

Roberto Tambini
Chief Executive

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Our Ref: PGH/Cabinet
Date: 14 March 2014

Notice of Meeting

CABINET

Date: Tuesday 25 March 2014

Time: 19.00hrs

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

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

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm the minutes of the meeting held on 25 February 2014.	1 - 7
3. Disclosures of Interest	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
4. Capital Monitoring Report	
Councillor Evans	8 - 13
5. Revenue Monitoring Report	
Councillor Evans	14 - 30
6. Annual Grants 2014-15	
Councillor Pinkerton OBE	31 - 41
7. Food and Health and Safety Service Plans 2014-15	
Councillor Pinkerton OBE	42 - 46
8. Pensions Policy Statements	
Councillor Watts	47 - 63
9. Leader's announcements	
To receive any announcements from the Leader.	
10. Issues for future meetings	
Members are requested to identify issues to be considered at future meetings.	
11. Urgent Items	
To consider any items which the Chairman considers as urgent.	

12. Exempt Business

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

13. Exempt Report - Council Tax and Business Rates write-offs

Councillor Evans

Paragraph 1 - Information relating to any individual and on the basis that publication would not be in the public interest because information in this report relates to (1). personal data; (2). disclosure is not in accordance with the Data Protection Act 1998; and (3). the information has been provided to the authority by individuals under an obligation of confidentiality.

14. Exempt Report - Ashford multi-storey car park - Key Decision

Councillor Gething

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because:

Disclosure to the public would prejudice the financial position of the authority, and hence the Council Tax payer, in negotiations concerning property which might subsequently be sold.

Minutes of Cabinet

25 February 2014

Present:

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Human Resources
Councillor T.J.M. Evans, Cabinet Member for Finance
Councillor N. Gething, Cabinet Member for Economic Development and Fixed Assets
Councillor T. Mitchell, Cabinet Member for Environment
Councillor D. Patel, Cabinet Member for Parking services and ICT
Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and Independent Living
Councillor J. Sexton, Cabinet Member for Communications and Procurement

Apologies for absence: Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development; Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety, Young People, Leisure and Culture.

2030. Minutes

The minutes of the Cabinet meeting held on 28 January 2014 were agreed as a correct record, except it was noted that Councillor Mitchell was in attendance at that meeting.

2031. Disclosures of Interest

There were none.

2032. *Draft Capital Programme 2014-15 to 2017-18 – Key Decision

Cabinet considered a report on the proposed Capital Programme for 2014-15 to 2017-18.

RESOLVED TO RECOMMEND that Council:

- Considers and approves the Capital Programme for 2014/15 to 2017/18.
- Considers and approves the Prudential Indicators for 2014/15 to 2017/18.

Reason for the decision:

Cabinet noted that the level of spend proposed had been revised to reflect the level of capital resources which were available to finance future capital expenditure.

2033. *Fees and Charges 2014-15 – Key Decision

Cabinet considered a report on the proposed fees and charges for 2014-15.

RESOLVED that Cabinet approves the charges as set out in Appendix B of the report of the Chief Finance Officer in the revised agenda dated 20 February 2014.

Reason for the decision:

Cabinet noted the need to ensure that the appropriate level of charges was incorporated into the budget to maximise revenue in the current economic climate.

2034. *Detailed Revenue Budget 2014-15 – Key Decision

Cabinet considered a report of the Chief Finance Officer on the detailed Revenue Budget for 2014-15.

RESOLVED TO RECOMMEND Council:

1. To approve the growth and savings items as set out in the appendices to the report of the Chief Finance Officer;
2. That the Council Tax Base for the whole council area for 2014-2015. [Item T in the formula in Section 31B(3) of the local Government Finance Act 1992, as amended (the “Act”)] should be 36,550.50 band D equivalent dwellings and,
Calculate that the Council Tax requirement for the Council’s own purpose for 2014-2015 is £178.97 per Band D equivalent dwelling.
3. To approve a 1.94% increase in the Spelthorne Borough Council element of the council tax for 2014-15. Moreover:
 - a) The Revenue Estimates as set out in Appendix 1 be approved.
 - b) No money, as set out in this report, is appropriated from General Reserves in support of Spelthorne’s local Council Tax for 2014-15.

To agree that the council tax base for the year 2014/15 is 36,555.50 Band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.

4. That the following sums be now calculated by the Council for the year 2014-15 in accordance with Section 31 to 36 of the Local Government Act 1992.

A	67,404,718	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils
B	60,863,275	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act
C	6,541,443	Being the amount at 3(c)above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
D	£178.97	Being the amount at 3(c)above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
E	£0	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
		Being the amount at 3(d) above less the result given by dividing the amount at 3 (e) above by Item T(2

F	£178.97	above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.
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5. All newly built commercial property completed between 1 October 2013 and 30 September 2016 will be exempted from empty property rates for the first 18 months, up to the state aids limits.

A discount of £1000 for shops, pubs and restaurants (excluding banks, building societies and betting shops) with a rateable value below £50,000 for two years up to the state aid limits, from 1 April 2014.

