated accounts and will be closely monitored (as part of our current S106 monitoring system) to ensure that it is fully spent and that no monies remain at the end of the expenditure term as stated in the S106 Agreement.

- 5.2 Expenditure and commitment of commuted sums monies will be subject to a scheme of delegation and will have to be signed off by the Assistant Chief Executive (Liz Borthwick), after consultation with the Portfolio Holders for Finance and Planning and Housing.
- 5.3 A separate company entity will be created to develop, own and rent out housing. The Council will retain ownership of all properties developed/purchased. These properties will be rented out to clients from the Housing Register at affordable rents/social rents on assured short term tenancies. The assumption being that tenancies would be renewed at the end of the term if the terms of the tenancy had been complied with. One of the aims of setting up a separate company entity will be to prevent the option of losing properties to tenants exercising the right to buy. The Council's Legal Department is reviewing the requirements that have been identified for this company/vehicle and will advise on what kind of company structure will best meet these requirements.
- 5.4 An assumption has been made that delivering the detail of the strategy will be achieved within existing staffing levels. Additional resources may be required once the detail of implementing the strategy has been fully developed. Where possible, existing resources will be re-allocated.

6. Risks and how they will be mitigated

- 6.1 The risk is that if we do not fully expend or account for all the secured monies that these will have to be repaid to the developer with interest as stated in the Section 106 Agreements. By setting out a range of investment measures the Council is maximising its opportunities for spending the monies within the timeframe and will reduce the possibility of delays in allocating monies to projects/initiatives. Detailed processes and procedures will be developed for each of the strategies to ensure they are implemented and managed efficiently.

7. Timetable for implementation

- 7.1 To be implemented with immediate effect.

Background papers:

None

Appendices:

Appendix 1: S106 monies for schemes with planning permission

Appendix 2: Spelthorne Commuted Sums Investment Strategy

Commuted Sums Schedule by Scheme

Appendix 1

Scheme	Total Sum	Payment Schedule	Timescales
London Irish, Sunbury	1,532,000.00	No more than 50 units occupied until pay 500,000 more than 100 units occupied until pay 500,000 than 150 units occupied until pay 532,000	No No more The projected start date for this scheme is September 2014, due to the relocation of facilities to Hazlewood site. If starts as scheduled, estimated completion would be September 2017
Police College, Sunbury	200,000	Prior to the occupation of the 24th Residential Unit it will pay to the Council the Off Site Affordable Housing Contribution.	Work commenced, completion due by July 2014. Would expect payment by end of 2014
Crossroads Pub, Shepperton	40,000	Monies Received and held in account	
Exforde House, Ashford	100,000	Monies Received and held in account	
Shepperton Studios Backlot	2,200,000	Scheme not been implemented. Payment of commuted sum staggered over the 6 phases of construction. commencement of Phase 3, pay 242,544 commencement of Phase 4 pay 739,662 commencement of Phase 5 pay 190,546 commencement of Phase 6 pay 1,027,248	No projected start date known at this time. On On On
Totals	4,072,000.00		

SECTION 106 COMMUTED SUMS INVESTMENT STRATEGYSEPTEMBER 2013

No	Investment Option	Strategy	Benefits	Risks	Outcomes	Timeline	Responsible Officer
1	Invest monies to secure additional units/houses on Section 106 schemes or RSL led schemes to make the delivery of additional units, or 100% affordable housing schemes financially viable.	This strategy is to secure additional affordable housing units in excess of those that we negotiate under the terms of a 106 Agreement. This strategy would be pursued in partnership with the Council's preferred partner Registered Social Landlords (RSL's).	The properties would remain as affordable housing in perpetuity and the Council would retain 75% Nomination rights to all true voids of these properties.	The risk is that in a buoyant housing market developers will be reluctant to increase affordable housing numbers on their schemes for fear of devaluing the remaining private for sale units.	Increased provision of appropriate new build affordable housing in the Borough.	If this strategy is approved, to be implemented immediately. Negotiations could take place when suitable sites come forward. Dependent on developer sentiment and also what sites come forward.	Housing Strategy & Enabling Officer

2	Purchase existing properties and let the properties to clients on the Housing Register in line with the Council's Allocations Policy	The Strategy is to purchase existing properties with monies secured from commuted sums. The highest demand on the housing register is for two bedrooms, four person units and three bedroom five/six person units, so the focus would be on securing these units. Ideally these would be let at Social Rent levels. The Council would retain ownership and employ management company (or RSL) to manage and maintain the properties etc. The properties would remain as affordable housing in perpetuity and the Council would retain Nomination rights to these properties.	The Council would secure additional affordable units to nominate to. The Council would retain 100% Nomination rights and the units would also produce an income stream, through rent etc.	A risk associated with this initiative is the potential of purchasing properties that have extensive long term maintenance issues that require significant expenditure and in a worse-case scenario require tenants to be decanted whilst works are carried out.	An increased provision of affordable housing. The Council would retain ownership.	If this strategy is approved, it could be implemented with immediate effect, though currently only £140K received so realistically would have to wait until further monies received. Likely to receive money from Police College scheme in late 2014. So would expect to achieve first purchase spring 2015	Housing Strategy & Enabling Officer
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3	The Council to buy sites or identify sites within its ownership that would be suitable for residential development to build some housing.	This Strategy would deliver new build affordable housing which the Council would retain ownership of. The Council does not own much land following the transfer of its housing stock in 1995 to Spelthorne Housing Association (now A2Dominion) and as such it might prove difficult to identify sites within its ownership. Suitable sites on the open market are a scarce commodity and the Council would be competing with local developers to secure such land. Such difficulties do not mean that this option should not be implemented.	The benefits to this Strategy are that the Council would secure new build energy efficient affordable housing and would have assets of capital value.	A risk associated with this initiative is that with land being such a scarce resource that the Council would struggle to identify and purchase suitable sites on the open market. Identifying suitable sites within the Council's ownership or that of other public sector organisations is most likely to yield results.	The Council would retain ownership of the housing and retain 100% nomination rights	There is not currently sufficient funds to pursue this strategy with immediate effect so would have to delay until monies from Police College site received. Projected timescale for receipt of these monies is late 2014.	Housing Strategy & Enabling Officer And Head of Asset Management Services
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Cabinet**24 September 2013**

Title	Draft Statement of Licensing Policy 2014 to 2019 for consultation		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Penny Forbes-Forsyth	Key Decision	Yes
Report Author	Dawn Morrison		
Summary and Key Issues	<p>Section 5 of the Licensing Act 2003 requires a licensing authority to prepare and publish a Statement of Policy every five years. Amendments have therefore been made to the current policy largely to reflect changes to the legislation that have been made since the policy was last reviewed and to update statistics contained within the policy. This report is therefore to seek approval for the draft Statement of Licensing Policy for 2014 to 2019 to be sent out for a consultation with relevant stakeholders.</p> <p>The amendments to the draft policy include:</p> <ul style="list-style-type: none"> • Amendments following the implementation of the Police Reform and Social Responsibility Act 2011 (listed in 2.2 below). • Amendments following the implementation of the Live music Act 2012 • Update of crime, licensed premises and census statistics • Explanation of provisions for Late Night Levies and Early Morning Restriction Orders. 		
Financial Implications	The costs involved in reviewing the policy and sending it out for wider consultation will be met from existing budgets.		
Corporate Priority	<p>Service delivery</p> <p>Communication</p> <p>Efficient use of assets</p> <p>Reducing crime and antisocial behaviour</p>		
Recommendations	Cabinet is asked to approve the draft Statement of Licensing Policy 2014 to 2019 (reproduced in Appendix A) to be sent out for consultation with relevant stakeholders in accordance with the timetable outlined in paragraph 7.1 of this report.		

1. Background

- 1.1 Spelthorne's Statement of Licensing Policy 2011 to 2014 expires at the start of January 2014. The legislative framework means it must be reviewed and updated by the end of December 2013. This report seeks to obtain approval for a draft statement of licensing policy intended to cover the period 2014 to 2019 to be sent out for a six week consultation with relevant stakeholders.

2. Key issues

- 2.1 Amendments to the policy have been made largely to reflect legislative changes since the current policy was approved.
- 2.2 The Police Reform and Social Responsibility Act 2011 received Royal assent on 15 September 2011 (2011 Act). Parts of the Act have been brought in through legislative changes to the Licensing Act 2003 (2003 Act) and some through changes made to the Secretary of State's Guidance, issued under Section 182 of the 2003 Act.

The changes now in effect are as follows:

- The Licensing Authority and Health Bodies (e.g. NHS) are now Responsible Authorities within the meaning of the 2003 Act. This means that health bodies must be consulted on all new and full variation premises licensing applications and will be able to make representations.
- Definition of "Interested Parties". Individuals or businesses used to have to live or work in the vicinity of a licensed premises (or represent someone who worked or lived in the vicinity) in order to make representations against a licence application or apply for the review of a licence. These were known collectively as "Interested Parties". The Government has removed this restriction, known as "the vicinity test". Therefore the term "Interested Party" has been replaced by "any other person".
- Temporary Event Notices (TENs) - Environmental Health (EH) are now able to make representations or objections concerning TENs as well as the Police there is a longer period of time for such objections to be made. Limits on the duration and amount of days permitted for temporary events have been extended, and there are new provisions for "late TENs".
- Local authorities "Statement of Licensing Policies" can be reviewed every five years instead of the previous three year cycle.
- Determination of applications – the burden of proof when determining licensing applications has been reduced. Conditions placed on licences

must now be “appropriate” for the promotion of the statutory licensing objectives instead of “necessary” under previous provisions.

- Payment of Annual Licence Fee – licences must be suspended if the statutory annual fee is not paid. The only way to recover the fees previously was for the payment to be pursued as a civil debt through the Courts

- 2.3 The Live Music Act 2012 came into effect from October 2012 and exempted certain live music from having to be authorised as regulated entertainment and these changes are reflected in the draft policy.
- 2.4 Statistics on the number of licensed premises and census information have been updated. Alcohol related crime figures have been updated and show a consistent fall. For example, recorded statistics for public place violence across Spelthorne has dropped from 984 in 2007/2008 to 468 in 2012/2013 – a fall of more than half.
- 2.5 Explanations of Early Morning Restrictions Orders and Late Night Levies have been added to the policy. These are both provisions brought in by the 2011 Act.
- 2.6 The draft policy for 2014 to 2019 is reproduced in **Appendix A**.

3. Options analysis and proposal

- 3.1 The preferred option is for Cabinet to approve the draft statement of licensing policy for consultation in accordance with the timetable outlined in paragraph 7.1.
- 3.2 There is an option for Cabinet to either amend the proposed draft policy or reject it and propose its own version of a draft policy. However, the existing policy has served us well and reflects best practice and Central Government guidance. The draft policy also takes into account recent changes to legislation.

4. Financial implications

- 4.1 The whole of the consultation process will be carried out within existing budgets.
- 4.2 There are no current proposals to change the fee structure under the 2003 Act, because only Central Government have this authority.

5. Other considerations

- 5.1 The legislative framework requires that Spelthorne’s Licensing Policy be reviewed. There will be an opportunity to make further amendments to take into account responses made during the consultation process. Any revisions will be subject to the approval of Council in December 2013.

6. Risks and how they will be mitigated

- 6.1 There are none

7. Timetable for implementation

- 7.1 Should approval be given to consult on the proposed draft policy the following timetable is suggested:

- Report to Cabinet on 24 September 2013 to seek approval to consult on draft policy;
- Consult with relevant interested stakeholders between 25 September 2013 and 23 October 2013;
- Report to Licensing Committee on 6 November 2013 to seek a recommendation to Cabinet to approve a final version of Spelthorne's proposed Statement of Licensing policy for 2014 to 2019;
- Report to Cabinet on 17 December 2013 to obtain a recommendation to Council to approve a final version of Spelthorne's proposed Statement of Licensing policy for 2014 to 2019; and
- Seek approval from Council on 19 December 2013 to implement and publish this policy to come into effect at the start of January 2014.

Background papers: There are none.

Appendices: Appendix A – Draft Statement of Licensing Policy 2014-2019 – copy is available in the Members' Room

Cabinet**24 September 2013**

Title	Safeguarding Children and Adults at Risk Policies		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillors Jean Pinkerton OBE and Penny Forbes-Forsyth	Key Decision	Yes
Report Author	Lisa Stonehouse/Niky Rentall		
Summary and Key Issues	<p>The Spelthorne Safeguarding Children Policy and Adults at Risk Policies have been updated to comply with a recent statutory self-assessment audit for Safeguarding Children and new recommendations for Adults at Risk. Both policies have recently been approved by Surrey County Council. Surrey County Council suggested some additional wording, following recent statutory guidance, which has been added to the policy. Following councillor comments, the use of the words 'should' and 'must' within the policy have also been reviewed.</p>		
Financial Implications	<p>The main financial implications are:-</p> <ul style="list-style-type: none"> • The staff time required to update, implement and monitor the strategy • Nominated officers have already attended training and will be required to attend further training. • There is currently no budget for safeguarding children and adults at risk training, therefore the cost of paying casual staff to attend training currently has to be found within department budgets. • It is proposed that a budget be allocated for this purpose. The budget required for this is £3000 per annum and a supplementary estimate of £1500 for the remainder of 2013/14. • The marketing budget will be used for leaflets and posters to outline the new procedures. This will be a small cost. 		
Corporate Priority	Service delivery		
Recommendations	<p>Cabinet is asked to:</p> <ul style="list-style-type: none"> • Approve both policies. • Approve that a budget of £3000 per annum be allocated to pay casual staff to attend training in the future and to approve a £1500 supplementary estimate for the remainder of this financial year 2013/14. • Approve that the portfolio holder will have delegated authority to approve any further amendments to the policy from Surrey CC. 		

1. Background

- 1.1 Spelthorne Borough Council has a statutory duty to work together with other statutory and voluntary agencies to safeguard and promote the welfare of children. It is a statutory duty under the Children Act 2004 for each local authority to have a safeguarding board. Spelthorne Borough Council is a partner agency of the Surrey Safeguarding Children Board (SSCB), which is led by Surrey County Council. Spelthorne Borough Council also has a duty to protect adults at risk and is a partner agency of the Surrey adults at risk group.

2. Key issues

- 2.1 The Spelthorne Safeguarding Children Policy and Adults at Risk Policy have been updated to comply with a recent statutory self-assessment audit and new guidance. Both strategies were sent to Surrey County Council for assessment and recommendations. Both policies have now been checked and the suggested amendments have been made. The use of the words 'should' and 'must' have also been reviewed at the request of Councillors.

3. Options analysis and proposal

- The first proposal is to approve both policies.
- The second proposal is to approve a training budget of £3000 per annum in order to pay casual staff to attend Safeguarding Children and Vulnerable adult training.
- The third proposal is to approve that the portfolio holder will be given delegated authority to approve any further amendments to the policy from Surrey County Council.

4. Financial implications

- 4.1 The main financial implications are:-

The staff time required to update and implement the strategy

Nominated officers have already attended training and will be required to attend further training.

There is currently no budget for safeguarding children and adults at risk training, therefore the cost of paying casual staff to attend training currently has to be found within department budgets.

It is proposed that a budget be allocated for this purpose. The budget required for this is £3000 per annum and a supplementary estimate of £1500 for the remainder of 2013/14.

The marketing budget will be used for leaflets and posters. Leaflets and posters outlining the new procedures will be produced, which will be a small cost.

5. Other considerations

5.1 No other considerations

6. Risks and how they will be mitigated

6.1 A robust Safeguarding Children and Adults at Risk Policy is required to ensure that our statutory and moral obligations are met. If a robust policy and procedure is not in place, this could lead to incorrect procedures, which may result in a child or adult being put at risk.

7. Timetable for implementation

The policy will be implemented immediately following approval

A significant amount of training/information provision has already been completed as follows:-

Presentations at staff induction sessions on 16 January 2013 and 31 July 2013.

Presentation at the members seminar in July 2012.

Presentation at the managers meeting in November 2012

Key staff attended half day training run by the Surrey Training Officers Group on 21 November 2012.

Presentations at the staff meetings in March 2013

The Streetscene staff require brief awareness training. This will be provided by November 2013.

Information regarding the new strategy will be posted on SpelNet and on staff notice boards by October 2013.

Background papers:

There are none

Appendices: Safeguarding Children and Adults at Risk Policies – **copies available in the Members' room**

Cabinet**24 September 2013**

Title	Gym extension at Spelthorne Leisure Centre		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Nick Gething and Councillor Forbes-Forsyth	Key Decision	Yes
Report Author	Claire Moore		
Summary and Key Issues	<ul style="list-style-type: none"> The contractor Sport and Leisure Management (SLM) has decided to extend the gymnasium at Spelthorne Leisure Centre and has requested a supplementary capital estimate of £300,000 to enable the advancement of a loan. 		
Financial Implications	<p>SLM are requesting the provision of £300,000 capital.</p> <ul style="list-style-type: none"> In return they will pay the Council an increased management fee of £4,350 per month over the remaining 7 year term (equates to £365,000 over 7 years i.e. £300k capital and £65k interest. The extension will increase the business rates (NNDR) for the centre but SLM have agreed to take responsibility for the increase in NNDR as a result of the extension so there will be no additional cost to the Council as a result of this. 		
Corporate Priority	Efficient use of assets		
Recommendations	Cabinet is asked to approve a supplementary capital estimate of £300,000 for payment to SLM for this project in return for an addition to the existing management fee of £4,350 per month over the remaining 7-year term.		

1. Background

- 1.1 SLM, the Council's leisure centre contractor, has decided to extend the gym at Spelthorne Leisure Centre by adding a mezzanine floor above the existing gym and the existing reception area. This will offer an improved facility to users. They are looking to undertake this work in the next few months in time for a January 2014 launch.

2. Key issues

- 2.1 SLM has asked Spelthorne Borough Council if they can provide £300,000 capital towards the gym extension at Spelthorne Leisure Centre.

3. Options analysis and proposal

- 3.1 There are 3 options
- Spelthorne Borough Council to provide the £300,000 capital payment.
 - Spelthorne Borough Council does not provide the capital. SLM goes ahead with the extension using funds from another source and we see improvements to our facility but no financial return.
 - Spelthorne Borough Council asks SLM what arrangement could be made if Spelthorne Borough Council were to supply part of the required £300,000. Depending on their response we may see a financial return as well as improvements to our facility.
- 3.2 In the current climate the increased management fee offer would be a good return for the Council and would also offer improvements to our facility.

4. Financial implications

- 4.1 SLM are looking for the provision of £300,000 capital in return for an increased management fee of £4,350 per month over the remaining 7 year term (this would result in payment of £365,000 over 7 years to the Council i.e: £300k principal and £65k interest). This return equates to an interest rate of about 5.75% per year which in the current financial climate is a good return for the council. For example, this is a better rate of return than most of the Council's existing investments in its treasury management portfolio and is a better rate of return that we would achieve through direct business peer to peer lending.

