

Roberto Tambini
Chief Executive

Please contact: Greg Halliwell
Please telephone: 01784 446267
Fax Number: 01784 446333
Email Address: g.halliwell@spelthorne.gov.uk
Our Ref: PGH/Cabinet
Date: 14 June 2013

Notice of Meeting

CABINET

Date: Tuesday 25 June 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	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 meeting held on 30 April 2013.	1 - 3
3. Disclosures of Interest	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
4. Minutes and Recommendations of the Local Plan Working Party 6 June 2013	
Councillor Webb	4 - 5
5. Capital Outturn 2012-13	
Councillor Evans	6 - 15
6. Treasury Management Annual Report 2012-13	
Councillor Evans	16 - 24
7. Revenue Outturn 2012-13	
Councillor Evans	25 - 41
8. Leisure and Culture Strategy 2013-16 - Key Decision	
Councillor Forbes-Forsyth	42 - 77
9. Flytipping	
Councillor Mitchell	78 - 87
10. Christmas lights in Staines-upon-Thames	
Councillor Gething	88 - 91
11. Response to consultation on Surrey's Draft Rail Strategy	
Councillor Webb	92 - 101
12. Discretionary Housing Payments Policy	
Councillor Webb	102 - 108

Description	Page Number
13. Appointment of Representatives to Outside Bodies 2013-14	
Councillor Watts	109 - 113

14. Issues for future meetings

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

15. Urgent Items

To consider any items which the Chairman considers as urgent.

Minutes of Cabinet

30 April 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 V.J. Leighton, Cabinet Member for Corporate Development
Councillor T. Mitchell, Cabinet Member for Environment
Councillor J.M. Pinkerton, Cabinet Member for Health, Wellbeing and Independent Living
Councillor J. Sexton, Cabinet Member for Communications, ICT and Procurement

Apologies:

Councillor T.J.M. Evans, Cabinet Member for Finance
Councillor S. Webb, Cabinet Member for Planning and Housing

In attendance:

Councillors F. Ayers, M. Bushnell, C. Bannister, A. Patterson

1920. Minutes

The minutes of the meeting held on 26 March 2013 were agreed as a correct record.

1921. Disclosures of Interest

There were none.

1922. Minutes of the Local Plan Working Party held on 9 April 2013

Cabinet received the minutes of the meeting held on 9 April 2013.

RESOLVED that Cabinet notes the minutes and agrees:

- a) The draft Local Economic Assessment as a basis for public consultation – subject to further clarification of Figure 23 on job vacancies and reference to congestion in paragraph 5.7.
- b) Public consultation on the LEA takes place between mid-May and mid-June and uses an appropriate range of means to engage with local businesses and residents.
- c) The public consultation be accompanied by a survey of Spelthorne businesses and for the findings to be reflected in the final version of the Local Economic Assessment.
- d) The remaining programme for completing the Local Economic Assessment and progressing the Economic Strategy.

1923. Spelthorne Pay Award 2013-14

Cabinet considered a report of the Chief Finance Officer on whether to make a pay award for 2013-14, and if so, the form of that award.

RESOLVED that Cabinet agrees to:

1. An interim pay award of 0.5% from 1 April 2013 for staff up to and including Grade 6.
2. Leave other options open until the final national pay settlements are known.
3. Match the national pay awards, when known, for those staff to whom they apply.
4. The Chief Executive reporting back to Cabinet on proposals for arrangements in future years, including the establishment of a remuneration committee.

Reason for the decision:

The Cabinet has built provision into the 2013-14 budget equivalent to a 1% of the pay bill to enable a pay increase to be made to staff with the aim of weighting the increase towards the lower paid staff. Consistent with this, the Cabinet will provide a 0.5% increase for staff up to the top of Grade 6 from May 2013, backdated to April, and will then await the outcome of the national pay negotiations in order to see what room for flexibility, if any, there is after matching the final national award and paying to staff, to weight the increase towards the lower paid staff.

1924. Proposed Hackney Carriage and Private Hire Licence Fees for 2013-14

Cabinet considered a report on the proposal to increase the hackney carriage and private hire licence fees for 2013-14.

RESOLVED that Cabinet agrees the proposed hackney carriage and private hire licence fees for 2013-14, as set out in Appendix A to the Assistant Chief Executive's report.

Reason for the decision:

Cabinet noted that the fees' increase was necessary in order for the Council to recover the cost of providing a service.

1925. Playing Pitch Strategy for Spelthorne

Cabinet considered a report on the first draft of a playing pitch strategy which will go out to the Council's statutory and voluntary partners for consultation.

RESOLVED that Cabinet agrees the first draft of the Playing Pitch Strategy for consultation.

Reason for the decision:

Cabinet noted that a new strategy is essential in order to inform the Council's decisions about future pitch provision.

1926. Issues for Future Meetings

There were none.

1927. Urgent Items

There were none.

1928. Exempt Business

There was none.

NOTES:-

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.***
- (2) ***Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) ***Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) ***To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) ***When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***
Outline their reasons for requiring a review;
 - ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
 - ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
 - ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) ***The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 7 May 2013***

LOCAL PLAN WORKING PARTY

Thursday 6 June 2013

Present:

Cllr T Evans

Cllr Ms P A Broom

Cllr N Gething

1 Apologies

Cllr R Smith-Ainsley, Cllr I Beardsmore, Cllr G Forsbrey, Cllr R Watts & Cllr Mrs S Webb

2 Election of Chairman

Cllr T Evans was elected as Chairman

3 Minutes of previous meeting

The minutes of 9 April 2013 were agreed.

4 Report of the Assistant Chief Executive

Community Infrastructure Levy (CIL)

Officers presented a covering report which explained that the purpose of the meeting was to consider and recommend to Cabinet a Preliminary Draft Charging Schedule (PDCS) for public consultation. The PDCS was supported by an Infrastructure Delivery Plan setting out infrastructure needs over the period to 2026 and a detailed Viability Study by consultants Dixon Searle LLP. These documents and the principles underlying the CIL system were discussed by the Working Party

The reports explained that CIL is intended to cover non site specific infrastructure arising from development generally. Section 106 agreements can still be used but in a much more limited role for site specific requirements only.

It was noted that a CIL charge has to be set at a level that does not generally make development unviable. Detailed viability work shows that a CIL charge could only be justified for residential, students' accommodation and larger out-of-centre supermarkets, superstores and retail warehouses. All other forms of development would have to have a nil CIL charge. Viability assessments are required to assume full compliance with planning policy, and the affordable housing requirements on residential schemes of 15 or more has a significant effect. Current regulations prevent a differential charge for schemes with or without affordable housing. However, a recent Government consultation indicated a likely change. The officer report recommended consulting at the PDCS stage on a differential rate in anticipation of such a change.

The proposed CIL charging rate for the purpose of the PDCS consultation stage is set out in the following table. It applies to three different zones which are:

- i. Zone 1 – North of A30 (Stanwell and Stanwell Moor)
- ii. Zone 2 – A30 to M3 (Staines, Ashford, Sunbury Common, Laleham and Shepperton Green)

- iii. Zone 3 – south of M3 (Lower Sunbury and Shepperton)

Proposed CIL Charging Rates

Land Use	CIL Charge (£/m ²)		
	Zone 1	Zone 2	Zone 3
Residential development (schemes of fewer than 15 units to which Policy HO3 Affordable Housing does not apply)	£100	£140	£160
Residential (schemes of 15 or more units to which Policy HO3 Affordable Housing applies)	£0	£40	£60
Retail – out of centre larger convenience based supermarkets and superstores and retail warehousing (net retail selling space of over 280m ²)	£120		
Purpose built student accommodation	£120		
All other uses	Nil		

It was explained that Councils have to show what revenue CIL is likely to raise and demonstrate it does not exceed the cost of infrastructure required. The Infrastructure Delivery Plan for the period to 2026 shows a cost of £24.65 million (excluding other sources of funding) - most of this is for education and transport, but a smaller sum is for leisure provision. CIL is projected to generate 3.7million if a higher rate for residential schemes of 14 units and less cannot be applied, or £11.2million if regulations change and a differential rate can be applied.

The Working Party noted that very detailed and thorough work had been undertaken to support the proposed CIL charges. It was also noted that officers will be undertaking some final minor editing of the documents for reasons of clarity and accuracy in readiness for the public consultation.

Recommendations:

The Working Party agreed to recommend to Cabinet:

- a) To continue to progress with the introduction of a CIL charging system.
- b) To agree the Preliminary Draft Charging Schedule and supporting evidence for public consultation in accordance with statutory requirements.
- c) To re-affirm the programme previously agreed.

Cabinet**25 June 2013**

Title	2012/13 Provisional Capital Outturn Report		
Purpose	Resolution 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 advise Cabinet of the provisional spend on the capital programme for 2012/13 and to identify major variances.</p> <p>The outturn shows that we spent at the financial year end, £634k which represents 36 % of the revised budget of £1.753m.</p>		
Financial Implications	<p>The provisional capital spend in 2012/13 is £ 634k</p> <p>Revised budget including carry forwards was £1.753m</p> <p>Outturn variance is £1.119m under spent.</p>		
Corporate Priority	<ul style="list-style-type: none"> *Service delivery *Communication *Efficient use of assets *Reducing crime and antisocial behaviour *Supporting independent living 		
Recommendations	Cabinet is asked to note the provisional capital outturn spend for 2012/13.		

1. Background

- 1.1 The purpose of this report is to update cabinet on the spend as at 31st March against the 2012/13 capital programme agreed at Full council in February 2012.

2. Key issues

- 2.1 Due to rescheduling on some schemes there will be an under spend for the current financial year of £1.119m (64%). A large proportion of this will be addressed in the form of carry forwards to 2013/14. There are several factors behind this including:
- (a) External factors such as the slow down in referrals from Surrey County Council occupational therapists which contributed towards the £173k underspend on Disabled Facilities Grants
 - (b) Implementation of Combined Heat and Power (CHP) by the Council's partner SLM slipped into 2013-14 resulting in £122k variance
 - (c) Constrained resources requiring prioritisation of projects and deferral of some projects including several IT related projects such as Telephony/Voice over Internet and Customer Relationship Management
 - (d) Legal issues encountered with respect to barrierless Automatic Number Plate Recognition system for parking

Detail of variances

- 2.2 Attached, as appendix A & B is the provisional level of spend as at the 31st March of £623k against the revised budget.
- 2.3 Attached as appendix C is the list of £882k worth of carry forwards that MAT have agreed.
- 2.4 The difference between the original budget and the revised budget is £202,210. The £202,210 is broken down as £158,000 worth of carry forwards from 2011/12 and £44,210 worth of other adjustments as set out in the table below.

	£	£
Schemes reduced in value		
Contaminated Land Investigation	-13,000	
Environmental Health Mobile working	-20,000	
HR and payroll system	-27,600	
		-60,600
Additional Disabled Facilities Grant funding		-57,590
Supplementary Capital Estimates approved during the year		162,400
Total Change		44,210

- 2.5 Transactions involving all the projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital expenditure definition will be transferred to revenue.
- 2.6 The following projects are worth noting:
- (a) Combined Heat and Power – Installation of the project was completed in May 2013, therefore a carry forward request was made at the end of the financial year.
- (b) Car Park Improvements – The automated number plate reader (ANPR) project has had to be abandoned due to issues around the issuing of tickets in a barrier less system were brought to our attention.
- Alternative systems are being looked at and a carry forward request has been made at the end of the financial year in order to fund a much needed system to provide a better customer experience and attract more customers to a Spelthorne car park.
- (c) A number of IT projects (Voice over internet and Customer Relationship Manager (CRM) Solution) have been postponed and will commence during 2013/14 therefore a number of carry forward requests have been made.
- 2.7 **Options analysis and proposal**
- 2.8 Cabinet are asked to note the provisional capital outturn position.
- 3. Financial implications**
- 3.1 Any underspend on the approved capital programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes identified.
- 4. Other considerations**

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

5. Risks and how they will be mitigated

5.1 Explain the risks involved with pursuing each of the options and how these risks will be mitigated.

6. Timetable for implementation

6.1 Monthly position statements are provided to MAT as an update on the current spend to date position.

6.2 All heads of service with capital schemes are provided monthly with system reports which enable them to investigate spend in order to identify any spend which doesn't relate to the scheme.

6.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

Background papers: There are none

Appendices: A, B & C

Appendix A

CAPITAL OUTTURN REPORT 2012/13

Portfolio Member	Original Budget	Revised Budget	Actuals	Variance to Revised Budget
Cllr Webb - Planning & Housing	306,600	249,010	64,168	184,842
Cllr Pinkerton - Health Wellbeing & Ind Living	35,000	100,100	23,788	76,312
Cllr Mitchell - Environment	88,000	93,700	93,036	664
Cllr Gething - Parks and Assets	641,700	723,100	343,442	379,658
Cllr Sexton - Communications	444,700	468,700	85,398	383,302
Cllr Forbes-Forsyth - Comm Safety & Young People	-	13,000	-	13,000
Cllr Evans - Finance & Resources	35,000	105,600	24,263	81,337
	1,551,000	1,753,210	634,095	1,119,115

Appendix B

CAPITAL OUTTURN REPORT 2012/13

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals	Variance to Revised Budget	Comments
Housing Investment Programme							
CLlr Webb - Planning & Housing							
Lee O'Neil	40203	Disabled Facilities Mandatory	505,000	505,000	362,306	142,694	Underspend due to slow down in referrals received from SCC's Occupational Therapists
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	29,600	-	29,600	No spend due to slow down in referrals received from SCC's Occupational Therapists
Lee O'Neil		Less Specified Capital Grant	(295,000)	(342,590)	(342,590)	-	Additional grant of £57,590 received
		Net Cost of Disabled Facilities Grants	249,600	192,010	19,716	172,294	
Lee O'Neil	40205	Decent Homes Grant	20,000	20,000	21,132	(1,132)	
Lee O'Neil	40207	Equity Release Scheme	10,000	10,000	(2,000)	12,000	Home Improvement Trust's equity release scheme has been closed. Replacement scheme being sought. Refund for £2k received
Lee O'Neil	40209	Home Improvement Agency grant	27,000	27,000	25,320	1,680	
		Total	57,000	57,000	44,452	12,548	
Total For HIP			306,600	249,010	64,168	184,842	
Other Capital Programme							
CLlr Pinkerton - Health Wellbeing & Independent Living							
Deborah Ashman	42012	Greeno Centre Development	35,000	35,000	23,789	11,211	Works on patio has now been finished. Carry forward requested for work on front of bulding & shower room
Deborah Ashman	42271	Fordbridge Day Centre	-	38,000	16,724	21,276	Works completed. Awaiting invoice, carry forward requested
Deborah Ashman		SCC Contribution	-	(20,000)	(16,724)	(3,276)	Contribution from SCC for MOW Garage Relocation
Deborah Ashman	41013	Wellbeing Centre	-	73,000	14,917	58,083	Looking to complete works by 17th May 2013, carry forward requested
Deborah Ashman		External Funding	-	(55,000)	-	(55,000)	Funds to be transferred upon payment of invoices
Deborah Ashman		SCC Contribution	-	(20,000)	(14,917)	(5,083)	Contribution from SCC for Wellbeing Centre
Deborah Ashman	42014	Housing Locata	-	24,000	-	24,000	Delay due to issues on choice based letting partnership and housing allocation policy. Expected to be completed by Sept 13. Carry forward requested
		Total	35,000	75,000	23,788	51,212	
Lee O'Neil	41314	Air Quality	-	25,100	-	25,100	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. This money will be spent in 2013/14. Carry forward requested
		Total	-	25,100	-	25,100	
Sandy Muirhead	41629	Day Centre EE Lighting	-	-	7,848	(7,848)	SALIX project monies from SALIX fund completed
Sandy Muirhead	41633	Staines DC Lighting	-	-	6,035	(6,035)	SALIX project monies from SALIX fund completed
Sandy Muirhead		SALIX Funding	-	-	(13,882)	13,882	
		Total	-	-	-	-	
CLlr Mitchell - Environment							
Jackie Taylor	41620	Wheellie Bins	50,000	50,000	49,388	612	
Jackie Taylor	41501	DCLG Car	-	17,000	16,079	921	Funded by DCLG
Jackie Taylor		External Funding	-	(17,000)	(16,079)	(921)	
		Total	50,000	50,000	49,388	612	
Lee O'Neil	41315	Cont Land Investigation	13,000	-	-	-	Project completed DEFRA grant for repayment of officer time removed from the Programme.
		Total	13,000	-	-	-	
Sandy Muirhead	40601	Wall/Loft Insulation	25,000	25,000	24,280	720	
Sandy Muirhead	41309	Critical Ditches	-	10,000	4,735	5,265	Carry forward requested, so work can be completed on Sweeps Ditch
Sandy Muirhead	42037	Biffa Award Match Funding	-	8,700	31,300	(22,600)	Work completed on Shortwood pond in Jan 2013, funded by external match funding as part of improving ponds SSSI status
Sandy Muirhead		Biffa Match Funding	-	-	(16,667)	16,667	
Sandy Muirhead	41632	White House depot lighting	-	-	19,823	(19,823)	SALIX project monies from SALIX fund completed
Sandy Muirhead		SALIX Funding	-	-	(19,823)	19,823	
		Total	25,000	43,700	43,648	52	
CLlr Gething - Parks and Assets							
Dave Phillips	41325	Lammas Sea Cadet	-	40,000	46,312	(6,312)	Portacabins purchased for Lammas Sea Cadets
Dave Phillips	41618	Esso Site Stanwell	20,000	20,000	-	20,000	Gravel Extraction company agreed to work in partnership with SBC to clean site. Delay in progressing as Streeters wish to complete Hengrove before starting on site.
Dave Phillips	42007	Lammas Park Water Mains	35,000	35,000	-	35,000	Carry forward requested
Dave Phillips	42043	Accommodation Changes	20,000	20,000	-	20,000	Work commencing & will be completed in April 2013. Carry forward requested
Dave Phillips	42050	Knowle Green reception	75,000	75,000	29,343	45,657	Work to 2nd floor toilets committed to start in April/May 2013. Carry forward requested
Dave Phillips	42053	Knowle Green Heating	220,000	240,000	202,396	37,604	Work in progress. Carry forward requested
Dave Phillips	41015	Runnymede Estates	55,600	55,600	17,200	38,400	Upgrading of new boilers, new valves & Police system. Installation complete - final commission being carried out. Carry forward requested
		Total	425,600	485,600	295,251	190,349	Planned Maintenance did not meet definition of capital expenditure
Lee O'Neil	43307	EHBC Mobile Working	20,000	20,000	-	20,000	Trial progressing, carry forward requested
		Total	20,000	20,000	-	20,000	

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals	Variance to Revised Budget	Comments
Lisa Stonehouse	41018	Pool Covers	14,500	14,500	-	14,500	Linked to Combined Heat & Power project. Pool covers have been ordered. Carry forward requested
Lisa Stonehouse	42274	SkatePark+Multi use games area	85,000	130,000	121,790	8,210	Skate Park & Multi Use games area is complete
Lisa Stonehouse		External Funding	(50,000)	(50,000)	(50,000)	-	Funding received from the Youth Council for the Skate Park
Lisa Stonehouse		External Funding	-	(45,000)	(45,000)	-	Funding received from the Surrey County Council for MUGA
		Total	49,500	49,500	26,790	22,710	
Liz Borthwick	40108	Leisure Centre Fitness Kit	-	21,400	21,400	-	
		Total	-	21,400	21,400	-	
Sandy Muirhead	41206	Ashford Rec Playground Upgrade	25,000	25,000	-	25,000	Bid was for fencing at the new playground, but trialed without fencing with no complaints, therefore carry forward requested to be used towards ANPR system
Sandy Muirhead	41207	Combined Heat & Power	121,600	121,600	-	121,600	CHP installed on 3rd May 2013 at SLM. Carry forward requested
Sandy Muirhead	42049	Hawke Park	-	10,000	9,036	964	
Sandy Muirhead		External Funding	-	(10,000)	(9,036)	(964)	Funding received from Surrey County Council
Sandy Muirhead	42030	KG additional boiler and TRV's	-	-	29,870	(29,870)	SALIX project monies from SALIX fund completed
Sandy Muirhead		SALIX Funding	-	-	(29,870)	29,870	
		Total	146,600	146,600	(0)	146,600	
Cllr Sexton - Communications							
Helen Dunn	43003	New Software	10,000	10,000	3,650	6,350	Underspend could be used to fund overspends on other ICT projects
Helen Dunn	43004	Application Upgrades	10,000	10,000	-	10,000	Underspend could be used to fund overspends on other ICT projects
Helen Dunn	43302	Payroll/HR	15,000	15,000	-	15,000	Carry forward requested, to allow phase 2 to be completed & for phase 3 to be implemented
Helen Dunn	43305	SharePoint	40,000	40,000	325	39,675	Governance Tool, Migrator, Workflow tool and ad hoc consultancy still to be purchased. Carry forward requested
Helen Dunn	43310	Virtual Desktop (VDI)	50,000	50,000	3,000	47,000	Feasibility study has taken place, but main project is delayed until 13/14. Carry forward requested
Helen Dunn	43311	Voice Over Internet (VOIP)	85,000	85,000	-	85,000	Current phone system is past end life. Initial research still to be done. Carry forward requested
Helen Dunn	43313	Out of Hours Telephony	21,700	21,700	21,650	50	
Helen Dunn	43501	Revenues & Benefits	-	28,000	5,499	22,501	Automated voice recognition module - project complete. Cabinet approved Customer Services Strategy report in Dec 2011, hence supplementary estimate
Helen Dunn	43601	Remote & Mobile Working, Depot	20,000	20,000	3,908	16,092	Various devices are being looked at. Carry forward requested
Helen Dunn	43603	Server Updates	30,000	30,000	20,198	9,802	Migration to and replacement of SQL Servers
Helen Dunn	43604	Desktop Upgrades	20,000	20,000	38,245	(18,245)	Desktop Refresh for Windows 7. The overspend could be funded by other ICT Project under spends
Helen Dunn	43605	Telephone/Data Communications	20,000	20,000	9,137	10,863	Additional items for CTI upgrade
Helen Dunn	43606	Misc software	-	-	(9,749)	9,749	DocBinder licence for 3 years coded to capital in 11/12, moved to revenue in 12/13
		Total	321,700	349,700	95,863	253,837	
Jan Hunt	41608	HR and Payroll system	18,000	14,000	10,857	3,143	Phase 2 progressing
		Total	18,000	14,000	10,857	3,143	
Linda Norman	43505	CRM Solution	80,000	80,000	-	80,000	3 systems have now been seen & preferred option to be mapped out by the end of March 2013. Carry forward requested
		Total	80,000	80,000	-	80,000	
Rowena Davison	43304	GOSS - Website Upgrade	25,000	25,000	(21,323)	46,323	Carry forward requested
		Total	25,000	25,000	(21,323)	46,323	
Cllr Forbes-Forsyth - Community Safety & Young People							
Keith McGroary	41605	Staisafe Radio	-	13,000	-	13,000	Alternative solution to be used. Revised bid to be submitted & Carry forward requested
Keith McGroary	41604	CCTV Stanwell	60,000	60,000	-	60,000	Funding to be received on completion of Phase 2. Currently in the planning stage of this project. Target is to have the cameras in place & operational by September 2013. Carry forward requested
Keith McGroary		S106 Funding	(60,000)	(60,000)	-	(60,000)	
		Total	-	13,000	-	13,000	
Cllr Evans - Finance & Resources							
Sandy Muirhead	41302	Parking Handhelds	35,000	35,000	24,263	10,737	Carry forward requested to be used towards ANPR system
Sandy Muirhead	41317	Car Park Improvements	-	70,600	-	70,600	ANPR system implementation cancelled due to issues that have been drawn to our attention around legalities of barrierless systems. A carry forward to be requested to allow alternative systems to be looked at.
Sandy Muirhead	41631	Elmsleigh CP Lighting	-	-	2,600	(2,600)	SALIX project monies from SALIX fund completed
Sandy Muirhead	41634	Elmsleigh Surface C/P LED's	-	-	12,405	(12,405)	SALIX project monies from SALIX fund completed
Sandy Muirhead		SALIX Funding	-	-	(15,005)	15,005	
		Total	35,000	105,600	24,263	81,337	
Total For Other			1,244,400	1,504,200	569,927	934,273	
GRAND TOTAL			1,551,000	1,753,210	634,095	1,119,115	

Detailed list of Capital carry forward requests for 2012/13

Appendix C

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Liz Borthwick	Pool Covers	Lisa Stonehouse	41018	8252	£ 14,500	1	£ 14,500	The pool covers are linked to the combined heat and power project at Spelthorne Leisure Centre. The covers have been ordered but have not yet been delivered.
Liz Borthwick	Well Being Centre	Niky Rentall	41013	8225	£ 58,083	1	£ 58,083	The estimated completion date is approx 22nd May
Liz Borthwick	Greeno Centre Development	Niky Rentall	42012	8225	£ 11,061	1	£ 11,061	The work to the front of the building was completed in April 2013. The project is in conjunction with the Well being centre.
Liz Borthwick	Relocation of meals on wheels to the Fordbridge Centre	Niky Rentall	42271	8225	£ 20,716	1	£ 20,716	The majority of the project has been completed, just the works to the car park remain outstanding.
Liz Borthwick	Car Park Improvements	Sandy Muirhead	41317	8252	£ 70,600	1	£ 70,600	Original APNR project has been closed and an alternative system is being looked at. As costs are greater than initial estimates provided from suppliers monies are being pooled from two other carry forwards as replacement of designia machines will result in maintenance and staffing savings
Liz Borthwick	Handhelds	Sandy Muirhead	41302	8252	£ 10,000	1	£ 10,000	Underspend would like to be carried forward to be used as part of car park improvement project
Liz Borthwick	Ashford Playground	Sandy Muirhead	41206	8225	£ 25,000	1	£ 25,000	Underspend would like to be carried forward to be used as part of car park improvement project
Liz Borthwick	Critical Ditches	Sandy Muirhead	41309	8225	£ 5,000	1	£ 5,000	To Complete the work started to re- route Sweeps Ditch.