A 50 per cent business rates relief for 18 months - between 1 April 2014 and 31 March 2016 - for businesses that move into retail premises (excluding banks, building societies and betting shops) that have been empty for a year or more.

6. That Council delegates to the Chief Finance Officer, in consultation with the Leader and Finance Portfolio holder, to agree the details of a local Council Tax discount scheme for flood affected properties under Section 13a of the Local Government Finance Act 1992.
7. That, with respect to business rates for business premises which have been flooded, the Council delegates to the Chief Finance Officer in consultation with the Leader and Finance Portfolio holder to agree the details of a local discount scheme for flood affected properties under Section 47 of the Local Government Finance Act 1988.

That the following amounts be calculated for the year 2014-2015 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
119.31	139.20	159.08	178.97	218.74	258.51	298.28	357.94

Being the amounts given by multiplying the amount at (e) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

That it be noted that for the year 2013-14 Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

Precepts issued to the Council

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
i) Surrey County Council	797.22	930.09	1062.96	1195.83	1461.57	1727.31	1993.05	2391.66
ii) Surrey Police	141.12	164.64	188.16	211.68	258.72	305.76	352.80	423.36

That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts set out in Appendix 6 as the amounts of Council Tax for the year 2014-15.

The Council has determined that its relevant basic amount of Council Tax for 2014-15 is not excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2014-15 is excessive and therefore the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

Reason for the decision:

Cabinet noted that the Council was required to set a balanced budget for 2014-15.

2035. Members' Allowances Scheme 2014-15

Cabinet considered a report on the outcome of an interim review by the Independent Remuneration Panel (IRP) of the current members' allowances scheme.

RESOLVED TO RECOMMEND that Council:

- Agrees that members' allowances for the year 1 April 2014 to 31 March 2015 remain unchanged.
- Notes that a thorough review of the scheme for 2015-16 will commence in October 2014.
- Engages positively with the panel in their consultation with councillors.
- Notes the removal, from Appendix A of the current scheme, of the paragraph entitled 'Suspension of Allowances'.

Reason for the decision:

Cabinet noted that the IRP's report represents a holding position until a thorough review of the members' allowances scheme for 2015-16 commences in October 2014.

2036. Calendar of Meetings 2014-15

Cabinet considered a report on the Calendar of Meetings for the municipal year June 2014 to May 2015.

RESOLVED TO RECOMMEND that Council agrees the draft Calendar of Meetings for the period June 2014 to May 2015 as set out in Appendix A of the report of the Monitoring Officer.

Reason for the decision:

The Calendar of Meetings planned for the municipal year ahead ensures that the Council can conduct its business through its Committees in the most efficient and effective way possible.

2037. Leader's announcements

Recent Council achievements: February 2014

Flooding

Since the Cabinet update in January, the majority of departments have been working on flood response work and these are some of the key actions and achievements:

- We set up a Borough Emergency Centre (BEC) to co-ordinate the Council's response to the flooding
- We worked with our partner agencies including the Environment Agency, Surrey Police, Surrey Fire and Rescue, Surrey County Council, neighbouring local authorities, Public Health England and Thames Water to ensure a consistent approach
- We distributed thousands of sandbags to help residents protect their properties
- We worked with Surrey County Council to support vulnerable residents
- We opened rest centres to provide short-term emergency accommodation for people who had to be evacuated from their homes
- We coordinated the many offers of help which came from the public
- We lifted parking restrictions in our car parks so residents whose streets were flooded could leave their cars safely
- We provided continuous updates for residents via the website, Twitter and Facebook and advice leaflets
- We worked with the media to communicate key messages to residents and arranged television and radio interviews with Council staff
- We extended the opening hours of our customer service phone lines
- We used the knowledge of colleagues in Planning to give technical advice on flooding
- We opened four Flood Relief Centres to provide a focal point for advice and support for residents trying to recover from flooding

Other recent achievements include the following:

Environment

A new cashless parking system has been introduced. 'Phone and Pay' provides a quick, easy and safe way for motorists to pay for parking, whilst offering additional features such as text confirmation that parking has been booked and a reminder text when a session is due to expire.

The Council's website had been updated with Q&As which give residents information about the decision to introduce grazing cattle to Sunbury Park.

Planning/Legal Services

David Green from the Isle of Wight has been prosecuted for mooring his boat in excess of the 24 hours permitted in a 48 period on 5 specific dates between May and October 2013. He was fined £50 for each of the five charges and ordered to pay another £250 in legal costs to the Council. He was also required to pay a £20 victim surcharge.

A Planning Inspector has supported the Council's stance on protecting the Green Belt. A site in Stanwell Moor known as Lower Mill Farm was last used for agriculture in 2012 but since then a number of substantial buildings and two mobile homes have been placed on the site without planning permission. The Council successfully argued its case and the Inspector has given the owners a maximum of six months to remove four of the buildings.

Communications

The spring edition of the Bulletin is currently being printed and will be delivered to residents from 8 March.