The extension will increase the business rates for the centre, but SLM have agreed to take responsibility for the increase in NNDR as a result of the extension, so there will be no additional cost to the council as a result of this. The contract will be varied to reflect this. Indeed the Council will retain on an on-going basis, twenty per cent of any additional business rates generated.

The increase in NNDR will not affect the management fee which is determined by the retail price index (RPI) for November each year rather than by NNDR.

5. Other considerations

- 5.1 There are none.

6. Risks and how they will be mitigated

- 6.1 There is a risk that if Spelthorne Borough Council provides the capital and SLM were to cease operating before the end of the 7 year period then we may not get the return on the investment. However, the latest SLM accounts have been checked and the group is profitable and appears financially sound.
- 6.2 The main period of risk would be the period between advancement of the loan and the completion of the improvement works – a period of a few months, as once the works are completed the Council would own an improved asset, which in the event of SLM running into financial difficulties could be managed under other arrangements to generate future income.
- 6.3 Officers will explore with SLM obtaining a bond from SLM to underwrite the loan risk.

7. Timetable for implementation

- 7.1 SLM are looking to build the extension over the next few months in time for a launch in January 2014. The capital would therefore need to be provided in this financial year.

Background papers: There are none

Cabinet**24 September 2013**

Title	Capital Monitoring Report		
Purpose	Recommendation required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Adrian Flynn		
Summary and Key Issues	<p>To provide Cabinet with the spend figures for the period April to July 2013 on the Capital Programme</p> <ul style="list-style-type: none"> • The current position show that we have spent/committed £486k to date which represents 25% of the revised budget. • The projected outturn shows that we are anticipating to spend £1.749m which represents 91% of the revised budget. • Agree to increase the Customer Relationship Management (CRM) budget by £80k 		
Financial Implications	As set out within the report and appendices		
Corporate Priority	All Priorities		
Recommendations	<p>To note the current spend position</p> <p>To allow £80,000 that was originally agreed back in 2011/12 to be added to the CRM project budget, now that the project is underway.</p> <p>That the Capital Programme provision for Laleham be rephrased with 2013-14 provision reduced by £200k and the provision for 2014-15 increased by £200k</p> <p>The Capital Programme provision for Virtual Desktop be rephrased with 2013-14 provision reduced by £147k and 2014-15 increased by £147k</p>		

1. Background

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

2. Key issues

- 2.1 A large proportion of the projects that were carried over from 2012/13 (£723k) have either being completed in the first four months of the new financial year or have been started with completion dates ranging from autumn 2013 to March 2014. A key issue in 2012-13 was that a number of capital projects slipped, with increased focus on tighter project management across the Council it is anticipated that outturn will be much closer to budget in 2013-14.
- 2.2 Attached as Appendix A and B is the actual spend to date on capital covering the period April to July 2013.
- 2.3 For the period ending July 2013, capital expenditure was £245k (22%) of the original budget and (13%) of the revised budget.
- 2.4 The difference between the original budget and the revised budget is £791,244. The £791,244 is broken down as £723,619 worth of carry forwards from 2012/13 and £67,625 worth of supplementary estimates.
- 2.5 Transactions involving all projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital definition will be transferred to revenue.

Significant Developments/variances

- 2.6 The following projects are worth noting :
 - (a) Meals on wheels Vans : The budget of £50k may no longer be required, as a result of a contract signed with Appetito which will include the transportation of meals to residents.
 - (b) The fencing project worth £64k has being put out to tender and work is anticipated to start on the contract in Oct 2013.
 - (c) Bring site Initiative (£60K) : The current sites are being reviewed with new bins purchased and to be put in place by the end of Autumn 2013.
 - (d) Laleham park Upgrade (£200K): The majority of the budget will not be spend until 2014/15 therefore it would be better to amend the budget to better reflect the actual spend pattern on this project.

- (e) Kenyngton Manor Pavilion : Awaiting results of the feasibility study which is currently taking place, before the club can submit an application to the football foundation for funding.
- (f) ICT Projects involving Customer Relationship Management (CRM) and Voice over internet(VOIP) (£307k) are both under way, with completion dates of August 2014 for VOIP and CRM early 2014/15. The budget for Virtual Desktop should also be amended to better reflect the actual spend pattern on the project.

3. Options analysis and proposal

- 3.1 Cabinet are asked to note the current spend position

4. Financial implications

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

5. Other considerations

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

6. Risks and how they will be mitigated

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

7. Timetable for implementation

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

Background papers: None

Appendices: A &B

Appendix A

CAPITAL MONITORING REPORT P.4 JULY 2013/14

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Webb - Planning & Housing	301,600	-	(4,717)	296,883	14,409	-	296,883	-
Cllr Pinkerton - Health Wellbeing & Ind Living	50,000	75,601	-	125,601	13,512	6,418	60,501	(65,100)
Cllr Mitchell - Environment	85,000	5,000	(34,246)	55,754	2,500	5,000	90,000	34,246
Cllr Gething - Parks and Assets	364,700	288,318	26,588	679,606	176,392	135,383	539,604	(140,002)
Cllr Sexton - Communications	327,900	271,100	80,000	679,000	41,272	66,908	679,000	-
Cllr Forbes-Forsyth - Comm Safety & Young People	-	13,000	-	13,000	-	23,900	13,000	-
Cllr Evans - Finance & Resources	-	70,600	-	70,600	(3,200)	3,200	70,600	-
	1,129,200	723,619	67,625	1,920,444	244,886	240,809	1,749,588	(170,856)

Appendix B

CAPITAL MONITORING REPORT P.4 JULY 2013/14

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Housing Investment Programme											
Cllr Webb - Planning & Housing											
Lee O'Neil	40203	Disabled Facilities Mandatory	520,000	-	-	520,000	110,981	-	520,000	-	On target to spend budget. DCLG have awarded SBC an additional grant of £4717
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	29,600	-	-	29,600	-	No spend likely until much later in financial year
Lee O'Neil		Less Specified Capital Grant	(285,000)	-	(4,717)	(289,717)	(96,572)	-	(289,717)	-	
		Net Cost of Disabled Facilities Grants	264,600	-	(4,717)	259,883	14,409	-	259,883	-	
Lee O'Neil	40207	Equity Release Scheme	10,000	-	-	10,000	-	-	10,000	-	Home Improvement Trusts equity release scheme has been closed. Replacement scheme being sought.
Lee O'Neil	40209	Home Improvement Agency grant	27,000	-	-	27,000	-	-	27,000	-	Annual Invoice to be received later in financial year
		Total	37,000	-	-	37,000	-	-	37,000	-	
Total For HIP			301,600	-	(4,717)	296,883	14,409	-	296,883	-	
Other Capital Programme											
Cllr Pinkerton - Health Wellbeing & Independent Living											
Deborah Ashman	42271	Fordbridge Day Centre	-	20,716	-	20,716	11,127	186	20,716	-	Works are still being carried out, anticipated to be finished by December 2013
Deborah Ashman		External Funding	-	(3,276)	-	(3,276)	(3,276)	-	(3,276)	-	
Deborah Ashman	41013	Wellbeing Centre	-	69,144	7,000	76,144	72,744	6,232	76,144	-	All works are finished, waiting on the closure report to be signed off
Deborah Ashman		External Funding	-	(60,083)	(7,000)	(67,083)	(67,083)	-	(67,083)	-	
Deborah Ashman	42014	Housing Locata	-	24,000	-	24,000	-	-	24,000	-	Project kick off dependant on the outcome of the future Search Moves partnership arrangements and the ratification of the Housing Allocations Policy. As these are now in place the project is close to kick off. Anticipated go live date January 2014
Deborah Ashman	40106	Meals on Wheels Vans	50,000	-	-	50,000	-	-	-	(50,000)	This budget may not be needed, waiting for contracts to be signed with Appetito by December 2013
		Total	50,000	50,501	-	100,501	13,512	6,418	50,501	(50,000)	
Lee O'Neil	41314	Air Quality	-	25,100	-	25,100	-	-	10,000	(15,100)	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Project expected to be completed by March 2015
		Total	-	25,100	-	25,100	-	-	10,000	(15,100)	
Cllr Mitchell - Environment											
Jackie Taylor	41502	DCLG Lorry	180,000	-	-	180,000	214,246	-	214,246	34,246	Lorry has been delivered. Overspend will be funded from DCLG revenue grant
Jackie Taylor	41601	DCLG Bins	48,000	-	-	48,000	47,500	-	48,000	-	Bins have been delivered. Budget for year will be fully spent
Jackie Taylor		DCLG Grant	(228,000)	-	(34,246)	(262,246)	(262,246)	-	(262,246)	-	
		Total	-	-	(34,246)	(34,246)	(500)	-	-	34,246	
Sandy Muirhead	40602	HeatingRepairs&DraughtProofing	25,000	-	-	25,000	3,000	-	25,000	-	Monies to be spent later in year on addressing fuel poverty issues
Sandy Muirhead	41309	Critical Ditches	-	5,000	-	5,000	-	5,000	5,000	-	This will be put towards a Felix Lane ditch project, to take place in Autumn
Sandy Muirhead	42047	Bring Site Initiative	60,000	-	-	60,000	-	-	60,000	-	Bring sites currently being reviewed. New bins to be bought & put in place in Autumn 2013
		Total	85,000	5,000	-	90,000	3,000	5,000	90,000	-	
Cllr Gething - Parks and Assets											
Dave Phillips	41015	Runnymede Estates	-	-	-	-	-	63,861	-	-	Actuals to be transferred at end of year
Dave Phillips	41028	Fire Alarm Systems	29,000	-	-	29,000	-	-	29,000	-	Upgrade Fire Alarm systems at Greeno & Fordbridge Day Centres. Delays in Tendering
Dave Phillips	41031	Fencing	64,000	-	-	64,000	-	-	64,000	-	Project out to tender, contract to start October 2013
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	20,000	-	-	20,000	-	Leisure have expressed an interest in running the site for football. Costs of decontamination and levelling of site to be obtained
Dave Phillips	42007	Lammas Park Water Mains	-	35,000	-	35,000	32,480	5,870	35,000	-	Works due to be completed end of September 2013
Dave Phillips	42043	Renewal of Toilet Facilities	20,000	20,000	-	40,000	-	19,347	40,000	-	Works have commenced on 1st phase. Should be completed by end of August
Dave Phillips	42050	Knowle Green reception	-	45,657	-	45,657	160	-	45,657	-	Works to commence shortly regarding new work areas for Housing options and ICT.
Dave Phillips	42053	Knowle Green Heating	-	25,561	-	25,561	-	46,306	25,561	-	Works continuing to renew old valves at Knowle Green. Testing to be done in September 2013. Estimated outturn is £26k, commitment to be cleared once final invoices received
		Total	113,000	146,218	-	259,218	32,640	135,383	259,218	-	
Lisa Stonehouse	41006	Kenyngton Manor Pavilion	33,000	-	-	33,000	-	-	33,000	-	Feasibility study taking place in order to apply for football foundation funding
Lisa Stonehouse	41007	Sunbury Skate Park	18,700	-	-	18,700	7,654	-	18,700	-	Lighting has been installed. CCTV hoping to be in place by the end of August 2013
Lisa Stonehouse	41018	Pool Covers	-	14,500	-	14,500	14,526	-	14,526	26	Project complete
Lisa Stonehouse	42274	SkatePark+Multi use games area	-	6,000	-	6,000	-	-	6,000	-	Retention payment on the contract, due to be paid in August 2013
		Total	51,700	20,500	-	72,200	22,180	-	72,226	26	

CAPITAL MONITORING REPORT P.4 JULY 2013/14

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Sandy Muirhead	41023	Technical Equipment	-	-	26,588	26,588	-	-	26,588	-	Strong leader decision to purchase Christmas lights for Staines Town Centre
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	-	200,000	-	-	60,000	(140,000)	Surveys of the site taking place over the summer. Building work not expected to take place until 2014/15
Sandy Muirhead	41207	Combined Heat & Power	-	121,600	-	121,600	121,572	-	121,572	(28)	Project complete
Total			200,000	121,600	26,588	348,188	121,572	-	208,160	(140,028)	
Cllr Sexton - Communications											
Helen Dunn	43003	New Software	40,000	-	-	40,000	1,868	-	40,000	-	Will be spent throughout the year on various software enhancements
Helen Dunn	43310	Virtual Desktop (VDI)	100,000	47,000	-	147,000	-	-	147,000	-	Project hoping to be underway in this financial year - meeting arranged to discuss outcome of feasibility study at end of Sept
Helen Dunn	43311	Voice Over Internet (VOIP)	75,000	85,000	-	160,000	-	-	160,000	-	Project progressing, design document drawn up, suppliers found and quotes received
Helen Dunn	43314	Integra Upgrade	24,000	-	-	24,000	-	13,900	24,000	-	Phase 1 of 2 of Integra upgrade underway, going live in Sept 2013. Phase 2 - eSeries 2 to be done early 2014
Helen Dunn	43315	GOSS (Runnymede)	-	-	-	-	-	23,073	-	-	All costs to be recharged to Runnymede
Helen Dunn	43507	Car Parks Link	12,000	-	-	12,000	210	-	12,000	-	Project underway, surveys to take place & project to be completed by January 2014
Helen Dunn	43601	Remote & Mobile Working, Depot	-	16,000	-	16,000	-	-	16,000	-	Awaiting evaluation report linked to 43307 - EHBC Mobile Working project
Helen Dunn	43603	Server Updates	30,000	-	-	30,000	-	-	30,000	-	No specific requirements as yet, but will be spent later in the year
Helen Dunn	43604	Desktop Upgrades	10,000	-	-	10,000	7,999	-	10,000	-	Spend to date relates to laptops purchased for new employees
Helen Dunn	43608	Other Hardware	10,000	-	-	10,000	4,695	-	10,000	-	Replacement of Digital Film Scanner (Microfiche) purchased for Reception area
Helen Dunn	43609	ICT Security	26,900	-	-	26,900	-	-	26,900	-	Project split into Intrusion Detection & Protective Markings. PC Monitoring Endpoint Security took place in 2012/13
Total			327,900	148,000	-	475,900	14,772	36,973	475,900	-	
Jan Hunt	41608	HR and Payroll system	-	12,500	-	12,500	(3,500)	5,379	12,500	-	Phases 1 & 2 complete. Phase 3 (self-service) is in progress. Phase 4 (automated workflows & e-recruitment) Report to MAT in Autumn
Total			-	12,500	-	12,500	(3,500)	5,379	12,500	-	
Lee O'Neil	43307	EHBC Mobile Working	-	15,600	-	15,600	-	-	15,600	-	Report to Overview & Scrutiny Committee on 10th Sept 2013 on the main key elements relating to the project. Comprehensive evaluation report to MAT by end of Sept 2013. Subject to MAT agreement, progress options for reducing office space occupied by EH and BC services and "hot desking" arrangements
Total			-	15,600	-	15,600	-	-	15,600	-	
Linda Norman	43505	CRM Solution	-	80,000	80,000	160,000	30,000	22,762	160,000	-	Capita Connect and Engage products were purchased in June 2013. They are currently both in test and are due to be launched to the public in September 2013. The project team are currently evaluating 2 systems for the back office integration and the second company is due to deliver a proof of concept in September 2013. It is anticipated that the procurement of the preferred supplier will go to Cabinet in November 2013 and is anticipated to be in the region of £90k. A further £13k has been allocated with Civic
Total			-	80,000	80,000	160,000	30,000	22,762	160,000	-	
Rowena Davison	43304	GOSS - Website Upgrade	-	15,000	-	15,000	-	1,794	15,000	-	The project itself was completed in 2012/13, however there is ongoing work with various fixes and bugs etc that are currently being worked on with GOSS
Total			-	15,000	-	15,000	-	1,794	15,000	-	
Cllr Forbes-Forsyth - Community Safety & Young People											
Keith McGroary	41605	Staisafe Radio	-	13,000	-	13,000	-	-	13,000	-	A new report will be going to cabinet as there has been a change in the initial bid regarding the radio type
Keith McGroary	41604	Stanwell CCTV	-	60,000	-	60,000	4,727	23,900	60,000	-	CCTV cameras have been installed in August 2013
Keith McGroary	S106 Funding		-	(60,000)	-	(60,000)	(4,727)	-	(60,000)	-	
Total			-	13,000	-	13,000	-	23,900	13,000	-	
Cllr Evans - Finance & Resources											
Sandy Muirhead	41302	Parking Handhelds	-	-	-	-	(3,200)	3,200	-	-	Waiting for special creditor to clear
Sandy Muirhead	41317	Car Park Improvements	-	70,600	-	70,600	-	-	70,600	-	Will go towards some form of Automatic Number Plate Reader system. Project to go out to tender in September 2013, to be installed by March 2014 at latest
Total			-	70,600	-	70,600	(3,200)	3,200	70,600	-	
Total For Other			827,600	723,619	72,342	1,623,561	230,477	240,809	1,452,705	(170,856)	
Total Expenditure			1,642,200	846,978	113,588	2,602,766	678,790	240,809	2,431,910	(170,856)	
Total Funding			(513,000)	(123,359)	(45,963)	(682,322)	(433,904)	-	(682,322)	-	
GRAND TOTAL			1,129,200	723,619	67,625	1,920,444	244,886	240,809	1,749,588	(170,856)	

Cabinet**24 September 2013**

Title	Revenue Monitoring Report		
Purpose	Recommendation required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Adrian Flynn		
Summary and Key Issues	<p>To provide Cabinet with the net revenue spend figures to the end of July 2013.</p> <ul style="list-style-type: none"> • The forecast outturn at net expenditure level is £12.099m against the revised budget of £12.244m; A projected favourable variance of £145k. • After taking into account the use of carry forwards, the net position is approx £309k Favourable variance. • Interest earnings are forecast to be in line with budget. 		
Financial Implications	As set out within the report and appendices.		
Corporate Priority	All Priorities		
Recommendations	Cabinet are asked to note the report		

1. Background

- 1.1 The purpose of this report is to update Members on the net revenue spend and forecast outturn position as at the end of July 2013.
- 1.2 To inform members of the reasons for the variances identified against the budget agreed in February 2013 and revised for carry forwards.
- 1.3 In the budgets agreed for Heads of service, it is always anticipated that there will be budget variances from the original budget. This ensures that the authority meets any change in the needs of the service to adapt to any unexpected changes which happen in the period.

2. Key issues

- 2.1 The forecast underspend at net expenditure level is £ 145k (1.1%) against the revised budget. Once we take into account the use of carry forwards, the under spend increases to approximately £ 309k
- 2.2 **Appendices B and C1 to C8** show the major areas causing the year to date budget to be higher or lower than the actual spend to date are detailed.