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Liz Borthwick	Housing needs Software/System replacement	Karen Sinclair	42014	8252	£ 24,000	1	£ 24,000	Locata project has been put back re issues on choice based letting partnership and housing allocation policy and is expected to be completed by Sept 13
Terry Collier	SharePoint	Helen Dunn	43305	8252	£ 39,500	1	£ -	There is no plan at the present time to spend this sum of money and after speaking to the Deputy ICT Manager, the best course of action would be to turn down this request and allow ICT to bid again when they have a plan to spend the money on.
Terry Collier	Virtual Desktop (VDI)	Heln Dunn	43310	8252	£ 47,000	1	£ 47,000	Feasibility study has being completed, but further work is required to ensure that VDI fits in with the needs of the organisation.
Terry Collier	Voice over Internet (VOIP)	Helen Dunn	43311	8252	£ 85,000	1	£ 85,000	Project has commenced with all work completed by March 2014.
Terry Collier	Remote Working (Depot)	Helen Dunn	43601	8252	£ 16,000	1	£ 16,000	To allow the pilot project to continue into 2013/14.
Lee Oneil	Air Quality Improvement Work	Tracey Wilmott French	41314	8239	£ 25,100	1	£ 25,100	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. This money will be spent in 2013/14.
Lee Oneil	Remote Working	Tracey Wilmott French	43307	8252	£ 15,600	1	£ 15,600	To allow the pilot project to continue into 2013/14.
Terry Collier	CCTV Stanwell	Keith McGroary	41604	8252	£ 60,000	1	£ 60,000	The camera's are expected to be installed by late summer.
Terry Collier	Esso Site	Dave Phillips	41618	8225	£ 20,000	1	£ 20,000	Project delayed due to resource issues.
Terry Collier	Lammas Park Water Mains	Dave Phillips	42007	8252	£ 35,000	1	£ 35,000	Works commenced in April 2013
Terry Collier	Knowle Green Toilets	Dave Phillips	42043	8225	£ 20,000	1	£ 20,000	Works due to commence by end of May 2013

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Terry Collier	Knowle Green Reception	Dave Phillips	42050	8225	£ 45,657	1	£ 45,657	Work continuing regarding new work areas for Housing options and ICT. Completion date estimated to be end of August 2013
Terry Collier	Knowle Green Heating	Dave Phillips	42053	8225	£ 25,561	1	£ 25,561	Remainder of the budget to renew old valves and for a boiler in the police area of Knowle Green. Work commenced in May 2013
Terry Collier	CRM Solution	Linda Norman	43505	8253	£ 80,000	1	£ 80,000	Options analysis being finalised and expected to procure preferred system in July 2013 with a expected completion date of March 2014
Terry Collier	HR and Payroll system	Debbie O'Sullivan	43302	8252	£ 12,500	1	£ 12,500	To allow phase 2 to be completed and for phase 3 to be implemented
Liz Borthwick	Combined heat and Power Project (CHP)	Sandy Muirhead	41207		£ 121,600	1	£ 121,600	SLM have advised that the CHP was installed on the 3rd May 2013
Roberto Tambini	Goss Website project	Rowena Davison	43304	8253	£ 15,000	1	£ 15,000	To allow for increased functionality including the search area.
Terry Collier	Staisafe Radios	Keith McGroary	41605	8252	£ 13,000	1	£ 13,000	Due to changes in the type of radio device that will be used, the purchase is now expected to take place by October 2013.
Liz Borthwick	Shepperton Skate Park	Lisa Stonehouse	42274	8252	£ 6,000	1	£ 6,000	Retention payment on the contract due to be paid in August
	Value to Approve:				£ 921,478			
	Value Approved						£ 881,978	

Cabinet**25 June 2013**

Title	Treasury Management Annual Report 2012-13		
Purpose	For Information		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Jo Hanger		
Summary and Key Issues	<p>This report is to inform Members of the treasury performance for 2012/13 and specifically,</p> <ul style="list-style-type: none"> • To note the outturn treasury position achieved against prevailing interest rate and economic backgrounds operating in 2012/13 • To note the borrowing and investment strategies followed during 2012/13 and the policy for managing the Council's investments. • To note the outturn Prudential Indicators for 2012/13. 		
Financial Implications	The report is to update members on past treasury performance so there are no financial implications.		
Corporate Priority	<p>Service delivery</p> <p>Efficient use of assets</p>		
Recommendations	The Cabinet is asked to note the report for 2012/13.		

MAIN REPORT

1. Background

- 1.1 Treasury Management is “the management of the Council’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 1.2 The primary requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management include the creation of a Treasury Management Policy Statement and Practices to implement the policy. A Treasury Management Strategy Statement must be approved annually by full Council including an annual investment strategy report for the year ahead. In addition a mid year review and an annual review report must be presented to Members.
- 1.3 The Council is required to delegate responsibilities for implementing and monitoring treasury activities and also to delegate the role of scrutiny to a named body. These roles have been delegated to the Cabinet and Overview and Scrutiny Committee.
- 1.4 The purpose of this report is to meet one of the requirements of the CIPFA Code above, namely the annual review report of treasury management activities for the financial year 2012/13.

2. Key issues

- 2.1 The key principle of the Council’s treasury strategy is the prudent investment of its treasury balances with a view to maximise returns but with commensurate levels of security and liquidity and minimum risk to capital.
- 2.2 The Council’s investments are managed in house. Interest rates have been at historically low levels and the Bank of England bank rate has been 0.5% for over three years with most forecasters predicting that it would stay at this level until at least 2016.
- 2.3 Given Spelthorne’s dependency on investment returns to balance the budget it was considered appropriate to evaluate alternative investment options with a view to achieving higher returns into the future. An appropriate new strategy was developed during the year and has now been fully implemented which has delivered healthy initial returns.
- 2.4 **Strategy for the Year 2012/13**
- 2.5 In consultation with our treasury advisors, Arlingclose, alternative investment options were carefully evaluated and the Council’s strategy was to place part of the core investment funds in pooled bond, equity and property funds to achieve higher returns. Implementing the strategy began in May 2012 and was complete by the end of March 2013 and during that time a total of £7.5m was invested in a range of equity, property and corporate bond funds.
- 2.6 The investment returns on these types of funds are significantly higher than those currently available for cash and fixed term deposits and although the risk to capital associated with such investments is also higher, the intention is that the investments will be held for the longer term, around 5 to 7 years.

- 2.7 The Council has also taken the decision to fund its capital investment from available capital receipts rather than using prudential borrowing, although this may be considered for individual projects on a scheme by scheme basis. Borrowing activity is thus limited to managing our daily cash flow needs and our strategy is therefore simply to borrow at the lowest available rates for the minimum period required.
- 2.8 **Economic Background**
- 2.9 The global outlook stabilised mainly due to central banks maintaining low interest rates and expansionary monetary policy for an extended period. Equity market assets recovered sharply with the FTSE 100 registering a 9.1% increase over the year and this was despite economic growth in the G-7 nations being either muted or disappointing.
- 2.10 In the UK the economy shrank in the first, second and fourth quarters of 2012. It was the impressive 0.9% growth in the third quarter, aided by the summer Olympic Games, which allowed growth to register 0.2% over the calendar year 2012. The expected boost to net trade from the fall in the value of sterling did not materialise, but raised the price of imports although a 'triple-dip' recession was avoided.
- 2.11 Household financial conditions and purchasing power were constrained as wage growth remained subdued at 1.2% and was outstripped by inflation. Annual CPI dipped below 3%, falling to 2.4% in June before ticking up to 2.8% in March 2013. Higher food and energy prices and higher transport costs were some of the principal contributors to inflation remaining above the Bank of England's 2% CPI target.
- 2.12 The lack of growth and the fall in inflation were persuasive enough for the Bank of England to maintain the Bank Rate at 0.5% and also sanction additional £50 billion asset purchases (QE) in July, taking total QE to £375 billion. The possibility of a rate cut was discussed at some of Bank's Monetary Policy Committee meetings, but was not implemented as the potential drawbacks outweighed the benefits of a reduction in the Bank Rate. In the March Budget the Bank's policy was revised to include the 2% CPI inflation remit alongside the flexibility to commit to intermediate targets.
- 2.13 The Chancellor largely stuck to his fiscal plans with the austerity drive extending into 2018. In March the Office for Budgetary Responsibility (OBR) halved its forecast growth in 2013 to 0.6% which then resulted in the lowering of the forecast for tax revenues and an increase in the budget deficit. The government is now expected to borrow an additional £146bn and sees gross debt rising above 100% of GDP by 2015-16. The fall in debt as a percentage of GDP, which the coalition had targeted for 2015-16, was pushed two years beyond this horizon. With the national debt metrics out of kilter with a triple-A rating, it was not surprising that the UK's sovereign rating was downgraded by Moody's to Aa1. The AAA status was maintained by Fitch and S&P, albeit with a Rating Watch Negative and with a Negative Outlook respectively.
- 2.14 The government's Funding for Lending (FLS) initiative commenced in August which gave banks access to cheaper funding on the basis that it would then result in them passing this advantage to the wider economy. There was an improvement in the flow of credit to mortgagees, but was still below expectation for SMEs. One of the consequences of the FLS was the

- sharp drop in investment rates offered to local authorities as banks were able to obtain cheaper funding directly from the Bank of England. This is a key reason why our outturn return was a little below budget for 2012-13.
- 2.15 The big four banks in the UK – Barclays, RBS, Lloyds and HSBC – and several other global institutions including JP Morgan, Citibank, Rabobank, UBS, Credit Suisse and Deutsche Bank came under investigation in the Libor rigging scandal which led to fines by and settlements with UK and US regulators. Banks' share prices recovered after the initial setback when the news first hit the headlines.
 - 2.16 The Euro region suffered a further period of stress when Italian and Spanish government borrowing costs rose sharply and Spain was also forced to officially seek a bailout for its domestic banks. Markets were becalmed after the ECB's declaration that it would do whatever it takes to stabilise the Eurozone and the central bank's announcement in September of its Outright Monetary Transactions (OMT) facility, buying time for the necessary fiscal adjustments required. Neither the Italian elections which resulted in political gridlock nor the poorly-managed bailout of Cyprus which necessitated 'bailing-in' non-guaranteed depositors proved sufficient for a market downturn. Growth was hindered by the rebalancing processes under way in Eurozone economies, most of which contracted in Q4 2012.
 - 2.17 The US Federal Reserve extended quantitative easing through 'Operation Twist', in which it buys longer-dated bonds with the proceeds of shorter-dated US Treasuries. The Federal Reserve shifted policy to focus on the jobless rate with a pledge to keep rates low until unemployment falls below 6.5%. The country's extended fiscal and debt ceiling negotiations remained unresolved.
 - 2.18 Against this backdrop, the Council implemented its strategy of maximising returns within the unsettled environment, focusing on maintaining high levels of security and liquidity.
 - 2.19 **Compliance with Treasury Limits**
 - 2.20 During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement. The outturn Prudential Indicators for 2012/13 are shown in **Appendix A**.
- 3. Options analysis and proposal**
- 3.1 **Performance in 2012/13**
 - 3.2 **Borrowing** - With our borrowing needs restricted to meeting daily cash flow requirements, activity here is limited at the present time.
 - 3.3 Although the Council's income is significantly reduced during February and March because no instalment monies are received for Council Tax and Business Rates, no borrowing was required during year because cash flow funds were readily available. Market conditions resulted in a greater turnover of our overall investment portfolio as we had shorter maturities due to the increased credit risk in the market. Outstanding borrowing as at 31/3/13 was only £29k in respect of small loans from charitable and voluntary groups.
 - 3.4 **Investments** – The Council manages its investments in-house and invests with the most highly rated counterparties. During the year all investments

were made in full compliance with the Council's treasury management policies and practices. At the start of 2012/13, the Council's net investment portfolio was £14.414m made up as follows:-

Investment Type	Amount	Average Rate
Euro-Sterling Bonds	3,000,000	4.65%
Fixed Term Deposits	5,000,000	0.91%
Money Market Funds	1,000,000	0.61%
Call Account Deposits	5,414,000	0.78%
Total Investment Portfolio at 1/4/12	14,414,000	1.59%

- 3.5 As at 31st March 2013 the net investment portfolio was £18.038m and is set out below and full details of all investments held as at 31/3/13 are set out in Appendix B.

Investment Type	Amount	Average Rate
Pooled Equity & Bond Funds	7,500,000	3.34%
Fixed Term Deposits	7,000,000	0.77%
Call Account Deposits	3,538,000	0.77%
Total Investment Portfolio at 31/3/13	18,038,000	1.62%

- 3.6 The increase between years of £3.6m is due to the timing of cash flow investments. These investments were used for funding expenditure in early April and do not form part of the Council's core investment portfolio.
- 3.7 The net overall return on investments was 1.62% for 2012/13 which is 1% higher than the benchmark average 3 month (London Inter-Bank Bid) LIBID rate of 0.62% for the year. It is also slightly better than the return for the previous year. The performance reflects the implementation of our new strategy against a background of continuing low interest rates, economic gloom in the UK and the European sovereign debt crisis.
- 3.8 The actual interest outturn for the year was £382,240 made up as follows:

Investment Income	Actual £	Budget £
Temporary Investments & Cash Deposits	92,980	116,000
Pooled Equity & Bond Funds	200,172	220,000
Euro-Sterling Bonds	85,198	85,000
Total Investment Income	377,650	421,000
Other net Interest	4,597	3,000
Total Gross Investment Income	382,247	424,000
Interest paid on temporary borrowing	(7)	(1,600)
Credited to General Fund	382,240	422,400

- 3.9 The original estimate for net investment income to be credited to the General Fund in 2012/13 was £422k although the outturn for the year was £382k, a shortfall of £40k. This reflects the market conditions we have had to operate within this year. The introduction of government initiatives, particularly the Funding for Lending Scheme, resulted in a significant fall in investment rates during the second half of the year.
- 3.10 The pooled funds performed well and in line with expectations although there were some administrative timing delays when the original purchases were made. Despite this the outturn for these funds produced a return of 3.34% whilst the return on cash flow and other funds was 0.77%.
- 3.11 **Investment Performance Monitoring**
- 3.12 Regular quarterly meetings of officers and the Portfolio holder are held with Arlingclose, our treasury management advisors, and in-house performance is monitored monthly. The Council benefits from the investment returns to support the General Fund and the stability of those returns is an important part of our ongoing financial objectives.
- 3.13 Creditworthiness is also monitored regularly. The Council uses Arlingclose's suggested criteria to assist in the selection of suitable investment counter-parties. This is based on credit ratings, including sovereign ratings, provided by the three main ratings agencies and supplemented by additional market data including rating outlooks, credit default swaps, bank equity prices etc to assist the Council in making more informed decisions about which counter-parties to invest with. However, the final selection decision rests with the Council.
- 3.14 **Conclusions for 2012/13 and Prospects for 2013-14**
- 3.15 Arlingclose believes that bank rates will remain at the historically low level of 0.5% until at least 2016 before starting to rise again. The return on investments this year has been good considering the current economic climate and low level of interest rates, mainly due to the change of strategy and investment in pooled funds.
- 3.16 The Council has invested £7.5m in these longer term investments to achieve a higher return. Although the risk to capital can be higher with these types of investments global equity markets have risen significantly over the past months as risk appetite has returned and as at 31/3/13 there was a capital gain of £674k as outlined in the table below. However, this gain cannot be realised until the funds are sold.

Pooled Fund Asset Class	Original Investment	Market Value at 31/3/13
Equity Funds	£3.0m	£3.496m
Corporate Bond Funds	£3.0m	£3.178m
Property Funds	£1.5m	£1.500m
Total Investment	£7.5m	£8.174m

- 3.17 These investment funds have helped mitigate the loss of interest as our European Investment Bank bonds have matured and provide a good

spread of asset classes which should mitigate some of the risk in the future.

- 3.18 No treasury management activity is without risk but a balanced portfolio containing a good mix of asset classes can help to mitigate and manage risk effectively. The Council's portfolio will continue to be kept under constant review in consultation with our treasury advisors to optimise investment performance whilst keeping risk to a minimum.

4. Financial implications

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

5. Other considerations

- 5.1 There are none.

6. Risks and how they will be mitigated

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

7. Timetable for implementation

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

Background papers:

Appendices:

- A – Prudential Indicators 2012/13
B – Investments Held at 31/3/13

Appendix A

PRUDENTIAL INDICATORS

ACTUALS 2012/13

Capital Expenditure Prudential Indicators	2011/12 Actual Outturn	2012/13 Original Estimate	2012/13 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Capital Expenditure (gross)	1,862	1,836	1,224
Ratio Financing Costs to Net Revenue Stream	(3.08)	(3.90)	(3.53)
Net Longer-term Borrowing	£0	£0	£0
In year Capital Financing Requirement	£0	£0	£0
Capital Financing Requirement as at 31.3	£0	£0	£0
Affordable Borrowing Limit	£12,000	£12,000	£12,000

Treasury Management Prudential Indicators	2011/12 Actual	2012/13 Original Estimate	2012/13 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Authorised Limit for external debt	12,000	12,000	12,000
Operational Boundary for external debt	10,000	10,000	10,000
Net Borrowing/Capital Finance Requirement	0	0	0
Upper limit for fixed rate exposure	100%	100%	100%
Upper limit on variable rate exposure	100%	100%	100%
Upper limit principal invested for over 364 days	15,000	15,000	15,000

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

Actual External Debt as at 31.3.13	£29,428 (all short term borrowings)
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Appendix B

Breakdown of Investments Held at 31/3/13

Investment Type	Amount	Interest rate	Start Date	Maturity Date
<i>Pooled Fund Investments</i>				
Charteris Elite Income Fund	1,000,000		11-May-12	
Cazenove UK Corporate Bond Fund	1,500,000		11-May-12	
M&G Strategic Coprorate Bond Fund	1,500,000		30-May-12	
M&G Global Dividend Fund	1,000,000		27-Jun-12	
Schroders Income Maximiser Fund	1,000,000		06-Jul-12	
CCLA Property Fund	1,500,000		31-Mar-13	
	7,500,000	3.34%		
<i>Fixed Rate Deposits</i>				
Standard Chartered CD	1,000,000	0.44%	19-Feb-13	19-Aug-13
Barclays	1,000,000	1.00%	03-Dec-12	03-Dec-13
Barclays	1,000,000	0.45%	15-Jan-13	15-Apr-13
Bank of Scotland	1,000,000	1.60%	02-Nov-12	02-May-13
Bank of Scotland	1,000,000	0.80%	15-Feb-13	15-Aug-13
Nationwide Building Society	1,000,000	0.80%	03-Dec-12	03-Sep-13
Nationwide Building Society	1,000,000	0.65%	01-Nov-12	01-May-13
	7,000,000			
Cash Flow Investments				
Santander Call Account	2,800,000	0.80%		Instant
Co-Op Bank Reserve Account	738,000	0.36%		Instant
Total - Cash Flow Investments	3,538,000			
Total value of Investments	18,038,000			

Cabinet**25 June 2013**

Title	2012/13 Provisional Revenue Outturn Report		
Purpose	Resolution 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 details of the provisional outturn spend on the revenue budget in 2012/13 and to identify major variances.</p> <ul style="list-style-type: none"> • The actual spend at year end against the revised budget of £12.371m was £11.707m. (5%) underspend against the budget. • The Interest earned on our investments was £382k • After investment income, planned use of reserves and taking into account the use of carry forwards there is a £682k Net under spend. • The largest single factor contributing toward the favourable outturn was that the Council's fees and charges income outturn was more than £300k better than budget • The favourable outturn enables the Council to protect its balance sheet position by not using Interest Equalisation Reserve in 2012-13, accommodate carry forwards of £164k into 2013-14 and to replenish invest to save reserves 		
Financial Implications	<ul style="list-style-type: none"> • £664k underspend against budget at service level • £40k Lower investment income than the original budget • The under spend at service level enables us not to use the budgeted use of interest equalisation reserve helping to preserve our reserve balances. • The residual underspend enables £164k of revenue carry forwards to be accommodated. 		
Corporate Priority	All		
Recommendations	Cabinet is asked to note the provisional Revenue outturn for 2012/13.		

1. Background

- 1.1 The purpose of this report is to update cabinet on the provisional revenue outturn (prior to audit) spend for 2012/13.
- 1.2 To advise Cabinet of the reasons for variances identified against the original budget approved in February 2012.

2. Key issues

- 2.1 The Summary on Appendix A shows that we have spent £11.707m against the full year budget of £12.371m. Taking into account the use of carry forwards, the net underspend is approximately £682k.
- 2.2 Appendix B summarises spend across portfolios by service areas broken down in employees, other expenditure and income.
- 2.3 Appendices C1 to C9 give a breakdown by service of spend against the revised budget plus comments on various variances.
- 2.4 There are a couple of accounting treatment issues which create apparent variances. As reported in previous monitoring reports with the ending of the previous VAIS accommodation arrangements we have ceased to make an accounting transfer of £130k charging to General Grants and treating as income within Knowle Green. This change creates an apparent favourable variance of £130k for General Grant and an apparent adverse variance of £130k on Knowle Green, but with no underlying net impact.
- 2.5 There is an end of year accounting adjustment relating to the accounting requirements to replace cash pension transactions with notional accounting values in accordance with accounting standards. This has resulted in the historic pension deficit charge from the Surrey Pension fund on the Central Overheads cost centre being reversed out and incorporated in a recharge across all services. This results in a favourable variance of £690k on the central overheads cost centre.
- 2.6 Appendix E highlights the budget variances on our main fees and charges income streams (budget totalling £4.8m) on which it can be seen there was a favourable variance of £316k. Given the challenging the economic situation this is a very positive outcome. The single most important contribution to this was the £104k favourable variance on planning fees relating to several large scale planning applications being received towards the year end. The favourable income variance accounted for approximately 43% of the net underspend

Investment Income

- 2.7 Interest earned on our investments amounted to £382k which was £40k below the original budget. The main reason was because of low interest rates due to the effects of the government's Funding for Lending Scheme.

Transfers to and from Reserves

- 2.8 Transfers to and from reserves relating to the Interest Equalisation fund (£200k) was originally budgeted. As a result of the under spend it will not be necessary to use this contribution, thereby helping to project the balance on

the reserve, and in turn this will give the Council more flexibility when setting future year's budgets..

2.9 Additional transfers to reserves are proposed relating to:

Carry forward reserve: an amount of £164k - This can be accommodated within the under spend. It is proposed to transfer to reserves in relation to work underway but not completed in 2012/13 - these schemes are identified in appendix D.

This will leave approximately £100k available to replenish spend to save reserves.

3. Options analysis and proposal

Cabinet are asked to note the provisional capital outturn position.

4. Financial implications

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

5. Other considerations

5.1 There are none.

6. Risks and how they will be mitigated

6.1 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 within the current financial year.

7. Timetable for implementation

7.1 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

7.2 Monthly system generated summary reports with drill down facilities are sent to MAT, heads of service and cabinet members.