Communications and Planning have been working together to help Heathrow Airport Limited publicise their consultation regarding airport expansion. Heathrow is aiming to ask around 140,000 residents for their views about the northwest runway option and possible variations to it. The consultation runs for six weeks from 3 February to 16 March. A link to the consultation has been added to the homepage of our website and hard copies have been placed in reception and in councillor's pigeon holes.

2038. Issues for Future Meetings

Councillor Evans asked for a report on the introduction of cattle in Sunbury Park to be submitted to a future meeting.

2039. Urgent Items

There were none.

NOTES:-

- (1) *Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.***
- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) *Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) *When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-
Outline their reasons for requiring a review;***

- ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
- ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
- ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***

(6) The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 4 March 2014

Cabinet**25 March 2014**

Title	Capital Monitoring Report		
Purpose	Recommendation required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Adrian Flynn		
Summary and Key Issues	<p>To provide Cabinet with the spend figures for the period April to end of January 2014 on the Capital Programme.</p> <p>The current spend position show that we have spent/committed £1.279m to date which represents 68% of the revised budget.</p> <p>The Projected Outturn shows that we are anticipating to spend £1.540m which represents 81% of the revised budget.</p>		
Financial Implications	As set out within the report and appendices.		
Corporate Priority	This item is not in the list of Corporate Priorities		
Recommendations	To note the current spend position.		

1. Background

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

2. Key issues

- 2.1 A key issue in 2012/13 was that the implementation of a number of capital projects slipped ,with increased focus on more robust monitoring and tighter project management, it was anticipated that outturn would be much closer to budget in 2013/14. Whilst that is likely to be the case, continuing close focus is being maintained to ensure managers' projections are robust.
- 2.2 Attached as Appendix A & B is the actual spend to date on capital programme covering the period April to January 2014.
- 2.3 For the period ending January 2014, capital expenditure was £944k (50%) against the revised budget.
- 2.4 The difference between the original and revised budgets is shown in the following table.

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

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

Significant Developments/Variations

- 2.6 The following projects are worth noting:
 - (a) Bring Site Initiative £60k Bring sites have being reviewed and the supplier has been chosen. New bins to be ordered & put in place by the end of March 2014.

- (b) SLM Gym Loan £300k : The legal agreement has been signed and payment of the loan was made in January 2014. The Council will receive a rate of return of 5.75% which is better than it is earning on most of its treasury management investments
- (c) Mobile working Pilot study £16k: The pilot project has being completed and a full evaluation report will be ready for circulation during March 2014. It is not anticipated that any funds from the capital budget will be required.
- (d) Staisafe Radios £45k: The tender has been chosen and the contracts are to be issued with the radios purchased by the 31st March 2014.

3. Options analysis and proposal

- 3.1 Cabinet are asked to note the current spend position.

4. Financial implications

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

5. Other considerations

- 5.1 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 allowed the funds to complete the works.

6. Risks and how they will be mitigated

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

7. Timetable for implementation

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

Background papers: None

Appendices: A&B

Appendix A

CAPITAL MONITORING REPORT P.10 JANUARY 2013/14

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing & Ind Living	351,600	50,501	(54,717)	347,384	80,041	6,500	162,417	(184,967)
Cllr Mitchell - Environment	85,000	30,100	(33,746)	81,354	10,797	370	80,000	(1,354)
Cllr Gething - Parks and Assets	364,700	288,318	163,588	816,606	688,080	179,911	799,713	(16,893)
Cllr Patel - ICT & Parking Services	327,900	341,700	(67,000)	602,600	165,497	148,394	453,600	(149,000)
Cllr Forbes-Forsyth - Comm Safety & Young People	-	13,000	32,000	45,000	-	-	45,000	-
	1,129,200	723,619	40,125	1,892,944	944,415	335,175	1,540,730	(352,214)