2.3 Details of Monitoring

- 2.4 Budgets are profiled where there is a normal expected payment date e.g. National Non-Domestic rates (NNDR) payments are profiled to be paid in May, salaries in 12ths, grants on the month they are received previously, contracts on the payment frequency agreed, rentals on a quarterly basis etc. This still means however that the majority of the expenditure, profiled in 12ths to be spent, is reliant upon Service Heads ordering goods and services on a regular basis. In reality the major proportion of spend is generally made in the second half of the year. There will always be some timing differences which do not reflect underlying budget variances.
- 2.5 The major area of spend relates to Housing Benefit payments which are made 4 weekly at varying levels from £1.7m max to £20k minimum. However the grant income received comes in monthly based on estimates agreed at the start of the year. An Interim adjustment payment is paid or repaid after the midyear claim is submitted. Timing differences in excess of £1.5m in one month could occur if 2 large benefit payment runs occur within the same month.
- 2.6 Appendices B and C1 to C8 give a summarised breakdown of the revenue spend by portfolio area, firstly in overall terms and then breaking each portfolio down by cost centres.

3. Options analysis and proposal

- 3.1 Cabinet are asked to note the current net revenue spend and forecast position.
- 3.2 The following highlights the more significant or material variances:

Corporate Development

Chief Executive: £15k adverse variance – Staines upon Thames regeneration part time post not included within the original budget.

Planning and Housing

Homelessness: £200k adverse variance – Increased expenditure on bed and breakfast accommodation.

Homelessness: £223k favourable variance – Increased Income.

Finance

Car Parks: £70k favourable variance - Increased Income from Penalty charge notices, pay and display and season ticket income.

Economic Development & Fixed Assets

Print unit: £20k adverse variance – Overspent on lease of photocopiers.

Environment

Direct Services Management and support: £89k favourable variance – Vacant posts.

Public conveniences: £54k adverse variance – Termination charges in relation to the JC Decaux contracts which are higher than anticipated as a result of the original estimate provided being lower than the actual charge.

Refuse collection: £65k favourable variance – Vacant posts.

Waste Recycling: £ 71k favourable variance – Lower contractor costs as a result of a low gate fee.

Sustainability Admin: £32k favourable variance – Maternity leave and vacant post savings.

Communications, ICT & Procurement

Corporate Publicity £41k favourable variance - Vacant Posts.

4. Financial implications

4.1 As set out within the report and appendices

5. Other considerations

5.1 There are none

6. Risks and how they will be mitigated

- 6.1 A projected balanced outturn depends on Management team (MAT), heads of service and all Budget Managers, managing their budgets within the parameters which were originally agreed and achieving where necessary, corresponding growth and savings within those budgets. Careful monitoring of the budgets on a monthly basis ensures that any problems or anomalies are identified and investigated at an early stage
 - 6.2 Any necessary corrective action on major budget variations, which cannot be remedied within the service, are reported to MAT immediately in order to ensure that as much time and opportunity is had to enable the position to be rectified quickly within the current financial year.
- 7. Timetable for implementation**
- 7.1 Bi – monthly reports are produced for Management team.

Background papers: There are none

Appendices: A,B,C1 to C8

APPENDIX A

2013/14 Net Revenue Budget Monitoring
As at end of July 2013

	13/14	13/14	13/14	13/14
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	51,897,500	52,061,787	52,104,467	42,680
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	51,897,500	52,061,787	52,104,467	42,680
Less Specific fees and charges income	(39,578,400)	(39,577,900)	(40,005,374)	(427,474)
Net Expenditure - broken down as below	12,319,100	12,483,887	12,099,093	(384,794)
Corporate Development	1,577,100	1,594,100	1,623,565	29,465
Planning and Housing	1,191,300	1,197,300	1,134,400	(62,900)
Health Wellbeing and Independent Living	1,381,400	1,394,070	1,346,286	(47,784)
Environment	2,835,400	2,798,000	2,629,100	(168,900)
Economic Development and Fixed Assets	2,262,400	2,385,137	2,359,757	(25,380)
Communications, ICT, Procurement	1,254,800	1,250,900	1,201,798	(49,102)
Community Safety ,Young People,Leisure & Culture	206,500	211,670	221,394	9,724
Finance	1,610,200	1,652,710	1,582,793	(69,917)
NET EXPENDITURE AT SERVICE LEVEL	12,319,100	12,483,887	12,099,093	(384,794)
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
Resources to address project management issues	-	-	-	-
NET EXPENDITURE	12,079,100	12,243,887	12,099,093	(144,794)
NET EXPENDITURE	12,079,100	12,243,887	12,099,093	(144,794)
Interest earnings	(345,000)	(345,000)	(345,000)	-
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	11,702,339	11,557,545	(144,794)
Baseline NNDR Funding	(1,685,030)	(1,685,030)	(1,685,030)	-
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	6,558,168	6,413,374	(144,794)
Collection Fund Surplus/(deficit)	28,800	28,800	28,800	-
CHARGE TO COLLECTION FUND	6,422,181	6,586,968	6,442,174	(144,794)
2012/13 Revenue carry forward			(164,290)	(164,290)
Net Position				(309,084)

Appendix B						
REVENUE MONITORING 2013/14						
EXPENDITURE AND INCOME SUMMARY 31 JULY 2013						
Results to 31-Jul-13	Budget		Actual YTD £	Commitments £	Forecast Outturn £	Variance to Revised £
	Revised £	YTD £				
Corporate Development						
Employees	1,237,100	401,233	385,289	7,891	1,262,600	25,500
Other Expenditure	359,200	116,460	110,262	4,290	368,200	9,000
Income	(2,200)	(1,200)	(35,816)	0	(7,235)	(5,035)
	1,594,100	516,493	459,735	12,181	1,623,565	29,465
Planning and Housing						
Employees	2,229,400	732,733	735,398	0	2,202,900	(26,500)
Other Expenditure	31,451,200	10,479,033	10,091,241	50,590	31,652,100	200,900
Income	(32,483,300)	(10,861,400)	(11,013,791)	0	(32,720,600)	(237,300)
	1,197,300	350,366	(187,153)	50,590	1,134,400	(62,900)
Health Wellbeing and Independent Living						
Employees	1,646,300	551,201	533,385	0	1,639,300	(7,000)
Other Expenditure	789,170	367,175	391,923	73,304	774,200	(14,970)
Income	(1,041,400)	(450,200)	(707,638)	0	(1,067,214)	(25,814)
	1,394,070	468,176	217,670	73,304	1,346,286	(47,784)
Environment						
Employees	2,505,700	850,200	772,372	2,960	2,323,800	(181,900)
Other Expenditure	1,583,700	506,400	595,657	655,160	1,601,300	17,600
Income	(1,291,400)	(619,320)	(500,223)	1,755	(1,296,000)	(4,600)
	2,798,000	737,280	867,806	659,875	2,629,100	(168,900)
Economic Development and Fixed Assets						
Employees	731,400	241,755	262,301	132	748,220	16,820
Other Expenditure	3,766,837	1,436,568	1,255,180	781,024	3,817,337	50,500
Income	(2,113,100)	(1,031,643)	(1,112,481)	0	(2,205,800)	(92,700)
	2,385,137	646,680	405,000	781,156	2,359,757	(25,380)
Communications,ICT,Procurement						
Employees	631,100	216,500	178,755	0	582,000	(49,100)
Other Expenditure	668,200	332,400	443,245	81,159	668,200	-
Income	(48,400)	(24,200)	(19,196)	0	(48,402)	(2)
	1,250,900	524,700	602,804	81,159	1,201,798	(49,102)
Community Safety and Young People						
Employees	180,200	59,800	80,714	0	183,000	2,800
Other Expenditure	224,570	106,133	110,714	13,686	224,600	30
Income	(193,100)	(62,267)	(71,804)	0	(186,206)	6,894
	211,670	103,666	119,623	13,686	221,394	9,724
Finance						
Employees	2,620,530	865,877	738,513	11,402	2,597,030	(23,500)
Other Expenditure	1,437,180	761,793	726,026	228,644	1,459,680	22,500
Income	(2,405,000)	(680,530)	(689,789)	4,570	(2,473,917)	(68,917)
	1,652,710	947,140	774,749	244,616	1,582,793	(69,917)
NET EXPENDITURE AT SERVICE LEVEL	12,483,887	4,294,501	3,260,236	1,916,568	12,099,093	(384,794)
Total Employees	11,781,730	3,919,299	3,686,727	22,385	11,538,850	(242,880)
Total Other Expenditure	40,280,057	14,105,962	13,724,246	1,887,858	40,565,617	285,560
Total Income	(39,577,900)	(13,730,760)	(14,150,738)	6,325	(40,005,374)	(427,474)
	12,483,887	4,294,501	3,260,236	1,916,568	12,099,093	(384,794)
Total Expenditure	52,061,787	18,025,261	17,410,973	1,910,243	52,104,467	42,680
Total Income	(39,577,900)	(13,730,760)	(14,150,738)	6,325	(40,005,374)	(427,474)
Net	12,483,887	4,294,501	3,260,236	1,916,568	12,099,093	(384,794)

Appendix C1						
Corporate Development						
Results to	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
31-Jul-13						
Employees	98,700	32,934	37,153	112,700	14,000	
Other Expenditure	5,800	1,800	581	5,800	-	
Income	0	0	0	0	-	
MaT Secretariat & Support	104,500	34,734	37,734	118,500	14,000	
Employees	304,900	101,333	100,482	304,900	-	
Other Expenditure	6,600	2,300	449	6,600	-	
Income	0	0	(30)	(30)	(30)	
Assistant Chief Executives	311,500	103,633	100,901	311,470	(30)	
Employees	189,200	62,933	60,567	204,700	15,500	Staines upon Thames Regeneration part time post not in original budget
Other Expenditure	8,000	1,400	2,277	8,000	-	
Income	0	0	(27)	(27)	(27)	
Chief Executive	197,200	64,333	62,816	212,673	15,473	
Employees	273,900	89,633	87,078	273,900	-	
Other Expenditure	23,200	15,660	17,143	23,200	-	
Income	(1,200)	(1,200)	(29,780)	(1,200)	-	
Legal	295,900	104,093	74,441	295,900	0	
Employees	145,800	48,400	35,394	145,800	0	
Other Expenditure	27,500	3,500	1,247	27,500	0	
Income	0	0	0	0	0	
Committee Services	173,300	51,900	36,641	173,300	0	
Employees	90,300	30,000	29,810	90,300	0	
Other Expenditure	0	0	626	0	0	
Income	0	0	(10)	(10)	(10)	
Corporate Governance	90,300	30,000	30,426	90,290	(10)	
Employees	0	0	0	0	0	
Other Expenditure	10,900	3,600	781	10,900	0	
Income	0	0	0	0	0	
Elections	10,900	3,600	781	10,900	0	
Employees	115,900	29,900	29,819	115,900	0	
Other Expenditure	25,600	7,300	2,263	25,600	0	
Income	(1,000)	0	(5,968)	(5,968)	(4,968)	
Electoral Registration	140,500	37,200	26,113	135,532	(4,968)	
Employees	18,400	6,100	4,986	14,400	(4,000)	NI saving
Other Expenditure	251,600	80,900	84,896	260,600	9,000	Responsibility allowances overspend of £10k partially offset by and underspend on conference expenses of (£1k)
Income	0	0	0	0	0	
Democratic Rep & Management	270,000	87,000	89,882	275,000	5,000	
Total Employees	1,237,100	401,233	385,289	1,262,600	25,500	
Total Other Expenditure	359,200	116,460	110,262	368,200	9,000	
Total Income	(2,200)	(1,200)	(35,816)	(7,235)	(5,035)	
	1,594,100	516,493	459,735	1,623,565	29,465	

Appendix C2						
Planning and Housing						
Results to 31-Jul-13	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	327,300	109,233	137,502	528,200	200,900	Will be overspent due to increased usage of Bed & Breakfast
Income	(139,400)	(46,400)	(153,439)	(362,700)	(223,300)	
Homelessness	187,900	62,833	(15,938)	165,500	(22,400)	
Employees	527,000	174,233	178,711	535,600	8,600	Salaries will be overspent due to 3 posts being agreed after the original salaries budget was completed
Other Expenditure	33,500	11,200	14,562	33,500	0	
Income	(495,300)	(165,000)	(165,112)	(495,300)	0	
Housing Benefits Admin	65,200	20,433	28,161	73,800	8,600	
Employees	0	0	0	0	0	
Other Expenditure	30,883,000	10,294,300	9,890,763	30,883,000	0	
Income	(30,988,000)	(10,363,300)	(10,357,066)	(30,988,000)	0	
Housing Benefits Payments	(105,000)	(69,000)	(466,303)	(105,000)	0	
Employees	563,800	178,467	175,500	563,800	0	
Other Expenditure	41,200	7,200	6,921	41,200	0	
Income	(2,200)	0	(8)	(2,200)	0	
Housing Needs	602,800	185,667	182,413	602,800	0	
Employees	56,500	18,600	18,710	56,500	0	
Other Expenditure	1,600	0	686	1,600	0	
Income	(180,000)	(60,100)	(71,004)	(188,000)	(8,000)	Income ahead of target
Land Charges	(121,900)	(41,500)	(51,609)	(129,900)	(8,000)	
Employees	656,600	218,900	211,022	636,000	(20,600)	
Other Expenditure	53,700	17,800	22,871	53,700	0	
Income	(369,300)	(123,000)	(126,848)	(369,300)	0	
Planning Development Control	341,000	113,700	107,045	320,400	(20,600)	
Employees	167,700	56,000	63,406	150,000	(17,700)	
Other Expenditure	97,500	33,700	11,747	97,500	0	
Income	(1,000)	(1,000)	(65)	(100)	900	
Planning Policy	264,200	88,700	75,088	247,400	(16,800)	
Employees	257,800	86,533	88,049	261,000	3,200	
Other Expenditure	13,400	5,600	6,189	13,400	0	
Income	(308,100)	(102,600)	(140,248)	(315,000)	(6,900)	
Building Control	(36,900)	(10,467)	(46,011)	(40,600)	(3,700)	
Total Employees	2,229,400	732,733	735,398	2,202,900	(26,500)	
Total Other Expenditure	31,451,200	10,479,033	10,091,241	31,652,100	200,900	
Total Income	(32,483,300)	(10,861,400)	(11,013,791)	(32,720,600)	(237,300)	
	1,197,300	350,366	(187,153)	1,134,400	(62,900)	

Appendix C3						
Health Wellbeing and Independent Living						
Results to	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
31-Jul-13						
Employees	0	0	0	0	-	
Other Expenditure	309,000	199,300	205,310	309,000	-	
Income	0	0	(1,500)	(1,500)	(1,500)	
General Grants	309,000	199,300	203,810	307,500	(1,500)	
Employees	89,900	29,700	34,461	92,000	2,100	
Other Expenditure	10,500	2,058	3,368	10,500	0	
Income	0	0	0	0	0	
Com Care Administration	100,400	31,758	37,829	102,500	2,100	
Employees	572,800	190,434	169,616	550,000	(22,800)	
Other Expenditure	193,400	72,300	104,630	193,400	0	
Income	(432,200)	(177,600)	(333,946)	(432,200)	0	
Day Centres	334,000	85,134	(59,699)	311,200	(22,800)	
Employees	67,800	22,200	20,700	65,000	(2,800)	
Other Expenditure	86,800	24,600	22,946	84,000	(2,800)	
Income	(185,800)	(46,900)	(96,587)	(192,000)	(6,200)	
Meals On Wheels	(31,200)	(100)	(52,942)	(43,000)	(11,800)	
Employees	87,400	29,000	29,993	87,400	0	
Other Expenditure	67,770	13,200	30,854	57,000	(10,770)	
Income	(280,100)	(166,300)	(193,472)	(279,000)	1,100	
Span	(124,930)	(124,100)	(132,625)	(134,600)	(9,670)	
Employees	111,500	36,900	40,601	128,000	16,500	Employment of a temp member of staff
Other Expenditure	51,400	28,300	8,420	50,000	(1,400)	
Income	(113,800)	(43,800)	(44,088)	(113,800)	0	
SAT	49,100	21,400	4,933	64,200	15,100	
Employees	716,900	242,967	237,914	716,900	0	
Other Expenditure	31,500	10,600	2,298	31,500	0	
Income	(10,500)	0	(22,614)	(22,614)	(12,114)	
Environmental Health Admin	737,900	253,567	217,598	725,786	(12,114)	
Employees	0	0	0	0	0	
Other Expenditure	12,000	4,600	3,086	12,000	0	
Income	(5,100)	(7,600)	(3,675)	(5,100)	0	
Environmental Protection Act	6,900	(3,000)	(589)	6,900	0	
Employees	0	0	0	0	0	
Other Expenditure	1,300	767	609	1,300	0	
Income	(3,000)	(1,000)	(475)	(3,000)	0	
Food Safety	(1,700)	(233)	134	(1,700)	0	
Employees	0	0	100	0	0	£100 actual expenditure is misposted and will be transferred during August
Other Expenditure	5,400	2,100	1,978	5,400	0	
Income	(8,900)	(5,000)	(8,466)	(12,000)	(3,100)	
Public Health	(3,500)	(2,900)	(6,388)	(6,600)	(3,100)	
Employees	0	0	0	0	0	
Other Expenditure	20,100	9,350	8,424	20,100	0	
Income	(2,000)	(2,000)	(2,816)	(6,000)	(4,000)	
Rodent & Pest Control	18,100	7,350	5,608	14,100	(4,000)	
Total Employees	1,646,300	551,201	533,385	1,639,300	(7,000)	
Total Other Expenditure	789,170	367,175	391,923	774,200	(14,970)	
Total Income	(1,041,400)	(450,200)	(707,638)	(1,067,214)	(25,814)	
	1,394,070	468,176	217,670	1,346,286	(47,784)	