Background papers: There are none

Appendices: A, B, C1 to C9 & D, E

APPENDIX A

2012/13 Net Revenue Budget Monitoring
As at end of March 2013

	12/13		12/13	12/13
	Budget		Total	Variance
	Original	Revised	Actuals	to Revised
	£	£	£	£
Gross Expenditure	54,905,799	55,147,599	57,521,335	2,323,736
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	54,905,799	55,147,599	57,521,335	2,323,736
Less Specific fees and charges income	(42,462,499)	(42,462,499)	(45,814,544)	(3,352,045)
Net Expenditure - broken down as below	12,443,300	12,685,100	11,706,791	(1,028,309)
Economic Development	(577,800)	(577,800)	(527,911)	49,889
Corporate Governance	1,564,306	1,579,506	1,574,476	(5,030)
Planning and Housing	874,200	874,200	817,451	(56,749)
Health Wellbeing and Independent Living	1,541,194	1,609,294	1,498,754	(110,540)
Environment	2,945,500	2,945,500	2,755,493	(190,007)
Parks and Assets	2,705,400	2,832,900	2,780,005	(52,895)
Communications	1,479,400	1,479,400	1,383,026	(96,374)
Community Safety and Young People	212,504	219,504	238,733	19,229
Finance and Resources	1,698,596	1,722,596	1,186,763	(535,833)
NET EXPENDITURE AT SERVICE LEVEL	12,443,300	12,685,100	11,706,791	(978,309)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	0	300,000
Restructuring Savings	(40,000)	(40,000)	0	40,000
Partnership Savings	(40,000)	(40,000)	0	40,000
Resources to address project management issues	90,200	66,200	0	(66,200)
NET EXPENDITURE	12,153,500	12,371,300	11,706,791	(664,509)
NET EXPENDITURE	12,153,500	12,371,300	11,706,791	(664,509)
Interest earnings	(422,400)	(382,000)	(382,000)	-
Extraordinary Item				-
Appropriation from Reserves:				
Reserves - General			-	-
Reserves - New Schemes Fund / HIF			-	-
Interest Equalisation reserve	(200,072)	(200,072)	-	200,072
Air track			-	-
Area Based Grant			-	-
LPSA reward grant : general budget	-	-	-	-
Carryforward reserve transfer			-	-
Business Improvement Reserve			-	-
BUDGET REQUIREMENT	11,531,028	11,789,228	11,324,791	(464,437)
National non domestic rates	(3,732,806)	(3,732,806)	(3,732,806)	-
Revenue Support grant	(75,636)	(75,636)	(75,636)	-
New Homes Bonus	(541,000)	(541,000)	(541,000)	-
Council Tax freeze grant	(170,000)	(170,000)	(170,000)	-
NET BUDGET REQUIREMENT	7,011,586	7,269,786	6,805,349	(464,437)
Collection Fund Surplus/(deficit)	(7,920)	(7,920)	(7,920)	-
CHARGE TO COLLECTION FUND	7,003,666	7,261,866	6,797,429	(464,437)
2011/12 Revenue carryforward			(218,000)	(218,000)
Net Position				(682,437)

Appendix B				
REVENUE MONITORING 2012/13				
EXPENDITURE AND INCOME SUMMARY 31 MARCH 2013				
Results to 31-Mar-13	Budget		Total	Variance
	Original	Revised	Actuals	to Revised
	£	£	£	£
Economic Development				
Employees	18,600	18,600	22,974	4,374
Other Expenditure	284,100	284,100	326,784	42,684
Income	(880,500)	(880,500)	(877,669)	2,831
	(577,800)	(577,800)	(527,911)	49,889
Corporate Governance				
Employees	1,200,600	1,214,000	1,242,364	28,364
Other Expenditure	365,906	367,706	402,602	34,896
Income	(2,200)	(2,200)	(70,490)	(68,290)
	1,564,306	1,579,506	1,574,476	(5,030)
Planning and Housing				
Employees	2,097,100	2,097,100	2,273,749	176,649
Other Expenditure	34,376,400	34,376,400	37,052,701	2,626,301
Income	(35,599,300)	(35,599,300)	(38,508,999)	(2,909,699)
	874,200	874,200	817,451	(106,749)
Health Wellbeing and Independent Living				
Employees	1,356,400	1,356,400	1,403,992	47,592
Other Expenditure	989,096	1,057,196	849,052	(208,144)
Income	(804,302)	(804,302)	(754,290)	50,012
	1,541,194	1,609,294	1,498,754	(110,540)
Environment				
Employees	2,415,000	2,415,000	2,423,596	8,596
Other Expenditure	1,727,104	1,727,104	1,744,500	17,396
Income	(1,196,604)	(1,196,604)	(1,412,603)	(215,999)
	2,945,500	2,945,500	2,755,493	(190,007)
Parks and Assets				
Employees	626,200	626,200	643,587	17,387
Other Expenditure	3,417,097	3,544,597	3,398,136	(146,461)
Income	(1,337,897)	(1,337,897)	(1,261,717)	76,180
	2,705,400	2,832,900	2,780,005	(52,895)
Communications				
Employees	495,700	495,700	474,045	(21,655)
Other Expenditure	1,050,700	1,050,700	970,405	(80,295)
Income	(67,000)	(67,000)	(61,424)	5,576
	1,479,400	1,479,400	1,383,026	(96,374)
Community Safety and Young People				
Employees	231,900	231,900	272,808	40,908
Other Expenditure	218,000	225,000	250,676	25,676
Income	(237,396)	(237,396)	(284,751)	(47,355)
	212,504	219,504	238,733	19,229
Finance and Resources				
Employees	2,526,400	2,550,400	2,039,898	(510,502)
Other Expenditure	1,509,496	1,509,496	1,729,466	219,970
Income	(2,337,300)	(2,337,300)	(2,582,601)	(245,301)
	1,698,596	1,722,596	1,186,763	(535,833)
NET EXPENDITURE AT SERVICE LEVEL				
	12,443,300	12,685,100	11,706,791	(1,028,309)
Total Employees	10,967,900	11,005,300	10,797,013	(208,287)
Total Other Expenditure	43,937,899	44,142,299	46,724,322	2,532,023
Total Income	(42,462,499)	(42,462,499)	(45,814,544)	(3,352,045)
	12,443,300	12,685,100	11,706,791	(1,028,309)
Total Expenditure				
	54,905,799	55,147,599	57,521,335	2,323,736
Total Income				
	(42,462,499)	(42,462,499)	(45,814,544)	(3,352,045)
Net				
	12,443,300	12,685,100	11,706,791	(1,028,309)

Appendix C1				
Economic Development				
Results to	Budget	Total	Variance	Comments
31-Mar-13	Revised	Actuals	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	27,400	29,207	1,807	
Income	0	(2,995)	(2,995)	Reimbursement of costs from SCC for additional work undertaken relating to cleaning of pavements
Bus Station	27,400	26,212	(1,189)	
Employees	18,600	18,439	(161)	
Other Expenditure	160,000	176,789	16,789	Additional valuation costs expected relating to Tothill Car Park lifts and structural condition survey.
Income	(580,500)	(541,659)	38,841	Service charges income for the first quarter received in the previous financial year.
Staines Town Centre Management	(401,900)	(346,431)	55,469	
Employees	0	4,535	4,535	Overtime and Temp staff costs while market was run in house by streetscene
Other Expenditure	84,700	106,034	21,334	Increased staines market management fees, Operational equipment costs and fees to settle a outstanding legal dispute
Income	(300,000)	(326,833)	(26,833)	Increased number of stall holders
Staines Market	(215,300)	(216,264)	(964)	
Employees	0	0	0	
Other Expenditure	12,000	14,755	2,755	Staines upon Thames day costs partially offset by sponsorship income as below.
Income	0	(6,183)	(6,183)	Sponsorship receipts for Staines upon Thames day
Economic Development	12,000	8,573	(3,427)	
Total Employees	18,600	22,974	4,374	
Total Other Expenditure	284,100	326,784	42,684	
Total Income	(880,500)	(877,669)	2,831	
	(577,800)	(527,911)	49,889	

Appendix C2				
Corporate Governance				
Results to	Budget	Total	Variance	
31-Mar-13	Revised	Actuals	to Revised	Comments
	£	£	£	
Employees	95,000	100,783	5,783	
Other Expenditure	5,800	3,569	(2,231)	
Income	0	0	-	
MaT Secretariat & Support	100,800	104,352	3,552	
Employees	290,400	303,658	13,258	Increased Pension current service costs plus increased NI and insurance costs
Other Expenditure	17,300	7,805	(9,495)	Lower spend on conference expenses, general subscriptions and internal printing
Income	0	(219)	(219)	Staff reimbursement
Assistant Chief Executives	307,700	311,245	3,545	
Employees	206,200	197,641	(8,559)	Lower spend on the training budget
Other Expenditure	10,500	10,747	247	
Income	0	(71)	(71)	
Chief Executive	216,700	208,317	(8,383)	
Employees	258,300	267,253	8,953	
Other Expenditure	23,200	71,336	48,136	
Income	(1,200)	(66,511)	(65,311)	
Legal	280,300	272,078	(8,222)	Reduction of hours, saving £5447.29. Expenditure relates to Practical Law Company subscription, this deal is over three years and provides better rates across Surrey BC's, these costs are then recouped from other BC's as reflected by increased income.
Employees	144,900	138,883	(6,017)	
Other Expenditure	16,000	6,415	(9,585)	
Income	0	(5)	(5)	
Committee Services	160,900	145,293	(15,607)	
Employees	89,500	92,241	2,741	
Other Expenditure	0	600	600	
Income	0	0	0	
Corporate Governance	89,500	92,841	3,341	
Employees	0	3,763	3,763	By election staffing costs
Other Expenditure	10,900	2,607	(8,293)	Savings expected against by- election costs
Income	0	0	0	
Elections	10,900	6,369	(4,531)	
Employees	111,300	119,190	7,890	One member of staff being paid on higher grade against the budget following a regrade
Other Expenditure	30,606	26,414	(4,192)	
Income	(1,000)	(2,028)	(1,028)	
Electoral Registration	140,906	143,576	2,670	
Employees	18,400	18,954	554	
Other Expenditure	253,400	273,109	19,709	Computer and Mobile phone costs reallocated from central IT budget, increased level of special responsibility allowances, plus costs associated with the code of conduct enquiry, offset by savings on refreshments conference and travel expenses and a reduction in members basic allowances.
Income	0	(1,658)	(1,658)	
Democratic Rep & Management	271,800	290,405	18,605	
Total Employees	1,214,000	1,242,364	28,364	
Total Other Expenditure	367,706	402,602	34,896	
Total Income	(2,200)	(70,490)	(68,290)	
	1,579,506	1,574,476	(5,030)	

Appendix C3				
Planning and Housing				
Results to	Budget	Total	Variance	Comments
31-Mar-13	Revised	Actuals	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	262,300	390,087	127,787	
Income	(89,400)	(251,084)	(161,684)	
Homelessness	172,900	139,003	(33,897)	Underspend mainly due to planned voids
Employees	542,700	558,548	15,848	
Other Expenditure	33,500	45,591	12,091	
Income	(540,200)	(531,242)	8,958	
Housing Benefits Admin	36,000	72,897	36,897	Overspend mainly due to payments of overtime & subscriptions with no budget
Employees	0	0	0	
Other Expenditure	33,948,800	36,394,508	2,445,708	Overpayments are reduced because of housing stability
Income	(34,128,800)	(36,782,625)	(2,653,825)	
Housing Benefits Payments	(180,000)	(388,117)	(208,117)	Subsidies as a whole are higher than budgeted but income will compensate this
Employees	450,400	563,999	113,599	Overspent due to use of agency staff & new posts created
Other Expenditure	28,600	33,686	5,086	
Income	(54,600)	(3,282)	51,318	LHA allowance budget of £54,600 was incorrect, should've been £3200
Housing Needs	424,400	594,403	170,003	
Employees	55,200	56,610	1,410	Increased Pension current service costs, offset by reductions in salary and national insurance costs
Other Expenditure	1,600	52,049	50,449	Provision for legal liabilities
Income	(160,000)	(174,637)	(14,637)	Increased usage of the service
Land Charges	(103,200)	(65,978)	37,222	
Employees	642,900	676,074	33,174	Additional expenditure relating to Temporary staff agreed with MAT
Other Expenditure	61,400	107,543	46,143	Additional expenditure mainly against consultants budget relating to more public enquiries than expected
Income	(335,300)	(439,614)	(104,314)	Planning Application fees income is greater than budget due to several large applications being received towards the end of the financial year.
Planning Development Control	369,000	344,004	(24,996)	
Employees	159,800	151,206	(8,595)	Savings due to a vacant post of Planning support officer's post
Other Expenditure	19,600	15,338	(4,262)	
Income	(1,000)	(92)	908	
Planning Policy	178,400	166,451	(11,949)	
Employees	246,100	267,313	21,213	Engagement of a structural engineer plus increased pension current service, overtime and insurance costs
Other Expenditure	20,600	13,900	(6,700)	
Income	(290,000)	(326,425)	(36,425)	Increased usage of the service leading to greater income
Building Control	(23,300)	(45,212)	(21,912)	
Total Employees	2,097,100	2,273,749	176,649	
Total Other Expenditure	34,376,400	37,052,701	2,676,301	
Total Income	(35,599,300)	(38,508,999)	(2,909,699)	
	874,200	817,451	(56,749)	

Appendix C4				
Health Wellbeing and Independent Living				
Results to 31-Mar-13	Budget Revised	Total Actuals	Variance to Revised	Comments
	£	£	£	
Employees	0	0	-	
Other Expenditure	451,900	314,005	(137,895)	
Income	0	(120)	(120)	
General Grants	451,900	313,885	(138,015)	Community Link have moved out (£129,500) and "Other expenses" has not been used for at least five years.
Employees	101,400	107,131	5,731	Higher current service pension, NI and overtime costs
Other Expenditure	11,800	9,137	(2,663)	Utility costs are lower than the budget
Income	0	0	0	
Com Care Administration	113,200	116,268	3,068	
Employees	299,600	319,345	19,745	Additional costs due to older's person review during the year, funded through Surrey County Council
Other Expenditure	222,696	206,563	(16,133)	Utility costs are lower than the budget
Income	(218,598)	(245,443)	(26,845)	Additional Income from Surrey County Council to fund additional costs, due to older's person review during the year and more income due to more activity
Day Centres	303,698	280,465	(23,233)	
Employees	66,500	66,296	(204)	
Other Expenditure	86,800	92,057	5,257	Increased level of food purchases, offset by lower vehicle operating costs
Income	(185,804)	(193,427)	(7,623)	Higher level of contribution from SCC and increased usage of the service.
Meals On Wheels	(32,504)	(35,074)	(2,570)	
Employees	73,600	76,652	3,052	
Other Expenditure	97,900	98,190	290	Carried forward agreed of £39k for purchase of telecare equipment, £21k may again be requested to be carried forward in the next year. £10k additional expenditure on telecare equipment which will be reimbursed by SCC.
Income	(273,100)	(253,653)	19,447	Charges for services income is expected to be lower by £20k due to Surrey telecare strategy is not due to start as earlier expected, partly off set by SCC funding which is higher than the budget.
Span	(101,600)	(78,811)	22,789	
Employees	112,000	124,817	12,817	Cost of Temp staff to fill vacant posts and severance pay for one employee
Other Expenditure	51,400	47,265	(4,135)	Reduced Maintenance costs for the 1st half of the year
Income	(93,800)	(101,437)	(7,637)	Additional membership fees and increased use of the service
SAT	69,600	70,645	1,045	
Employees	703,300	709,751	6,451	Additional payments made to staff.
Other Expenditure	61,700	44,166	(17,534)	
Income	(10,500)	63,364	73,864	Warmer Homes Fund
Environmental Health Admin	754,500	817,280	62,780	
Employees	0	0	0	
Other Expenditure	46,800	10,936	(35,864)	The revised budget was inflated by an incorrect carry forward from 2011/12.
Income	(8,600)	(3,955)	4,645	
Environmental Protection Act	38,200	6,981	(31,219)	
Employees	0	0	0	
Other Expenditure	1,300	(1,631)	(2,931)	
Income	(3,000)	(5,713)	(2,713)	
Food Safety	(1,700)	(7,344)	(5,644)	Includes funding obtained (i) the provision of Spelthorne run food hygiene courses, and (ii) from the Food Standards Agency (FSA) to cover costs associated with transferring the Council's ""scores on the doors"" scheme to the FSA's ""Food Hygiene Rating"" scheme.
Employees	0	0	0	
Other Expenditure	5,400	6,935	1,535	Increased Health and Safety costs on running courses and publications, offset by reduced expenditure on public burials.
Income	(8,900)	(9,212)	(312)	Increased income for running Health & Safety courses offset by lower public burial costs being recouped.
Public Health	(3,500)	(2,277)	1,223	
Employees	0	0	0	
Other Expenditure	19,500	21,429	1,929	Larger volume of restrained dogs has resulted in increased cost's in the provision of dog pound facilities, plus increased cost of the pest control contractor.
Income	(2,000)	(4,694)	(2,694)	Good collection rate of stray dogs resulting in increased income.
Rodent & Pest Control	17,500	16,735	(765)	
Total Employees	1,356,400	1,403,992	47,592	
Total Other Expenditure	1,057,196	849,052	(208,144)	
Total Income	(804,302)	(754,290)	50,012	
	1,609,294	1,498,754	(110,540)	

Appendix C5				
Environment				
Results to	Budget	Total	Variance	Comments
31-Mar-13	Revised	Actuals	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	1,000	310	(690)	DVLA now pick up the majority of vehicles due to car tax issues
Income	0	0	0	
Abandoned Vehicles	1,000	310	(690)	
Employees	0	0	0	
Other Expenditure	57,500	67,498	9,998	Increased electricity prices & costs of emptying catch pits
Income	0	(720)	(720)	Rent received from 1st Staines scout group
Depot	57,500	66,778	9,278	
Employees	537,700	519,613	(18,087)	Market Manager post is vacant
Other Expenditure	57,500	54,243	(3,257)	Savings in leasing costs, mileage costs
Income	(21,200)	(15,951)	5,249	Depot Managers costs billed to Runnymede + A2 grant income
DS Management & Support	574,000	557,905	(16,095)	
Employees	979,300	920,687	(58,613)	Offsetting over spend in street cleansing
Other Expenditure	771,300	770,603	(697)	Increased maintenance, tyre and fuel costs offset by reduced hired transport fees
Income	(446,200)	(616,462)	(170,262)	Increased garden waste bin rental fees & bulky waste income and Subsidy from the county to run the food waste scheme
Refuse Collection	1,304,400	1,074,829	(229,571)	
Employees	0	0	0	
Other Expenditure	9,500	9,472	(28)	
Income	0	0	0	
Energy Initiatives	9,500	9,472	(28)	
Employees	0	0	0	
Other Expenditure	30,500	42,525	12,025	
Income	0	(16,498)	(16,498)	Grant payment from Rural Payments Agency to carry out additional works and reimbursement of costs from SCC re: road signs for Shepperton Village with no budget
Environmental Enhancements	30,500	26,027	(4,473)	
Employees	351,600	361,060	9,460	One members of staff is being paid on higher grade than the budget. Overtime payments with no budget
Other Expenditure	13,000	29,599	16,599	
Income	(30,504)	(35,998)	(5,494)	
Enviro Services Administration	334,096	354,661	20,565	
Employees	546,400	611,436	65,036	Salary, Temp staff and overtime overspends off set by savings in Refuse Collection
Other Expenditure	318,600	383,541	64,941	Increased leasing costs of vehicles, offset by savings in Refuse Collection leasing budget.
Income	(47,700)	(46,673)	1,027	
Street Cleaning	817,300	948,303	131,003	
Employees	0	0	0	
Other Expenditure	319,800	228,557	(91,243)	AWC gate fees rose from £12.62 to £37 per tonne from the 1st Oct 2012 and dropped back to £10.85 a tonne from the 1st Jan 2013
Income	(651,000)	(676,052)	(25,052)	Higher recycling credits received, the majority of which are from increased volumes of recycled garden waste (18k).
Waste Recycling	(331,200)	(447,495)	(116,295)	
Employees	0	0	0	
Other Expenditure	31,700	31,645	(55)	
Income	0	0	0	
Technical Projects	31,700	31,645	(55)	
Employees	0	9,328	9,328	Overtime payments for cleaning toilets in Laleham park.
Other Expenditure	103,204	108,142	4,938	
Income	0	(280)	(280)	
Public Conveniences	103,204	117,190	13,986	
Employees	0	1,472	1,472	
Other Expenditure	8,000	7,918	(82)	
Income	0	(1,469)	(1,469)	
Emergency Planning	8,000	7,921	(79)	
Employees	0	0	0	
Other Expenditure	5,500	10,447	4,947	additional work carried out to clear the dried ditches
Income	0	(2,500)	(2,500)	Additional contribution received from SCC and Neighbourhood grants
Water Courses & Land Drainage	5,500	7,947	2,447	
Total Employees	2,415,000	2,423,596	8,596	
Total Other Expenditure	1,727,104	1,744,500	17,396	
Total Income	(1,196,604)	(1,412,603)	(215,999)	
	2,945,500	2,755,493	(190,007)	

Appendix C6				
Parks and Assets				
Results to	Budget	Total	Variance	Comments
31-Mar-13	Revised	Actuals	to Revised	
	£	£	£	
Employees	93,400	105,080	11,680	Increased salary, overtime and pension current service costs
Other Expenditure	54,200	26,143	(28,057)	Reduced expenditure on Consultants and Valuers
Income	0	0	-	
Asset Mgn Administration	147,600	131,222	(16,378)	
Employees	0	0	-	
Other Expenditure	2,200	27,782	25,582	
Income	0	0	-	
Sea Cadets	2,200	27,782	25,582	Overspend due to portacabin hire not budgeted for. Portacabins have now been purchased
Employees	0	0	-	
Other Expenditure	152,101	37,982	(114,119)	Carry forwards of £27; £15k; £27k; £20k respectively for Electrical testing & remedial works, Fire Risk assessments, Beresford House and Bridge Street. None of which were used
Income	(21,797)	(45,462)	(23,665)	Additional income received for various land licenses
General Property Expenses	130,304	(7,481)	(137,785)	
Employees	0	0	-	
Other Expenditure	28,500	3,963	(24,537)	
Income	0	0	-	
Memorial Gardens	28,500	3,963	(24,537)	Carry forward requested for works on reflections
Employees	176,100	185,420	9,320	
Other Expenditure	456,196	442,386	(13,810)	General office moves exceeding budget due to high volume of work. Mobile phone bills will exceed budget also by c£23k.
Income	(267,200)	(130,758)	136,442	Community Link have moved (£129,500 grant), Airtrack inquiry did not happen (£19,200), Local Dir target set too high, will need full review for 2013/14 budget setting.
Knowle Green	365,096	497,047	131,951	
Employees	0	0	-	
Other Expenditure	87,400	96,486	9,086	Photocopying costs exceeded the budget offset by savings on our Internal and external printing.
Income	0	0	-	
Print Unit	87,400	96,486	9,086	
Employees	0	0	-	
Other Expenditure	556,800	787,429	230,629	
Income	0	(3,170)	(3,170)	BronzeField Contribution 2012/13
Planned Maintenance Programme	556,800	784,259	227,459	Planned & Responsive maintenance budgets used in partnership with Runnymede BC. These budgets need to be considered together
Employees	0	0	-	
Other Expenditure	205,000	0	(205,000)	
Income	0	0	0	
Responsive Maintenance Program	205,000	0	(205,000)	Planned & Responsive maintenance budgets used in partnership with Runnymede BC. These budgets need to be considered together
Employees	0	0	0	
Other Expenditure	6,200	8,190	1,990	Rent allotments payments to Ashford Coal Charity
Income	(33,200)	(42,960)	(9,760)	Higher rental income received than the budget
Allotments	(27,000)	(34,770)	(7,770)	
Employees	0	0	0	
Other Expenditure	16,996	18,504	1,508	
Income	0	0	0	
Staines Metro Commons	16,996	18,504	1,508	
Employees	120,100	122,791	2,691	
Other Expenditure	1,656,400	1,617,568	(38,832)	Reduced level of Weed spraying due to the Weather & Summer's Spelthorne in bloom was cancelled. Reduced expenditure on non contracted grounds maintenance
Income	(190,600)	(200,158)	(9,558)	Increased contribution from Surrey County Council, increased income from advertising on roundabouts, offset by a reduction in sponsorship income for Spelthorne in bloom.
Grounds Maintenance	1,585,900	1,540,201	(45,699)	
Employees	0	0	0	
Other Expenditure	110,604	104,569	(6,035)	
Income	(117,700)	(101,473)	16,227	Loss of rental income (£18k) for Fordbridge Park due to surrender of lease last year and currently vacant. Remainder relating to Grants & Donations, Reimbursements, Lettings, football, Filming and Fun Fair income are also expected to be lower than the budget
Parks Strategy	(7,096)	3,096	10,192	
Employees	2,600	5,007	2,407	Temporary staff costs are expected to be higher than the budget
Other Expenditure	19,400	24,320	4,920	Higher expenditure due to more activity, offset by higher income
Income	(47,000)	(51,162)	(4,162)	Higher income due to increased activity/ bookings
Arts Development	(25,000)	(21,835)	3,165	
Employees	5,000	2,080	(2,920)	
Other Expenditure	2,800	4,619	1,819	
Income	0	0	0	
Festivals	7,800	6,699	(1,101)	