Appendix B

CAPITAL MONITORING REPORT P.10 JANUARY 2013/14

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<u>Housing Investment Programme</u>											
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>											
Lee O'Neil	40203	Disabled Facilities Mandatory	520,000	-	-	520,000	289,732	-	420,000	(100,000)	It is predicted that the spend is likely to be £100k below budget. DCLG have awarded SBC an additional grant of £4717
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	29,600	-	-	-	(29,600)	No spend likely in this financial year
Lee O'Neil		Less Specified Capital Grant	(285,000)	-	(4,717)	(289,717)	(241,431)	-	(289,717)	-	
		Net Cost of Disabled Facilities Grants	264,600	-	(4,717)	259,883	48,301	-	130,283	(129,600)	
Lee O'Neil	40207	Equity Release Scheme	10,000	-	-	10,000	-	-	-	(10,000)	Home Improvement Trusts equity release scheme has been closed. Replacement scheme being sought. No spend likely this financial year
Lee O'Neil	40209	Home Improvement Agency grant	27,000	-	-	27,000	27,084	-	27,084	84	Annual Invoice received
		Total	37,000	-	-	37,000	27,084	-	27,084	(9,916)	
Total For HIP			301,600	-	(4,717)	296,883	75,385	-	157,367	(139,516)	
<u>Other Capital Programme</u>											
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>											
Deborah Ashman	42271	Fordbridge Day Centre	-	20,716	11,000	31,716	11,127	0	11,127	(20,589)	Works to reception area has been delayed due to staff shortages & changes to building regulations. Carry forward to be requested for £20k
Deborah Ashman		External Funding	-	(3,276)	(11,000)	(14,276)	(11,127)	-	(11,127)	3,149	
Deborah Ashman	41013	Wellbeing Centre	-	69,144	10,500	79,644	75,238	0	75,633	(4,011)	Closure report has been signed off. An additional grant of £3500 has been received, which may go towards Induction Loop or Air conditioning. Carry forward to be requested for £4k
Deborah Ashman		External Funding	-	(60,083)	(10,500)	(70,583)	(70,583)	-	(70,583)	-	
Deborah Ashman	42014	Housing Locata	-	24,000	-	24,000	-	6,500	-	(24,000)	Contracts with Legal. Anticipated go live date in May 2014. Will need to request carry forward of £24k
Deborah Ashman	40106	Meals on Wheels Vans	50,000	-	(50,000)	-	-	-	-	-	This budget is no longer needed
		Total	50,000	50,501	(50,000)	50,501	4,656	6,500	5,050	(45,451)	
<u>Cllr Mitchell - Environment</u>											
Jackie Taylor	41502	DCLG Lorry	180,000	-	-	180,000	214,246	-	214,246	34,246	Lorry has been delivered. Overspend will be funded from DCLG revenue grant
Jackie Taylor	41601	DCLG Bins	48,000	-	-	48,000	47,500	-	47,500	(500)	Bins have been delivered
Jackie Taylor		DCLG Grant	(228,000)	-	(33,746)	(261,746)	(261,746)	-	(261,746)	-	
		Total	-	-	(33,746)	(33,746)	-	-	-	33,746	
Lee O'Neil	41314	Air Quality	-	25,100	-	25,100	-	-	-	(25,100)	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Project expected to be completed by March 2015, carry forward to be requested
		Total	-	25,100	-	25,100	-	-	-	(25,100)	
Sandy Muirhead	40602	HeatingRepairs&DraughtProofing	25,000	-	-	25,000	5,797	370	15,000	(10,000)	Monies to be spent on addressing fuel poverty issues. Will need to request carry forward to pay Action Surrey for next 2 years
Sandy Muirhead	41309	Critical Ditches	-	5,000	-	5,000	5,000	-	5,000	-	Felix Lane ditch project has been completed
Sandy Muirhead	42047	Bring Site Initiative	60,000	-	-	60,000	-	-	60,000	-	Bring sites have been reviewed & supplier has been chosen. New bins to be ordered & put in place by end of March 2014
		Total	85,000	5,000	-	90,000	10,797	370	80,000	(10,000)	
<u>Cllr Gething - Parks and Assets</u>											
Dave Phillips	41015	Runnymede Estates	-	-	-	-	1,225	54,300	-	-	Capitalised Planned Maintenance to be transferred at end of year
Dave Phillips	41028	Fire Alarm Systems	29,000	-	-	29,000	24,700	2,195	29,000	-	Finishing work on the upgrading of Fire Alarm systems at Greeno & Fordbridge Day Centres. To be completed by end of financial year
Dave Phillips	41031	Fencing	64,000	-	-	64,000	41,203	22,797	64,000	-	Work commencing, to be completed by end of financial year
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	20,000	-	-	-	(20,000)	Leisure have expressed an interest in running the site for football. Costs of decontamination and levelling of site being obtained. Carry forward to be requested
Dave Phillips	42007	Bore hole for Lammas Park	-	35,000	-	35,000	38,350	0	39,645	4,645	Works completed. Awaiting retention payment
Dave Phillips	42043	Renewal of Toilet Facilities	20,000	20,000	-	40,000	19,990	23,179	43,000	3,000	2nd floor toilets completed. 1st floor East Wing toilets to start in March
Dave Phillips	42050	KG Reception & Other Moves	-	45,657	-	45,657	55,162	31,135	45,657	-	ICT, Audit, Elections, Office Services & Asset Management moves completed. Further works in progress. Invoice for £39k to be recoded to 42101 - Housing Accommodation Moves
Dave Phillips	42053	Knowle Green Heating	-	25,561	-	25,561	24,599	46,306	25,561	-	Works completed to renew old valves at Knowle Green. Estimated outturn is £26k, commitment to be cleared once final invoices received
Dave Phillips	42101	Housing Accommodation Moves	-	-	70,000	70,000	-	-	70,000	-	Housing Benefits & Housing Options moves completed. Works to toilets & kitchen to be completed by end of financial year
		Total	113,000	146,218	70,000	329,218	205,230	179,911	316,863	(12,355)	