Appendix C4						
Environment						
Results to 31-Jul-13	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	500	0	0	0	(500)	
Income	0	0	0	0	0	
Abandoned Vehicles	500	0	0	0	(500)	
Employees	0	0	0	0	0	
Other Expenditure	57,500	42,600	43,371	66,000	8,500	Increased Electricity and business rates costs and renting of the vending machine.
Income	0	0	0	0	0	
Depot	57,500	42,600	43,371	66,000	8,500	
Employees	589,000	195,800	164,049	500,000	(89,000)	Staines Market manager post vacant plus two street cleaning posts also included within the budget.
Other Expenditure	61,500	16,800	18,035	59,000	(2,500)	
Income	(21,200)	(16,600)	(99)	(21,200)	0	
DS Management & Support	629,300	196,000	181,984	537,800	(91,500)	
Employees	1,045,700	362,300	324,683	980,000	(65,700)	Vacant posts
Other Expenditure	786,300	220,300	261,780	805,000	18,700	
Income	(537,400)	(437,900)	(448,875)	(542,000)	(4,600)	
Refuse Collection	1,294,600	144,700	137,588	1,243,000	(51,600)	
Employees	0	0	0	0	0	
Other Expenditure	9,500	2,400	35	9,500	0	
Income	0	0	0	0	0	
Energy Initiatives	9,500	2,400	35	9,500	0	
Employees	0	0	0	0	0	
Other Expenditure	15,300	3,800	7,788	15,300	0	
Income	0	0	(12,030)	0	0	
Environmental Enhancements	15,300	3,800	(4,242)	15,300	0	
Employees	312,800	106,800	100,973	280,800	(32,000)	Maternity leave and vacant post saving
Other Expenditure	28,000	7,000	17,503	37,500	9,500	Insurance claim
Income	(34,100)	(6,820)	(4,240)	(34,100)	0	
Enviro Services Administration	306,700	106,980	114,237	284,200	(22,500)	
Employees	558,200	185,300	182,668	563,000	4,800	Increased overtime and national insurance contributions
Other Expenditure	318,600	102,700	94,671	318,600	0	
Income	(47,700)	7,300	(46,329)	(47,700)	0	
Street Cleaning	829,100	295,300	231,009	833,900	4,800	
Employees	0	0	0	0	0	
Other Expenditure	190,800	63,700	37,763	120,000	(70,800)	
Income	(651,000)	(165,300)	11,349	(651,000)	0	
Waste Recycling	(460,200)	(101,600)	49,113	(531,000)	(70,800)	
Employees	0	0	0	0	0	
Other Expenditure	500	0	0	500	0	
Income	0	0	0	0	0	
Technical Projects	500	0	0	500	0	
Employees	0	0	0	0	0	
Other Expenditure	101,700	41,600	110,977	156,000	54,300	Overspending due to termination charges in relation to JC Decaux contract. A transfer of £50k will be funded from reserves at year end.
Income	0	0	0	0	0	
Public Conveniences	101,700	41,600	110,977	156,000	54,300	
Employees	0	0	0	0	0	
Other Expenditure	8,000	3,000	3,470	8,400	400	
Income	0	0	0	0	0	
Emergency Planning	8,000	3,000	3,470	8,400	400	
Employees	0	0	0	0	0	
Other Expenditure	5,500	2,500	263	5,500	0	
Income	0	0	0	0	0	
Water Courses & Land Drainage	5,500	2,500	263	5,500	0	
Total Employees	2,505,700	850,200	772,372	2,323,800	(181,900)	
Total Other Expenditure	1,583,700	506,400	595,657	1,601,300	17,600	
Total Income	(1,291,400)	(619,320)	(500,223)	(1,296,000)	(4,600)	
	2,798,000	737,280	867,806	2,629,100	(168,900)	

Appendix C5						
Economic Development and Fixed Assets						
Results to 31-Jul-13	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	159,500	49,825	49,175	159,500	-	
Other Expenditure	119,800	15,250	10,209	119,800	-	
Income	0	0	0	0	-	
Asset Mgn Administration	279,300	65,075	59,384	279,300	0	
Employees	0	0	0	0	-	
Other Expenditure	2,200	2,200	3,417	5,600	3,400	Business rates & storage costs
Income	0	0	0	0	-	
Sea Cadets	2,200	2,200	3,417	5,600	3,400	
Employees	0	0	0	0	-	
Other Expenditure	107,000	23,250	71,945	107,000	0	Carry forwards of £15k for Fire Risk Assessments & £27k for Beresford House
Income	(21,800)	(5,450)	(14,438)	(43,000)	(21,200)	Additional income not in budget
General Property Expenses	85,200	17,800	57,507	64,000	(21,200)	
Employees	0	0	0	0	-	
Other Expenditure	34,537	1,100	2,074	34,537	-	Carry forward of £24,537
Income	0	0	0	0	-	
Memorial Gardens	34,537	1,100	2,074	34,537	0	
Employees	0	0	0	0	-	
Other Expenditure	27,400	24,700	25,019	27,400	-	
Income	0	0	0	0	-	
Bus Station	27,400	24,700	25,019	27,400	0	
Employees	172,000	58,100	66,705	172,000	-	
Other Expenditure	448,200	273,167	256,157	448,200	-	
Income	(144,900)	(58,200)	(68,042)	(144,900)	-	
Knowle Green	475,300	273,067	254,819	475,300	0	
Employees	0	0	0	0	-	
Other Expenditure	82,900	28,567	25,074	102,900	20,000	Photocopier Lease budget will be overspent by £20k
Income	0	0	0	0	-	
Print Unit	82,900	28,567	25,074	102,900	20,000	
Employees	0	0	0	0	-	
Other Expenditure	546,800	182,233	103,270	546,800	-	Planned maintenance and service agreement budgets to be used fully by year end in partnership with Runnymede BC
Income	0	0	(3,170)	0	-	
Planned Maintenance Programme	546,800	182,233	100,100	546,800	0	
Employees	0	0	0	0	-	
Other Expenditure	155,500	51,833	61,476	155,500	-	Responsive maintenance budget to be used fully by year end in partnership with Runnymede BC
Income	0	0	0	0	-	
Responsive Maintenance Program	155,500	51,833	61,476	155,500	0	
Employees	0	0	0	0	0	
Other Expenditure	6,200	2,200	4,668	10,200	4,000	Essential grounds maintenance work
Income	(43,200)	(12,510)	(13,072)	(37,600)	5,600	Allotments at 80% capacity
Allotments	(37,000)	(10,310)	(8,404)	(27,400)	9,600	
Employees	0	0	0	0	0	
Other Expenditure	17,000	620	535	17,000	0	
Income	0	0	0	0	0	
Staines Metro Commons	17,000	620	535	17,000	0	
Employees	128,300	43,910	46,985	140,000	11,700	
Other Expenditure	1,682,800	573,200	445,325	1,682,800	0	
Income	(190,600)	(106,400)	(113,427)	(214,000)	(23,400)	
Grounds Maintenance	1,620,500	510,710	378,884	1,608,800	(11,700)	
Employees	0	0	0	0	0	
Other Expenditure	110,600	47,000	49,015	110,600	0	
Income	(117,700)	(62,933)	(60,363)	(117,700)	0	
Parks Strategy	(7,100)	(15,933)	(11,348)	(7,100)	0	
Employees	2,600	900	1,500	2,600	0	
Other Expenditure	19,400	15,291	9,007	19,400	0	
Income	(47,000)	(45,000)	(45,336)	(47,000)	0	
Arts Development	(25,000)	(28,809)	(34,829)	(25,000)	0	
Employees	5,000	0	273	5,000	0	
Other Expenditure	2,800	1,400	568	2,800	0	
Income	0	0	0	0	0	
Festivals	7,800	1,400	841	7,800	0	
Employees	207,800	71,100	75,244	211,800	4,000	Staffing overspend due to casual working over the summer months for various events (Surrey Youth games etc..). However it is anticipated expenditure should breakeven by year end.
Other Expenditure	10,400	3,433	3,043	10,400	0	
Income	0	0	(1,500)	0	0	
Leisure Administration	218,200	74,533	76,786	222,200	4,000	
Employees	10,200	2,720	6,800	10,200	0	
Other Expenditure	25,400	16,700	12,112	25,400	0	
Income	(12,500)	(4,300)	(11,073)	(12,500)	0	
Leisure Development	23,100	15,120	7,838	23,100	0	
Employees	0	0	0	0	0	
Other Expenditure	19,000	12,000	11,866	19,000	0	
Income	0	0	0	0	0	
Leisure Grants	19,000	12,000	11,866	19,000	0	
Employees	0	0	0	0	0	
Other Expenditure	4,400	3,600	3,512	4,400	0	
Income	(8,000)	(8,000)	(8,000)	(8,000)	0	
Museum	(3,600)	(4,400)	(4,488)	(3,600)	0	
Employees	0	0	720	720	720	
Other Expenditure	7,800	4,300	2,847	7,800	0	
Income	(45,700)	(20,350)	(24,834)	(45,700)	0	
Public Halls	(37,900)	(16,050)	(21,267)	(37,180)	720	

Economic Development and Fixed Assets						
	Budget		Actual	Forecast	Variance	
Results to	Revised	YTD	YTD	Outturn	to Revised	Comments
31-Jul-13	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	51,000	11,000	12,835	51,000	0	
Income	(237,600)	(224,200)	(229,876)	(237,600)	0	
Spelthorne Leisure Centre	(186,600)	(213,200)	(217,041)	(186,600)	0	
Employees	0	0	0	0	0	
Other Expenditure	8,300	8,300	10,079	8,300	0	
Income	0	0	0	0	0	
Sunbury Leisure Centre	8,300	8,300	10,079	8,300	0	
Employees	0	0	0	0	0	
Other Expenditure	21,100	15,299	14,000	28,000	6,900	Increase grounds maintenance cost's. Eg tree works
Income	(321,400)	(96,100)	(110,129)	(351,000)	(29,600)	Increased number of larger burials taking place in the 1st half of the year.
Cemeteries	(300,300)	(80,801)	(96,129)	(323,000)	(22,700)	
Employees	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	
Income	(42,200)	(8,200)	(8,200)	(42,200)	0	
Sunbury Golf Club	(42,200)	(8,200)	(8,200)	(42,200)	0	
Employees	19,400	6,400	6,109	19,400	0	
Other Expenditure	160,000	80,000	70,145	160,000	0	
Income	(580,500)	(280,000)	(284,407)	(580,500)	0	
Staines Town Centre Management	(401,100)	(193,600)	(208,153)	(401,100)	0	
Employees	0	0	0	0	0	
Other Expenditure	84,700	36,025	31,218	95,500	10,800	Management costs and electricity higher than budget
Income	(300,000)	(100,000)	(107,515)	(315,000)	(15,000)	Increased Demand for Pitches
Staines Market	(215,300)	(63,975)	(76,297)	(219,500)	(4,200)	
Employees	26,600	8,800	8,791	27,000	400	
Other Expenditure	11,600	3,900	15,764	17,000	5,400	Expenditure relating to Staines upon Thames Day
Income	0	0	(9,100)	(9,100)	(9,100)	Staines upon Thames Day sponsorship
Economic Development	38,200	12,700	15,456	34,900	(3,300)	
Total Employees	731,400	241,755	262,301	748,220	16,820	
Total Other Expenditure	3,766,837	1,436,568	1,255,180	3,817,337	50,500	
Total Income	(2,113,100)	(1,031,643)	(1,112,481)	(2,205,800)	(92,700)	
	2,385,137	646,680	405,000	2,359,757	(25,380)	

Appendix C6						
Communications, ICT, Procurement						
Results to 31-Jul-13	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	173,000	63,900	46,374	132,000	(41,000)	
Other Expenditure	75,400	800	14,076	75,400	-	
Income	0	0	(2)	(2)	(2)	
Corporate Publicity	248,400	64,700	60,448	207,398	(41,002)	
Employees	0	0	0	0	-	
Other Expenditure	13,000	4,400	0	13,000	-	
Income	0	0	0	0	-	
Research & Consultation	13,000	4,400	0	13,000	0	
Employees	458,100	152,600	132,381	450,000	(8,100)	Currently underspent due to unfilled vacancies
Other Expenditure	579,800	327,200	429,169	579,800	0	Overspent YTD because of prepayments on maintenance and support
Income	(48,400)	(24,200)	(19,194)	(48,400)	0	Currently under target as RBC not yet invoiced for website work
Information & Comms Technology	989,500	455,600	542,357	981,400	(8,100)	
Total Employees	631,100	216,500	178,755	582,000	(49,100)	
Total Other Expenditure	668,200	332,400	443,245	668,200	0	
Total Income	(48,400)	(24,200)	(19,196)	(48,402)	(2)	
	1,250,900	524,700	602,804	1,201,798	(49,102)	

Appendix C7						
Community Safety, Young People ,Leisure & Culture						
Results to 31-Jul-13	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	-	
Other Expenditure	2,700	1,133	2,521	4,000	1,300	
Income	(76,000)	(25,300)	(22,876)	(76,000)	-	
Taxi Licensing	(73,300)	(24,167)	(20,354)	(72,000)	1,300	
Employees	96,100	31,700	47,705	96,000	(100)	
Other Expenditure	173,300	92,200	94,839	175,100	1,800	
Income	(15,000)	(5,000)	(25,706)	(25,706)	(10,706)	
Community Safety	254,400	118,900	116,838	245,394	(9,006)	
Employees	84,100	28,100	32,631	87,000	2,900	
Other Expenditure	3,900	1,300	4,889	6,000	2,100	Increased legal costs
Income	(100,600)	(31,100)	(18,960)	(83,000)	17,600	
Licensing	(12,600)	(1,700)	18,559	10,000	22,600	
Employees	0	0	378	0	0	
Other Expenditure	44,670	11,500	8,465	39,500	(5,170)	
Income	(1,500)	(867)	(4,263)	(1,500)	0	
Youth	43,170	10,633	4,580	38,000	(5,170)	
Total Employees	180,200	59,800	80,714	183,000	2,800	
Total Other Expenditure	224,570	106,133	110,714	224,600	30	
Total Income	(193,100)	(62,267)	(71,804)	(186,206)	6,894	
	211,670	103,666	119,623	221,394	9,724	

Appendix C8						
Finance						
Results to 31-Jul-13	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	0	0	43	0	0	Expenditure to be moved to correct code during August
Income	0	0	0	0	0	
Corporate Service	0	0	43	0	0	
Employees	164,300	54,900	53,239	164,300	-	
Other Expenditure	17,600	8,033	4,948	17,600	-	
Income	(42,200)	(21,100)	(15,604)	(42,200)	-	
Audit	139,700	41,833	42,582	139,700	0	
Employees	0	0	0	0	-	
Other Expenditure	18,500	(2,400)	1,855	18,500	-	
Income	0	0	0	0	-	
People & Partnerships	18,500	(2,400)	1,855	18,500	0	
Employees	213,500	70,900	77,585	220,000	6,500	
Other Expenditure	9,300	4,100	1,606	9,300	-	
Income	(42,200)	(21,200)	(10,683)	(42,200)	-	
HR	180,600	53,800	68,508	187,100	6,500	
Employees	50,400	16,500	16,860	50,400	-	
Other Expenditure	1,000	100	866	1,500	500	
Income	0	0	(20)	(20)	(20)	
Payroll	51,400	16,600	17,706	51,880	480	
Employees	0	0	0	0	-	
Other Expenditure	0	0	0	0	-	
Income	(2,000)	0	0	0	2,000	We no longer have any mortgages
Mortgages	(2,000)	0	0	0	2,000	
Employees	47,200	19,800	33,569	47,200	0	
Other Expenditure	162,800	56,767	30,457	174,800	12,000	Treasury advisory fees increase £2k and Legal consultation costs overspend £10k
Income	(9,100)	0	0	(9,100)	0	
Corporate Management	200,900	76,567	64,026	212,900	12,000	
Employees	0	0	0	0	0	
Other Expenditure	10,000	0	(525)	10,000	0	
Income	(8,500)	0	0	(8,500)	0	
Misc Expenses	1,500	0	(525)	1,500	0	
Employees	720,300	237,900	115,585	720,300	0	
Other Expenditure	11,600	3,600	769	11,600	0	
Income	0	0	0	0	0	
Unapportionable CentralO/Heads	731,900	241,500	116,354	731,900	0	
Employees	381,600	128,433	108,400	351,600	(30,000)	Vacant post
Other Expenditure	8,900	2,500	2,151	8,900	0	
Income	0	0	0	0	0	
Accountancy	390,500	130,933	110,552	360,500	(30,000)	
Employees	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	
Income	(139,700)	0	0	(139,700)	0	
Business Rates	(139,700)	0	0	(139,700)	0	
Employees	714,730	229,144	226,686	714,730	-	
Other Expenditure	125,080	30,500	26,645	125,080	-	
Income	(144,300)	(1,300)	(11,352)	(144,300)	-	
CServ Management & Support	695,510	258,344	241,979	695,510	0	
Employees	0	0	0	0	0	
Other Expenditure	222,700	1,200	0	222,700	0	
Income	0	0	(897)	(897)	(897)	
Insurance	222,700	1,200	(897)	221,803	(897)	
Employees	328,500	108,300	106,589	328,500	0	
Other Expenditure	849,700	657,393	657,211	859,700	10,000	Equipment maintenance overspend £10k
Income	(2,017,000)	(636,930)	(651,234)	(2,087,000)	(70,000)	Over recovery of PCN, season tickets and pay and display income partially offset by loss at Laleham (re barbeque removal) and Tothill multi storey decreases.
Car Parks	(838,800)	128,763	112,567	(898,800)	(60,000)	
Total Employees	2,620,530	865,877	738,513	2,597,030	(23,500)	
Total Other Expenditure	1,437,180	761,793	726,026	1,459,680	22,500	
Total Income	(2,405,000)	(680,530)	(689,789)	(2,473,917)	(68,917)	
	1,652,710	947,140	774,749	1,582,793	(69,917)	

Cabinet**24 September 2013**

Title	Local Enforcement Plan - The Council's policy towards dealing with unauthorised development.		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Suzy Webb	Key Decision	No
Report Author	Paul Underwood - Assistant Head of Planning		
Summary and Key Issues	<p>The purpose of this report is to adopt a policy which sets out the Council's approach for dealing with unauthorised development and compliance with planning permissions. The need to adopt such a policy arises from the withdrawal of national policy guidance by the government .The adoption of a policy by each local authority is encouraged in the National Planning Policy Framework. There are three key issues which arise in this report:</p> <ul style="list-style-type: none"> • The need to adopt such a policy and the risks that arise if one is not in place. • The Policy should take a firm, but proportionate, approach which reflects the harm that arises from the unauthorised work and which is likely to be being supported by the Planning Inspectorate on appeal, and in the Courts. • The need for the policy to reflect the resources that are available to the Council to enforce it. 		
Financial Implications	<p>There is risk of an award of costs against the Council in any appeal against the serving of an enforcement notice where the Council is considered to have acted unreasonably.</p> <p>The Local Government Ombudsman may recommend the Council make a payment to aggrieved third parties where the Council have not acted appropriately in response to enforcement complaints.</p>		
Corporate Priority	<p>Service delivery</p> <p>Communication</p>		
Recommendations	Cabinet is asked to adopt the policy set out in Appendix 1 – <i>Local Enforcement Plan (Planning) - The Council's policy towards dealing with unauthorised development.</i>		

1. Background

1.1 The Council's approach towards unauthorised development has historically been based on the Governments national policy guidance set out in Planning Policy Guidance (PPG) 18 - Enforcing Planning Control .This document contained a number of key themes:

- Whilst it is not legally mandatory for the Council to enforce planning control the Local Government Ombudsman has held in a number of investigated cases that there is maladministration if the authority failed to take effective enforcement action which was plainly necessary.
- The Council should seek to resolve issues arising from the carrying out of unauthorised development initially by persuasion and negotiation. The serving of a legal notice should be the last resort unless urgent legal action is clearly required.
- The Council's response to unauthorised development should be proportionate, reflecting the harm which it cause to the environment or to peoples amenity.