Parks and Assets

Results to	Budget	Total	Variance	Comments
31-Mar-13	Revised	Actuals	to Revised	
	£	£	£	
Employees	218,800	209,114	(9,686)	Savings due to a current vacant post and also during first part of the year, partly covered by temporary staff.
Other Expenditure	15,700	10,332	(5,368)	Reduced level of expenditure on printing, advertising and stationary, offset by mobile phone costs.
Income	0	0	0	
Leisure Administration	234,500	219,446	(15,054)	
Employees	10,200	12,527	2,327	
Other Expenditure	41,000	38,981	(2,019)	
Income	(14,000)	(9,149)	4,851	Overall income is less than the budget due to lower activity
Leisure Development	37,200	42,358	5,158	
Employees	0	0	0	
Other Expenditure	20,400	20,839	439	
Income	0	0	0	
Leisure Grants	20,400	20,839	439	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(42,200)	(41,996)	204	
Leisure Promotions	(42,200)	(41,996)	204	
Employees	0	0	0	
Other Expenditure	4,400	4,309	(91)	
Income	(8,000)	(8,000)	0	
Museum	(3,600)	(3,691)	(91)	
Employees	0	1,568	1,568	Temporary employees costs with no budget
Other Expenditure	7,900	28,396	20,496	Additional costs for boiler replacement and building works at St. Martins hall
Income	(45,700)	(53,978)	(8,278)	Increased rental income from Shepperton village and St Martins Halls.
Public Halls	(37,800)	(24,014)	13,786	
Employees	0	0	0	
Other Expenditure	71,000	60,892	(10,108)	Lower Energy costs
Income	(229,100)	(231,167)	(2,067)	
Spelthorne Leisure Centre	(158,100)	(170,275)	(12,175)	
Employees	0	0	0	
Other Expenditure	8,300	9,801	1,501	
Income	0	0	0	
Sunbury Leisure Centre	8,300	9,801	1,501	
Employees	0	0	0	
Other Expenditure	21,100	24,647	3,547	Tree works in the cemeteries, plus the cost of new benches & increased electricity/water costs
Income	(321,400)	(342,284)	(20,884)	Increased burials over the winter period.
Cemeteries	(300,300)	(317,637)	(17,337)	
Total Employees	626,200	643,587	17,387	
Total Other Expenditure	3,544,597	3,398,136	(146,461)	
Total Income	(1,337,897)	(1,261,717)	76,180	
	2,832,900	2,780,005	(52,895)	

Appendix C7				
Communications				
Results to	Budget	Total	Variance	Comments
31-Mar-13	Revised	Actuals	to Revised	
	£	£	£	
Employees	203,200	174,380	(28,820)	Savings due to 2 members of staff were on maternity leave during the year, partially covered by one temporary member of staff.
Other Expenditure	88,300	75,517	(12,783)	Reduced expenditure on both the marketing and Borough Newspapers budgets
Income	(29,900)	(12,453)	17,447	Income was reduced due to the partnership with Runnymede BC ending in June 2012
Corporate Publicity	261,600	237,444	(24,156)	
Employees	0	0	-	
Other Expenditure	13,800	0	(13,800)	Post currently vacant so no activity
Income	0	0	-	
Research & Consultation	13,800	0	(13,800)	
Employees	292,500	299,666	7,166	
Other Expenditure	948,600	894,887	(53,713)	Greater savings than anticipated regarding the Steria contract and a contingency for consulting was not required.
Income	(37,100)	(48,970)	(11,870)	Reimbursement of a share of ICT Manager's costs, income from leasing equipment to Spelthorne Crossroads and selling of obsolete equipment
Information & Comms Technology	1,204,000	1,145,583	(58,417)	
Total Employees	495,700	474,045	(21,655)	
Total Other Expenditure	1,050,700	970,405	(80,295)	
Total Income	(67,000)	(61,424)	5,576	
	1,479,400	1,383,026	(96,374)	

Appendix C8				
Community Safety and Young People				
Results to	Budget	Total	Variance	Comments
31-Mar-13	Revised	Actuals	to Revised	
	£	£	£	
Employees	0	0	-	
Other Expenditure	2,700	6,666	3,966	Increased costs of police and DVLA checks
Income	(76,000)	(77,660)	(1,660)	
Taxi Licensing	(73,300)	(70,994)	2,306	
Employees	131,500	175,374	43,874	Two members of staff with no budget funded through Community Safety Partnership grants
Other Expenditure	162,296	179,300	17,004	CCTV Telephone maintenance costs and Runnymede BC annual maintenance costs are expected to be higher than the budget.
Income	(50,196)	(98,542)	(48,346)	Additional income from Crime & Disorder Reduction Partnership funds to off set the costs as above
Community Safety	243,600	256,132	12,532	
Employees	100,400	94,213	(6,187)	Staffing costs may reduce pending recruitment, commitment to be moved to 'Other expenses'
Other Expenditure	3,900	13,304	9,404	Legal & Court fees, and consultant expenditure
Income	(101,600)	(93,037)	8,564	
Licensing	2,700	14,481	11,781	Gambling Licenses - Full year income budget to be reduced by £1,000 (from £19,200 to £18,200) due to reduction in number of licenses; Licensing - spread of income to be determined across the year;
Employees	0	3,220	3,220	Temporary staff payments with no budget
Other Expenditure	56,104	51,406	(4,698)	
Income	(9,600)	(15,512)	(5,912)	Income is expected to be higher due to more activity and additional external funding with no budget. £7k carried forward from previous year £2k moved from General grants will be used to fund playscheme vouchers expenditure. Balance not used will again be requested to be carried forward into next year.
Youth	46,504	39,115	(7,389)	
Total Employees	231,900	272,808	40,908	
Total Other Expenditure	225,000	250,676	25,676	
Total Income	(237,396)	(284,751)	(47,355)	
	219,504	238,733	19,229	

Appendix C9				
Finance and Resources				
Results to	Budget	Total	Variance	Comments
31-Mar-13	Revised	Actuals	to Revised	
	£	£	£	
Employees	165,000	169,088	4,088	
Other Expenditure	20,300	17,306	(2,994)	
Income	(39,900)	(36,853)	3,047	
Audit	145,400	149,541	4,141	Income expected to be £5k under target, this will be offset by the underutilised Consultants budget
Employees	0	0	-	
Other Expenditure	21,500	19,805	(1,695)	
Income	0	0	-	
People & Partnerships	21,500	19,805	(1,695)	
Employees	233,300	245,656	12,356	Increased Salary and Pension current service costs
Other Expenditure	14,900	11,506	(3,394)	
Income	(42,200)	(52,828)	(10,628)	Partnership reimbursement from Runnymede BC
HR	206,000	204,334	(1,666)	
Employees	50,200	60,878	10,678	Increased overtime due to extra work associated with the implementation of the new HR and payroll system.
Other Expenditure	2,200	3,325	1,125	
Income	0	(10)	(10)	
Payroll	52,400	64,193	11,793	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(2,000)	0	2,000	We no longer have any mortgages
Mortgages	(2,000)	0	2,000	
Employees	6,000	37,367	31,367	Casual staff pay incurred
Other Expenditure	207,200	325,565	118,365	Some of this is invest to spend expenditure eg spend on consultants for new homes bonus which has delivered additional £650k income over next 6 years, Increased Treasury Management costs and bank fees, offset by lower external audit fees ,plus the cost of Corporate Project Manager to oversee flagship projects
Income	0	(22,130)	(22,130)	Surrey Treasurers LG rates pooling, and Targeted Support funding reimbursements
Corporate Management	213,200	340,802	127,602	
Employees	0	0	0	
Other Expenditure	10,000	(21,149)	(31,149)	Accounting adjustments re previous years accruals
Income	0	(8,547)	(8,547)	New Burdens grant Received
Misc Expenses	10,000	(29,696)	(39,696)	
Employees	685,400	3,945	(681,455)	Pension deductions and Added years payments are removed at year end as part of the process in calculating the authorities overall pension liability.
Other Expenditure	51,700	43,091	(8,609)	Consultants and Health & Safety budgets underspend
Income	0	0	0	
Unapportionable CentralO/Heads	737,100	47,036	(690,064)	
Employees	372,000	427,590	55,590	Recruitment of additional member of staff partially covered by allocation of additional budget
Other Expenditure	8,896	20,290	11,394	Subscriptions to various financial bodies overspend
Income	0	(5)	(5)	
Accountancy	380,896	447,875	66,979	
Employees	0	0	0	
Other Expenditure	0	108	108	
Income	(145,600)	(144,313)	1,287	As per cost of collection NNDR1 2012/13 calculation
Business Rates	(145,600)	(144,205)	1,395	
Employees	683,800	699,857	16,057	
Other Expenditure	101,600	173,098	71,498	Additional expenditure of £76k relating to Council Tax Benefit Localisation off set by external funding income- see below
Income	(144,300)	(226,729)	(82,429)	Additional Funding received of £76k relating to Council Tax Benefit Localisation with no budget
CServ Management & Support	641,100	646,227	5,127	
Employees	0	0	0	
Other Expenditure	222,700	224,178	1,478	
Income	0	(897)	(897)	
Insurance	222,700	223,281	581	
Employees	354,700	395,517	40,817	Agency Staff employed to cover vacant positions
Other Expenditure	848,500	912,342	63,842	Increased Electricity costs, mgt fees for Riverside underground car park, Equipment costs,lines and signs expenditure .
Income	(1,963,300)	(2,090,290)	(126,990)	Increased income in all areas EG Pay on foot, Season tickets, excess charges and pay by phone.
Car Parks	(760,100)	(782,431)	(22,331)	
Total Employees	2,550,400	2,039,898	(510,502)	
Total Other Expenditure	1,509,496	1,729,466	219,970	
Total Income	(2,337,300)	(2,582,601)	(245,301)	
	1,722,596	1,186,763	(535,833)	

Detailed list of Revenue carry forward requests

Appendix D

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Liz Borthwick	Back scanning	Karen Sinclair	12301		£16,000		£16,000	Scanning of existing documents to electronic format.
Liz Borthwick	Housing needs system replacement	Karen Sinclair	12301		£25,000		£25,000	Internal costs for implementation of the new housing needs system.
Terry Collier	Memorial Gardens	Dave Phillips	15112		£24,537		£24,537	For works committed and started on Elmsleigh Car Park Ramp
Liz Borthwick	Span Supporting People	Niky Rental	12401	4979	£11,769		£11,769	To be able to continue to buy Telecare Equipment
Liz Borthwick	Play scheme Vouchers	Lisa Stonehouse	14910	4979	£5,170		£5,170	Purchase of Play scheme vouchers
Liz Borthwick	Grounds Maintenance Maintenance	Jackie Taylor	45404	2231	£10,000			To put railings around the knowle Green roundabout
Terry Collier	Council Tax support	Heather Morgan	32102	4552	£13,332		£13,332	Used for overtime and temp staff in customer services to deal with the transition to C.Tax support.
Terry Collier	Out of Hours Telephony	Linda Norman	32101		£25,582		£25,582	To provide annual maintenance for out of hours telephony and script development.
Liz Borthwick	Various pieces of equipment for SPAN	Collette Crow	12401	4002	£900		£900	To purchase various pieces of equipment
Terry Collier	Fire Risk Assessments	Dave Phillips/Cathy Munro			£15,000		£15,000	Part of ongoing programme to meet statutory requirements.
Terry Collier	Beresford House	Dave Phillips/Cathy Munro			£27,000		£27,000	Renovation works prior to lease
	Value to approve				£174,290		£164,290	
	Value Approved:							

Comparison of key income budgets 12-13 outturn vs 2011/12 as at end of period 12 - 31st March 2013

	Current year				Prior year													
	Total Budget 1213	Actual to March1213	Variance to Budget	Actual as % of Budget %	Total Budget 1112	Actual to March1112	Variance to Budget	Actual as % of Budget %										
	£	£	£		£	£	£											
1 Planning Fees income	- 335,300	- 439,614	104,314	131.1%	- 343,800	- 317,986	- 25,814	92.5%										
2 Building Control	- 290,000	- 326,425	36,425	112.6%	- 290,000	- 304,987	14,987	105.2%										
3 Land charges income	- 160,000	- 174,637	14,637	109.1%	- 130,000	- 188,403	58,403	144.9%										
4 Green Waste Bin	- 321,000	- 350,757	29,757	109.3%	- 294,500	- 306,757	12,257	104.2%										
5 Car park season tickets	- 184,000	- 243,652	59,652	132.4%	- 181,800	- 198,688	16,888	109.3%										
6 Car park PCN'S - off street	- 107,000	- 115,081	8,081	107.6%	- 107,000	- 107,472	472	100.4%										
7 Car park fees	- 1,342,004	- 1,344,328	2,324	100.2%	- 1,357,996	- 1,369,758	11,762	100.9%										
8 Spelthorne Alarm Network	- 250,000	- 225,219	- 24,781	90.1%	- 260,000	- 221,351	- 38,649	85.1%										
9 Meals on Wheels	- 140,604	- 145,910	5,306	103.8%	- 126,800	- 138,651	11,851	109.3%										
10 Taxi Licensing	- 76,000	- 77,660	1,660	102.2%	- 76,000	- 73,759	- 2,241	97.1%										
11 Staines Market	- 300,000	- 326,833	26,833	108.9%	- 177,000	- 246,172	69,172	139.1%										
12 Spelride	- 71,200	- 70,576	- 624	99.1%	- 57,200	- 68,552	11,352	119.8%										
13 Cemeteries	- 321,400	- 342,284	20,884	106.5%	- 301,400	- 330,244	28,844	109.6%										
14 Refuse Collection	- 125,200	- 138,554	13,354	110.7%	- 60,500	- 138,720	78,220	229.3%										
15 Licensing	- 82,400	- 75,477	- 6,924	91.6%	- 82,400	- 79,515	- 2,886	96.5%										
Sub total	- 4,106,108	- 4,397,005	290,897	107.1%	- 3,846,396	- 4,091,014	244,618	106.4%										
16 Recycling Credits **	- 651,000	- 676,052	25,052	103.8%	- 603,600	- 598,930	- 4,670	99.2%										
Total	- 4,757,108	- 5,073,057	315,949	106.6%	- 4,449,996	- 4,689,944	239,948	105.4%										
<u>Comments</u>																		
1	Planning fee income has exceeded the target due to several large scale major applications being received in the last two months of the year																	
2	Income up from 11/12.																	
3	Approx income for 2012/2013 will be £177,200.85. This is based on 11 months actual income of £163,800.85 and 1 months predicted income of £13,400																	
4	Increased take up of the green waste scheme																	
5	Increased season ticket sales due to work undertaken by Cathy Munro and her team																	
6	Increased number of PCN's issued due to improved staffing resources																	
7	Better than expected income during the 4th quarter																	
8	Income budget not achieved due mainly to Surrey County Council telecare strategy being delayed.																	
9	Increased use of the service																	
10	Income achieved but the number of licence requests is decreasing																	
11	Increased number of stalls on all days																	
12	Slight increase in passenger journeys																	
13																		
14																		
15	There was a short fall in income achieved due to a number of factors: a) The total number licensed premises in Spelthorne has decreased over recent years from 300 in 2007 to a current figure of approximately 270, therefore the amount annual fees we receive has reduced; b) The ratio of off licence premises compared to on licence premises in the borough has increased. The former category of premises attracts a smaller annual licence fee compared to the latter.																	
16	Recycling figures include a estimate for the 4th Quarter																	

Cabinet**25 June 2013**

Title	Leisure and Culture Strategy 2013-2016 (1 st draft)		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Penny Forbes-Forsyth	Key Decision	Yes
Report Author	Lisa Stonehouse		
Summary and Key Issues	<p>The previous Leisure and Culture Strategy expired in 2012. A new strategy is essential in order to outline the priorities of the leisure team for 2013-2016. Action plans for specific areas have been highlighted.</p> <p>The document will also be utilised at a corporate level to inform decisions regarding leisure priorities.</p> <p>This document is the first draft. Consultation will be required with internal and external partners and members of the public.</p>		
Financial Implications	<p>The document has been written by the Leisure Services Manager in liaison with the Leisure Services Team. The consultation will be undertaken by the Leisure Services Manager and will utilise the existing budget.</p> <p>A robust Leisure and Culture Strategy is required, as agencies such as Sport England and National Governing Bodies for sport require that a strategy is in place before external grant funding is provided.</p>		
Corporate Priority	<p>Service delivery</p> <p>Communication</p> <p>Efficient use of assets</p>		
Recommendations	The Cabinet is asked to approve the first draft of the Leisure and Culture Strategy for Spelthorne, in order that our statutory and voluntary partners and members of the public can be consulted.		

1. Background

1.1 The Leisure and Culture Strategy provides an overview of local and national leisure provision and provides an outline of the priorities for the work of the leisure development team. The strategy was undertaken in house by officers of Spelthorne Borough Council. It replaces the previously adopted strategy from 2008-2012. This strategy was produced to meet a number of objectives which can be summarised as follows:-

- To support our community vision and corporate priorities
- To promote the importance of leisure and culture for the well-being and enjoyment of people in the Borough of Spelthorne.
- To improve leisure and cultural provision within the borough.
- To set priorities for the development of leisure and culture based on local needs
- To make leisure and cultural activities more accessible
- To promote and extend partnership working with the private, public and voluntary sector, to maximise opportunities for the borough.
- To provide a local framework for achieving national and regional objectives in Spelthorne.
- To help identify and achieve external funding opportunities.
- To help provide the best value leisure and cultural provision.

2. Key issues

The previous Leisure and Culture Strategy expired in 2012. A new strategy is essential in order to inform decisions regarding the priorities of the leisure team. The document will also be utilised at a corporate level to inform decisions regarding leisure priorities.

3. Options analysis and proposal

- 3.1 To approve the draft document for consultation with internal and external partners and members of the public. This would mean that we would ensure that the strategy is robust and has the support of our partner agencies.
- 3.2 Not to approve the document for consultation. The strategy cannot be adopted without the support and contribution of our partner agencies.

4. Financial implications

- 4.1 As outlined on the summary page (no further financial implications)

5. Other considerations

- 5.1 This document can be utilised by planning and asset management as part of the needs analysis in relation to new developments.
- 5.2 The consultation with partners and members of the public will enable the Leisure and Culture strategy to be developed further before formal approval.

6. Risks and how they will be mitigated

- 6.1 There is a risk that consultation may identify problems with the strategy and it may have to be significantly amended. This will impact on officer time.

7. Timetable for implementation

- 7.1 Consultation with partners will be undertaken during July and August. The necessary amendments will be made to the strategy during August 2013. The final draft of the strategy will be submitted to Cabinet on 24 September 2013. If the strategy is approved, the action plan will run from September 2013 to September 2014 and an update on the action plan will be presented annually.

Background papers:

There are none

Appendices:

The Leisure and Culture Strategy

Leisure and Culture Strategy 2013-2016

24 May 2013

Author - Lisa Stonehouse

DRAFT

Executive Summary

The Aim of the Leisure and Culture Strategy

The aim of the strategy is to provide direction for the provision of leisure and culture within Spelthorne until 2016. The strategy provides an overview of local and national leisure provision and provides an outline of the priorities for the work of the leisure development team.

Scope of the Strategy

For the purpose of this strategy, the following areas will be included:-

Sport and Physical Activity

The development and promotion of sport and active lifestyle opportunities for residents of all ages, increasing participation and making optimum use of our local facilities and open spaces.

Arts and Heritage

The development and promotion of arts and heritage opportunities for residents of all ages, increasing participation and making optimum use of our local facilities.

Young people

The provision of facilities, activities and events for young people aged between 11-19 years and the implementation of the Safeguarding Children Policy.

Facilities

The Leisure Centre contract monitoring and liaison with organisations who use buildings or structures that are directly provided or enabled by Spelthorne Borough Council. Ensuring that all borough sport facilities are utilised to their full potential and funding opportunities are sought to develop new facilities where appropriate. Working with local clubs to investigate the possibility of self management opportunities of Spelthorne facilities.

General wellbeing

Encourage the local population to take part in all leisure activities and use of our facilities and open spaces, in order to increase the sense of wellbeing and community within Spelthorne.

Building on the legacy of the 2012 Olympics and Paralympics

Ensuring that residents continue to take up sporting and cultural opportunities within the borough and participate in Olympic legacy projects.

The benefits of taking part in leisure activities will be outlined and an action plan for each leisure services area is provided.

Contents

- Executive Summary
- 1 - What are the benefits of a Leisure and Culture Strategy
- 2 The aim of the Leisure and Culture Strategy
- 3 Scope of the Strategy
 - 3.1.1 Sport and Physical Activity
 - 3.1.2 Arts and Heritage
 - 3.1.3 Young People
 - 3.1.4 Facilities
 - 3.1.5 General Wellbeing
 - 3.1.6 Building on the legacy of 2012 Olympics and Paralympics
- 4. About Spelthorne – Local Profile
 - 4.1.1 Population and population predictions
 - 4.1.2 Ethnicity
 - 4.1.3 Economic Activity
 - 4.1.4 Deprivation
 - 4.1.5 Health
- 5 Strategic Context
 - 5.1.1 Council Values
 - 5.1.2 Links with other strategies, action plans and departments
 - 5.1.3 Spelthorne Community Plan
 - 5.1.4 Spelthorne's Playing Pitch Strategy
 - 5.1.5 Spelthorne Youth Strategy
 - 5.1.6 Safeguarding Children Strategy
 - 5.1.7 Spelthorne's Planning and Housing Strategy
 - 5.1.8 Spelthorne's parks and open spaces development strategy (2010-2020)
- 6 Wider Strategic Context
 - 6.1.1 Sport England Strategy
 - 6.1.2 The Youth Sport Trust
 - 6.1.3 Surrey's Strategy for Sport and Physical Activity
 - 6.1.5 Arts Council
 - 6.1.6 Arts Partnership Surrey
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8 Sport, Active Lifestyle and Facilities Action Plan

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References

Appendix 1 – The Department of Health Recommendations for Physical Activity

Appendix 2 – The Active People Survey in Spelthorne

Appendix 3 – Surrey Arts Partnership Action Plan

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Leisure and Culture Strategy for Spelthorne 2013-2016

The delivery of leisure services is constantly being reviewed and updated, as national and local priorities for leisure and culture develop and the local population requirements change. A leisure and culture strategy is important to assess the needs of our residents, to identify how services can be delivered and provide a planned approach to development.

1 What are the benefits of a Leisure and Culture Strategy?

- To support our community vision and corporate priorities
- To promote the importance of leisure and culture for the well-being and enjoyment of people in the Borough of Spelthorne.
- To improve leisure and cultural provision within the borough.
- To set priorities for the development of leisure and culture based on local needs
- To make leisure and cultural activities more accessible
- To promote and extend partnership working with the private, public and voluntary sector, to maximise opportunities for the borough.
- To provide a local framework for achieving national and regional objectives in Spelthorne.
- To help identify and achieve external funding opportunities.
- To help provide the best value leisure and cultural provision.

2 The Aim of the Leisure and Culture Strategy

The aim of this strategy is to provide direction for the provision of leisure and culture within Spelthorne until 2016.

3 Scope of the Strategy

For the purpose of this strategy, the following areas will be included:-

3.1.1 Sport and Physical Activity

The development and promotion of sport and active lifestyle opportunities for residents of all ages, increasing participation and making optimum use of our local facilities and open spaces.

3.1.2 Arts and Heritage

The development and promotion of arts and heritage opportunities for residents of all ages, increasing participation and making optimum use of our local facilities.

3.1.3 Young people

The provision of facilities, activities and events for young people aged between 11-19 years and the implementation of the Safeguarding Children Policy.

3.1.4 Facilities

The Leisure Centre contract monitoring and liaison with organisations who use buildings or structures that are directly provided or enabled by Spelthorne Borough Council. Ensuring that all borough sport facilities are utilised to their full potential and funding opportunities are sought to develop new facilities where appropriate. Working with local clubs to investigate the possibility of self management opportunities of Spelthorne facilities.

3.1.5 General wellbeing

Encourage the local population to take part in all leisure activities and use of our facilities and open spaces, in order to increase the sense of wellbeing and community within Spelthorne.

3.1.6 Building on the legacy of the 2012 Olympics and Paralympics

Ensuring that residents continue to take up sporting and cultural opportunities within the borough and participate in Olympic legacy projects.