CAPITAL MONITORING REPORT P.10 JANUARY 2013/14

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Lisa Stonehouse	41006	Kenyngton Manor Pavilion	33,000	-	(33,000)	-	-	-	-	-	Project deferred until 2014/15
Lisa Stonehouse	41007	Sunbury Skate Park	18,700	-	-	18,700	14,304	-	14,304	(4,396)	Lighting & CCTV has been installed
Lisa Stonehouse	41018	Pool Covers	-	14,500	-	14,500	14,526	-	14,526	26	Project complete
Lisa Stonehouse	41202	Loan to SLM	-	-	300,000	300,000	300,000	-	300,000	-	Legal agreement has been signed & payment has been issued- Council will receive interest at 5.75%
Lisa Stonehouse	42274	SkatePark+Multi use games area	-	6,000	-	6,000	5,860	-	5,860	(140)	Project complete, retention paid
Total			51,700	20,500	267,000	339,200	334,690	-	334,690	(4,510)	
Sandy Muirhead	41023	Technical Equipment	-	-	26,588	26,588	26,588	-	26,588	-	Strong leader decision to purchase Christmas lights for Staines Town Centre
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	(200,000)	-	-	-	-	-	Project deferred until 2014/15
Sandy Muirhead	41207	Combined Heat & Power	-	121,600	-	121,600	121,572	-	121,572	(28)	Project complete. Council will benefit from no longer being exposed to future rising energy costs.
Sandy Muirhead	42031	M2G Boiler Controls	-	-	18,350	18,350	-	-	18,350	-	SALIX project monies from SALIX fund complete by March 2014
Sandy Muirhead		Salix funding	-	-	(18,350)	(18,350)	-	-	(18,350)	-	
Total			200,000	121,600	(173,412)	148,188	148,160	-	148,160	(28)	
Cllr Patel - ICT & Parking Services											
Helen Dunn	43003	New Software	40,000	-	-	40,000	15,649	2,700	30,000	(10,000)	Will be spent throughout the year on various software enhancements
Helen Dunn	43306	Geographical Info System	-	-	-	-	3,268	-	-	-	Flight took place in March 2013. Expenditure could be funded by underspends in other ICT projects
Helen Dunn	43310	Virtual Desktop (VDI)	100,000	47,000	(147,000)	-	-	-	-	-	Project will no longer take place
Helen Dunn	43311	Voice Over Internet (VOIP)	75,000	85,000	-	160,000	54,975	30,036	110,000	(50,000)	Implementation underway, on target to complete by end of financial year
Helen Dunn	43314	Integra Upgrade	24,000	-	-	24,000	9,605	4,295	14,000	(10,000)	Phase 1 of 2 of Integra upgrade underway. Phase 2 - eSeries 2 to be done in 2014. It is anticipated that £14k will be spent in 13/14 & a carry forward of £10k will need to be requested for 14/15
Helen Dunn	43315	GOSS (Runnymede)	-	-	-	-	-	3,273	-	-	All costs to be recharged to Runnymede
Helen Dunn	43507	Car Parks Link	12,000	-	-	12,000	2,804	-	12,000	-	Project is complete. Awaiting invoices
Helen Dunn	43601	Remote & Mobile Working, Depot	-	16,000	-	16,000	-	-	3,000	(13,000)	Linked to project 43307 - EHBC Mobile Working. £3k to be spent on a few tablets as a proof of concept
Helen Dunn	43603	Server Updates	30,000	-	-	30,000	1,270	11,359	15,000	(15,000)	No specific requirements as yet, but will be spent later in the year
Helen Dunn	43604	Desktop Upgrades	10,000	-	-	10,000	15,146	334	25,000	15,000	Spend to date relates to laptops purchased for new employees
Helen Dunn	43608	Other Hardware	10,000	-	-	10,000	4,300	-	10,000	-	Replacement of Digital Film Scanner (Microfiche) purchased for Reception area. Due to purchase new server
Helen Dunn	43609	ICT Security	26,900	-	-	26,900	-	15,733	11,000	(15,900)	Project split into Intrusion Detection & Protective Markings. PC Monitoring Endpoint Security took place in 2012/13. Anticipated to spend £11k in 13/14 & carry forward of balance will need to be requested for 14/15
Total			327,900	148,000	(147,000)	328,900	107,017	67,730	230,000	(98,900)	
Jan Hunt	41608	HR and Payroll system	-	12,500	-	12,500	175	1,704	3,000	(9,500)	Phases 1 & 2 complete. Phase 3 (self-service) & Phase 4 (automated workflows & e-recruitment) are in progress. Carry forward of £9.5k to be requested
Total			-	12,500	-	12,500	175	1,704	3,000	(9,500)	
Lee O'Neil	43307	EHBC Mobile Working	-	15,600	-	15,600	-	-	-	(15,600)	This pilot project has come to an end. It is not anticipated that any funds from the capital budget will be needed
Total			-	15,600	-	15,600	-	-	-	(15,600)	
Linda Norman	43505	CRM Solution	-	80,000	80,000	160,000	51,197	75,759	135,000	(25,000)	The software has been evaluated and Eden has been procured to deliver the CRM system. Project to be completed by March 2015. Carry forward of £25k will need to be submitted
Total			-	80,000	80,000	160,000	51,197	75,759	135,000	(25,000)	
Rowena Davison	43304	GOSS - Website Upgrade	-	15,000	-	15,000	10,308	-	15,000	-	£15k carry forward agreed from 2012/13 to cover additional functionality
Total			-	15,000	-	15,000	10,308	-	15,000	-	
Sandy Muirhead	41302	Parking Handhelds	-	-	-	-	(3,200)	3,200	-	-	Waiting for special creditor to clear
Sandy Muirhead	41317	Car Park Improvements	-	70,600	-	70,600	-	-	70,600	-	Funding replacement pay on foot system for Elmsleigh. Due to impact of flooding evaluation of tenders has slipped. Process expected to be completed by end of April.
Total			-	70,600	-	70,600	(3,200)	3,200	70,600	-	
Cllr Forbes-Forsyth - Community Safety & Young People											
Keith McGroary	41605	Staisafe Radio	-	13,000	32,000	45,000	-	-	45,000	-	There has been a change in radio type & a supplementary estimate of £32k has been agreed by cabinet. Tender has been chosen & contracts to be issued. Radios to be purchased by 31st March 2014
Keith McGroary	41604	Stanwell CCTV	-	60,000	18,110	78,110	78,110	-	78,110	-	Project complete, CCTV cameras installed
Keith McGroary		S106 Funding	-	(60,000)	(18,110)	(78,110)	(78,110)	-	(78,110)	-	
Total			-	13,000	32,000	45,000	-	-	45,000	-	
Total For Other			827,600	723,619	44,842	1,596,061	869,030	335,175	1,383,363	(212,698)	
Total Expenditure			1,642,200	846,978	136,548	2,625,726	1,607,413	335,175	2,270,363	(355,363)	
Total Funding			(513,000)	(123,359)	(96,423)	(732,782)	(662,997)	-	(729,633)	3,149	
GRAND TOTAL			1,129,200	723,619	40,125	1,892,944	944,415	335,175	1,540,730	(352,214)	