1.2 In March 2012 the government published its National Planning Policy Framework (NPPF) and revoked the previous guidance set out in PPG 18. Paragraph 207 of the NPPF states:

“Local planning Authorities should consider publishing a local enforcement plan to manage enforcement proactively that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so”

1.2 It is against this background that the Policy set out in Appendix 1 has been produced.

2. Key issues

2.1 There is often an expectation from local residents that when unauthorized development occurs the Council should stop it immediately and in some cases “punish” the perpetrator for carrying it out. The adoption of this policy will help to explain the restrictions in which we have to work, and the rights that owners of land have. It will also clearly set out what our expectations are when considering enforcement action.

2.2 In any appeal against the serving of an enforcement notice it is considered the Council's case is more likely to be supported on appeal, and in the Courts, if it is established it has acted reasonably and proportionately in accordance with its adopted and published guidelines. Planning barristers have advocated the adoption of a policy for this very reason.

2.3 In 2009 Trevor Roberts Associates carried out a review of the Development Control section. The review concluded that if development and monitoring and enforcement were seen as high priorities in Spelthorne a specialist team reporting to a team manager was required. The review recommended the

creation of a number of new posts. These have not been progressed due to financial constraints. The report suggested however that if the Council's approach remained reactive rather than proactive the present staffing level of two posts was reasonable. It is considered necessary, and to enable the setting of priorities, that the Council's approach to enforcing planning control reflects the resources that are available to it .

3. Options analysis and proposal

3.1 The options available to the Council are:

- a) Do nothing and have no adopted approach. Action is taken in an ad hoc manner and on a case by case basis.
- b) Do not formally adopt a policy but continue along the lines of the guidance set out in the previous PPG18.
- c) Adopt the policy set out in Appendix 1.

3.2 Option a) is not acceptable. It will result in an inconsistent approach being taken between cases and will not enable the general public to understand the way we have to operate. It will prejudice any sense of reasonableness and fairness. It will potentially increase the risk of an award of costs against the Council.

3.3 Option b) will mean the Council could be criticised for continuing to follow outdated guidance and for not taking the advice in the NPPF. The Council would also lose the opportunity to adopt established guidance to reflect local circumstances.

3.4 Option c) is the preferred option for the reason it overcomes all the weaknesses of the previous options. The adoption of a Policy will also aid a consistent approach to enforcement across all regulatory sections of the authority (such as Environmental Health), where this is appropriate.

4. Financial implications

4.1 Circular 8/93 (Costs in Planning and other Proceedings) sets out those circumstances when an award of costs may be given against the Council. It includes where an enforcement notice is served, and it is concluded on appeal that there is no significant planning objection (harm). The adoption of this policy will help to minimise the risk of such an award against the Council by ensuring enforcement notices are only served where there is a real harm to the environment, or amenity of local residents, by the unauthorised activity.

4.2 Adoption of this Policy will not require any additional Planning staff or resources.

5. Other considerations

There are no equality or diversity issues as everyone will be treated equally and an Equality Impact Assessment is not required.

There is no legal requirement to consult on the adoption of this Policy.

6. Risks and how they will be mitigated

6.1 These are set out in Section 3 above

7. Timetable for implementation

7.1 To be implemented with immediate effect.

Background papers:

Appendix 1: Planning Enforcement - The Council's policy towards dealing with unauthorised development

LOCAL ENFORCEMENT PLAN (PLANNING)

The Council's policy towards dealing with unauthorised development

Planning and Housing Strategy
Spelthorne Borough Council
Council Offices
Knowle Green
Staines-upon-Thames
TW18 1XB



Appendix 1

Local Enforcement Plan (Planning)

Planning Enforcement – The Council’s policy towards dealing with unauthorised development

Introduction

This document aims to assist you get the best out of the Enforcement Service. It sets out the main service areas and explains how Spelthorne Borough Council carries out its enforcement activities. In order to give the best possible service, it is vital that the Council gives clear guidance on what we can do and what we cannot do, and how we balance demands on our services against the resources available to us.

From the information provided below, we hope that you will be able to measure our performance and decide if we have met our own demanding standards. Should you not be satisfied with our performance to date, we hope that Council officers can rectify any relevant problem you have experienced, or explain why we cannot meet your expectations.

The Council have also published a separate list of frequently asked questions which cover other matters areas related to Planning Enforcement. This can be viewed on our web site.

What you can expect from the Council

We will consider the full range of powers when conducting investigations (including appropriate negotiations and retrospective planning applications) and where appropriate take immediate action.

We will minimise the costs of compliance by ensuring that any action we require is proportionate to the risks.

We will take particular care to work with small businesses and voluntary and community organisations so that they can meet their legal obligations without unnecessary expense, where practicable.

Generally we will prosecute individuals or organisations who do not comply with any formal notice served on them, and when appropriate will take direct action, having regard to degree of harm and public safety.

We will carry out our duties in a fair, equitable and consistent manner.

We will consider each individual matter on its merits. There will be a consistent approach to enforcement action against breaches of similar nature and circumstance.

Information and advice will be provided in plain language on the rules that we apply and we will publish this as widely as possible.

We believe that prevention is better than cure and that we should work with customers to advise and assist with compliance.

Officers will provide a courteous, prompt and efficient service and letters will provide a contact point and telephone number for customers to contact when seeking advice and information.

Officers will not tolerate abusive language or behaviour either in person or in correspondence.

Definition of unauthorised development

Planning permission is needed for the erection of many types of buildings and for the making of a material change in use of land or buildings. Permission is also required to erect many forms of advertisements and there are controls to protect Listed Buildings and trees with a Tree Preservation Order. Unauthorised development in the main therefore constitutes the following

- The erection of buildings or the making of a material change of use without the necessary planning permission
- The carrying out of development at variance to that given in the planning permission (and shown on the approved plans)
- The carrying out of development not in accordance with the conditions on the permission or subsequent breach of those conditions which do not relate to the initial construction of the development
- The display of advertisements without advertisement consent
- Felling of, and works to, trees included in a Tree Preservation Order or trees of a certain size in a Conservation Area.
- Demolition of Listed Buildings and of certain buildings in Conservation Areas, and works to Listed Buildings which affect their historic status, without the necessary consent.

The Council's approach to unauthorized development

Enforcing against unauthorised development is a discretionary power and the Council is not legally bound to act. The Council however consider it is essential that where unauthorised development occurs which has harmful consequences either to the environment or to people living nearby that swift action is taken to prevent it continuing.

The nature of the harm which arises from the unauthorised development will be the primary factor which influences the course of action the Council will take to deal with the issue. The Council will also prioritise addressing those cases which cause most harm. The purpose of planning enforcement is not punitive but to enforce and resolve breaches in planning control and unauthorised development which cause harm to public amenity and the environment.

Some unauthorised development occurs intentionally and on some occasions the person carrying out the work is not aware that it needs permission, or does not comply with the terms of any consent given. The Council will respond sympathetically to those situations where a breach of planning control has genuinely occurred unintentionally (particularly in relation to household development) but will take the necessary steps to resolve any harm arising from the work.

In all, but the most serious of cases, the Council will seek to first resolve the matter through discussion with the owner/person carrying out the work. The Council will seek to avoid any formal legal action coming “as a bolt out of the blue”. Where this approach fails the Council’s general approach will in the case of development significant harm (see categories 1 and 2 below), to serve a Temporary Stop notice. This has the effect of stopping the construction of the development, or the activity continuing for a temporary period of 28 days. This will give the owner the opportunity to resolve the issue. It may however be necessary to serve an Enforcement Notice after that period expires.

The Council will generally seek to prosecute those people who have felled or damaged a preserved tree , or demolished or damaged a listed building .

The Council wish to support activities which contribute to economic growth and will have regard to the impact of any enforcement action on businesses. In particular the Council will ensure that the periods of compliance in any Notice are sufficiently long enough to minimise any disruption to the business and if possible avoid any permanent loss of employment.

Priorities

To make the most effective use of resources, all reports of suspected breaches of planning control will be investigated and progressed in accordance with the priority rating below. This is not an exhaustive list.

Category 1: Serious harm – this includes:

- Unauthorised demolition of Listed Buildings, ancient monuments and demolition of locally Listed Buildings.
- Felling or lopping of a preserved tree or tree in a Conservation Area.
- Where development has started and is subject to planning conditions which are required to be agreed before commencement (e.g. contamination, archaeology, nature conservation or trees).
- Development or breach of conditions likely to cause serious harm/danger to people or amenity
- Harmful unauthorised development which is about to become immune from any action being taken against it because of the passage of time periods set in legislation

Category 2: Significant and widespread harm to local amenity:

- Unauthorised development causing significant or widespread harm.
- Breaches of planning conditions causing serious nuisance to adjoining residents.
- Breaches that are contrary to well established planning policies such as Green Belt
- Unsightly buildings or untidy land that is causing serious harm to the amenity of neighbours

Category 3 – Other – these may include:

- Breaches of a technical nature and not in significant conflict with planning policy
 - Breaches which are temporary and unlikely to result in any long term harm
 - Advertisements not included above
 - Breaches of other planning conditions
 - Other changes of use
 - High hedges
1. Unauthorised pitching of caravans
 2. Businesses being operated from home
 3. Development not in accordance with the plans during the build process

Individual cases may be re-prioritised as the investigation progresses and as new evidence comes to light.

To ensure that an adequate overall service is provided, the allocation of resources will be periodically reviewed. The quality of evidence and support provided by complainants can also have a significant bearing on the outcome of an investigation and where such support is likely to increase the chances of a successful outcome, the matter will be prioritised.

Investigation of suspected breaches of planning control

Receipt of complaint

To start a planning enforcement investigation, please contact us by:

- email at planningdm@spelthorne.gov.uk
- filling out the standard form on our web site
- over the phone on (01784) 451499
- by letter to Planning Enforcement, Spelthorne Borough Council, Council Offices, Knowle Green, Staines Upon Thames, Surrey, KT18 1XB
- or in person at the Council Offices, opening hours are 08:45 – 17:00 Monday to Thursday, 08:45 – 16:45 Friday

When a complaint is received it is recorded on our database so it is important that we have the following information:

- name and contact details of complainant
- full address of the alleged breach of planning control
- nature of the breach and the harm it may be causing

All enforcement complaints are logged onto our computer system with a unique reference number so that each complaint can be monitored and the complainant updated on progress.

To avoid the unnecessary use of resources, anonymous reports of suspected breaches of planning control will not normally be pursued unless other evidence suggests that the breach is causing serious harm to the environment or the amenities of residents. Confidentiality of a complaint's identity will be safeguarded unless it is necessary for the complainant to give evidence at an appeal.

We will:

Acknowledge receipt of any complaint within five working days
Provide an initial response within 10 working days on the actions we are taking

Time frame for a site visit

A site visit will be required to establish whether or not a breach of planning control has occurred and there will need to be some research around the case prior to the site visit.

The initial site visit (where necessary) will be conducted within the following timescales. There will be exceptions to this, particularly in very urgent matters.

- High priority cases – within two working days
- Medium priority cases – within five working days
- Low priority cases – within ten working days

We will aim to meet these timescales in all cases investigated to ensure cases progress without undue delay from the outset.

These targets allow officers to carry out research before visiting a site. If carrying out the initial site visit within these time frames is problematic on a specific case the officer will notify the complainant. On completion of the initial site visit, the findings will be assessed and a view taken as to how the investigation will proceed. This may include taking legal advice about the case.

If no breach of planning control is established

A significant number of investigations are closed as there is no breach of planning control established. For example:

- there is no evidence of the allegation
- development has taken place but planning permission is not required, usually because it is permitted development
- it already has planning permission

Where this is the case the complainant will be notified either verbally or in writing within 10 working days of the initial site visit that no further action will be taken. We will also provide an explanation why.

Where further investigation is required

There are cases where the initial site visit does not provide sufficient evidence to prove whether a breach of planning control has taken place. Examples of these can include:

- business operated from home. This will often depend on the level of intensity and this may not be immediately apparent from the initial site visit
- alleged breaches of working hours conditions. If the operator denies the activity further investigations will be required

- building works are taking place but the owner claims it is to repair a previously existing structure.

The officer will need to establish what, if anything, previously existed. In these cases the complainant will be notified within 10 working days of the initial site visit that further investigation is required. Further investigation may involve additional site visits, documentary research, seeking advice from other services or agencies, or the owner or other persons responsible for the land or building. In some cases, we may ask the complainant for further details. If they are unwilling to help, we may not be able to take further action due to insufficient evidence.

We will also consider serving a Planning Contravention Notice to obtain information relating to the suspected breach. Drafting such a notice correctly can take time. Equally a person on whom it is served has 21 days to respond. Therefore it may be several weeks until the appropriate evidence can be collected.

Where there is a breach of planning control

When we receive a complaint, the case officer will check to see if there is a breach of planning control and that legislation allows us to take action. Each case is judged on its individual merits. In some cases whilst a breach of planning control has been identified it is not possible for the Council to take action against it because it has been occurring, or in existence, for a long period of time and is immune from Enforcement action. In most cases it is not possible to take action against buildings and structures which have been erected without consent if they have been in existence for more than four years. Similarly, a change of use of a building or land without permission, or the breach of a planning condition imposed on a permission, will be immune from enforcement action if it has occurred for more than 10 years.

Negotiation

Where it is considered that the breach of planning control is unacceptable, officers will initially attempt to negotiate a solution without going straight to formal action, unless the breach is causing very significant harm. Negotiations may involve scaling down or stopping an unauthorised use or activity, or changing or removing the unauthorised development.

In carrying out negotiations officers will look at the specific circumstances of the case (e.g. where there is an unauthorised business activity officers will consider whether relocation is possible and if so will seek to put a reasonable timescale in place).

Where initial attempts at negotiation fail, formal action will be considered on a case by case basis. We will also consider whether it is appropriate to serve a temporary stop notice to prevent the breach becoming worse.

Where we are unable to negotiate an acceptable solution within a reasonable timescale, or it is clear at the outset that the breach is not capable of being resolved through negotiation, we will proceed with formal enforcement action where it is expedient to do so.

In most cases relating to the loss of, or damage to, preserved trees and listed buildings there will usually be little need to negotiate and the Council will take whatever action is considered necessary through the Courts.

Not expedient to pursue formal action

There are some cases where it would not be 'expedient' or worthwhile for the Council to take enforcement action. Expediency is a test of whether the unauthorised activities are causing serious harm. The planning enforcement officer investigating the case will consider this and seek advice as appropriate. The outcome of this consideration will generally inform the course of the investigation. Taking formal enforcement action is only one option with other courses open to the Council. Some examples of where it may not be expedient to take action are as follows:

- It may be the case that whilst a technical breach of planning control has been found the breach is so minor that it has no or very little impact on amenity . Such a breach would be considered 'de-minimus' in planning terms and no formal action would be taken in this respect.
- In some case it may not be expedient to take action because the work carried out is only marginally larger than that allowed under permitted development and that increase causes no harm. An example of this might be a fence which has been erected and is only a few centimetres above the normal allowance of 2m (where it does not front a road),
- There may also be cases where building work or a change of use has taken place but it is clear following an assessment, that retrospective planning permission is likely to be granted. The Council's approach to when a retrospective application is encouraged and how that application is dealt with is set out in the next section of this document.

It is clearly unsatisfactory for anyone to carry out development without first getting planning permission. However, an enforcement notice should not be issued solely to regularise development which is acceptable in planning terms, but for which permission has not been sought. In these cases the Council will ask for an application.

It is generally regarded as unreasonable for a Council to issue an enforcement notice solely to remedy the absence of a valid planning permission if there is no significant planning objection to the building works/use.

Where officers conclude that it is not expedient to take action the case will be closed (with a reasoned justification).

As a Council we also need to ensure that any action is proportionate to the breach. We investigate many technical breaches of planning control (e.g. a fence or a rear extension slightly higher than permitted development). In these cases it would clearly not be reasonable to require the removal of an entire building or fence where a slightly lower structure could be put up without permission.

We will work with owners to resolve the situation but ultimately it is highly unlikely that formal action could be warranted in the case of a technical breach.

Retrospective planning applications

In some cases, an unauthorised development may be acceptable by the imposition of conditions on a planning permission or consent. For example, a change of use to a restaurant may be acceptable in principle but give rise to concerns about late opening hours. In such a case rather than take formal action against the use, it would be appropriate to request a retrospective application. If that application was found to be acceptable having assessed the detail and taken into account the views of consultees. We could grant permission subject to a condition restricting hours of use.

A retrospective application is processed in the normal way. This allows third parties to be formally consulted and make their views known. In addition to all those adjoining the site, the Council will notify anyone who originally complained about the unauthorised work. The fact that the development has been carried out in part or full has no bearing on the decision the Council makes on the application.

The Council will specify a time period in which a retrospective application needs to be submitted. The period given will vary from case to case but will reflect the complexity in preparing such a submission. Periods of 28 or 56 days are often given. If no application is submitted the Council will consider the expediency of taking further action having regard to the harm which arises from the breach (and lack of conditions imposed on a planning permission to control it). It may become necessary to serve an Enforcement Notice.

If the development is unlikely to receive permission the Council will not encourage the submission of a retrospective application although there remains a right to make such an application. Unless the Council has served an enforcement notice prior to the submission of the retrospective application (which relates to those matters sought permission in the application) the Council is duty bound to consider it.

The Council will, generally, refuse to process retrospective applications which are submitted after the serving of an enforcement notice unless by entertaining the application is likely to enable the proposal to be amended to overcome the reason for the serving of the notice.

Material and non-material amendments to planning permissions

The Council expect development to be completed strictly in accordance with the approved plans which form part of the planning permission. Following the grant of permission applicants often wish to make variations. This sometimes occurs because of problems during the construction process, or a change in the client's wishes. The Council's approval is required for any changes from the approved plans and this should be sought before work is carried out. Sometimes, however, changes occur without the Council's prior approval.

Where these alterations are materially different from the permission a new application for the whole development will be required.

Where the scale and nature of the alterations results in a development that is not substantially different from the one that has been approved, a "minor material

amendment application” will be invited. This in effect seeks permission for the changes proposed rather than the whole scheme again. The Council will consult adjoining properties in the consideration of these types of application and take into account any representations submitted.