4 About Spelthorne – Local Profile

Spelthorne is located approximately 15 miles south-west of Central London. It borders three London Boroughs, the Berkshire Boroughs of Slough, Windsor and Maidenhead and the two Surrey Boroughs of Runnymede and Elmbridge. It is a relatively small (approximately 20 square miles) but quite densely populated Borough, with Heathrow Airport immediately to the north and the River Thames forming its southern boundary. Spelthorne's main towns are Ashford, Shepperton, Staines upon Thames, Stanwell and Sunbury on Thames. Spelthorne has very good transport links to London and neighbouring boroughs. The borough is situated within the M25 motorway and the M3 motorway runs through Sunbury on Thames, providing easy access to London as well as the South Coast. There are 5 railway stations that serve the borough giving access to Central London in just over half an hour. Bus routes serve all areas of the borough making most areas fairly accessible by public transport. Heathrow airport is within easy reach as are the other London airports.

4.1.1 Population and population predictions

Spelthorne has a current population of 95,598 (Office for National Statistics (ONS) Census 2011). The census results show that Spelthorne has less young people (0-14) and more older people (65+) than most adjoining boroughs. Nationally 16.4% of the population are over 65 but in Spelthorne this figure is 17.36%. The highest percentage of the population in Spelthorne are in the 20-44 age group (34.3%). The 2011 subnational population predictions estimate that the population of Spelthorne will continue to rise over the next 5 years and predict that by 2018 the population will be approximately 102,311 with 17.73% of the population being over 65.

4.1.2 Ethnicity

According to the 2011 census 87.3% of the borough's population classify their ethnicity as white which is slightly higher than England's average of 85.5%. (ONS, Census 2011). The breakdown of the ethnicity of the borough's population is shown below.

Ethnic group	% of Spelthorne population
White British	81%
White Other	6.3%
Mixed / Multiple ethnic	2.4%
Asian /Asian British: Indian	4.2%
Asian /Asian British: Pakistani	0.7%
Asian Other	2.7%
Black	1.6%
Other	0.9%

4.1.3 Economic Activity

Within Spelthorne there are 69916 people aged between 16 and 74, which are generally considered the ages where people could be classed as economically active. Of these 69916 people, 46.4% are employed full time, 13.3% are employed part time and 10% are self-employed. 3.3% of the economically active population in Spelthorne are unemployed. The unemployment rate in Spelthorne is lower than both the regional (3.4%) and the national (4.4%) averages. Spelthorne has a larger than average number of people employed in intermediate occupations and a high number of people employed in semi routine and routine occupations compared to the rest of Surrey. Less than the regional average are employed in higher managerial and higher professional occupations (ONS 2011 Census).

4.1.4 Deprivation

According to the index of multiple deprivation Spelthorne ranks 260th out of 326 local authorities in England and Wales with 1 being the most deprived. Despite its relative affluence nationally, Spelthorne does have pockets of deprivation with 10.3% of its population living in the top 2 most deprived quintiles nationally. Spelthorne also has the highest number of lower super output areas in terms of deprivation in Surrey. These areas include Stanwell North, Ashford North and Stanwell South, Ashford East and Sunbury Common. Although lower than the rest of Surrey car ownership in Spelthorne is slightly higher than the regional average with 85.2% of households having at least 1 vehicle and 42.2% of households having 2 or more (ONS 2011 census).

4.1.5 Health

The health profile for Spelthorne in 2012' (Department of Health 2012). shows that the average life expectancy for females in Spelthorne is 84.3 years and life expectancy for males is 80.2 years. Both are significantly better than the England average however life expectancy for those living in the most deprived areas of Spelthorne is 4.7 years lower than those in the least deprived areas.

An estimated 26% of adults in Spelthorne are classified as being obese compared to the national average of 24.2%. 19% of year 6 children in Spelthorne are classified as obese, which mirrors the England average. 23.9% of adults in Spelthorne smoke which is not significantly different from the England average of 20.7%. The percentage of people on GP registers in Spelthorne with a recorded diagnosis of diabetes 2010/11 is significantly worse

than England Average. 5.8% in Spelthorne compared with an England average of 5.5%.(Department of Health 2012).

5 Strategic Context

5.1.1 Council Values

The work of the Leisure services team incorporates the council values of Service, Support, Safety, Respect and Value.

5.1.2 Links with other strategies, action plans and departments

The Leisure and Culture Strategy links to a number of key strategies, action plans and departments, both locally and nationally. These plans and strategies have helped support the development of this Strategy by providing context and rationale for developing this document. In turn the Leisure and Culture strategy and implementation of the action plan will help to deliver the aims and objectives of these other strategies. The key points of these strategies and plans are summarised below:-

5.1.3 Spelthorne Community Plan

Spelthorne's Community Plan 2005 – 2015 describes the outcomes partners will strive to achieve and provides a focus for the work of a wide range of partners to improve Spelthorne as an area to live, work, travel and take part in leisure activities.

The two of the themes of the plan that link in with the Leisure and Culture Strategy are:-

- **Children and Young People**

Two of the key priorities of this theme are that young people have places to go and have Information (to be healthy and enjoy and achieve).

- **Health and Well Being**

One of the key priorities of this theme are to improve the mental health and well-being of the Spelthorne population by combating loneliness and social isolation, stress and depression, initially targeting older people and then younger people.

5.1.4 Spelthorne's Playing Pitch Strategy

This Playing Pitch Strategy provides a complete assessment of playing pitch provision across Spelthorne and was undertaken during 2012/2013. It replaces the previously adopted strategy from 2007. The report follows the methodology recommended by Sport England, as set out in the publication "Towards a Level Playing Field" and contains several recommendations to improve pitch provision within the borough, which will enable pitch sports to continue to develop within the borough.

5.1.5 Spelthorne Youth Strategy

A new Children and Young People Plan will be written in autumn 2013 in liaison with the youth council and the Children and Young People Partnership. This plan will link in with the Leisure and Culture Strategy and the Children and Young People Partnership (CYPP) The CYPP is integral to support the work that is carried out by many different agencies to ensure that young people are engaged and given every opportunity to succeed. The partnership ensures children and young people have a voice in Spelthorne. The CYPP supports a range of key strategies and policies which support statutory and voluntary sector

delivery. The Youth Council is due to be re-launched in September and will provide an opportunity for young people to make a major contribution to decision making regarding services and facilities for young people in the borough. A number of project groups may also be created, as the Youth Council develops. Youth consultation regarding the new youth council and strategy is currently taking place in schools and youth centres.

5.1.6 Safeguarding Children Strategy

The corporate Safeguarding Children Policy for Spelthorne, is written and implemented by Leisure Services. It adheres to the Surrey Safeguarding Board guidelines and Spelthorne is represented at the local safeguarding meetings.

5.1.7 Spelthorne's planning and housing strategy

Spelthorne's planning and housing strategy is part of the Local Development Framework (LDF) and sets out the Council's core strategy and detailed policies for guiding and controlling the development and use of land and buildings. With regards to open space and sport and recreation facilities, the policies require that there is the provision of sufficient open space, which is well sited and suitable to meet a wide range of outdoor, sport, recreation and open space needs, that services and facilities meet the needs of the community and that existing services and facilities are retained, or replaced adequately to meet local need.

5.1.8 Spelthorne's parks and open spaces development strategy (2010-2020)

Spelthorne's parks and open spaces strategy provides an outline of facilities within Spelthorne and highlights the positive impact that open space and sport and recreational facilities have on wellbeing and quality of life of residents. There are significant areas of open space within the Borough that perform a valuable role in providing facilities for sport and recreation.

6 Wider Strategic Context

6.1.1 Sport England Strategy 2012-2017

Sport England's strategy, 'A sporting habit for life' (Department for Culture Media and Sport 2012), sets out the objectives for the national sports policy until 2017. The strategy sets out actions to transform sport in England, to create a meaningful and lasting community sport legacy from London 2012 Olympic and Paralympic Games at the grassroots level. Sport England want to ensure that sport becomes a habit for life for more people and a regular choice for the majority. The strategy will:

- See more people taking on and keeping sporting habit for life;
- Create more opportunities for young people;
- nurture and develop talent;
- provide the right facilities in the right places;
- support local authorities and unlock local funding;
- ensure real opportunities for communities

Sport England will work with National Governing Bodies (NGBs), County Sport Partnerships, Local Authorities and other partners to achieve these outcomes:

6.1.2 The Youth Sport Trust

The Youth Sport Trust Strategic Plan 2013-2018 outlines their mission to use the power of sport to change young people's lives.

The organisation has gained knowledge and understanding of how PE and sport can make a lasting difference to young people's lives and can make an impact on academic achievement, school ethos and whole school standards.

The plan makes it clear that:

every child needs the best possible sporting start in life

all young people deserve a sporting chance

all young people should be supported to achieve their sporting best in school and in life.

Within the plan the Youth Sport Trust has set some ambitious targets over the next 5 years to have:

- changed the lives of **one million** primary school children
- reached **250,000 young leaders, volunteers and teachers**, dedicating time to change young people's lives
- enabled **2.5 million young people** to achieve their personal best

6.1.3 Surrey's Strategy for Sport and Physical Activity

The Surrey Sports Board Sport and Physical Activity Strategy presents the views of multiple agencies and stakeholders with regards improving sport and physical activity provision across Surrey. Spelthorne is a member agency of this partnership. It focuses on delivering 4 outcomes to create "a more active and successful sporting county".

- Everyone has the opportunity to be active for life
- Strong Sustainable infrastructure is available in every community.
- Sufficient, well managed facilities meet Surrey's needs
- Talented performers are supported

6.1.4 The Surrey Health and Wellbeing Board

The Surrey Health and Wellbeing Board has been recently established as part of the Government's changes to the NHS. The board is made up of NHS, public health, social care, local councillors, district and borough representatives and user representatives, who work together to improve the health and wellbeing of the people of Surrey. The Board has produced a Joint Health and Wellbeing Strategy containing priorities for action for Surrey. The Board used the Joint Strategic Needs Assessment as the basis for Surrey's priorities, along with consultation with stakeholders to help develop a set of priorities for the first Joint Health and Wellbeing Strategy.

The priorities are:-

- Improving Children's health and wellbeing
- Developing a preventative approach
- Promoting emotional wellbeing and mental health
- Improving older adults' health and wellbeing

- Safeguarding the population

6.1.5 Arts Council

Arts Council England is the lead agency for developing the arts in England. The arts council framework aims to build long-term collaborations between arts organisations, cultural partners and local authorities to encourage inspiring, sustainable art programmes. They have produced a strategic framework (Arts Council England 2010), to focus their work over the next 10 years and a plan to prioritise their work from 2011-2015 (Arts Council England 2011). Two of their goals (there are five goals in total), are particularly relevant to work at borough council level:-

1. More people experience and are inspired by the arts.

(More people are involved in arts in their communities and are enriched and inspired by arts experiences)

The priorities for 2011-2015 to achieve this are:-

- Developing arts opportunities for people and places with the least engagement.
- Strengthening the distribution of excellent art through touring and digital platforms.
- Encouraging funded organisations to be even more focused on attracting new audiences.

2. Every child and young person has the opportunity to experience the richness of the arts.

(Ensure that children and young people have the best current and future artistic lives they can have and enable them to develop their artistic capabilities and engage with, and shape, the arts).

The priorities for 2011-2015 to achieve this are:-

- Improving the delivery of arts opportunities for children and young people.
- Raising the standard of art being produced for, with and by children and young people.

6.1.6 Arts Partnership Surrey

Arts Partnership Surrey (APS) is a strategic alliance of 9 local authorities and trusts representing the boroughs, districts and county council in Surrey. Spelthorne is a member agency of this partnership. The Arts Partnership work together to shape and deliver cultural services for Surrey. By working and creating together they aim to maximise resources to achieve large scale art projects which would be impossible to achieve as stand-alone organisations. They also research and assess need in order to develop cultural activity in Surrey. The APS have a key role in strengthening the partnership with organisations such as Farnham Maltings, who work with communities across South East England to encourage the greatest number of people to make, see and enjoy the best art possible.

6.1.7 Surrey Heritage

Surrey Heritage is the Surrey County Council department responsible for preserving and celebrating the county's past. The department based at Surrey History Centre in Woking, preserve the written memory of Surrey, protect its archaeology, historic environment and artefacts and celebrate the diversity of history and experience.

Surrey Museums Consultative Committee (SMCC) are an umbrella organisation working on behalf of museums in Surrey working in partnership with the district and borough councils of Surrey and Surrey County Council. They provide advice, information and practical assistance to anyone connected with Surrey's museums and we develop partnerships with those in tourism, arts, heritage, culture, education, archives, libraries and area museum councils.

6.1.8 The Children Act 2004

The Children Act (2004) refers to five outcomes that are key to children's wellbeing and enable all children to have the opportunity to achieve their full potential.

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Spelthorne Borough Council work alongside all statutory and voluntary agencies to ensure that their work with young people adhere to these outcomes.

6.1.9 Surrey Youth Centres and Youth Support Service

Surrey County Council is responsible for the statutory youth provision throughout Surrey. The contract to run the five Spelthorne Youth Centres in Ashford, Shepperton, Staines, Stanwell and Sunbury was awarded to the Lifetrain Trust in 2012. They work with the youth centre boards (majority young people) to oversee the running of the youth centre and to ensure it is delivering a suitable programme of activities for young people.

The Youth Support Service (YSS) works across the whole of Surrey, with a team for each borough or district in Surrey. The YSS work with partners including health professionals, schools, colleges, police, voluntary organisations and local boroughs with the key objectives to support young people who:

- are 16-19 years old and not in education, employment or training
- are 10-17 years old and are in the youth justice system
- display a range of risk factors linked to becoming NEET (not in education, employment or training) or offending

The service works to support vulnerable young people to:-

- Participate in education, training and employment (PETE),
- Prevent problems that cause barriers to becoming and remaining in education training and employment,
- Reduce offending and anti-social behaviour,
- Support for homeless young people and preventing homelessness in young people who are 16 and 17 years old.

The service is a multi-agency partnership between Surrey County Council, Surrey Police, Surrey and Sussex Probation Trust, NHS Surrey and Catch 22.

6.1.10 Surrey Alliance and Safeguarding Children's Board

The Surrey Alliance for Children, Young People and Families is Surrey's over arching partnership arrangements for children and young people. It brings together the key

organisations involved in commissioning and delivering children's services in Surrey and who are committed to working together to improve outcomes for children and young people. The principal purpose of the Surrey Alliance is to strengthen joint working to support vulnerable children, work with high need families and enable the children and young people's workforce and volunteers to work together more effectively.

6.1.11 The Surrey Safeguarding Children Board (SSCB)

The Surrey Safeguarding Children Board (SSCB) is an inter-agency forum which brings together the Local Authority, police, health workers and all others in the community responsible for child protection to help them work more effectively to safeguard children from abuse and neglect. Surrey Safeguarding Children Board has representatives from Education, Health, Legal Services, Police, Probation, Social Care, Youth Justice, Districts and Boroughs, Voluntary Organisations, Prisons, Children and Family Court Advisory and Support Service (CAFCASS), Army Welfare Service.

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7 The Benefits of Leisure

Extensive physical, social and psychological personal benefits can be achieved by participating in leisure activities. The community benefits can also be significant. The following section will address the benefits of physical activity, arts and heritage and youth activities.

7.1 Physical Activity

7.1.1 Benefits for physical activity

Increasing physical activity levels is a key component of reducing cardiovascular disease (CVD), cancer, diabetes and obesity (Department of Health 2009b). Helping inactive people to move to a moderate intensity activity level will produce the greatest reduction in risk of ill health and premature death. Achieving the recommended levels of activity can be used effectively to manage and prevent over 20 conditions and diseases including coronary heart disease, stroke, type 2 diabetes, cancer, obesity, mental health problems and musculoskeletal conditions (Department of Health 2009b).

Physical activity in childhood has a range of benefits including healthy growth and development, maintenance of energy balance, mental well-being and social interaction. Physical activity in childhood may also improve cognitive function (National Institute for Health and Care Excellence (NICE), 2007) and improve academic achievement (Castelli, Hillman and Buck 2007). Active children are less likely to smoke, or to use alcohol/get drunk or take illegal drugs (Physical Activity Task Force 2002). In adolescence physical activity, particularly those activities that stress the bone, is important for bone health and reducing the risk of osteoporosis in later life (Department of Health 2004). There is also strong evidence that physical activity can improve the health of those with a physical or cognitive disability (US Department of Health 2008).

A sedentary lifestyle is estimated to cause 54,000 premature deaths a year (Department of Culture Media and Sport 2002) and on average an inactive person spends 38% more days in hospital than an active person, and has 5.5% more GP visits, 13% more specialist service and 12% more nurse visits than an active person. Physical inactivity in England is estimated to cost £8.3 billion a year. This includes both the direct costs of treating major, lifestyle-related diseases and the indirect costs of sickness absence (Nazmi 2008).

Even relatively small increases in physical activity are associated with some protection against chronic disease and improved quality of life. More generally, physical activity helps people feel better about themselves, as well as helping to reduce physiological reactions to stress. In line with the NICE clinical guidelines for depression, it is recommended that patients of all ages with mild depression should be advised of the benefits of following a structured and supervised exercise programme. In October 2008 NICE issued new guidelines for health professionals, which highlighted the mental health benefits to older people of walking.

Physical activity also offers provides the opportunities for more social interaction, whether it is by joining a walking group, being part of a team engaging in sport or simply leaving the car at home for short, local trips. It is also an incentive to become involved in more structured activity. One of the most significant reasons why people do not take part in sporting activity

is because they do not consider themselves to be healthy enough (Department of Culture Media and Sport 2007). Being involved in sporting activity that includes receiving coaching, being part of a team, or in a structured group can also help people to stay physically active on a regular basis. The social interaction and 'belonging' to a group or team, learning a new skill or improving on your own terms can all increase an individual's motivation and commitment to turn up regularly and take part in organised sport. It is therefore important to create strong links, particularly at the community level, between physical activity and sporting pursuits. There are examples of individuals taking up recreational walking and moving on to jogging, 5 and 10km events and even running marathons.

The recommendations for physical activity in order to benefit health are listed in appendix 1 (The Department of Health 2011)

Sport England want to see a year on year increase in the proportion of people who play sport once a week for at least 30 minutes. In particular they want to raise the percentage of 14-25 year olds playing sport once a week and reduce the proportion dropping out of sport. Sport England commission the Active People Survey to monitor the national physical activity participation. A selection of results for Spelthorne are listed in appendix 2.

The action plan for sport, active lifestyle and facilities is listed on pages 13-15.

7.2 Benefits of Arts and Heritage

The arts can foster and sustain resilience in communities during difficult economic times by improving wellbeing, developing skills and providing learning opportunities. This is especially important for people who may be isolated and who do not have networks of family or friends. It is estimated that for every £1 spent by councils on the arts, leverage from grant aid and partnership working brings up to £4 in additional funding. Arts can also bring benefits such as creating jobs, filling vacant shops and reducing youth offending. Simple arts projects such as dance and street entertainment can increase footfall and spend in a high street. (Local Government Association 2013)

The arts can contribute to the development and well-being of children and young people and helps to develop their curiosity and critical capacity. It is vital that children engage with the arts early in their lives (The Arts Council England 2010).

Specific arts projects have been identified as having the capacity to promote wellbeing. Clift, Hancox and Morrison et al. (2010) and Clift and Hancox (2010) found that people with low psychological wellbeing benefited from singing. Singing promoted mental wellbeing for choir participants who had experienced issues such as mental health problems, family problems, physical health challenges or recent bereavement. Amateur dancing has also been found to have positive benefits on physical, social and emotional wellbeing and self-esteem and coping strategies (Murcia, Kreutz, Clift and Bongard 2010).

The action plan for Arts and Heritage is listed on page 16.

7.3 Benefits of youth activities

A wide range of factors influence young people's transition to adulthood. Department for Children, Schools and Families (2007).

They include:

- their experience of the education system and labour market;
- the society and culture in which they grow up;
- their relationships with parents and families; and
- their experiences with their peers and in their leisure time.

Evidence shows that how young people spend their leisure-time really matters. Participation in constructive leisure-time activities, particularly those that are sustained through the teenage years, can have a significant impact on young people's resilience and outcomes in later life (Feinstein and Robson 2007). International evidence demonstrates that participation in positive activities can: help to improve attitudes to, and engagement with, school; build social and communication skills; help young people avoid taking risks such as experimenting with drugs or being involved in anti-social behaviour or crime; and improve their self-confidence and self-esteem (Harvard Family Research Project 2007). Participation can also help increase the resilience of young people who are trying to rebuild their lives – for example young offenders who are trying to change their behaviours and lifestyles.

Participation in positive activities also provides opportunities for building relationships with positive role models, and for mixing with, and bridging gaps between, young people from different ethnic and faith groups as well as different generations – thereby building community cohesion. They can also act as a gateway to support services, which can provide additional help if and when things start to go wrong. It is therefore important to increase participation by young people in positive activities, including a wide range of activities including sports, creative activities such as dance, drama & music, volunteering, engagement in the local community projects and clubs. Department for Children Schools and Family (2009)

The action plan for youth is listed on page 17.

8 Sport, Active Lifestyle and Facilities Action Plan 2013/14

Work in partnership with agencies such as Active Surrey, Sport England and NGB's to encourage more people of all ages to exercise at the government recommended age appropriate levels (see appendix 1) :-

- Promote local sport and physical activity opportunities via a variety of communication techniques, such as the Leisure Directory, Borough Bulletin, Website, Facebook, local events.
- Liaise with Surrey Public Health, Clinical Commissioning Groups (CCG's) and Surrey Sports Board to pursue opportunities to encourage local residents to participate in physical activity and sports initiatives using the joint strategic needs assessment as guidance and taking into account local demographics.
- Encourage more participation and volunteering in sport and active lifestyle activities by encouraging people to participate in events and activities. eg P&G Surrey Youth Games, the Staines 10k and the Walking for Health Scheme.
- Seek opportunities to promote the social and psychological benefits of physical activity, including those linking to green space, which have proven benefits. Support Surrey Wildlife Trust to run the proposed 'Better Outside' project, to encourage people to become more active in their local green space.
- Continue to provide opportunities to try out new sports via low cost or free sport sessions, by utilising external funding such as 'Sportivate' funding for 14-25 yr age group. Sport England small grants funding and doorstep sport funding.
- Use recently awarded funding from Sport England to deliver a new Boccia project for young people and adults in partnership with Runnymede and Tandridge Trust.
- Support the 'Netball now' project to encourage casual match play opportunities. Set up a 'Back to Netball' project and work with local clubs such as Ashford Netball club to enable new adult players to continue to play and develop.
- Continue to coordinate the Spelthorne entry into the annual P&G Surrey Youth Games, to enable local young people the chance to try new sports and compete in a countywide competition.
- Continue to support the Staines Strollers and Runnymede Runners with the organisation of the annual Staines 10k event.
- Focus on promoting sport and active lifestyle activities for those most at risk of a sedentary lifestyle, including:-

Older people (there is a notable decline in activity after the age of 55)
Women (70% are not doing enough to benefit their health)

Young adults (There is a drop-off in activity from the age of 16 (?9)
 Some black and ethnic minority sub-groups
 People with disabilities (JSNA Children and young people with a disability take part in physical activity and sport less frequently and their experiences are less positive than their non- disabled peers (28)).

- Use the information provided by the Sport England market segmentation, to promote physical activity to specific age groups.
- Continue to Support the free Walking for Health scheme, the self led walks packs and investigate the opportunities to develop marked and measured short run and walk routes.
- Work with Active Surrey to continue to promote cycling as part of the Surrey Cycle Legacy project. The legacy project group combines resources and funding, to provide a safe platform for residents to easily take part in cycling, at all levels. Projects such as SkyRide and bike check schemes will be promoted, along with other projects to encourage cycling. Spelthorne will set up a Cycling for Health Scheme and investigate the opportunities of developing cycle tracks through parks.
- Liaise with Surrey County Council to ensure that improvements in the Spelthorne cycle network are being planned and prioritised.
- Continue to promote the Exercise Referral and Weight Management scheme run by Everyone Active at Spelthorne Leisure Centre.
- Continue to administer the Free Access for County Sportsperson scheme (FACS) and promote the Elite Athlete scheme.
- Coordinate the Spelthorne youth achievement awards, incorporating the P&G Surrey Youth Games awards. Support the Spelthorne Sports Awards in partnership with the Spelthorne Sports Council and the Surrey Sports Awards along with Active Surrey.

Support clubs to grow, improve, become sustainable and work in partnership with local statutory and voluntary agencies to provide excellent sport and active lifestyle opportunities for the local population.

- Promote and support the Active Surrey club and coach development workshops and organise the venues in Spelthorne and promote and support the Active Surrey Club Development Forums.
- Promote information regarding club accreditation and good practice to all clubs.
- Support club development by continuing to promote national and local funding opportunities
- Promote the availability of Spelthorne Leisure Grants.

- Support the continued development of the Spelthorne Disability Sport Club.
- Promote opportunities for volunteers and volunteer development
- Continue to support Spelthorne Sports Council

Work with partners to enable local communities to fully utilise public facilities, encourage more shared use of private facilities and oppose the loss of existing sport and leisure facilities (where they are not to be replaced).