Cabinet**25 March 2014**

Title	Revenue Monitoring Report		
Purpose	Recommendation required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Adrian Flynn		
Summary and Key Issues	<p>To provide Cabinet with the net revenue spend figures to the end of January 2014.</p> <p>The forecast outturn at net expenditure level is £12.368m against the revised budget of £12.398m : A projected favourable variance of £30k</p> <p>After taking into the account the use of carry forwards, the net position is approximately £214k Favourable variance.</p> <p>Interest earnings will exceed the budget by £20k.</p>		
Financial Implications	As set out within the report and appendices		
Corporate Priority	*This item is not in the list of Corporate Priorities		
Recommendations	Cabinet is asked to note the report.		

1. Background

- 1.1 The purpose of this report is to update members on the net revenue spend and forecast outturn position as at the end of January 2014.
- 1.2 To inform members of the reasons for the variances identified against the budget agreed in February 2013 and revised for carry forwards.
- 1.3 In the budgets agreed for Heads of Service, It is always anticipated that there will be budget variances from the original budget. This ensures that the authority meets any change in the needs of the service to adapt to any unexpected changes which happen in the period.

2. Key issues

- 2.1 The forecast under spend at net expenditure level is £30k (0.24%) against the revised budget. Once we take into account the use of carry forwards, the under spend increases to approximately £214k
- 2.2 Appendices B and C1 to C8 show the major area's causing the year to date budget to be higher or lower than the actual spend to date are detailed.
- 2.3 The recent flooding that has hit Spelthorne will bring greater amounts of unforeseen expenditure and reduced income streams in major areas like parking services. Spelthorne will be making bids for supplementary funding from the various government schemes to offset some of this increased spending, however some expenditure will be eligible for funding and we won't be compensated for lost income.

2.4 Details of Monitoring

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

3. Options analysis and proposal

- 3.1 Cabinet are asked to note the current net revenue spend and forecast position.

3.2 The following highlights the more significant or material variances

Leader Portfolio

Human Resources: £22k adverse variance – Extension of Temporary post approved by MAT to enable the team to respond to workload pressures.

Planning and Corporate Development Portfolio

Legal: £48k favourable variance – Reimbursement of legal costs plus charges for services.

Committee Services: £60k favourable variance – Reduction in expenses and printing costs plus staff savings as a result of a secondment.

Planning Policy: £71k favourable variance – additional hardship funding received from Surrey County Council, plus savings from the consultant's budget.

Land Charges: £41k adverse variance -Compensation paid as a result of legal action taken against local authorities nationally.

Housing, Health, Wellbeing and Independent Living Portfolio

Span:

£ 32,300 adverse variance – Additional expenditure on Telecare equipment

£40,500 favourable variance – Additional grant income to fund Telecare equipment purchases.

£8,200 – net favourable variance

Spelthorne Assessable transport (SAT)

£16.5k adverse variance – Temporary staff member employed

£17k favourable variance – Extra grant income received from Surrey CC

£0.5 net favourable variance

Homelessness:

£397k adverse variance Increased expenditure on Bed and Breakfast accommodation.

£362k favourable variance – Increased income

£35k net adverse variance

Environment Portfolio

DS Management and Support: £51k favourable variance – Vacant Market Managers Post.

Refuse Collection

: £54k adverse variance – Increased fuel costs

£45k favourable variance – Vacant posts

£ 9k net adverse variance

Waste Recycling: £33k favourable variance – reduced level of gate fees for disposal of waste

.