Where the changes proposed are extremely minor (such as the omission of a window or reduction in the size of an extension) the Council will request a “non-material amendment”. This is also subject to a fee, but will usually be considered by exchange of letter and without notification to neighbouring properties.

Monitoring of Planning Permissions

It is not practical or proportionate to monitor all planning permissions granted by the Council, and all development carried out as permitted development. Most of the development occurring in the Borough is in built up areas close to adjoining properties. Indeed the majority of alleged breaches of planning control are reported by people living close to the development. Most of the Council's planning enforcement officers time is spent dealing with resolving these reported breaches.

However, the Council do monitor proactively the larger scale and the more sensitive schemes in the Borough. Working in liaison with building control, and following notification of commencement of work, critical dimensions in the setting out of new buildings are checked. Compliance with pre commencement conditions is also checked. In addition, planning officers will, as resources allow, check sensitive development at key stages of construction and on completion of the development.

In addition to this, solicitors acting for prospective purchasers of land, regularly seek confirmation from the Council that the work has been completed in accordance with the planning permission/permitted development allowance.

Taking formal enforcement action

Enforcement notice

Councils are able to serve an enforcement notice where development or a change of use has taken place without permission, and it is considered expedient to do so. We have to serve enforcement notices on the owner, occupier and any other person with an interest in the land.

An enforcement notice has to set out what we expect to happen (for example demolishing a building or stopping a car repair workshop) in order to:

- make sure a development complies with the terms of any planning permission which has been granted
- stop the use of the land or restore it to the condition it was in before the breach took place
- ensure that a development does not have an adverse impact on amenity

The notice will specify a timescale for the works to be carried out. A notice comes into effect a minimum of 28 days after it is served. There is a statutory right of appeal against the notice during this period to the Planning Inspectorate. Once the Planning

Inspectorate has received a valid appeal, the enforcement notice has no effect until the appeal has been determined.

There are seven grounds of appeal against an enforcement notice. Any appeal may include one or all of these grounds:

- (a) that planning permission ought to be granted
- (b) that the development or change of use has not taken place
- (c) that the development or change of use does not need permission
- (d) that the development or change of use is immune from action (e.g. been in place or operating too long)
- (e) that the enforcement notice(s) were not served correctly
- (f) that the works/action to be carried out are excessive
- (g) that not enough time has been allowed for the works/action to be carried out

Given these rights of appeal it is important that all relevant matters are taken into account before serving an enforcement notice. This includes being clear about:

- What the specific breach is (e.g. building is too high, in the wrong place, agricultural building being used for industrial purposes)
- What we expect to be done to set it right (e.g. reduced height, demolish and re-build, stop the use)
- How long we give for the works/actions to be done (e.g. three months, 12 months).

If the breach of planning control relates to a listed building, or unauthorised demolition within a conservation area, we will consider the expediency of serving a listed building enforcement notice or a conservation area enforcement notice. Where appropriate, commence a prosecution in the Courts.

All enforcement notices are placed on the Council's enforcement register which is available to view on the Council's website .

Planning contravention notice (PCN)

This is often served prior to going down the enforcement notice. It can be served on the owner or occupier of the land in question or a person who is carrying out operations or using the land. The PCN gives those people 21 days to provide the information which the Council has asked for. If they do not give the information they can be prosecuted (maximum fine of £1,000). To knowingly provide false information on a PCN can result in a fine of up to £5,000.

Other requisition for information notices

The Council can also require anyone who receives a requisition for information notice to supply in writing details of their interest in a property and details of anyone else having an interest in the property. A reply must be supplied within 14 days. A person who fails to comply with the requirements of a notice or makes a false statement in a reply is guilty of an offence punishable by a fine of up to £5,000.

The Council also can require those individuals to state in writing the nature of their interest in a property and to state in writing the name and address of any other person known to them as having an interest in the property, such as a freeholder,

mortgagee, lessee or otherwise. Failure to return the form or to provide a miss statement is an offence punishable by a fine up to £1,000.

Breach of condition notice (BCN)

This is served where a planning condition has not been complied with. We have to take into account the type of condition which has been breached (e.g. windows are not obscure glazed or contaminated land conditions has not been complied with) and what we expect to be done to set it right. Once issued the notice does not take effect for 28 days.

There is no appeal against a BCN and therefore can be more expedient than issuing an enforcement notice. The failure to comply with the notice is dealt with by a prosecution in the Magistrates Court (maximum fine of £2,500). The BCN is ideal for matters where the steps to be taken are relatively simple and can be readily achieved.

Any BCN has to set out what we expect to be done to comply with the condition and when it needs to be done by.

Stop notice

The Council must consider the use of stop notices carefully as they carry with them significant statutory compensation provisions.

A stop notice must be served at the same time or after the service of an enforcement notice. We will consider serving a stop notice where urgent action is necessary to stop a relevant activity before the end date of the related enforcement notice.

The stop notice must refer to the enforcement notice, specify the activity or activities that have to stop and set the date when it comes into effect. Failure to comply with the notice is an offence (maximum fine on summary conviction is £20,000).

Temporary stop notice (TSN)

A TSN can be issued without an enforcement notice, and is designed to halt breaches of planning control for a period of up to 28 days. This comes into immediate effect and is used to stop work and to see if issues can be resolved within a limited timescale. These are most often served where a development has started but conditions on the planning information requiring further action before commencement have not been complied with (e.g. a contaminated land investigation and mitigation measures has not been agreed).

Whilst TSNs also carry some compensation provisions these are significantly lower than with a stop notice and therefore the risk to the Council is reduced.

Section 215 notice

In cases where the amenity of an area is adversely affected by the condition of land or buildings, we will consider serving what is called a Section 215 Notice (untidy land). This will set out what we expect to happen (e.g. remove building materials/shrubs/board up windows), when it needs to be done by and the date the notice takes effect.

A Section 215 notice takes effect after 28 days service during which time an appeal can be made in the Magistrates Court.

Time limits for taking formal action

The Council cannot serve a notice after four years where the breach of planning control involves building operations. For example:

- extensions to dwellings
- new buildings and laying hardstanding
- or the change of use of any building to a single dwelling.

Other unauthorised changes of use and breaches of conditions are subject to a 10 year time limit (e.g. use of an agricultural building for industrial warehousing).

The Council are not able to take action on anything above the four or ten years, and the use becomes lawful. The landowner can apply for a Certificate of Lawful Existing Use or Development (CLEUD) and if the evidence is clear they can 'regularise' the situation. However it should be noted that even if a use is lawful it does not mean that the Council would have granted planning permission if this has been applied for before the development/change of use had taken place.

Serving an enforcement notice in respect of a particular development 'stops the clock' in relation to these four and ten year time limits. Therefore where the Council feel a breach may be close to the four or ten year time limit it may seek to take urgent enforcement action to prevent such a development or use becoming lawful.

The Localism Act has introduced a new enforcement power in relation to time limits. This allows Councils the possibility to take action against concealed breaches of planning control even after the usual time limit for enforcement has expired.

Failure to comply with formal notices

Where a notice has been served and has not been complied with there are three main options available to the Council.

Prosecution

We will consider prosecution proceedings against any person who has not done the works expected of them and where the end date has passed. This may be in relation to any of the following Notices:

- enforcement notice
- listed building enforcement notice
- conservation area enforcement notice
- breach of condition notice
- section 215 notice
- stop notice

Cases involving unauthorised works carried out to a Listed Building and unauthorised demolition in a Conservation Area also constitutes an offence in their own rights. We

will consider whether it would be expedient to prosecute for these works rather than issuing a notice on a case by case basis.

Before commencing any legal proceedings we need to be satisfied that there is sufficient evidence to offer a realistic prospect of conviction and that the legal proceedings are in the public interest.

Direct action

Where any works/actions required by an enforcement notice or section 215 notice have not been completed within the time period (other than stopping the use of a piece of land), we will consider whether it is expedient to:

- enter the land and undertake the works (e.g. demolish the building); and
- recover from the person who is then the owner of the land any expenses reasonably incurred by them in doing so.

In most cases the Council will seek to prosecute the failure to comply with a notice before seeking to initiate direct action

Injunction

Where an enforcement notice has not been complied with and, because of the special circumstances of the case, either direct action or prosecution would not be an effective remedy, we will consider applying to the Court for an Injunction.

An injunction can also be applied for where there is clear evidence that a breach of planning control is anticipated but has not actually occurred. Such action will only be considered if the breach, actual or anticipated, is particularly serious and is causing or likely to cause exceptional harm (e.g. materials for hard standing being put on a site and services being laid).

Advertisements

The display of advertisements without consent is an offence. As such we can prosecute without the need to issue a notice. Where it has been considered that an advertisement should be removed an offender will normally be given one written opportunity to remove the advertisement voluntarily. Failure to do so will normally result in further action being taken without further correspondence.

We are also able to remove or obliterate posters and placards. We will consider using these powers as appropriate.

The recent Localism Act has introduced several new provisions in respect of dealing with advertisements. These are Removal Notices, Action Notices and the powers to remedy the defacement of property. Each provision includes rights of appeal to the Magistrates Court.

Removal notices

The Council can seek removal of any structure used to display an advertisement. Where the notice is not complied with we may remove the structure and recover the cost of doing so.

Action notices

Where there is a persistent problem with unauthorised advertisements an Action Notice can be issued specifying measures to prevent or reduce the frequency of the display of advertisements. Again where the notice is not complied with we may remove the structure and recover the cost of doing so.

Power to remedy defacement of premises

Where a sign is readily visible from somewhere the public have access, and is considered to be damaging the amenity of the area or is offensive, a Notice may be issued requiring the removal or obliteration of the sign. As with the above provisions failure to comply with the notice will allow us to undertake the works in default and recover costs (except where it is on a flat or house or within the curtilage of a house)

Trees

Legislation protects trees which are the subject of Tree Preservation Orders (TPOs) or are within a Conservation Area from felling or other works without permission. As with advertisements such works are an offence and we can prosecute without a notice. However, such action would not remedy the harm caused.

We can also issue a replacement notice. This will require an appropriate replacement tree to be planted where a tree covered by a TPO has been removed.

High hedges

From the 1 June 2005 councils have had the power to deal with disputes over high hedges where all reasonable steps to resolve the issue have been taken by the relevant parties. In cases where we find in favour of the complainant we will ensure, through enforcement action if necessary, that any specified schedule of remedial works is carried out.

Complaints about the Planning Enforcement Service

Sometimes things do not proceed as planned. If you feel that there is unreasonable delay with an enforcement investigation, or you believe there is an error in the way an investigation is being carried out, you should contact the Assistant Head of Planning (contact details are given below). He will investigate the matter, review the circumstances and advise you within ten working days about what action will be taken. If a matter requires further investigation, you will be advised of this at the time.

If you are still dissatisfied with the service, then it is open to you to make a formal complaint. Please remember that the complaints procedure does not apply to matters that are directly related to a Council or Panel decision. You can, of course, contact your local Councillor at any time.

If you remain dissatisfied, you may write to the Local Government Ombudsman and information on how to do this will be given to you by the Head of Corporate Governance. The Ombudsman will not normally deal with a complaint unless it has first been through the Council's own complaint procedures and will deal only with matters relating to the conduct of the investigation.

Cabinet**24 September 2013**

Title	Housing Options and Housing Benefits Accommodation Works		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Nick Gething	Key Decision	No
Report Author	Dave Phillips		
Summary and Key Issues	To agree supplementary capital estimate to enable works to ground floor west wing to be undertaken to enable Housing Options move into West Wing.		
Financial Implications	Supplementary capital estimate of £70,000 (to be confirmed following evaluation of tenders) required.		
Corporate Priority	Service delivery Efficient use of assets		
Recommendations	Cabinet is asked to approve a £70,000 supplementary capital estimate to cover estimated cost of works to make ground floor west wing of Knowle Green suitable to accommodate the Housing Benefits and Housing Options teams.		

1. Background

- 1.1 In summer 2012 agreement was reached to restructure the layout of the ground floor with the creation of the rear reception for Housing Options and Housing Benefits with the intention that both Housing Options and Housing Benefits would occupy the office space in the wing along the courtyard side of the corridors. Our in-house maintenance team did a very good job in preparing the area, and Housing Benefits moved across. However, following the relocation issues were then raised by staff around noise levels, amount of space and confidentiality (including the fact that there would still be a private sector tenant in the wing).
- 1.2 As Members will be aware the two services affected (Housing Options and Benefits) probably have one of the most difficult and stressful services to deliver, due to the sensitive and confidential nature of the interaction between customers and our staff. Our reception facilities and staff accommodation can make a huge difference to the outcome of these interactions.
- 1.3 Following staff consultation MAT instructed Asset Management to relook at the designs for the West Wing Ground floor with a view to creating a largely open plan design with Housing Benefits on one side and Housing Options on the other, with the existing tenant relocated, with the toilet facilities improved and kitchen area located in a position which avoided the need for staff to walk across the reception area carrying hot food and drink.

2. Key issues

- 2.1 The key issues are:
- To relocate Housing Options staff into West Wing, in close proximity to Housing Benefits. One of the longitudinal partitions (RHS) to be retained to address privacy and noise issues.
 - To ensure the team were consulted throughout and that the designs met their needs
 - To relocate Robertsons Technologies, and keep them informed of proposals
 - To relocate the joint Heads of Housing Options and Housing Benefits into the West Wing so that they are close to their teams
 - To improve the toilet facilities in the West Wing
 - To relocate and improve the kitchen facilities
 - To ensure the reception area assists the staff in meeting the needs of our customers

3. Options analysis and proposal

- 3.1 Following an extensive consultation process with the Housing Options and Housing Benefits team a design for the west wing has been agreed (see Appendix 1), and was used to draw up specifications for a tender exercise to be managed by the Runnymede Asset Management team. Building Control approval was also obtained. The specifications were issued on 16th August and tenders are due to be returned on 13th September.

4. Financial implications

- 4.1 Following evaluation of the tenders a supplementary capital estimate of £70,000 [to be confirmed following evaluation of tenders] will be required to enable the works to commence.

5. Other considerations

- 5.1 There will be a need to temporarily relocate the Housing Benefits staff whilst the works are underway from their existing location in the West Wing to the area adjacent to the rear reception previously occupied by the Chamber of Commerce.
- 5.2 An additional benefit of the proposed alteration is that they will address some of the “backlog” maintenance issues and will support the proposals for open plan office space as part of the Knowle Green Hub project to help generate future additional revenue streams.

6. Risks and how they will be mitigated

- 6.1 Runnymede asset management will supervise the works to mitigate all associated construction risks.

7. Timetable for implementation

- 7.1 It is estimated that :
- Construction works will commence in early October with a contract period of six weeks.
 - Housing Benefits and Housing Options to move into their new areas before Christmas.

Background papers:

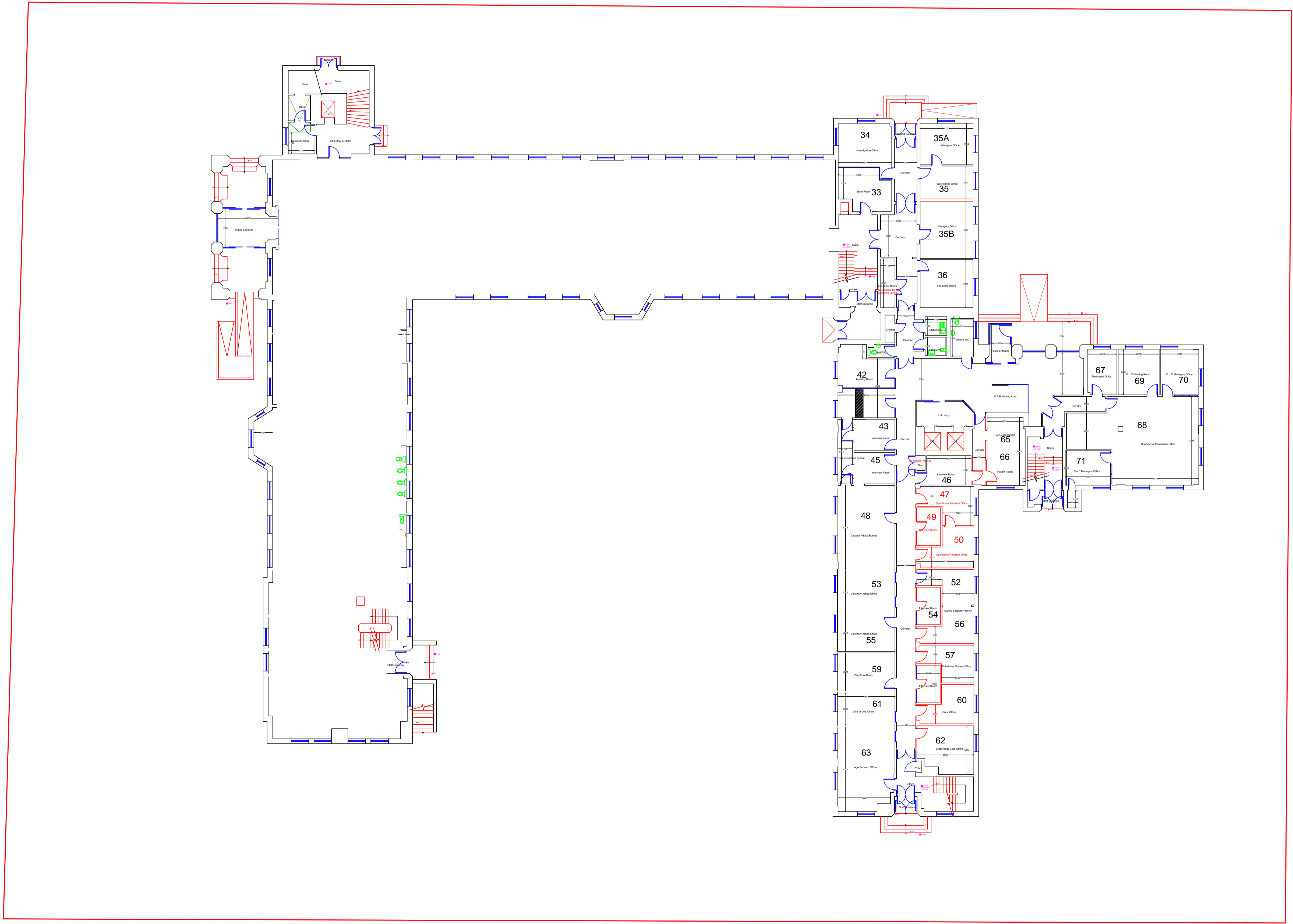
There are none.