- Work to undertake the actions within the Playing Pitch Strategy to ensure that there is adequate playing pitch provision within Spelthorne.
- The current Leisure Centre contract with Sport and Leisure Management expires in 2021. A needs analysis will be undertaken in 2013/14 to assess the current demand for leisure facilities and the type of facilities that may be required in the future. Liaise with national governing bodies to identify gaps in Surrey for specific sports and identify if there is any potential for developing any regional centres for sport and working in partnership with them.
- Work in liaison with the Stanwell Community Group to ensure that a wide range of physical and positive activities will be provided for a wide range of ages at the new community hall. (Being built by A2Dominion Housing Association, as part of the Stanwell 'New Start' scheme).
- Support local sports clubs to take on self management of redundant assets or underused public facilities where appropriate and financially viable (eg the Spelthorne Canoe Club are now sharing a venue with the Sea Cadets, the new Spelthorne Boxing Club has set up at Thomas Knyvett School. Several local bowls clubs have become self managed and final lease negotiations are taking place with Fordbridge Park Bowls Club).
- Work with Colne Valley Girls and Ladies Football Club, the Middlesex Football Association and the Football Foundation to move towards the self management of a facility.

9 Spelthorne Arts and Heritage Action Plan 13/14

- Promote local arts and heritage opportunities via a variety of communication techniques, such as the Leisure Directory, Borough Bulletin, Website, Facebook, local events.
- Continue to coordinate and support the Spelthorne Youth Theatre and encourage their participation in events and festivals.
- Continue to coordinate and support the Resource Centre scrap store facility for the community and coordinate Art and Craft Activities for children.
- Continue to support the 'Sing Spelthorne' community choir and work with them to ensure that the choir is sustainable for the future.
- Continue to support the 'Sound Hive' youth music project.
- Continue to provide summer concerts in the Walled Garden.
- Promote a range of arts activities at the annual Play Day event for children aged under 8.
- Use high street locations for arts/heritage performances in order to engage with a greater number of local residents.
- Continue to support the Riverside Arts Centre who lease a council building in lower Sunbury.
- Continue to support the Spelthorne Museum and work with them to promote the heritage of Spelthorne. Particularly focussing on:-

The World War 1 centenary (2014-2018)

The 800th anniversary of the sealing of the Magna Carta in 1215 (The Barons assembled at Staines Bridge before meeting King John at Runnymede to seal the Magna Carta. Stephen Langton, Archbishop of Canterbury, held a consecration after the issue of Magna Carta in Staines).

- Promote the availability of Spelthorne Leisure Grants.
- Work in liaison with the Arts partnership on their priority projects for 2013-14, focussing on Health and Wellbeing, Older People, Families and Disadvantaged Communities (see appendix 5)

10 Action Plan Youth 2013/14

Promote local youth opportunities via a variety of communication techniques, such as the Leisure Directory, Borough Bulletin, the Website, Facebook and local events.

Youth Council and Youth Strategy

- A new youth council will be developed and launched in Autumn 2013.
- A youth strategy and action plan for 2013/14 will be developed in late 2013 in liaison with the youth council and in consultation with other local young people, the CYPP and local statutory and voluntary partners. In order to ensure that the strategy addresses the consultation with young people will include the following issues:-

Youth Activities

Work in partnership with the youth council and other statutory and voluntary agencies to publicise the range of facilities and services available locally. The publicity will be young person 'friendly', to ensure that young people have the information they need in order to make the most of their free time.

- Work with the youth council to organise and promote youth events and activities as outlined within the strategy action plan.
- Ensure that the borough provided youth facilities are well maintained and continue to popular and be suitable for use.
- Coordinate the Spelthorne Youth Achievement awards in liaison with the Sport and Active Lifestyle Officer.
- Continue to administer the play scheme voucher scheme for families on benefits, seeking additional funding and working in partnership as necessary.
- Promote the availability of Spelthorne Leisure Grants.

Partnerships

- Work in liaison with local statutory and voluntary agencies and local groups such as the Stanwell Hub and the Community Safety Partnership to share good practice and set up partnership projects.

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Appendix 1

The Department of Health (2011) recommendations for physical activity are as follows:-

Early Years (under 5s) – For infants who are not yet walking

Physical activity should be encouraged from birth, particularly through floor-based play and water-based activities in safe environments.

All under 5s should minimise the amount of time spent being sedentary (being restrained or sitting) for extended periods (except time spent sleeping).

Minimising sedentary behaviour is also important for health and development and may include:

- Reducing time spent in infant carriers or seats
- Reducing time spent in walking aids or baby bouncers (these limit free movement)
- Reducing time spent in front of TV or other screens

Children and young people (5-18 year olds)

All children and young people should engage in moderate to vigorous intensity physical activity for at least 60 minutes and up to several hours every day.

Vigorous intensity activities, including those that strengthen muscle and bone, should be incorporated at least three days a week.

All children and young people should minimise the amount of time spent being sedentary (sitting) for extended periods.

Adults (19-64 years old)

Adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2½ hours) of moderate intensity activity in bouts of 10 minutes or more –one way to approach this is to do 30 minutes on at least 5 days a week.

Alternatively, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or combinations of moderate and vigorous intensity activity.

Adults should also undertake physical activity to improve muscle strength on at least two days a week.

All adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

Older adults (65+ years)

Older adults who participate in any amount of physical activity gain some health benefits, including

maintenance of good physical and cognitive function. Some physical activity is better than none, and more physical activity provides greater health benefits.

Older adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2½ hours) of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.

For those who are already regularly active at moderate intensity, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous activity.

Older adults should also undertake physical activity to improve muscle strength on at least two days a week.

Older adults at risk of falls should incorporate physical activity to improve balance and co-ordination on at least two days a week.

All older adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

Individual physical and mental capabilities should be considered when interpreting the above guidelines.

Appendix 2

The Active People Survey in Spelthorne

Sport England want to see a year on year increase in the proportion of people who play sport once a week for at least 30 minutes. In particular they want to raise the percentage of 14-25 year olds playing sport once a week and reduce the proportion dropping out of sport. The Active People Survey commissioned by Sport England is the largest survey of physical activity patterns ever undertaken. It is an annual survey involving telephone interviews with approximately 500 adults in every local authority area in England. Since the initial survey in 2006 there have been a further 5 surveys to date allowing trends relating to sport and physical activity to be tracked over a number of years. A selection of results from the survey are outlined below:-

The results of the Active people survey show that there has been a slight increase in the number of inactive adults in Spelthorne since the first survey was undertaken in 2005. They also show however that there has been a slight increase in the number of people taking part in sport or physical activity on at least one day each week. Club membership numbers has increased over the last 5 years and are well above the regional and national averages. The number of adults receiving tuition or coaching in Spelthorne is also higher than the regional and national averages although the figure has decreased slightly over the study period. Despite higher than average numbers involved in clubs and tuition, those involved in organised competition has slightly decreased in Spelthorne over the last 5 years. The number competing does however remain higher than the national average. The question regarding satisfaction with sports provision has not been included in the recent surveys but levels of satisfaction in Spelthorne have remained similar over the study period and are slightly lower than the national average.

Market Segmentation

Building on the results of the Active People Survey, Sport England developed market segmentation data which helps us to understand the nation's attitude to sport and their motivation for taking part, along with the barriers that prevent them taking part.

Understanding which of the market segments are most common in Spelthorne can help to anticipate the demand for certain sports.

The 19 market segments as defined by Sport England are shown in **appendix 3** along with the percentage of Spelthorne's population that has been classified in that segment. For comparison the regional and national figures are also shown.

Active People Survey Results

Frequency of participation in 30 minutes Sport and Active Recreation

<i>Area and year</i>	<i>0 days per week</i>	<i>Occasionally but less than 1 day per week</i>	<i>1 day per week</i>	<i>2 days per week</i>	<i>3 or 4 days per week</i>	<i>5 days per week</i>
Spelthorne 2005/6	46.4%	11.0%	12.4%	8.2%	11.3%	10.7%
2009/11			11.4%			
South East	48.4%	8.9%		10.4%	11.5%	9.4%

2005/6	46.2%	9.5%	12.9%	8.5%	10.4%	12.5%
2009/11	45.3%	9.8%	13.1%	8.9%	10.7%	12.2%
England	50%	8.8%	12.0%	8.0%	9.6%	11.7%
2005/6	48.2%	9.1%	12.4%	8.3%	10.6%	11.3%
2009/11						

Satisfaction with local sports provision

Area	2005/6	2007/8	2008/9	2009/10	2010/11
Spelthorne	68.1%	62.1%	70.0%	68.1%	N/A
South East	71.8%	69.9%	71.2%	71.0%	N/A
England	69.5%	66.6%	68.4%	69.0%	N/A

Name allocated	Description	Spelthorne	South East	England
Ben	Competitive Male Urbanites	6.7%	6.0%	4.9%
Jamie	Sports Team Drinkers	2.2%	3.9%	5.4%
Chloe	Fitness Class Friends	6.5%	6.1%	4.7%
Leanne	Supportive Singles	2.1%	3.1%	4.3%
Helena	Career Focused Females	5.8%	5.2%	4.5%
Tim	Settling Down Males	13.3%	11.4%	8.8%
Alison	Stay at Home Mums	7.4%	6.3%	4.4%
Jackie	Middle England Mums	4.7%	4.6%	4.9%
Kev	Pub League Team Mates	2.3%	3.5%	5.9%
Paula	Stretched Single Mums	1.7%	2.7%	3.7%
Philip	Comfortable Mid-Life Males	10.1%	9.7%	8.6%
Elaine	Empty Nest Career Ladies	7.3%	6.8%	6.1%
Roger & Joy	Early Retirement Couples	8.7%	7.3%	6.8%
Brenda	Older Working Women	1.9%	2.8%	4.9%
Terry	Local 'Old Boys'	1.6%	2.4%	3.7%
Norma	Later Life Ladies	1.1%	1.3%	2.1%
Ralph & Phyllis	Comfortable Retired Couples	6.2%	6.5%	4.2%
Frank	Twilight Year Gents	3.4%	3.5%	4.0%
Elsie & Arnold	Retirement Home Singles	7.0%	6.8%	8.0%
	Total	100.0%	100.0%	100.0%

The 5 most dominant segments within Spelthorne are Tim, Philip, Roger and Joy, Alison and Elaine. The characteristics of these segments along with the sports and activities they are most likely to take part in are shown below.

Segment name	Characteristics	Sports most likely to participate in
Tim	<p>Aged 26 – 45 Married or single May have Children Professional 27% of this segment take part in 3 x 30mins sport each week 37% of this segment have done no sport in the last month 66% of this segment would like to do more sport.</p>	<p>Cycling Keep Fit/Gym Swimming Football Athletics</p>
Philip	<p>Mainly aged 46 – 55 Married with Children Full time employment Owner Occupier 19% take part in 3 x 30 minutes of sport each week 50% have done no sport in the last month 58% would like to do more sport</p>	<p>Cycling Keep fit/ gym Swimming Football Golf</p>
Roger and Joy	<p>Mainly aged 56 – 65 Married Full time employment or retired Slightly less active than average adult. 10% participate in 3 x 30 minutes sport each week. 66% have done no sport in the last month 44% would like to do more sport.</p>	<p>Keep fit / gym Swimming Cycling Golf Angling</p>
Alison	<p>Mainly aged 36 – 45 Married Stay at home mum Have Children Above average participation in Sport</p>	<p>Keep fit / gym Swimming Cycling Athletics Equestrian</p>

	<p>20% take part in 3 x 30 minutes sport each week 46% have done no sport in last month. 72% of this segment would like to do more sport</p>	
Elaine	<p>Mainly aged 46 – 55 Married Children have left home Similar to average activity levels 12% do 3 x 30 minutes of sport each week 62% have done no sport in the last month. 55% would like to do more sport.</p>	<p>Keep fit / gym Swimming Cycling Athletics Tennis</p>

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Appendix 3

2013-2014 Draft/Plan of Activity

Introduction

The Arts Partnership Arts Partnership Surrey is a strategic alliance of nine local authorities, with district, borough and county councils working together to shape & deliver a cultural offering for Surrey that addresses social, economic, learning and health needs. Following consultation with all the member authorities of the APS, we have agreed the following priorities for 2013-2014:

- Health & Well Being
- Older People
- Families
- Disadvantaged Communities

In addition APS will undertake a programme of Research & Development to include:

- Key Celebrations – planning APS involvement in, for example, the WW1 centenary (2014-2018)
- Models of Working – ensuring that successful models of working identified in previous projects are captured and rolled out in other areas where possible
- New Shoots – building on the success of the early years programme

We will also continue to improve the infrastructure of the Arts Partnership itself and of the arts sector within the county.

- Coordination – strengthen our partnership with National Portfolio Organisation, Farnham Maltings, to deliver central coordination services for the Partnership
- Internship – offer a paid internship to an emerging arts administrator within the county
- Website – continue to develop the APS website, hosted on an in-kind basis by Surrey County council, to ensure that it is a valuable resource for the artists and communities of Surrey

In developing our plan of activity for 2013-2014 we have been led by the following Guiding Principles:

- Partnership – not undertaking activity alone if we can do it better with others
- Sustainability – ensuring projects have the capacity to continue where possible
- Value – using the APS investment to lever in funding from alternative sources

March 2013

Arts Partnership
Surrey
draft/Activity Plan
2013-2014 project
Creative Seated Dance

priorities

Health & Well Being
Older People

overview

This project will train and mentor staff and volunteers in Day Centres and Care Homes across Surrey to deliver seated creative dance.

aims

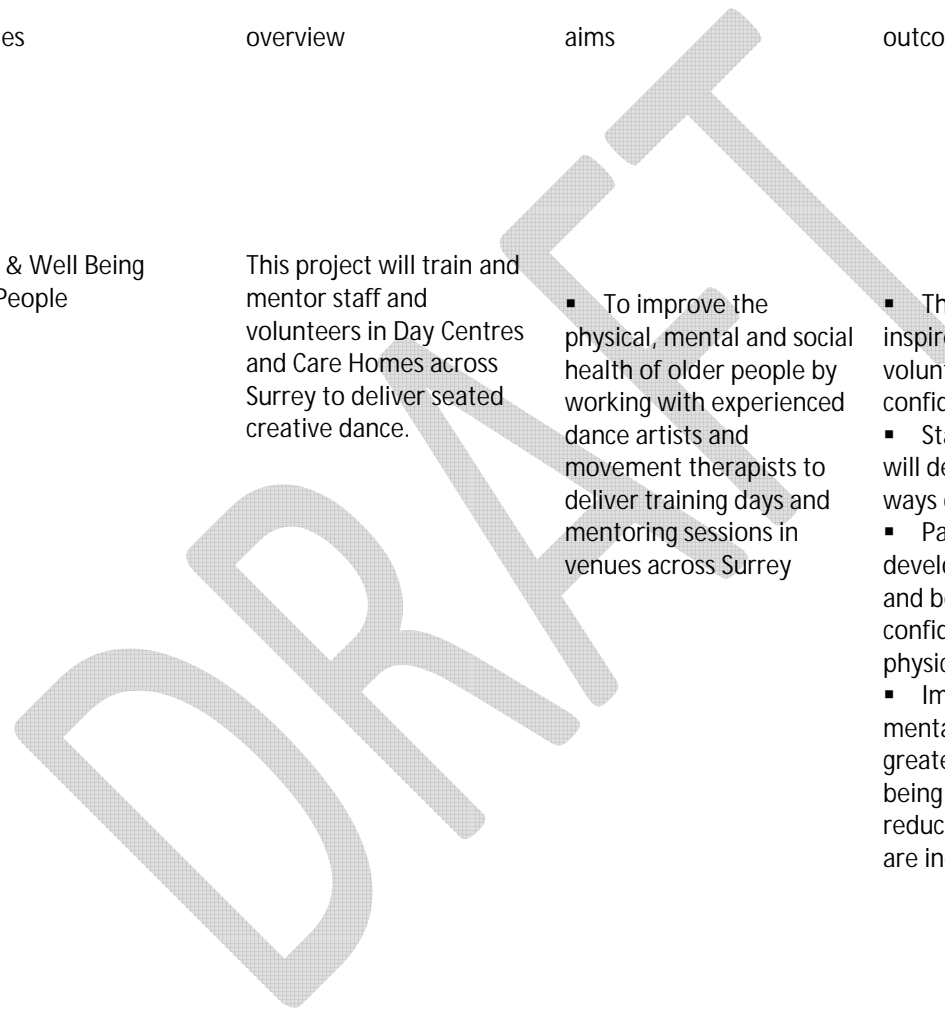
- To improve the physical, mental and social health of older people by working with experienced dance artists and movement therapists to deliver training days and mentoring sessions in venues across Surrey

outcomes

- The sessions will inspire staff and volunteers and improve confidence
 - Staff and volunteers will develop new skills and ways of working
 - Participants will develop new friendships and become more confident socially & physically.
 - Improved physical and mental health and a greater sense of well-being as isolation is reduced and options in life are increased

Budget

Total cost: £10k APS: £10k



Keepsake	Health & Well Being Older People	<p>Artists will ‘animate’ memory boxes in Day Care Centres across Surrey. Themes might include ‘the children’s room’ with toys, books and nursery aids or ‘take good care of yourself’ with pills, essences, smells and remedies. The boxes will provide a jumping off point for a range of creative activity such as storytelling, performance and craft. We will also train staff and volunteers in using art in a day care setting.</p>	<ul style="list-style-type: none"> ▪ To run a series of artist workshops for older people in day centres using memory boxes. ▪ To train staff to use the memory boxes to stimulate creative activity. ▪ To organise a celebratory event to showcase the project ▪ improved access to creative opportunities for people attending day care centres in Surrey ▪ increased awareness of the power of making to improve and protect wellbeing ▪ increased uptake of creative activities at day care centres ▪ greater levels of social contact and support resulting in improved feelings of well-being 	<p>Total cost: £16.4k APS: £12.5k In kind: £3.9k</p>
Vitamin G	Health & Well Being Older People Families Disadvantaged Communities	<p>A programme of work to revitalise forgotten or neglected outdoor spaces using art as the catalyst, providing opportunities for social interaction as well as access to the proven therapeutic benefits of art</p>	<ul style="list-style-type: none"> ▪ To help vulnerable older people to deal with life-changing events which often come with age (e.g. retirement, bereavement, care-giving, physical & mental ▪ new gathering places for all will result in greater community cohesion ▪ strengthened social networks will increase confidence & self-esteem, improve health & well- 	<p>Total cost: £57k APS: £10k Other: £47k (est)</p>

Cabinet**25 June 2013**

Title	Fly tipping – Employment of fly tipping officer and use of cameras.		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Cllr Tony Mitchell	Key Decision	No
Report Author	Neighbourhood Manager		
Summary	<p>To consider:</p> <ol style="list-style-type: none"> 1) The level of fly tipping in Spelthorne; 2) The use of movable cameras and signage at sites around the Borough experiencing persistent fly tipping; 3) The employment of a full time officer to solely deal with issues associated with fly tipping. 4) Potential bid for funding from Surrey County Council Local Committee. 		
Financial Implications	<ol style="list-style-type: none"> 1) The employment of a full time officer and a van to deal solely with fly tipping issues would cost a maximum of £40,000 per annum and may reduce the costs of and need for cameras. 2) At any one time there are at least three sites where the cameras could be used. The provision of £10,000 would enable us to cover one site with three higher end cameras but if cheaper cameras can be used there is the potential to cover more; 3) The positioning, concealing and signage of cameras will require varying levels of funding dependant on the site. £10,000 should cover these costs in the first year. 4) There would be staffing costs associated with moving, monitoring and siting of cameras if para 1 is not adopted. 5) If a successful bid is made for funding from surrey the costs in the first year would reduce. 		
Corporate Priority	Reducing crime and antisocial behaviour particularly associated with fly tipping.		
Recommendations	<ol style="list-style-type: none"> 1) Cabinet is asked to approve Option 4 and the submission of a bid to the Surrey County Council Local Committee for the employment of a full time fly tipping officer on a one year trial at a maximum cost of £60,000. This would include a vehicle and camera costs in the first year and Spelthorne clearing all fly tips currently the responsibility of Surrey County Council but not any out of hours work associated with fly tipping. 2) Install appropriate signage as soon as possible at known fly tipping hotspots around the borough. 		

1. Background

- 1.1 Fly tipping on land for which Spelthorne is responsible tends not to create too many problems or complaints as they are usually cleared within 48 hours. Costs are kept to a minimum by cost effective use of current resources particularly in respect of single items and smaller fly tips which can be cleared by any smaller vehicle.
- 1.2 During 2012 the problem became more noticeable and created a high level of complaint where fly tips on the road / highway were left for relatively long periods by Surrey County Council.
- 1.3 A brief trial took place in a chosen road to assess the effectiveness of a camera available from another Division. This demonstrated that most areas would require at least two cameras probably three for surveillance to be effective and the results usable. It is also worth noting that those tipping a large load managed to locate the camera and obscure any possible observation.
- 1.4 Signs were erected stating that cameras were in use. For the period the signs were left up no fly tipping took place however there were comments regarding the legitimacy of such signs.

2. Key issues

- 2.1 Fly tipping on land which is the responsibility of Spelthorne Borough Council is unsightly and illegal and in aesthetic terms viewed by some as a major problem. In the last 12 months there have been 324 fly tips of which 36% was single items or no bigger than a car boot load. There were 21 large fly tips in this total requiring the use of the grab lorry. The total estimated cost of clearance was £27,500 based on DEFRA comparison figures and would not result in usable savings if fly tipping reduced.
- 2.2 As pointed out above the fly tips which generated most complaints and publicity were those not cleared quickly by Surrey County Council. There were 56 fly tips in Spelthorne dealt with by SCC the sizes of these fly tips and costs associated with them are not available.
- 2.3 There is little doubt that the use of cameras would deter fly tipping when in place and effectively publicised. Available information in this Borough does not suggest the use of cameras will result in successful prosecutions. At a recent meeting of some Surrey Districts only one district used cameras regularly and in the last five years had only achieved 2 prosecutions using camera evidence.
- 2.4 It is interesting to note however that this other Surrey District employs a full time officer to concentrate primarily on fly tipping issues including those fly tips that are the responsibility of Surrey and some private landowners. This enables very effective deterrent measures to be used in a more overt way such as stopping and searching vehicles, monitoring sites more closely even outside of normal hours, and working regularly and more frequently with other enforcement agencies.

- 2.5 Unless cameras are widely used any potential fly tipper is likely to look elsewhere locally within Spelthorne where cameras are not in use probably as near as possible to the originally intended site.
- 2.6 The use of permanent signage widely advertising the potential use of cameras in the area may act as an effective deterrent but did lead to comments about potential problems when they are not in use, but these have at present been withdrawn.
- 2.7 In discussions with other authorities who do use cameras it was suggested that the positioning, maintenance and monitoring of cameras was time consuming. They also cited problems with them being vandalised or stolen. The Surrey District who regularly use cameras also have staff dedicated to preventing fly tipping and similar.
- 2.8 The use of permanent cctv in places such as Spout Lane and Sheep Walk has almost eliminated fly tipping in the vicinity of the camera. The cost of installing cctv is approximately £16,000 per camera with additional maintenance costs every subsequent year. This would equate to over £40,000 in the first year to address just one current problem site.
- 2.9 The table in appendix 1 shows the frequency of fly tips during the last 12 months and also compares the last four years totals. This however does not include any information regarding those fly tips dealt with by Surrey County Council which are causing most of the complaints.
- 2.10 The employment of a full time officer to deal only with fly tipping in Spelthorne should result in overall reductions in fly tipping whether it is on Spelthorne, Surrey or private land. It should also result in quicker removal of all fly tips.
- 2.11 If Spelthorne decides to purchase and use cameras a system will need to be set up to meet the legal requirements associated with carrying out such surveillance. In some cases this will require meeting RIPA regulations and obtaining approval from a Magistrate.

3. Options analysis and proposal

- 3.1 Option 1 would be to do nothing different and continue to pursue fly tippers based on witnesses and or information obtained from the content of the fly tips.
- 3.2 Option 2 would be to purchase a number of cameras and trial them in the most affected areas and report after one year on the effectiveness and associated costs. This option would not guarantee prosecutions but if permanent signs advertising the potential use of cameras in the area were erected the deterrent effect could be high.
- 3.3 If Option 2 were adopted I would suggest the purchase of ten cameras at the cheaper end of the scale which could be utilised at a number of sites alongside effective signage regarding the use of camera surveillance.
- 3.4 As mentioned above one Surrey District employs one officer to primarily concentrate on fly tipping issues including the use of cameras. Option 3 could be to employ an officer to concentrate solely on fly tipping issues and the potential use of cameras and other methods to deter fly tipping in Spelthorne. This is likely to be the most effective way of quickly addressing this problem.