Community Safety, Young People, Leisure & Culture Portfolio

Public halls: £12k favourable variance – Increased income from halls

Communications and Procurement Portfolio

Corporate Publicity £32k favourable variance- Number of staff changes within the department resulting in lower overall costs.

Economic Development and Fixed Assets Portfolio

Asset Management Administration; £78k favourable variance - Knowle green feasibility study delayed to 2014/15

Finance Portfolio

Accountancy: £30k favourable variance Restructure savings

Insurance: £89k adverse variance – Authority' share of historic Municipal Mutual Insurance (MMI) liabilities.

Parking service and ICT Portfolio (including Building Control)

Building control £27k favourable variance – increased income

4. Financial implications

4.1 As set out within the report and appendices..

5. Other considerations

5.1 There are none

6. Risks and how they will be mitigated

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

7. Timetable for implementation

Bi – Monthly reports are produced for Management team

Background papers: There are none

Appendices: A, B C1 to C9

APPENDIX A

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

	13/14	13/14	13/14	13/14
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	51,897,500	52,201,500	53,048,094	846,594
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	51,897,500	52,201,500	53,048,094	846,594
Less Specific fees and charges income	(39,578,400)	(39,563,900)	(40,680,262)	(1,116,362)
Net Expenditure - broken down as below	12,319,100	12,637,600	12,367,833	(269,767)
Leader	250,500	250,500	283,780	33,280
Parking Services and ICT	(91,300)	(67,900)	(98,800)	(30,900)
Planning and Corporate Development	1,735,400	1,765,700	1,716,540	(49,160)
Housing, Health, Wellbeing and Independent Living	2,396,300	2,452,200	2,327,132	(125,068)
Environment	4,120,500	4,083,100	3,991,312	(91,788)
Community Safety, Young People, Leisure and Culture	183,800	254,800	245,082	(9,718)
Finance	2,809,500	2,859,000	3,014,086	155,086
Communications	265,300	261,400	229,600	(31,800)
Economic Development and Fixed Assets	649,100	778,800	659,100	(119,700)
NET EXPENDITURE AT SERVICE LEVEL	12,319,100	12,637,600	12,367,833	(269,767)
Salary expenditure - vacancy monitoring	(160,000)	(160,000)	-	160,000
Salary Savings efficiencies			-	-
Restructuring Savings	(40,000)	(40,000)	-	40,000
Partnership Savings	(40,000)	(40,000)	-	40,000
Resources to address project management issues			-	-
NET EXPENDITURE	12,079,100	12,397,600	12,367,833	(29,767)
NET EXPENDITURE	12,079,100	12,397,600	12,367,833	(29,767)
Interest earnings	(345,000)	(345,000)	(365,000)	(20,000)
Extraordinary Item				-
Appropriation from Reserves:				
Feasibility Study for Knowle Green Hub	(70,000)	(70,000)	(70,000)	-
Spend to Save (APC's)	(56,500)	(56,500)	(56,500)	-
Interest Equalisation reserve	(70,048)	(70,048)	(70,048)	-
BUDGET REQUIREMENT	11,537,552	11,856,052	11,806,285	(49,767)
Baseline NNDR Funding	(1,685,030)	(1,685,030)	(1,685,030)	-
Revenue Support grant	(2,532,841)	(2,532,841)	(2,532,841)	-
New Homes Bonus	(910,300)	(910,300)	(910,300)	-
DCLG Transitional LCTSS grant	(16,000)	(16,000)	(16,000)	-
NET BUDGET REQUIREMENT	6,393,381	6,711,881	6,662,114	(49,767)
Collection Fund Surplus/(deficit)	28,800	28,800	28,800	-
CHARGE TO COLLECTION FUND	6,422,181	6,740,681	6,690,914	(49,767)
2012/13 Revenue carryforward			(164,290)	(164,290)
Net Position				(214,057)