Appendices:

Appendix 1 – existing office layout and proposed office layout

DRG No. XXXX

NOTES



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REV	DETAIL	DATE



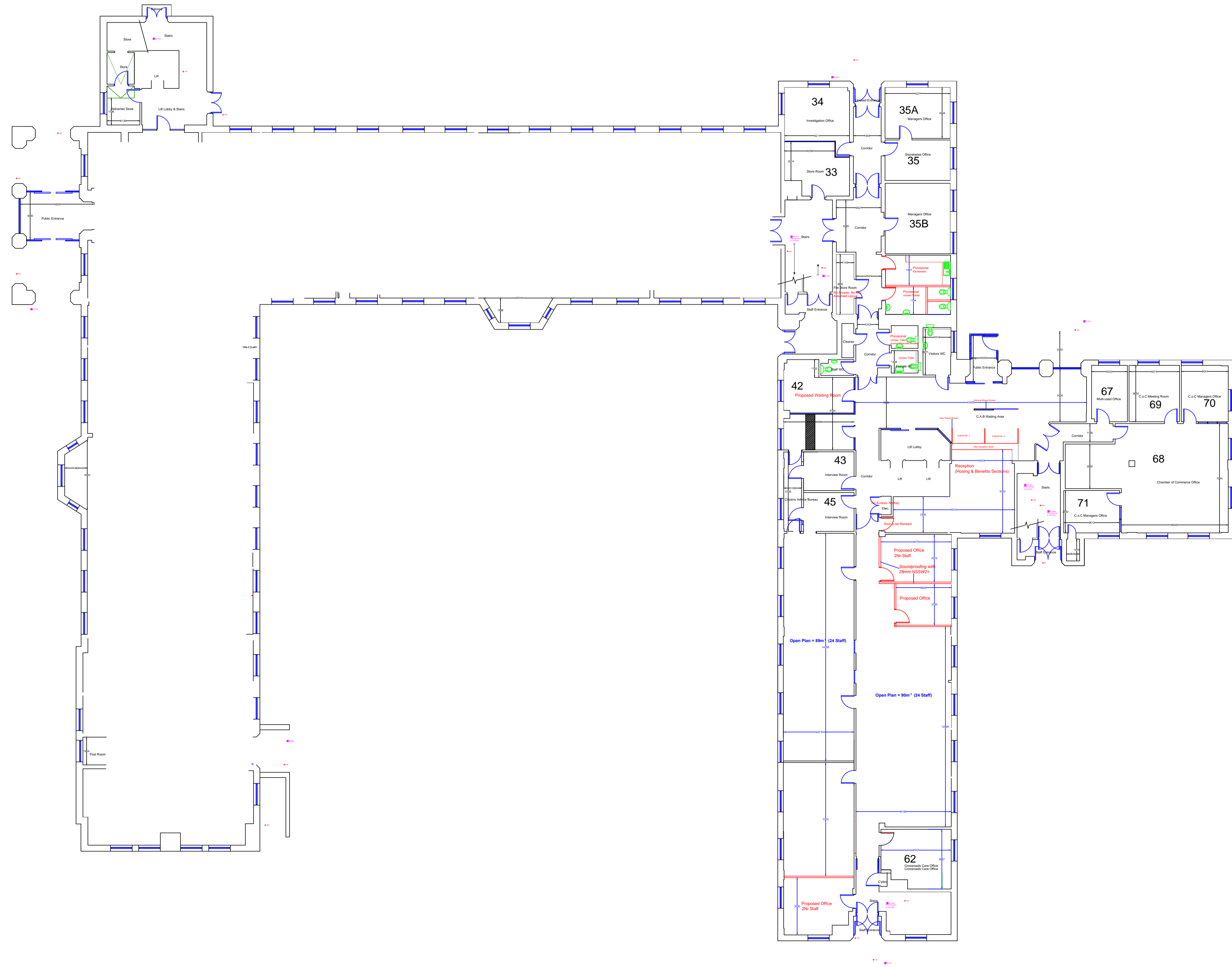
P Sims Dip.E.P., Dip.Mgt., M.R.T.P.I.
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JOB TITLE
 SPELTHORNE BOROUGH COUNCIL
 OPEN PLAN OFFICE FOR HOUSING
 AND BENEFITS OPTIONS
 DEPARTMENT - REFURBISHMENT
 WORKS

DRG TITLE
 Existing Office Layout

SCALE	NTS	DRAWN BY	AO
DATE	09-05-13	CHECKED	AO

DRG No. KG / BH / EX 01	REV 0
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DRG No. XXXX

NOTES

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REV	DETAIL	DATE

Runnymede
BOROUGH COUNCIL



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JOB TITLE
SPELTHORNE BOROUGH COUNCIL
OPEN PLAN OFFICE FOR HOUSING
AND BENEFITS OPTIONS
DEPARTMENT - REFURBISHMENT
WORKS

DRG TITLE
PROPOSED OFFICE LAYOUT -

SCALE	NTS	DRAWN BY	AO
DATE	15-05-13	CHECKED	DP

DRG No. KG / BH / R 01	REV 0
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Cabinet**24 September 2013**

Title	Response to the Independent Airports Commission on submissions for a third and fourth runway at Heathrow		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Suzy Webb	Key Decision	No
Report Author	John Brooks – Deputy Head of Planning and Housing Strategy		
Summary and Key Issues	<p>The purpose is to report on submissions made to the Davies Commission on proposals to add a third and possibly fourth runway at Heathrow Airport. There are three key issues:</p> <ul style="list-style-type: none"> • Importance of Heathrow’s hub status to the local and national economy – 8.3% of Spelthorne residents in work there • Which runway option best protects local and national economic interests • Whether the Council responds to the Davies Commission's invitation to comment on submissions made to it. 		
Financial Implications	There are no financial implications for the Council at this stage.		
Corporate Priority	This item is not in the list of Corporate Priorities		
Recommendations	<p>Cabinet is asked to request the Davies Commission to:</p> <ol style="list-style-type: none"> 1. Maintain Heathrow’s hub status which is the best and most expeditious way of securing the UKs aviation industry and in turn support the UK economy. 2. Support the North West runway option as the quickest, cheapest and least complex full third runway option at Heathrow. 3. Support the dual North West runway option as the most cost-effective and easy to implement of the fourth-runway options. 4. Strongly reject the South West option on the grounds of: <ol style="list-style-type: none"> a. Cost b. Delay in implementation c. Construction complexity and risk to delivery d. Significant environmental impact on a large number of people, uncertain environmental risks in resolving serious nature conservation and flood issues, and uncertainty over continuity of fresh water supply for London. 		

1. Background

- 1.1 The purpose of this report is to set out the background and make recommendations on the proposal to add a third and possibly fourth runway at Heathrow Airport.
- 1.2 There has been a longstanding case to provide additional runway capacity in the South East. The Air Transport White Paper, December 2003, identified the need for two more runways in the South East. Amongst other schemes it included a proposal for a third runway and a 6th terminal to the north-east of the airport between the A4 and the M4 to be built between 2015 and 2020.
- 1.3 On 21 February 2008 the Council approved a motion to support the White Paper and a third runway at Heathrow subject to compliance with EU air quality limits, no increase in the area affected by noise, surface access improvement, no mixed mode and market value compensation for loss of property.
- 1.4 Subsequently successive Governments withdrew support for the runway at Heathrow and little progress was made in dealing with the runway capacity issue generally until more recently. Now the impacts of the recession, the need to stimulate economic growth and increasing growth of other European hub airports as rivals to Heathrow has renewed debate about airport capacity.
- 1.5 In September 2012 the Government established the Independent Airports Commission chaired by Sir Howard Davies (referred to as the Davies Commission). The purpose of the Commission is to:

‘examine the scale and timing of any requirements for additional capacity to maintain the UK’s position as Europe’s most important aviation hub; and it will identify and evaluate how any need for additional capacity should be met in the short, medium and long term’.
- 1.6 The Commission is required to produce an interim report no later than the end of 2013 on:
 - Its assessment of the evidence on the nature, scale and timing of the steps needed to maintain the UK’s global hub status; and
 - Its recommendation(s) for immediate actions to improve the use of existing runway capacity in the next 5 years – consistent with credible long term options.
- 1.7 It is intended that the final report should be presented no later than summer 2015 and cover the following:
 - Its assessment of the options for meeting the UK’s international connectivity needs, including their economic, social and environmental impact;
 - Its recommendation(s) for the optimum approach to meeting any needs; and
 - Its recommendation(s) for ensuring that the need is met as expeditiously as practicable within the required timescale.

- 1.8 The final report is required to be based on a detailed consideration of the case for each of the credible options including business case, environmental assessment and operational, commercial and technical viability. It is also required to provide material to support the Government in preparing a National Policy Statement to accelerate the resolution of any future planning applications for major airport infrastructure.
- 1.9 In March 2013 the Government published an Aviation Policy Framework. The document recognises that the UK has the third largest aviation network in the world and Heathrow's role as a world 'hub' airport supports London's position as a global city and favoured location for international firms. The aviation industry turnover in 2011 was around £53bn and employs 220,000 people directly and many more indirectly.
- 1.10 The document states that:
- 'The Government's primary objective is to achieve long-term economic growth. The aviation sector is a major contributor to the economy and we support its growth within a framework which maintains a balance between the benefits of aviation and its costs, particularly its contribution to climate change and noise. It is equally important that the aviation industry has confidence that the framework is sufficiently stable to underpin long-term planning and investment in aircraft and infrastructure'.
- 1.11 The Davies Commission invited submission by 19 July 2013 from any interested party and received 53 responses setting out either specific proposals for new airport capacity or commenting on related issues. These have been placed on-line and anyone who wishes to comment on what has been submitted has been invited to do so by 27 September 2013.
- 1.12 The submissions have included proposals by Heathrow Airport Ltd for three 3rd runway options and four 4th runway options at Heathrow as well as options by others for the Thames Estuary and other locations around the country. The following paragraphs outline the Heathrow proposals.
- 1.13 Heathrow Airport Ltd (HAL) set out their proposals in their document 'Airports Commission – Long-term hub capacity options – Heathrow Airport Limited response, 17 July 2013'. This is supported by 'A New Approach', July 2013 and 'One Hub or None – the case for a single hub airport', November 2012.
- 1.14 Central to HALs submissions are the following key points:
- Heathrow is the country's hub airport and is currently the top hub airport in Europe.
 - Heathrow's leading European 'hub' airport status is at risk because of the growth of Paris, Amsterdam and Frankfurt.
 - Additional 'hub' capacity at Heathrow is needed now and can be delivered more quickly than creating a new 'hub' elsewhere.
 - Suggestions of multi-hubs in the South East cannot deliver the connectivity required and are in effect unworkable.
 - If another location were to be developed as a 'hub', Heathrow would either have to be significantly down-graded or closed to make the

alternative location work. This would have profound economic implications for the greater area to the west side of London and also for the UK economy as a whole. This is because Heathrow is in effect the centre of gravity for the UK economy.

- 1.15 HALs submissions include three options for providing a third runway which are shown at Appendix A, which is an extract from their summary document 'A New Approach'. The options are:
- Option 1: Third runway North West
 - Option 2: Third runway South West
 - Option 3: Third runway North
- 1.16 HAL also explain how they could deliver a fourth runway in the longer term – beyond 2040. This in effect seeks to demonstrate that Heathrow can meet longer term demands, if required, and therefore deliver the same capacity as the proposed new four runway airports in the Thames estuary. These options are:
- Option 1: North runway and South West runway
 - Option 2: North West runway and South West runway
 - Option 3: Dual North West runway
 - Option 4: North West and South West runway with existing runways moved westward.
- 1.17 The summary table in Appendix A explains that the North option, which is a shorter runway, has more limited capacity, can be opened in 2025, has 'low' construction complexity and could cost £14bn. The North West option is a full length runway capable of being opened in 2026 with what is described as 'medium' construction complexity at a cost of £17bn. The South West option is again a full length runway with 'high' construction complexity, capable of opening in 2029 at a cost of £18bn.
- 1.18 The South West option (see Appendix A for the layout) involves bringing a runway to the south side of the Wraysbury Reservoir, reformatting part of that reservoir and all of the King George VI reservoir, building across all of Stanwell Moor, Hithermoor and Staines Moor and a large area of the River Thames floodplain. The runway alignment is such that landings or take-offs would pass over the middle of Stanwell. This option also requires a section of the M25 to be put in a tunnel and major highway improvements/changes on the A30 at the Crooked Billet roundabout, Hatton Cross and Junction 13 of the M25.
- 1.19 At this stage the plans have not been worked up in the detail that would eventually be required if they were to be progressed as options. However, there are clearly some significant construction and logistical issues associated with the South West option aside from the significant environmental implications.
- 1.20 Finally, by way of background, these proposals come at a time when the Council has placed particular priority on Economic Development and is preparing a draft Economic Strategy. The work in preparing for this Strategy has included a Local Economic Assessment which has highlighted the economic importance of Heathrow to the Borough and which confirms the

soundness of the stance taken by the Council in 2008 to support a 3rd runway on economic grounds.

2. Key issues

- Importance of Heathrow's hub status to the local and national economy – 8.3% of Spelthorne residents work there.
- Which runway option best protects local and national economic interests.
- Whether Spelthorne responds to the Davies Commission's invitation to comment on submissions made to it.

3. Options analysis and proposal

- 3.1 The Government's primary concern, as set out in its Aviation Policy Framework, is to achieve long-term economic growth and support the aviation sector which is a major contributor. It is clear the economic benefits provide the primary basis against which any option for additional airport capacity must be assessed.
- 3.2 Heathrow is the country's only 'hub' airport and is already virtually at full capacity and the need for additional hub-airport capacity is urgent. The proposals for new four-runways in the Thames Estuary could not be delivered before 2034 and have enormous up-front costs well in excess of the costs of expanding an existing airport.
- 3.3 HAL has made a compelling case that a 'multi-hub' facility is unworkable and any operation for a 'hub' elsewhere and involving the closing or at least downgrading of Heathrow is economically untenable. Whilst there are many vested interests promoting other sites it is evident that on grounds of speed of delivery, cost and least risk to the economy, expansion of Heathrow, and thereby maintaining its 'hub' status, appears to be the only credible option.
- 3.4 Of the three options put forward by HAL for Heathrow only the North West and South West options appear credible in the long term as only they provide full length runways and therefore maximises aircraft movement. For economic reasons the North West option is by far the strongest as it can be opened by 2026 (compared to 2029 for the South West option), it costs £1bn less and is less complex to construct and therefore has less risk of delay.
- 3.5 Given that the case for any airport expansion is based on the need to support the UK economy, it appears clear that, on grounds of timing, cost and complexity, the South West option is arguably a 'non-starter'. HAL consider that a third runway at Heathrow could meet demand until around 2040 but, in order to demonstrate longer term capacity, it has shown how a fourth runway could be provided. It sees the scope for incremental growth as an advantage.
- 3.6 It is evident that the option of a fourth runway parallel to a North West third runway has less impact, construction complexity and cost than both a North and South West four runway option. HAL has explicitly stated that 'The nature of any clear four-runway option preference may inform the configuration of the three-runway airport that precedes it'.

- 3.7 The advantages of a fourth North West runway, if required in the longer term, make the North West third runway even more compelling. The statement above from HAL appears to recognise this.
- 3.8 All options have environmental implications. However, only a cursory examination of the South West option reveals that it would have substantial adverse environmental implications for the residents of Stanwell Moor, Stanwell, Staines and Ashford as well as enormous implications for nature conservation and flood risk. Nevertheless, for economic reasons alone the South West option does not appear realistic on grounds of cost and delivery.
- 3.9 For the reasons outlined above it is recommended the Council formally responds to the Davies Commission and asks it to:
- a. Maintain Heathrow's hub status which is the best and most expeditious way of securing the UK's aviation industry and in turn support the UK economy.
 - b. Support the North West runway options as the quickest, cheapest and least complex full third runway option at Heathrow.
 - c. Support the dual North West runway option as the most cost-effective and easy to implement of the fourth-runway options.
 - d. Reject the South West options on the grounds of:
 - i. Cost
 - ii. Delay in implementation
 - iii. Construction complexity and risk to delivery
 - iv. Significant environmental impact on a large number of people and uncertain environmental risks in resolving serious nature conservation and flood issues.

4. Financial implications

- 4.1 There are none for the Council at this stage.

5. Other considerations

- 5.1 Environmental and economic implications are already referred to and these are the main considerations at this stage.

6. Risks and how they will be mitigated

- 6.1 The greatest risk is that the Davies Commission does not recommend Heathrow's 'hub' status is maintained. By taking this opportunity to comment on the submission the Council is seeking to do all it can to influence the outcome.

7. Timetable for implementation

- 7.1 The Council needs to respond by 27 September 2013.

References:

1. Air Transport White Paper, December 2003.
<http://webarchive.nationalarchives.gov.uk/20100513020716/http://www.dft.gov.uk/about/strategy/whitepapers/air/executivesummary>
2. Council Minute 51/08. Notice of Motion – Heathrow 21 February 2008.
3. Terms of Reference of Independent Airport Commission.
<https://www.gov.uk/government/speeches/membership-and-terms-of-reference-of-the-airports-commission>
4. ‘Aviation Policy Framework’ UK Government, March 2013.
<https://www.gov.uk/government/publications/aviation-policy-framework>
5. ‘Airports Commission – Long-term hub capacity options – Heathrow Airport Limited response’, 17 July 2013.
http://www.heathrowairport.com/static/HeathrowAboutUs/Downloads/PDF/long-term-hub-capacity-options_LHR.pdf
6. ‘A New Approach’ Heathrow Airport Limited, July 2013.
<http://mediacentre.heathrowairport.com/imagelibrary/downloadmedia.ashx?MediaDetailsID=1616&SizeId=-1>
7. ‘One hub or none – the case for a single hub airport’, Heathrow Airport Limited, November 2012. <http://mediacentre.heathrowairport.com/Press-releases/One-hub-or-none-390.aspx>

**Appendices:**

Appendix A – Extract of options for additional runways at Heathrow. (Source pages 22 – 31 from ‘A New Approach’ – HAL July 2013)

5

Options for additional runways at Heathrow

Heathrow today

Like much UK infrastructure, Heathrow historically suffered from out-dated facilities and decades of underinvestment. Since 2003, Heathrow has invested £11 billion in the airport – one of the UK's largest private sector investments. That money has allowed us to start completely rebuilding Heathrow, providing world-class passenger facilities such as Terminal 5 and the new Terminal 2, as well as providing new baggage systems and a more efficient airfield that reduces delays and emissions. The new layout is designed to be capable of expanding to accommodate future growth.

Operational performance has improved as a result and passengers say they notice the difference. The proportion of passengers rating their journey as 'very good' or 'excellent' has increased from 48% in 2007 to 77% today²¹. For two years running, passengers have rated Terminal 5 as the best airport terminal in the world and Heathrow was voted best large airport in Europe in 2013²². Heathrow is already a gateway to the world of which the UK can be proud. But it is full.