- 3.5 If option 3 were chosen the potential cost of cameras could be reduced and be subject to a more in depth report at a later stage.
- 3.6 Option 4 would be to submit a bid to the Surrey County Council Local Committee for the funding of a full time fly tipping officer (£40,000) and the costs of cameras and associated signs and equipment (£20,000). As part of this bid Spelthorne would accept responsibility for the clearance of all SCC's fly tips excluding out of hours works. (See appendix 2 – draft bid for funding). And as an interim measure install appropriate deterrent signage at known fly tipping hot spots around the borough
- 3.7 If option 3 were chosen it could be on a trial basis for a year and only considered longer term if tangible results in terms of reduced fly tipping, and successful prosecutions were realised.

4. Financial implications

- 4.1 The cost of ten cameras at the cheaper end of the scale could be contained within £10,000 and if the cameras at the cheaper end of the scale prove to be ineffective £10,000 would enable the purchase of more expensive cameras that meet our requirements on a reduced number of sites.
- 4.2 There will be costs associated with positioning and camouflaging the cameras and obtaining approval from Magistrates for the locations. There will also be costs associated with the signage. It is difficult to estimate how much this will be but £10,000 would probably cover it for the first year.
- 4.3 If option 3 were considered the costs of a full time officer to deal just with fly tipping would be a maximum of £40,000 per annum.
- 4.4 If option 3 is not considered there will be costs associated with managing the cameras. These will have to be covered by prioritising this work at the expense of other supervisory duties potentially causing problems in areas such as risk assessment, Health and Safety Monitoring and Contract and service monitoring.
- 4.5 If option 4 is chosen funding would be supplied by Surrey County Councils Local Committee.
- 4.6 There will be no revenue savings even if fly tipping is substantially reduced.

5. Other considerations

- 5.1 The siting of cameras may require the cooperation of private land owners to ensure the cameras are not easily visible and therefore less likely to be interfered with.
- 5.2 If only three cameras are able to be acquired the siting of them will need to be prioritised.
- 5.3 A decision regarding the use of signage when cameras may not be in place needs to be made and accepted by all agencies concerned. The use of signs will act as a deterrent but the removal of signs when cameras are not in use will almost certainly encourage fly tipping. The Head of Corporate Governance has confirmed that it is appropriate to use signage to deter fly tipping when cameras are not in place.
- 5.4 Some regular fly tipping sites may not lend themselves to the effective use of cameras due to local physical conditions such as very bad light, potential obstruction of view from camera due to sun, windblown plant growth etc.

6. Risks and how they will be mitigated

- 6.1 The main risk is that the use of cameras only moves the problem elsewhere in the Borough and the costs and frequency of fly tipping do not decrease overall.
- 6.2 The available evidence suggests that the use of cameras is unlikely to result in successful prosecutions and any further potential deterrent effect.
- 6.3 There is the risk of vandalism and theft of cameras. These may be mitigated by insurance but may lead to increased costs.
- 6.4 There is the risk that the time required to move, maintain and reposition the cameras and the maintenance of records and public access to photographs / filming is too time consuming to be accommodated without increased salary costs.
- 6.5 Option 4 would reduce possibly remove all the above risks but if there is a substantial increase in the overall amount of fly tipping there is the risk that overall revenue costs could increase.

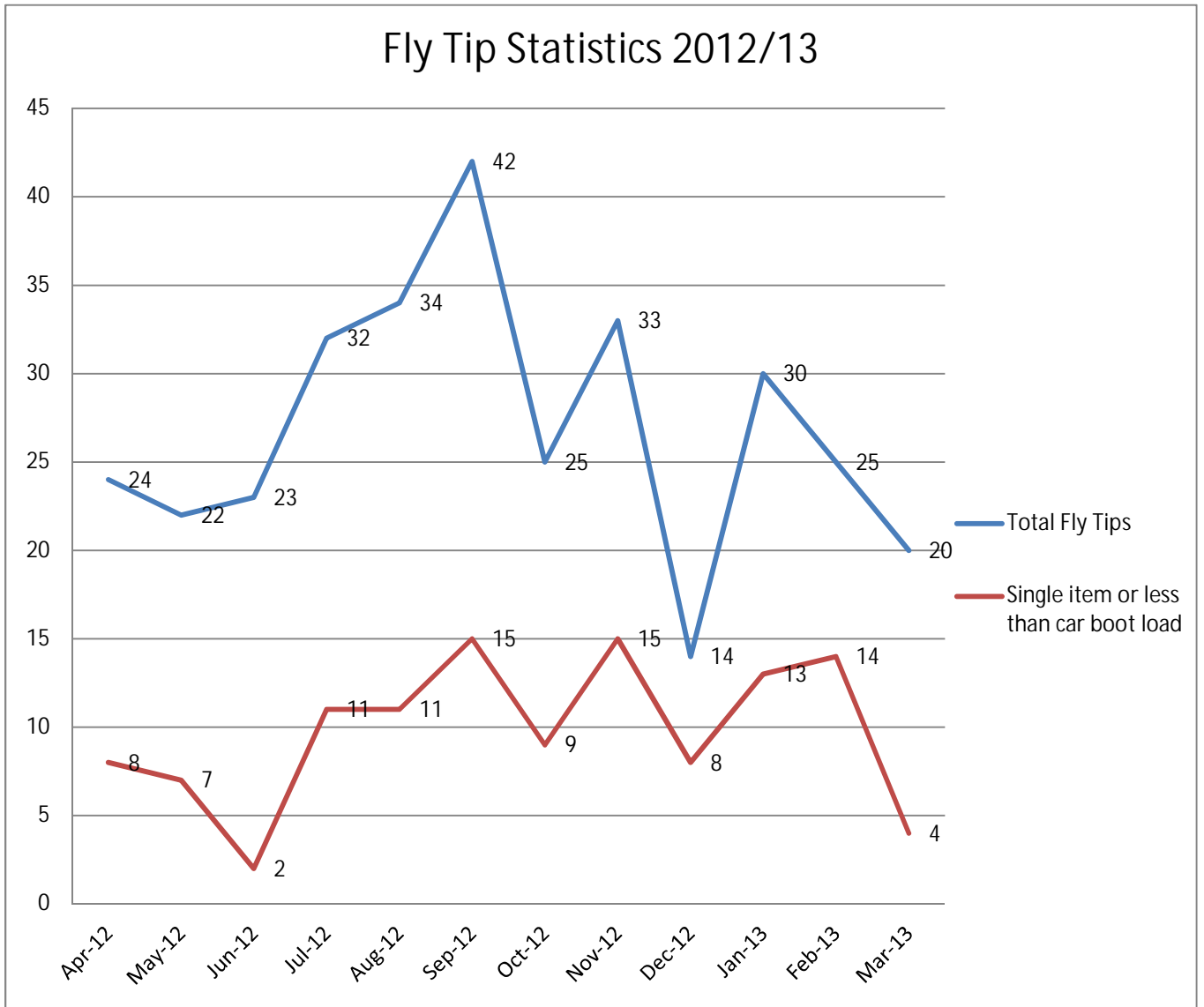
7. Timetable for implementation

A timetable will be produced when a final decision is made.

Background papers: There are no background papers.

Appendices: 2.

Appendix 1



Surrey County Council's Local Committee for

Spelthorne2. **Bid for Local Committee Allocations for
Highways Localism Initiative****1. PLEASE COMPLETE THIS FORM ELECTRONICALLY**

3. Please answer questions 1-4 below. Please select the further questions dependent on the nature of your request.

4. 1. Your details

a) **Name of organisation** Spelthorne Borough Council

Status of this organisation:

Voluntary

Charity

Local authority Local Authority

Private

5. b) Contact details

Name: Stephen Connor

Position in organisation: Neighbourhood Manager

Company Name: Spelthorne Borough Council

Address Line 1: White House Depot

Address Line 2: Kingston Road

Town: Ashford

County: Middlesex

Post code: TW153SE

Telephone: 01784 446411

E-mail: s.connor@spelthorne.gov.uk

c) **Name of local County Councillor:**

2. If you are bidding for funding of a lengthsman or work force please complete this section

BACKGROUND

During 2012 the problem of fly tipping became a more noticeable and created a high level of complaint where fly tips on the road / highway were left for relatively long periods by Surrey County Council.

Fly tipping on land which is the responsibility of Spelthorne Borough Council is unsightly and illegal and in aesthetic terms viewed by some as a major problem. In the last 12 months there have been 324 fly tips. See table attached.

As pointed out above the fly tips which generated most complaints and publicity were those not cleared quickly by Surrey County Council. There were 56 fly tips in Spelthorne dealt with by SCC the sizes of these fly tips and costs associated with them are not available.

The employment of a dedicated fly tipping officer to concentrate primarily on fly tipping issues including those fly tips that are the responsibility of Surrey would lead to :-

- a) quicker clearance of all fly tips and enable early and thorough investigations which could lead to prosecutions.
- b) It would enable very effective deterrent measures to be used in a more overt way such as stopping and searching vehicles, monitoring sites more closely even outside of normal hours, and working regularly and more frequently with other enforcement agencies.

Details of Bid For Funding

There will be one person employed to work solely on the removal, investigation, prosecuting and prevention of fly tipping on areas the responsibility of Spelthorne Borough Council and Surrey County Council.

The post will be full time and the hours will be flexible to accommodate out of hours working when appropriate.

The post will be an integral part of Spelthorne's Street Scene Department and be assisted and supported by staff in this Department.

The bid includes funding for equipment such as a vehicle, cameras and signage.

It is suggested that the post be for an initial period of one year with reviews at six months and nine months to assess its effectiveness.

b) If different from previous section, who is the lead contact that will be administering the scheme? (name, position in organisation, full address, phone, email)

Same as above.

c) Have you approached local suppliers for prices and an idea of how much time they will work on behalf of the parish(es) or town council?

n/a

d) How much funding are you requesting?

Initially £60,000 for one year.

e) Are you looking for funding on a matched/part or fully funded basis? If matched or part funding, how is the remainder of the money being raised?

This bid will include Spelthorne taking responsibility for the removal of the majority of fly tips from Surrey County Council highways. This will save Surrey some of the costs of removal of fly tips. It will also result in speedier removal of any fly tips and should avoid the bad publicity both authorities experienced last year.

f) Briefly give details on how you would run the lengthsman scheme. For example, how you might manage working across a number of areas.

n/a

If your bid is agreed we will send a grant agreement for you to complete, including providing bank account details as all payments will be made by BACS. The payment will be made on or after 1 April 2013.

6. 3. If you are bidding for funding for Amenity Improvements, Work Match or Buying extra services please complete this section

a) Please give details of what you are looking to achieve, including dates, locations etc.

N.B: This is for improvements on highway land and is not to be used to improve private property or common land. This is targeted towards small, local schemes and not to refurbish or replace large areas. For example, it could be used to replace signs in a number of locations in a village. It should not be used to replace or renew all signs, lines and street furniture.

n/a

b) How much funding are you requesting?

n/a

c) Are you looking for funding on a matched/part or fully funded basis? If matched or part funding, how is the remainder of the money being raised?

n/a

We may contact you to clarify details of the bid around what you are likely to achieve and how. For example, by delivering the work through an SCC contractor or your own local supplier.

If your bid is agreed, depending on the nature of the work involved, SCC Highways may programme the work, it may be passed to another SCC service, such as Countryside or we may send a grant agreement for you to complete, including providing bank account details as all payments will be made by BACS. The payment will be made on or after 1 April 2013.

4. If you are bidding for 'Public Realm' traffic calming, please complete this section

7

a) Please give details of the location where you want this type of scheme to be implemented. Attach photographs, maps etc if you feel it is necessary.

n/a

b) Please provide details of the issue(s) that have led to you bidding for this type of scheme at this location. This should include if you have ever contacted the county council before about this issue and what action was taken.

n/a

c) You will need to demonstrate that the wider community supports this bid. Outline how you would go about doing this, or give evidence of what support already exists.

n/a

If the local committee agrees to commission the design of the scheme at the location given, our normal design process needs to be followed. This includes a feasibility study, design, consultation, potential re-design following the consultation and construction. It is unlikely that any bid received will be completed (designed and built) in 2013/14 financial year. Depending on the complexity of the request, location etc the scheme may be deferred to later years.

5. If you are looking to take over an SCC service, in the same way as the Lingfield Division, please complete this section

a) Please give details of what you are requesting to take on.

n/a

We will be in contact to advise on possible options to take this forward, taking account of the issues highlighted in the further information document sent with this form.

NB If your bid is successful you will need a bank account in the name of your organisation. Any queries please contact the Highways Localism Team using the e-mail address:

highwayslocalism@surreycc.gov.uk

Please return the form by e-mail to the address above and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).

Cabinet**25 June 2013**

Title	Christmas Lights in Staines upon Thames Town Centre		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Nick Gething	Key Decision	No
Report Author	Sandy Muirhead		
Summary and Key Issues	<ul style="list-style-type: none"> • Provision of Christmas lights in Staines upon Thames Town Centre • The previous contract was tendered in 2009 for a period of 3 years. That contract expired in Dec 2012. The basis of this contract was that our lights were leased and there was a service element to erecting the lights and taking them down each year. • The Council now has an opportunity to re-lease the former leased assets at a beneficial discounted price and then purchase them at the end of the extended contract. This opportunity is available because there is still some useful life left in the old product and it means that the Council does not have to tender for a new lease at this point. The new arrangement does not involve a service element which is to be arranged separately via the Staines Retail Forum. • The advantage of this arrangement is that it is cheaper than going out for a new contract. • The disadvantage of this arrangement is that residents and businesses will have the same lights as before until they are at the end of their useful economic life. 		
Financial Implications	The cost of extending the former contract for a further 3 years and subsequent purchase of the lights is £26,588.45. This will be funded from capital		
Corporate Priority	This topic is not a corporate priority.		
Recommendations	Cabinet is asked to approve in retrospect (1) the decision made by the Chief Executive following consultation with the Leader and the Portfolio Holder for the purchase of the Christmas lights and (2) the decision made by Cllr Watts, Leader of the Council to approve provision of £26,700 within the capital budget to allow for the purchase of the lights.		

1. Background

- 1.1 The contract for Christmas lights in Staines upon Thames Town Centre came to an end following Christmas 2012.
- 1.2 The term of this contract was 3 years and was with Festive Lighting Company Ltd.
- 1.3 The contract had a total cost of £91,473.45 paid in equal instalments over the three year period of the contract.
- 1.4 As part of the contract the lights were hired and tested, erected and taken down each Christmas by the contractor. They were stored in between installations off site by Festive Lighting.
- 1.5 The contractor performed well and demonstrated value for money, for example, supplying extra lights for the trees in the High Street for no additional cost.
- 1.6 When the last contract was awarded to Festive Lighting, Cabinet expressed that they would want to consider withdrawing Council funding for further years to put more onus on the business community to contribute towards the costs. In January 2013 Cabinet agreed (see item 1884 on 29 January 2013):

1884. Christmas lights in Staines-upon-Thames town centre

Cabinet considered a report on whether or not the Council should continue to fund the hire and installation of Christmas lights in Staines-upon-Thames town centre.

Cabinet considered and rejected the option of continuing to fund the Christmas lights in Staines' town centre but limit the size of the display to just the main high street which would reduce the overall cost.

RESOLVED that Cabinet agrees:

1. Not to re-tender for a new contract for Christmas lights in Staines' town centre.
2. That the Cabinet member for Economic Development will approach, and attempt to persuade, businesses to bear the cost of the Christmas lights in future years.

2. Key issues

- 2.1 Following inquiries made by the Portfolio Holder and the local businesses and after the position was communicated to the contractor, there was an opportunity to extend the contract for a further 3 years. This offer was to use the same light display, refurbished, at a reduced cost. This would not include installation but would include purchasing of the display at the end of the contract period. The lights would also be stored and maintained for three years by the supplier whilst not erected in Staines upon Thames Town Centre
- 2.2 Installation and turn-on of the lights will be arranged separately with current members. The costs of this are expected to be approximately £7,000 per annum.

- 2.3 The cost of extending the 3 year contract and purchasing the lights at the end of the contract is £26,588.45. This is less than one year's lease under the previous contract.
- 2.4 There was a second option to purchase the lights outright now. This option required finding storage space for the lights outside of the Christmas period and the lights being provided to us in the same state as when they were last taken down. Therefore there was no guarantee on their condition.
- 2.5 Arrangements for installation and turn-on would also have to have been made for this option.

3. Options analysis and proposal

- 3.1 Given the timing of the discussions and the offer made by the supplier which was time limited because the contractor needed a decision before it decided what to do with the lights, and given uncertainties as to whether sufficient funding could be raised from the business community in time to ensure Christmas lights could be procured for Christmas 2013 it was considered that this was a cost effective proposal which addressed the cabinet requirement for saving and also meant that the business community would not have to initially fund the cost of lighting. This was considered to be a win win situation and avoided the potentially poor outcome of not being able to provide Christmas lights for this year.
- 3.2 The other option was not to proceed as outlined and instead to proceed as envisaged in the 29 January 2013 Cabinet minute.

4. Financial implications

- 4.1 The cost of extending the 3 year contract and purchasing the lights at the end of the contract is £26,588.45. The Chief Finance Officer considered that this represented best value and granted an exemption from Contract Standing Orders from the requirement to seek three written quotes. Both the Chief Finance Officer and the Monitoring officer were consulted as the arrangements were considered and negotiated.
- 4.2 As the lights were purchased from capital provision within the capital budget for £26,589 was made and Cllr Watts, Leader of the Council agreed this on an urgent basis on the basis that it be reported to the next meeting of Cabinet.
- 4.3 Grant contributions from borough and county councillors will cover the cost of putting up and taking down the lights for 2013. Councillors will be liaising with the business community to start generating funding to cover such costs in future years and to begin to build up a fund to cover future replacement costs for the lights.

5. Other considerations

- 5.1 If there are no Christmas lights in Staines upon Thames Town Centre this year, the town will not be as aesthetically pleasing as it has been. Residents and businesses alike value the amenity that Christmas lights provide. Towns in other parts of the country which have cut back on Christmas lights have been subject to public criticism in the past. This potentially would not be helpful to Staines-upon-Thames retailers' trade in the Christmas period and create reputational damage for the Council.

6. Risks and how they will be mitigated

- 6.1 The budget and responsibility for installation, removal and turn on of the lights has to still be arranged with Councillor Francis. There is also the risk that over the medium term the business community will not step forward to help fund future costs.
- 6.2 There is no plan or budget at present if the lights were to fail whilst installed for fixing them.

7. Timetable for implementation

- 7.1 The proposed timetable for Staines 2013/14 is:

Delivery & Installation of lights:	4-5 November
Lights switched on:	20 November
Lights switched off:	6 January
Deadline for removal of lights	17 January

Background papers:

There are none.

Appendices:

There are none

Cabinet**25 June 2013**

Title	Surrey Rail Strategy		
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 & Housing Strategy		
Summary and Key Issues	<p>The draft Strategy sets out a comprehensive set of proposals for the long term development of railway provision both within Surrey and to London and the rest of the country.</p> <p>There are two main issues:</p> <ol style="list-style-type: none"> 1. Whether to support the proposals and specifically: <ol style="list-style-type: none"> a. the range of projects set out under the short, medium and long term headings b. agree with the 3 priority projects 2. If not, what alternative mix/additional proposals should be included in the Strategy. 		
Financial Implications	There are none for Spelthorne Council		
Corporate Priority	This topic is not a corporate priority.		
Recommendations	<ol style="list-style-type: none"> 1. To confirm to Surrey County Council this Council's support for the draft Surrey Rail Strategy. 2. This Council encourages the proponents of light rail schemes from Heathrow to Staines to develop their business cases so they can then be considered by SCC alongside other options 		

1. Background

- 1.1 Surrey County Council has published for public consultation a draft Surrey Rail Strategy. Responses are required by 28 June 2013.
- 1.2 The purpose of the Strategy is to provide Surrey County Council (SCC) with a 'framework' through which it can develop its own policies and lobby for future changes in national rail policy.
- 1.3 The draft has been prepared for SCC by consultants Arup and has involved several workshops which officers have attended. This has helped guide the study's recommendations.
- 1.4 The work is particularly relevant to Spelthorne, not least because Staines Station is the fifth busiest of Surrey's 84 stations but also because of on-going discussions about future rail links of one form or another to Heathrow Airport.
- 1.5 The report (some 85 pages) is very comprehensive in its scope and has considered short, medium and long term proposals. It responds to a long standing concern of SCC that firstly it needs a comprehensive approach to rail transport and secondly that it needs to focus on the most important issues if it is to successfully lobby for new infrastructure.
- 1.6 To avoid seeking to describe the report in detail the very useful Executive Summary is attached as Appendix A.
- 1.7 The Strategy identifies 3 priority options which are:

Crossrail 2 – with scope not only to link the South West Main Line (SWML) to north London rail terminals, thereby by-passing Waterloo, but providing scope and possibly combining some elements of Airtrack-Lite to link to Heathrow from the south and provide connections from Shepperton. This would overcome the projected capacity problems on the SWML.

North Downs Line (Dorking to Guildford) – scope for improving links from Gatwick to Reading and beyond.

Access to Airports – with ideas to link to an extended HS2 between Heathrow and Gatwick and utilising Crossrail 2. Also identifies the need to input to the Davies Commission on future aviation capacity generally.

- 1.8 These are major projects but are the scale of investment SCC consider is needed to provide the sort of rail capacity and connectivity required in the long term. They also seek to extend routes in a way that minimises interchanges which so often can otherwise make rail use less competitive than car or taxi.

2. Key issues

- 2.1 The key issue for this Council is to decide whether it:
 3. Supports the range of projects set out under the short, medium and long term headings
 4. Agrees with the 3 priority projects
- 2.2 This Council has had proposals put to it more recently by their proponents for two different forms of light rail link from Heathrow to Staines-upon-Thames

(London Air Rail Transit System (LARTS) and Ultra Personal Rapid Transit (PRT)). This draft Strategy has referred to these and not ruled them out but recommends they are not considered further by Surrey until those proposing them develop a business case. The draft Strategy particularly questions whether PRT is the most appropriate mode for a link to Heathrow. Neither PRT nor LARTS integrate with the existing 'heavy' rail network and require passengers to interchange at Staines..

- 2.3 Rail access generally to Heathrow is difficult and there is no short term prospect of securing a rail link from the South West. Government priorities are currently focussed on a Western Connection to the London-Paddington line and proposals from the South will be longer term.
- 2.4 The approach in the Strategy toward Heathrow is to focus on 'heavy' rail and identify projects which in the longer term have potentially much wider benefits in terms of capacity and connectivity – hence reference to the scope to extend Crossrail 2 from Heathrow to Staines and/or extending HS2 from Heathrow to Gatwick. Overall the Strategy gives significant emphasis to expand links to Heathrow.
- 2.5 In the short to medium term the conclusion of the draft Strategy is that SCC and its partners should engage with all options. This will include seeking to improve journey time reliability by road (a theme in the SCCs draft Congestion Strategy). The Rail Strategy also indicates the need to research the development of bus/coach options. This Council clearly has a role in encouraging proponents of light rail schemes to develop their business cases – if such can be made –so it is then clear to SCC and its partners whether these genuinely have a contribution to make in the development of a broader strategy for Surrey and in creating links to its immediately adjoin major airports.

3. Options analysis and proposal

- 3.1 The Strategy contains a wide range of projects over 3 different timescales and just 3 priority projects are chosen so as to provide a focus for future Government lobbying to gain support for implementation.
- 3.2 It is considered that the Strategy as presented represents the best option. Members are therefore invited to consider either:
 - a. Supporting the Strategy and its proposals and priorities.
 - b. Not supporting it and identifying an alternative combination of projects or also additional projects.
- 3.3 There are no equality impact assessment issues for the Council in responding to this consultation.

4. Financial implications

- 4.1 There are none for the Council.

5. Other considerations

- 5.1 There are probably longer term economic benefits to the Borough from the sort of major rail projects being considered including enhanced links to Heathrow. There are also potential environmental benefits if increased rail use leads to either less growth in car use or even some reduction.

6. Risks and how they will be mitigated

- 6.1 Projects within the Strategy will contain a wide variety of risks but the Strategy itself is considered sound and the best means of ensuring a coherent and comprehensive approach to future rail investment to the benefit of Surrey.

7. Timetable for implementation

- 7.1 There are no timetable issues as such for this Council in the progress of the Strategy to its adoption.

Background papers:

None

Appendices:

Appendix A: Executive summary (pages 5-10) of the draft Surrey Rail Strategy.

Executive Summary from the draft Surrey Rail Strategy – Consultation Draft March 2013

Objectives

Arup was appointed by Surrey County Council (SCC) in November 2012 to undertake the Surrey Rail Strategy study. This document is the **Surrey Rail Strategy Report**, the main deliverable from the study.

In line with SCC's requirements the Strategy provides a framework through which SCC can:

- develop future rail policy, service and infrastructure initiatives;
- respond to consultations (e.g. rail franchises, aviation reviews);
- lobby to influence national rail policy and planning; and
- support wider Council growth initiatives.

We have developed a high-level **strategic approach** to this study. The strategy does not develop detailed options, rather it identifies potential interventions that SCC and partners can either develop directly or can support third parties to develop. From our experience we are confident that this approach provides SCC and its partners with the influential rail strategy that they require.

The four **rail development objectives** for Surrey were identified through review of relevant planning and policy documents and discussions with SCC; they are:

1. Maintain Global Competitiveness;
2. Drive Economic Growth;
3. Reduce impacts on the Environment;
4. Accommodate Sustainable Population Growth.

The objective for the study is to identify proposals for strategic investment that the County Council, working with partners, can plan and deliver.

Key Issues

The key issues affecting the delivery of the rail development objectives for Surrey, and the gaps remaining were identified in the Issues Paper. Issues were split into two categories:

- **Capacity issues** – related to the size and scale of the rail system (infrastructure and services) to meet the required demand, e.g. train length, number of trains; and
- **Adequacy issues** – related to the capability of the rail system to meet the requirements of passengers and policy, e.g. journey times, frequency, station facilities.

Issues were identified by undertaking extensive stakeholder consultation, and desk

research and analysis.

Capacity Issues

The main capacity issues for rail in Surrey have been identified as:

- **Capacity to Waterloo** – without action, significant overcrowding is forecast to result by 2031 particularly on main line services, with demand growth likely to be suppressed;
- **Capacity on the Brighton Main Line** – some overcrowding is forecast to continue to occur by 2031, even after significant investment; and
- The **North Downs Line** – there is existing overcrowding on peak services between Guildford and Reading.

Adequacy Issues

The main adequacy issues for rail in Surrey have been identified as:

- **Access to London** - from locations in the Blackwater Valley area, e.g. Camberley and Frimley;
- **Access to main centres in the County** - existing train services are often infrequent and offer poor connections, for example Alton to Guildford;
- **Access to stations** – both lack of car parking and poor connections to other modes of public transport;
- **Links between new developments and stations** – to support sustainable travel choices, and developing appropriate solutions; and
- **Access to international gateways** – particularly Heathrow and Gatwick airports, but also High Speed (HS) 1 & 2, to maintain Surrey's global competitiveness.

Optioneering

Having identified the capacity and adequacy issues for rail in Surrey, a list of options was identified for service or infrastructure improvements that could address the different issues. This took the form of a **long-list of options** obtained from a range of existing sources, such as previous rail studies, Network Rail Route Utilisation Strategies and stakeholder consultation. A number of options are original solutions proposed by Arup.

An **assessment process** was undertaken to arrive at a short-list of preferred options that would be recommended for inclusion in the Surrey Rail Strategy. Each option was assessed against three criteria: *Suitability*, *Feasibility*, and *Acceptability*. These terms are explained below:

- **Suitability** - How does the option address SCC's objectives, does it support wider plans and strategies and is rail the most suitable mode?
- **Feasibility** - Is the option deliverable and by whom, what are the key risks and obstacles, can funding be obtained?
- **Acceptability** - Does the option have a good business case, does it have

stakeholder support?

Options were scored either a Good Pass, a Pass, or a Fail. All options in the categories *Good Pass* and *Pass* were recommended for inclusion in the Surrey Rail Strategy. **Four options in the *Fail* category were rejected:**

- Double-deck trains on South West Main Line (SWML) outer services;
- 16-car trains on SWML outer services (to Waterloo International);
- Reinstatement of the Guildford-Cranleigh railway line;
- Interchange at Frimley to the South West Main Line.

Rail Strategy

The strategies for each area or topic comprise the committed schemes and the preferred options (those achieving a Pass or Good Pass in the assessment) for the short, medium or long term timescales.

Committed schemes are generally those that are included in the Network Rail Strategic Business Plan for Control Period 5 (2014-2019).

Options included range from those that are already being developed by the rail industry and just need support and input from Surrey County Council and its partners, to those that are new ideas and are not yet proven, which need further development to determine if they are viable schemes. In all cases, Surrey County Council and partners should be convinced that there is a robust business case for any option before they give their full support and certainly before any funding is committed.

The **main actions** to deliver each option are also considered; to inform the action plan.

The **areas/topics** covered are:

- South West Main Line;
- Windsor Lines;
- Brighton Main Line;
- North Downs Line;
- Access to airports;
- Access to Guildford; and
- Network wide and stations.

These area/topic strategies combine to form the Surrey Rail Strategy.

Delivery

The recommended actions for Surrey County Council, its partners, and other stakeholders in the short, medium, long term to deliver the rail strategy are

presented in the Action Plan.

The Action Plan is split into three tables:

- Short and Short-Medium term
- Medium and Medium-Long term
- Long term

The top priority actions are identified to enable the effort and resources to be focused on the most important issues.

In the **short term action plan** there are actions required to:

- Support committed train lengthening schemes on the South West Main Line and Windsor Lines;
- Commence strong lobbying for the Crossrail 2 regional scheme, working closely with Transport for London and other key stakeholders;
- Explore options to reduce journey times between Camberley and London;
- Support committed additional platform at Redhill;
- Lobby for train lengthening on the North Downs Line;
- Proactively engage with the Davies Commission on airport capacity;
- Support committed schemes that will benefit Gatwick Airport;
- Improve road-based access to Heathrow Airport;
- Lead the development of the station access and station facilities improvement programmes, as well as the standard rail service specification for Surrey;
- Lead review, and where appropriate, the development of rail improvements to support developments.

In the **medium term action plan** there are actions required to:

- Work closely with Network Rail to support the effective use of committed funding to deliver capacity improvements at London Waterloo;
- Lobby for additional train lengthening on the SWML, particularly its inclusion in the next South Western franchise specification;
- Proactively lobby for the inclusion of Surrey County Council and partners in the development of the Crossrail 2 scheme;
- Promote the Sturt Lane Chord scheme as an effective use of future additional capacity on the SWML;
- Monitor demand growth on SWML Inner Suburban and Windsor Lines services;
- Support committed schemes on the Brighton Main Line and monitor the construction impacts of the Thameslink Programme;
- Work with Network Rail to develop further Brighton Main Line capacity improvements;
- Lead development of the improvement schemes for the North Downs Line, working closely with the Department for Transport and Network Rail;
- Support committed Heathrow Western Connection to Reading;
- Develop options that will benefit Gatwick Airport in future;
- Engage with all options which seek to address access to Heathrow;

- Raise Crossrail extension option in discussions on Airtrack Lite;
- Confirm the business case for Guildford local access schemes, including 2 tph (trains per hour) Alton-Guildford, Worplesdon park-and-ride, and new stations at Park Barn and Merrow;
- Engage with the rail industry on demand management measures.

In the **long term action plan** there are actions required to:

- Identify further capacity upgrades on the South West Main Line and enabling schemes for Crossrail 2;
- Develop the concept of a new, possibly high speed, rail link across Surrey from Heathrow to Gatwick Airport and possibly beyond;
- Develop the business case for the Clapham Interchange option.

There are a number of actions identified above covering many different options. There is a risk of confusion over priorities and dilution of resources across too many activities, particularly if human resources to lead and develop options are limited.

The priority actions should be those which relate to those options which are closely aligned with the Surrey rail development objectives and which have the potential to have a major impact on rail in Surrey, in the short, medium or long term. These **priority options** are considered to be:

- **Crossrail 2** – the South West Main Line has significant capacity challenges in future. The Crossrail 2 scheme has the potential to fully address the capacity gap forecast on the line, and has wider benefits for Surrey in terms of greatly improved access to major employment centres in London and in maintaining Surrey's global competitiveness by providing better connections to HS1 and in future HS2. It should be a priority of the strategy to implement actions that develop the Crossrail 2 scheme with stakeholders, and also to develop the enabling schemes in the short to medium terms;
- **North Downs Line** – improvements to this line will address capacity issues in the short-medium term, but it is the potential to significantly improve this corridor in the medium long term that has potential to create a really strong orbital link through Surrey, anchored by Gatwick Airport at one end and Reading at the other (for the future employment opportunities in Reading and wider connections, such as the planned Western Connection to Heathrow) and with the major Surrey towns of Redhill and Guildford between the two. This is an option that Surrey County Council and its partners can step up to and take the lead on, and it should be a priority of the strategy to push forward with this option;
- **Access to Airports** – this is a high profile and political issue in Surrey, and it affects decisions to locate people and businesses in the County. There are a number of options in the short and longer terms to address access to Heathrow and Gatwick, but in the case of Heathrow, there are no easy solutions. It should therefore be a priority for Surrey County Council and its partners to demonstrate leadership on this issue, by defining its position on

airport capacity, and taking the lead on improving access to airports from Surrey. Inevitably, a final position will be dependent on the conclusions of the Davies Commission, but it is important that Surrey lobbies strongly for the continued development of Heathrow and Gatwick, because of their contribution to Surrey's global competitiveness, economic prosperity, and employment.

Implementing the strategy

Once the Surrey Rail Strategy is approved and adopted by Surrey County Council, it should be implemented quickly to maintain the momentum gained during the development stage of the strategy. In particular the short term options should be developed as a priority to feed into the main rail industry processes. Early engagement should include:

- Engagement with the **Department for Transport** to clearly promote Surrey's requirements for:
- the 2017 High Level Output Statement (HLOS) and Control Period 6;
- future franchise specifications and priorities (Thameslink, South Western, Great Western, etc);
- Engagement with **Network Rail** to ensure Surrey's active participation in the Long Term Planning Process (LTPP) particularly the London and South East Market Study and future Route Plans. Conditional outputs should be clearly defined so options for Control Period 6 are developed and agreed;
- Engagement with **Transport for London** to ensure Surrey's active participation in the development of the Crossrail 2 scheme;

Regular engagement should also be held with the **Train Operating Companies** to build relationships around development and implementation of relevant options, and with **Surrey stakeholders**, such as Boroughs and Districts and the business community, to report on progress, build relationships around the rail strategy, and harness local skills and knowledge to support implementation.

There is excellent stakeholder interest and support from both within the County and the rail industry, and this should be harnessed by Surrey County Council and its partners to deliver a successful rail strategy for Surrey that delivers the development objectives for the County.

Cabinet**25 June 2013**

Title	Discretionary Housing policy		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Suzy Webb	Key Decision	No
Report Author	Karen Sinclair		
Summary and Key Issues	The Council is responsible for the administration of Department of Work and Pensions (DWP) discretionary housing payments to assist tenants in certain situations with a rental shortfall. The Housing Benefits team administer these and have drafted a policy to assist with this process (attached).		
Financial Implications	<ul style="list-style-type: none"> The budget for 2013-14 is £202,000 		
Corporate Priority	*Service delivery		
Recommendations	Cabinet is asked to agree the discretionary housing payment policy		

1. Background

- 1.1 The Council administer discretionary housing payments (DHP) on behalf of the DWP, where tenants have a rental shortfall. The DWP have increased the budget this year, to £202,000, from £60,000 in previous years, in recognition of the current economic climate and increasing difficulty as a result of welfare reform changes.

2. Key issues

- 2.1 The Council are required to have a policy for administering the payments. This has been drafted and is attached. The policy gives general guidance as to the type of situation whereby a discretionary housing payment might be appropriate, however each case must be considered on its own merits.
- 2.2 A typical example of a discretionary housing payment might be to assist a woman in the later stages of pregnancy who would usually only be eligible for Local Housing Allowance Housing benefit payments for bedsit sized accommodation. The payment would make up the shortfall so she could live in a two bedroom property appropriate for herself and her child once born. Most discretionary payments are of a short term nature and are typically used to prevent homelessness occurring.
- 2.3 The DHP policy is also used to safeguard vulnerable people who are in receipt of housing benefit. A vulnerable person would be considered to be someone who has difficulty managing their affairs and may be suffering from a mental or physical disability. This person may also be unable to protect themselves from significant harm or exploitation from themselves or from other parties

3. Options analysis and proposal

- 3.1 The proposal is to implement the discretionary housing payment policy. It is a DWP requirement and good practice to have a written policy.

4. Financial implications

- 4.1 The Council has been given the discretionary housing payment budget by the DWP. It is important for the Council to administer these effectively. Through careful use the payments assist with the prevention of homelessness and therefore help to manage expenditure of scarce Council resources associated with homelessness eg on bed and breakfast accommodation.
- 4.2 There is a staffing cost associated with administering the payments. At present this is covered within existing budgets but will be reviewed when the Government administrative subsidy grant for 2014-15 is announced later in the year, along with other implications for the resourcing of the Housing Benefit team.
- 4.3 If the economic situation worsens or demand exceeds the budget there is a possibility that the budget will be overspent. However the team carefully monitor expenditure and will endeavour to manage applications accordingly. The payments are, by definition, discretionary and therefore nobody has a statutory right to receive one.

5. Other considerations

- 5.1 The Housing Benefit function will eventually transfer to the DWP (current timetable by 2017), although the administration of discretionary housing payments is expected to remain a Council function. This will be a consideration as part of the Council's welfare reform project in relation to staffing resources etc.

6. Risks and how they will be mitigated

- 6.1 There is a risk that the policy is too prescriptive, in which case it will not be flexible enough to take account of individual circumstances. Alternatively, if too broad in scope, it might be difficult to manage applications. The policy drafted has been designed to be as flexible as possible so that the budget available can be effectively managed against the demand.
- 6.2 There is a risk that demand exceeds the budget. Careful monitoring takes place along with the Accountancy team to try to mitigate this risk and to manage applications accordingly eg through smaller amounts or for shorter periods of time, or to refuse where appropriate. Potential underspend can be managed through being more generous with applications, although this is less likely.

7. Timetable for implementation

- 7.1 The policy will come into immediate effect once agreed. Staff are already applying the principles of the policy to applications received.
- 7.2 As agreed at cabinet briefing a checklist for staff in making decisions on DHP applications will be devised to aid staff in the DHP application process.

Background papers:**Appendices: Draft discretionary housing payment policy**

Discretionary Housing Payments Policy

Discretionary Housing Payments (DHP) scheme came into effect from July 2001. Each Local Authority (LA) is issued with a limited amount of money each financial year which is to be used to help cover the shortfalls between rental liability and the payment of housing benefit.

Every person who is in receipt of housing benefit who has a shortfall is entitled to make a claim for assistance.

The main features of the scheme are:

- DHP's are discretionary
- The claimant does not have a statutory right to a payment
- It is a cash limited fund limited by the Secretary of State
- The Local Authority determines how the scheme is administered
- DHP's are not a payment of and are separate from housing benefit
- Housing benefit must be in payment for the period of the DHP award and the amount awarded must not exceed the maximum housing benefit that could be awarded

The use of DHP's is to help with restrictions to housing benefit for some of the following reasons:

- Local Housing Allowance restrictions
- Under occupation of social housing including specifically taking into account disabled people who may be living in adapted accommodation. Also foster carers who have extra rooms for foster children
- Benefit Cap
- In special circumstances help with rent in advance
- Any other exceptional situation where under the regulations it is permissible to use DHP'S to assist

Purpose of the Policy

The purpose of this policy is to specify how the scheme will be operated and to indicate some of the factors that will be considered when deciding if a DHP can be made.

Each case will be treated on its own merits and all claimants will be treated equally and fairly

Statement of Objectives

The objectives of the policy are:

- Alleviate poverty
- Support vulnerable people
- Prevent homelessness
- Encourage and sustain people in employment

- Help to safeguard people's housing circumstances
- Help people through difficult life events and temporary circumstances
- Prevention of child poverty

The DHP scheme is a limited short term emergency fund to help people in need.

The DHP policy is also used to safeguard vulnerable people who are in receipt of housing benefit. A vulnerable person would be considered to be someone who has difficulty managing their affairs and may be suffering from a mental or physical disability. This person may also be unable to protect themselves from significant harm or exploitation from themselves or from other parties

Claiming a DHP

A claim for a DHP must be made in writing to the Local Authority Benefit department. There may be occasions that the Council will require an application form to be completed as well.

All applications for a DHP must normally be made by the claimant or the claimant's appointee. We can also accept submissions from the Housing Options department.

It may be felt that additional evidence is required to process the application. We are able to seek any information from other relevant departments. Any request will be made in writing and the information should be returned within one calendar month. All relevant evidence on file concerning their benefit application may be taken into account if appropriate.

If the claimant does not supply the evidence requested a decision will be made on the information currently held.

Period of Award

The Benefit service will decide the length of time and the amount of DHP that is awarded. It will also decide the start date of the award. The start date of the award is usually either the Monday following the date of the application received; start date of the Housing benefit entitlement or the date the relevant change of circumstances takes place which necessitates the application of a DHP.

The DHP award is given for a limited period of time depending on the circumstances concerned and the maximum period it can be initially granted is until the end of the current financial year. For a DHP to be extended the claimant would need to make an additional request for an extension at the end of the initial award. The award of one DHP does not guarantee that a further award will be made at a later date. When reviewing a request for a second DHP award we will take into account what the claimant has done since the last application to mitigate the hardship that has been caused due to the benefit restriction. The likelihood of a second award will be governed by the amount of action the claimant has done to change their circumstances accordingly.

For example as a general rule in relation to the under occupation of the social housing, there would be an expectation for the claimant to look into and actively pursue relocating to a smaller sized accommodation. In those instances, generally we would intend to grant a DHP for three months. If there is any further application for a DHP we would require it to be supported with documentary evidence of the proactive activity of the claimant to prove that they are actively seeking alternative accommodation.

We would also not guarantee to meet the difference between LHA rates and rents which are excessively expensive. We may decide to only award a proportion of the difference between the two figures if the gap is considered large.

Circumstances taken into account when award decided

The Benefits Service will decide whether or not to award a DHP and how much the amount of any such award will be.

Each DHP award is decided on the claimant's individual circumstances and has no relation to the claimant's landlord.

When deciding a DHP award, it is made taking into account the prevention of homelessness and child poverty

We will look at all aspects of the case including:

- Financial circumstances
- Medical details (including ill health and disabilities)
- Tenancy agreement factors
- Any other relevant circumstances

Other aspects considered:

- The shortfall between Housing Benefit and their liability
- The steps taken by the claimant to reduce their rent liability
- The income and expenditure of the household
- The level of indebtedness of the claimant and their family
- The exceptional nature of the claimant and their family's circumstances
- The length of time they have lived in the property
- The amount available in the DHP budget at the time of the application
- The possible impact on the Council of not making such an award, e.g. the pressure on priority homeless accommodation
- Whether or not there had been any previous awards of DHP and if so the nature of those awards
- What action the claimant has made to reduce the requirement for a DHP

DHP does not cover:

- Ineligible service charges
- Increases in rent due to outstanding arrears
- Sanctions and reductions in benefit
- Benefit suspensions
- Council Tax charge
- Shortfalls caused by Housing Benefit recovery

Backdated Requests

The Benefit service will consider any reasonable request for backdating a DHP award. Reasons should be given for why the request was not received from an earlier date. However discretion is reserved to make these backdated awards but will not agree to them if the underlying conditions are not met.

Change of Circumstances

The general requirement for notifying the Local authority of any change of circumstances which affects their claim remains. As such the Benefit Service may revise the DHP award taking into account these changes. The claimant will be notified of any revised entitlement.

Appeal Rights

DHP's are not payments of housing benefit and therefore are not subject to the statutory appeal rights and procedures. Claimants can ask any decision to be reviewed by the Local Authority. Consequently the Benefit Service will operate the following process for dealing with disputes:

- A claimant or their appointee can request a review of the decision in writing to the Benefits Service
- The Appeals and Reviews officer will review the case taking into account the submission and make a decision and reply in writing within one month of the request.
- If this decision is not acceptable then a second appeal can be made to the Housing Benefits Manager for a further review. A decision will be made in writing within one month.
- There are no further appeal rights.
- In exceptional circumstances these time limits can be extended or a decision can be made by the Head of Service.

Overpayments

The Benefits Service will seek to recover any overpaid DHP. Payment will be sought from the claimant or the person the award was paid to. The Benefit Service will not seek to recover the overpayment if it is down to Local Authority error and notification of the overpayment will be made in writing.

Fraud

The Benefit Service is committed to combatting fraud in all its forms. Where a fraud is suspected of being committed it will be investigated fully.

Notification

The Benefit Service will inform the claimant in writing of the outcome of any claim for a DHP within one calendar month. If the application is unsuccessful reasons will be given and the rights of appeal supplied.

If the award is successful the amount of DHP awarded and the period of the award will be given. Rights of appeal and the duty to notify the benefit service of any changes in circumstances will be also advised.

Cabinet**25 June 2013**

Title	Appointments to Outside Bodies, The Surrey County Council Spelthorne Local Committee and Working Groups for 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 Outside Bodies, the Surrey County Council Spelthorne Local Committee and the Working Groups for 2013-2014 at Appendix A.		
Financial Implications	There are none.		
Corporate Priority	Communication		
Recommendations	The Cabinet is asked to appoint representatives to the Outside Bodies, the SCC Local Committee and the Working Groups for 2013-2014 as shown at Appendix A.		

Appendix A

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR 2013-2014

1. BAA LOCAL FOCUS FORUM

Councillors Taylor and Gohil

2. HEATHROW AIRPORT CONSULTATIVE COMMITTEE (HACC)

Councillors Rough and Taylor

Deputies: Councillors Frazer and Ayub

3. LOCAL AUTHORITY AIRCRAFT NOISE COMMITTEE (LAANC)

Councillors Francis and Harman

4. MANAGEMENT BOARD OF A2DOMINION SOUTH REGISTERED HOUSING PROVIDER

Councillor Smith-Ainsley

5. MANAGEMENT COMMITTEE OF MEDIATION NORTH SURREY

Councillor Frazer

6. ON-STREET PARKING PARTNERSHIP

Councillors Francis and Evans

7. RIVER THAMES ALLIANCE

Councillor Leighton

8. SOUTH EAST EMPLOYERS (SEE)

Councillor Leighton

Deputy: Councillor Gething

9. SPELTHORNE BUSINESS FORUM

Councillors Rough, Davis, Gething and Friday

Deputies: Councillors Gohil and Patel

Appendix A

10. SPELTHORNE AND SUNBURY LEISURE CENTRES CUSTOMER FORUM

Councillors Forbes-Forsyth and Sexton

11. SPELTHORNE MENTAL HEALTH ASSOCIATION MANAGEMENT COMMITTEE TRUSTEE

Councillor Harman

12. SPELTHORNE SAFER, STRONGER PARTNERSHIP BOARD

Councillor Forbes-Forsyth

13. STRATEGIC AVIATION SPECIAL INTEREST GROUP (LOCAL GOVERNMENT ASSOCIATION) (SASIG)

Councillor Rough

Deputy: Councillor Francis

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

Councillors Friday and Evans

15. SURREY MUSEUMS CONSULTATIVE COMMITTEE

Councillor Francis

Deputy: Councillor Harman

16. SURREY TRAVELLER COMMUNITY RELATIONS FORUM

Councillor Pinkerton

17. THE TRAFFIC PENALTY TRIBUNAL

Councillor Evans

Deputy: Councillor Frazer

18. VOLUNTARY ACTION IN SPELTHORNE (VAIS)

Councillor Napper

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

19. SURREY COUNTY COUNCIL LOCAL COMMITTEE IN SPELTHORNE
(7 representatives = 7 Cons; 7 deputies Cons.)

Representatives:

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

***Deputies:**

Councillor Ayub
Councillor Rough
Councillor Leighton
Councillor Friday
Councillor Webb
Councillor Francis
Councillor Patel

***subject to confirmation by the SCC Local Committee at its meeting on 24 June 2013.**

WORKING GROUPS FOR 2013-14

20. LOCAL PLAN WORKING PARTY
(9 representatives)

Councillor Watts
The Leader

Councillor Evans
Cabinet Member for Finance

Councillor Mitchell
Cabinet Member for Environment

Councillors Broom and Patel
Overview and Scrutiny Committee representatives

Councillors Webb and Smith-Ainsley
Planning Committee representatives

Councillor Beardsmore
Liberal Democrat representative

Councillor Forsbrey
Spelthorne Independent Party (SIP) representative

21. MEMBERS' DEVELOPMENT STEERING GROUP

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

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

**NOMINATIONS TO THE SURREY LEADERS' GROUP of REPRESENTATIVES
for OUTSIDE BODIES for 2013-2014**

Annual appointments for 2013-2014

22. SURREY WASTE PARTNERSHIP

Councillor Mitchell
(Cabinet member for the Environment)

Councillor Watts will deputise.

23. SURREY CLIMATE CHANGE PARTNERSHIP MEMBER GROUP

Councillor Mitchell
(Cabinet member for the Environment)