Forecast demand

The maximum capacity of three runways at Heathrow is estimated at 740,000 flights per year, an increase of 260,000 flights from the current cap of 480,000. These flights might serve 130 million passengers per year. This level of traffic is not likely to be achieved until 2040 and we believe passenger numbers in 2030 will be 100 million per year.

The detailed environmental impact modelling in this document is based on Heathrow handling 100 million passengers per annum in 2030. We have also studied the effects of operating a third runway to its full capacity, and of adding a fourth runway. Our initial analysis shows that, as technology continues to improve, we can still reduce the number of people affected by noise compared to today, and meet air quality limits.

Our new options

Today we are putting forward three options for adding runway capacity from the many we have assessed. The options are in the three geographical locations at Heathrow where a third runway is feasible: to the north, to the north-west, and to the south-west. All of the options in this document are in outline format and require further development.

We believe that a third runway delivers sufficient capacity for the foreseeable future, but we are also including proposals that demonstrate how every three runway option could develop into four runways should it be required. We have the ability to add extra capacity as the need arises, which makes Heathrow a lower risk option than building a new four runway hub from scratch based on uncertain future demand.

Our investment is delivering a world-class two runway Heathrow



5 Proposals for additional runways at Heathrow

Option 1:

Third Runway North West

This option is to the west of the previous proposal for a short third runway at Heathrow. It performs better on noise and residential property impact than a runway to the north and can be delivered comparatively quickly and cost-effectively and without some of the wider construction challenges presented by the south-west option.

The third runway would be constructed on the site of Old Slade sewage works, Harmondsworth Moor, Harmondsworth, and Longford. The runway would be just south of the M25/M4 junction and part of the M25 would need to be reconfigured.

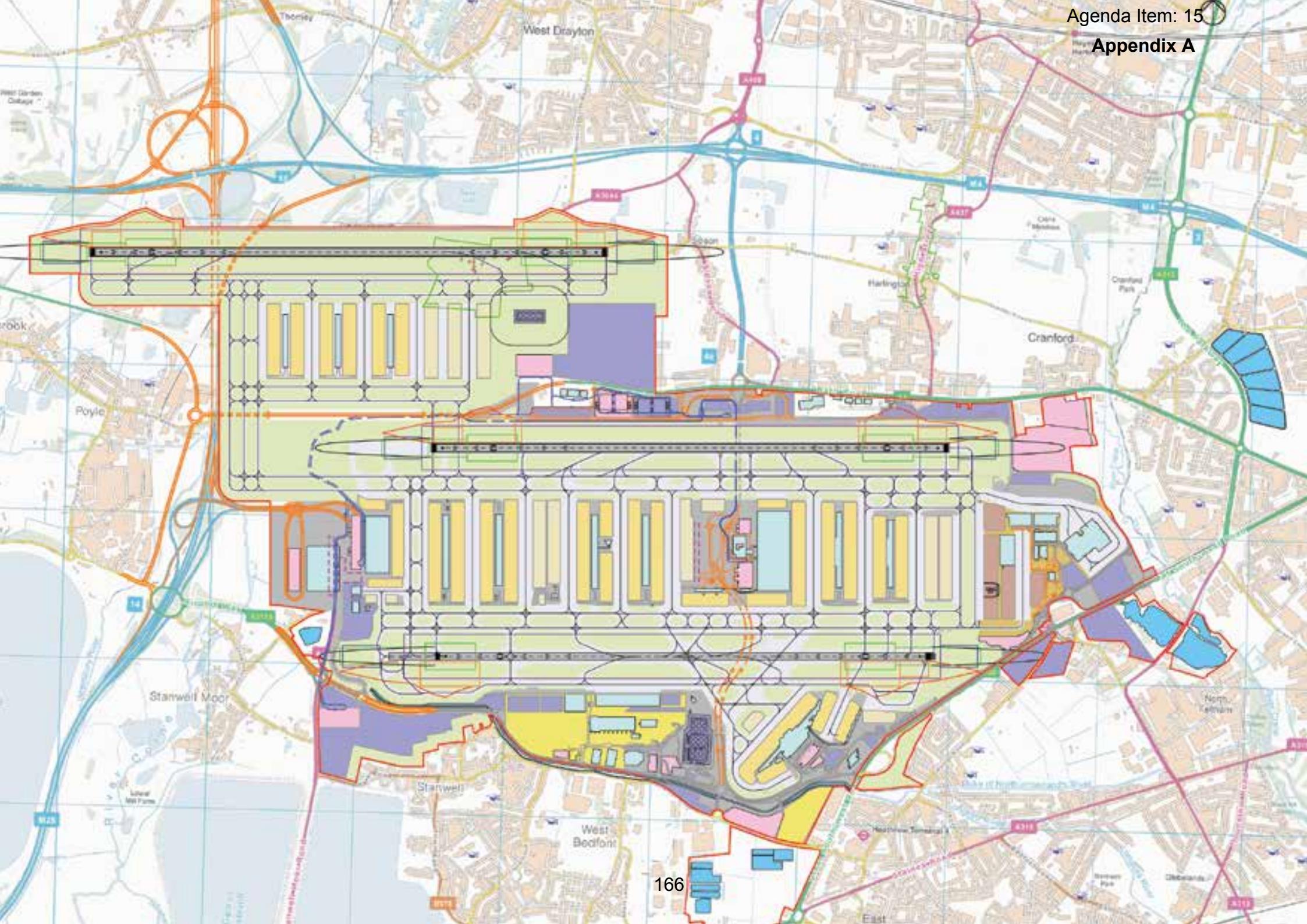
We have maintained the principle of runway alternation to provide periods of respite from noise for all communities around Heathrow. The runway is 3,500 metres, which is 1,500 metres longer than the 2003 proposal. This is a full-length runway and every type of aircraft operating from Heathrow could use it for take-offs and landings.

Passengers would travel through a new Terminal 6 and an extended Terminal 2 with satellite piers serving the new runway.

The location to the west limits the number of properties that would have to be demolished compared to building a full-length runway on the previously proposed site. Properties in Longford and Harmondsworth would be subject to compulsory purchase, but the communities of Sipson, Harlington, Cranford Cross, Colnbrook and Poyle would be preserved. In total around 950 residential properties would face demolition. We are working to see whether this option could be developed so that the Tithe Barn and St Mary's Church in Harmondsworth, which are both sites of significant heritage value, could be preserved in their current location.

Construction of the new runway could be completed in six years with an estimated operational date of 2026. Total costs are estimated to be £17bn.

The population within Heathrow's noise footprint would be around 15% lower with three runways in 2030 than with two runways in 2011, in part because of the runway's location further to the west.



5 Proposals for additional runways at Heathrow

Option 2: Third Runway South West

This option performs better on noise and residential property loss but takes longer to deliver and comes at a higher construction cost.

The third runway would be constructed over the King George VI and Wraysbury reservoirs with new apron and terminal facilities on the site of Stanwell Moor.

The location to the south-west results in around 850 residential properties being demolished. Properties in Stanwell Moor would be subject to compulsory purchase.

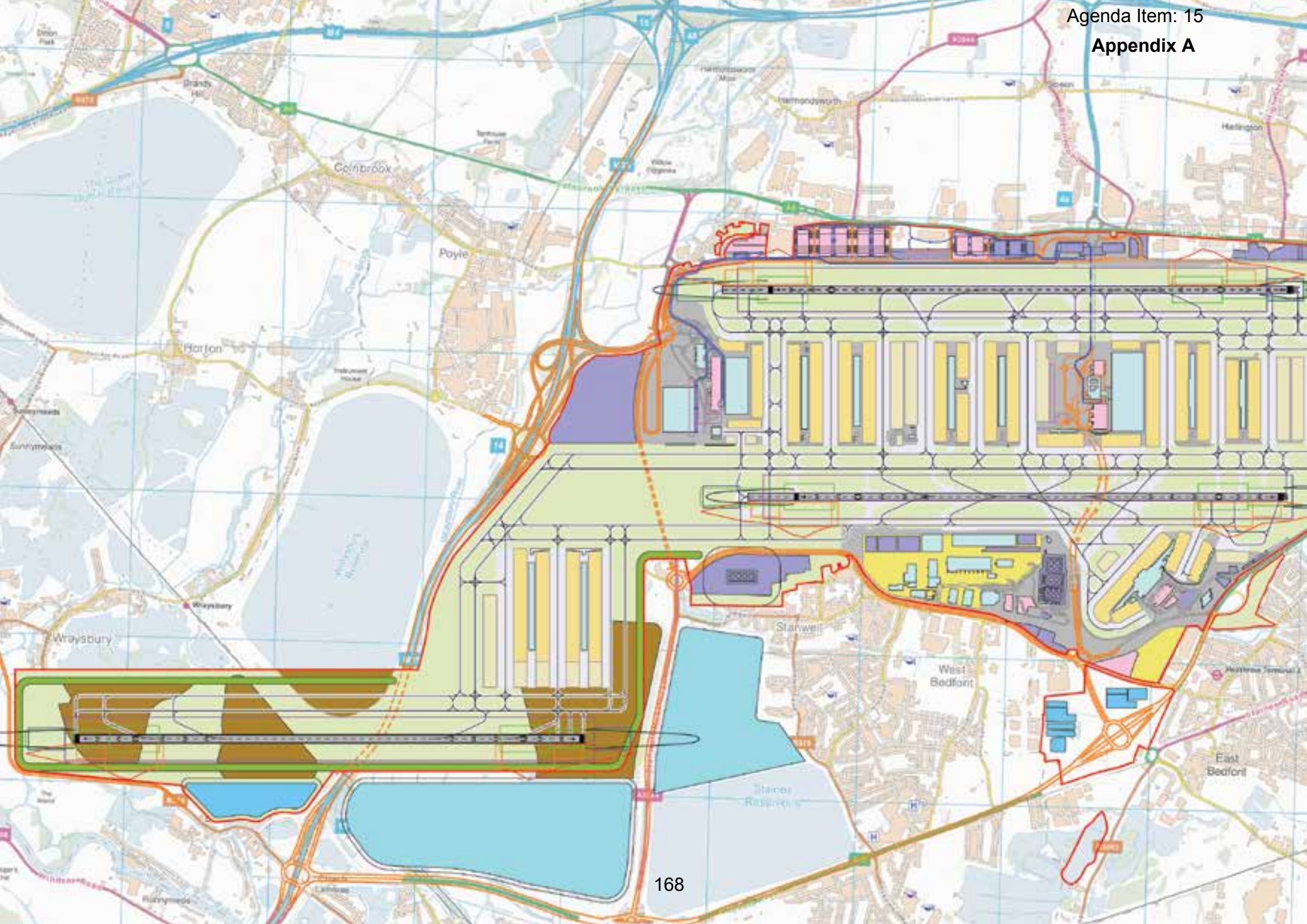
This option presents a more complex construction challenge due to the runway being constructed over a reservoir. This results in the need to re-provide wildlife habitat and flood zone storage. A larger section of the M25 would need to be tunnelled than with the north-west option and Junction 13 would need to be reconstructed.

This complex construction challenge means costs increase to £18bn and a third runway could not be operational until 2029.

We have maintained the principle of runway alternation to provide periods of respite from noise for all communities around Heathrow. The runway is 3,500 metres, which is 1,500 metres longer than the 2003 proposal. This is a full-length runway and every type of aircraft operating from Heathrow could use it for take-offs and landings.

Passengers would travel through a new Terminal 6 and an extended Terminal 2 with satellite piers serving the new runway.

The population within Heathrow's noise footprint would be around 20% lower with three runways in 2030 than with two runways in 2011, in part because of the runway's location further to the west.



5 Proposals for additional runways at Heathrow

Option 3: Third Runway North

This option is the quickest and cheapest option for delivering a third runway at Heathrow but has a comparatively high noise and property impact.

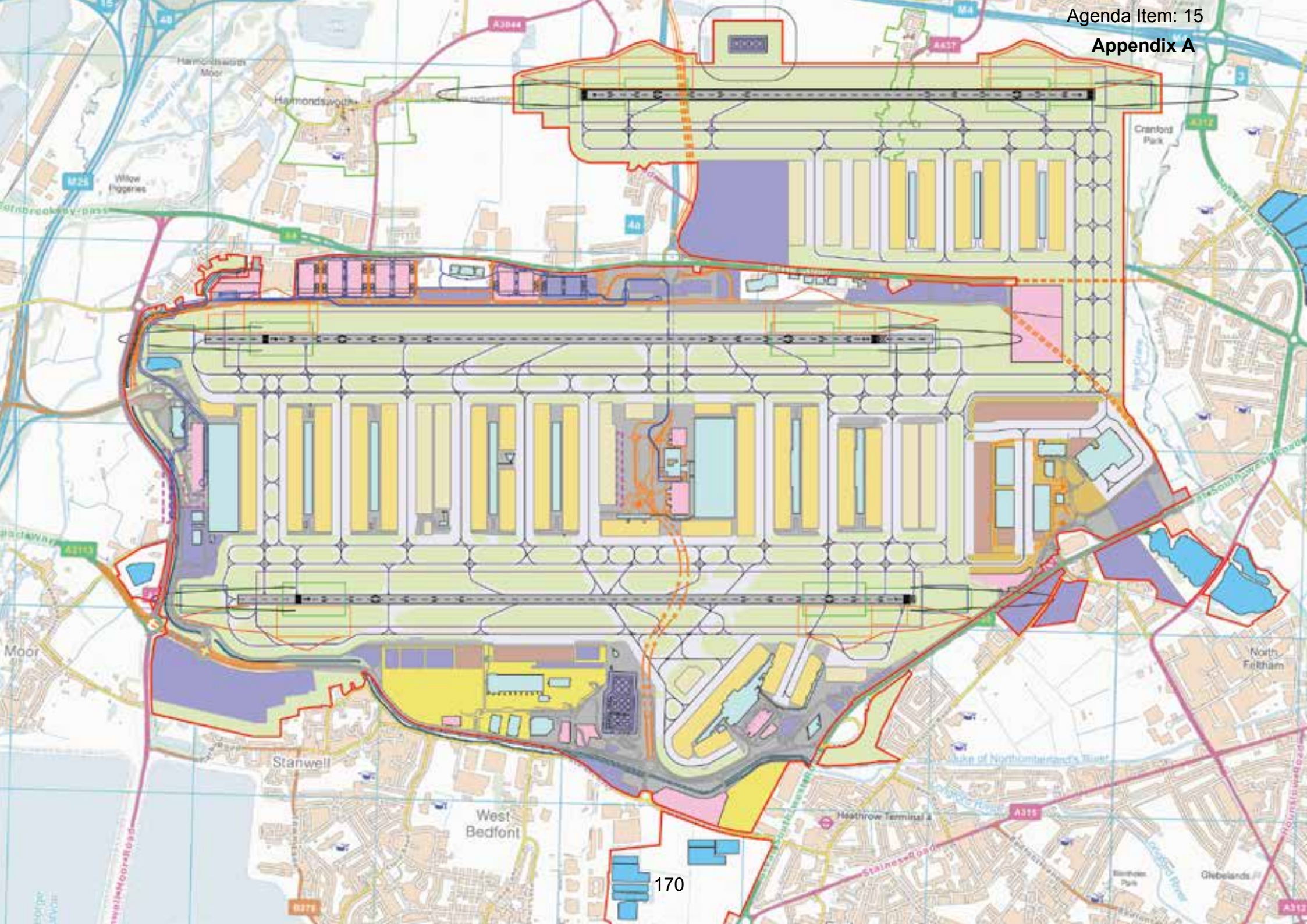
We have maintained the principle of runway alternation to provide periods of respite from noise for all communities around Heathrow. The runway is 2,800 metres in length, which is 800 metres longer than the previous proposal for a third runway but around 1,000 metres shorter than Heathrow's existing runways. This would allow any aircraft to land on the new runway, but four-engined aircraft such as the A380 could not routinely use it for take-off. This would reduce operational flexibility and limit the maximum capacity of Heathrow with a third runway to around 700,000 flights a year.

The third runway and associated facilities would be constructed over the villages of Sipson, Harlington, and Cranford Cross. Harmondsworth conservation area including the Tithe Barn and St Mary's church would be preserved in their current location. A total of around 2,700 residential properties would need to be demolished.

Construction would take five years from planning consent with an estimated operational date of 2025. Total costs are estimated to be around £14bn.

Passengers would travel through an extended Terminal 5 and an extended Terminal 2, with satellite piers serving the new runway.

The population within Heathrow's noise footprint would be around 10% lower with three runways in 2030 than with two runways in 2011.



5 Proposals for additional runways at Heathrow

How Heathrow's third runway options perform

The North West option performs better on noise and residential property impact than the North option and can be delivered more quickly and cost-effectively than the South West option, however it has a greater impact on important heritage buildings. Its full length runway gives maximum capacity, flexibility and resilience.

The South West option performs better on noise and residential property loss but takes longer to deliver, comes at a higher construction cost and has a greater impact on natural habitats and flood zone storage. Its full length runway gives maximum capacity, flexibility and resilience.



The North option is quicker and cheaper to deliver but has a comparatively higher noise and property impact. The reduced flight capacity, operational flexibility and resilience caused by a 2,800 metre runway would have implications for the competitiveness of the UK's hub compared to other options.

While we recognise that determining the right balance between the economic and environmental impacts of additional flights is ultimately a decision for Government, we believe the westerly options offer clear advantages.

	Heathrow today	North	North West	South West
Passenger capacity	80m	123m	130m	130m
Maximum flights	480k	702k	740k	740k
Cost	-	£14bn	£17bn	£18bn
Length of new runway	-	2,800m	3,500m	3,500m
Noise (population within the 57dBA Leq contour)	243k	-10%	-15%	-20%
Residential properties lost	-	2,700	950	850
Opening date	-	2025	2026	2029
Ecology impact (hectares)	0	0	0	716
Volume of flood zone 3 storage lost (m³)	-	6k	116k	1,416k
Grade I/II* listed buildings lost	-	0	2	0
Construction complexity	-	Low	Medium	High

Cabinet**24 September 2013**

Title	Appointments to Outside Bodies 2013-2014.		
Purpose	Resolution required		
Report of	Chief Executive	Confidential	No
Cabinet Member	Councillor Robert Watts	Key Decision	No
Report Author	Greg Halliwell		
Summary and Key Issues	This report seeks approval to appoint representatives to the Strategic Aviation Special Interest Group (SASIG) (LGA).		
Financial Implications	There are none.		
Corporate Priority	Communications		
Recommendations	The Cabinet is asked to appoint representatives to the Strategic Aviation Special Interest Group (SASIG) (LGA)		

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR 2013-2014

- 1. STRATEGIC AVIATION SPECIAL INTEREST GROUP (LGA) (SASIG)**
Councillor Francis
Deputy: Councillor Taylor