Appendix B						
REVENUE MONITORING 2013/14						
EXPENDITURE AND INCOME SUMMARY 31 JANUARY 2014						
Results to 31-Jan-14	Budget		Actual YTD	Commitments	Forecast Outturn	Variance to Revised
	Revised	YTD				
	£	£	£	£	£	£
Leader						
Employees	263,900	218,700	240,919	0	287,200	23,300
Other Expenditure	28,800	14,000	25,676	29	39,800	11,000
Income	(42,200)	(31,700)	(32,829)	0	(43,220)	(1,020)
	250,500	201,000	233,766	29	283,780	33,280
Parking Services and ICT						
Employees	1,044,400	866,983	829,835	24,415	1,034,100	(10,300)
Other Expenditure	1,561,200	1,462,451	1,653,371	217,660	1,653,100	91,900
Income	(2,673,500)	(2,212,390)	(2,371,723)	305	(2,786,000)	(112,500)
	(67,900)	117,044	111,483	242,381	(98,800)	(30,900)
Planning and Corporate Development						
Employees	1,678,700	1,382,683	1,361,824	1,058	1,659,500	(19,200)
Other Expenditure	784,400	653,314	638,819	124,968	835,750	51,350
Income	(697,400)	(579,800)	(631,807)	0	(778,710)	(81,310)
	1,765,700	1,456,197	1,368,837	126,027	1,716,540	(49,160)
Housing, Health, Wellbeing and Independent Living						
Employees	2,759,500	2,286,418	2,290,844	21,480	2,795,932	36,432
Other Expenditure	32,359,000	27,312,200	27,564,396	105,333	32,890,000	531,000
Income	(32,666,300)	(27,354,733)	(26,600,591)	1,591	(33,358,800)	(692,500)
	2,452,200	2,243,885	3,254,649	128,404	2,327,132	(125,068)
Environment						
Employees	2,634,000	2,194,870	2,070,327	2,740	2,478,300	(155,700)
Other Expenditure	3,413,400	2,855,453	2,813,973	270,207	3,563,670	150,270
Income	(1,964,300)	(1,680,103)	(1,780,334)	100	(2,050,658)	(86,358)
	4,083,100	3,370,220	3,103,965	273,048	3,991,312	(91,788)
Community Safety, Young People, Leisure and Culture						
Employees	407,300	337,280	412,104	200	486,142	78,842
Other Expenditure	433,600	334,133	292,804	7,343	435,100	1,500
Income	(586,100)	(512,030)	(603,793)	0	(676,160)	(90,060)
	254,800	159,383	101,115	7,543	245,082	(9,718)
Finance						
Employees	2,597,200	2,155,516	2,055,059	1,865	2,641,300	44,100
Other Expenditure	593,600	288,971	300,797	166,114	722,100	128,500
Income	(331,800)	(47,344)	(53,366)	0	(349,314)	(17,514)
	2,859,000	2,397,143	2,302,490	167,979	3,014,086	155,086
Communications						
Employees	173,000	144,950	117,064	0	141,200	(31,800)
Other Expenditure	88,400	58,200	52,301	9,699	88,400	-
Income	0	0	(2)	0	0	-
	261,400	203,150	169,363	9,699	229,600	(31,800)
Economic Development and Fixed Assets						
Employees	216,300	178,875	172,161	0	210,600	(5,700)
Other Expenditure	1,164,800	943,866	827,229	154,160	1,085,900	(78,900)
Income	(602,300)	(588,650)	(621,199)	0	(637,400)	(35,100)
	778,800	534,091	378,191	154,160	659,100	(119,700)
NET EXPENDITURE AT SERVICE LEVEL	12,637,600	10,682,113	11,023,859	1,109,268	12,367,833	(269,767)
Total Employees	11,774,300	9,766,275	9,550,137	51,759	11,734,274	(40,026)
Total Other Expenditure	40,427,200	33,922,588	34,169,366	1,055,513	41,313,820	886,620
Total Income	(39,563,900)	(33,006,750)	(32,695,644)	1,996	(40,680,262)	(1,116,362)
	12,637,600	10,682,113	11,023,859	1,109,268	12,367,833	(269,767)
Total Expenditure	52,201,500	43,688,863	43,719,503	1,107,272	53,048,094	846,594
Total Income	(39,563,900)	(33,006,750)	(32,695,644)	1,996	(40,680,262)	(1,116,362)
Net	12,637,600	10,682,113	11,023,859	1,109,268	12,367,833	(269,767)

Appendix C1						
Leader						
Results to 31-Jan-14	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	18,500	4,700	15,190	28,500	10,000	Neighbourhood allocations are expected to be higher as Leader has requested the same level of allocations as previous year
Income	0	0	0	0	0	
People & Partnerships	18,500	4,700	15,190	28,500	10,000	
Employees	213,500	176,700	197,719	235,800	22,300	One temporary member of staff's contract extended by MAT up to March 2014
Other Expenditure	9,300	8,400	9,189	9,800	500	Printing costs are higher than budget
Income	(42,200)	(31,700)	(32,809)	(43,200)	(1,000)	
HR	180,600	153,400	174,099	202,400	21,800	
Employees	50,400	42,000	43,200	51,400	1,000	
Other Expenditure	1,000	900	1,298	1,500	500	Printing costs are higher than budget
Income	0	0	(20)	(20)	(20)	
Payroll	51,400	42,900	44,478	52,880	1,480	
Total Employees	263,900	218,700	240,919	287,200	23,300	
Total Other Expenditure	28,800	14,000	25,676	39,800	11,000	
Total Income	(42,200)	(31,700)	(32,829)	(43,220)	(1,020)	
	250,500	201,000	233,766	283,780	33,280	

Appendix C2						
Parking Services and ICT						
Results to 31-Jan-14	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	458,100	382,000	332,178	440,000	(18,100)	Currently underspent due to unfilled vacancies
Other Expenditure	605,400	558,400	695,161	625,000	19,600	Overspent YTD because of prepayments on maintenance and support and RBC website invoices (see below)
Income	(48,400)	(48,400)	(97,051)	(100,000)	(51,600)	This is recharged invoices (RBC website project) rather than income, so is offset by higher costs for SBC
Information & Comms Technology	1,015,100	892,000	930,289	965,000	(50,100)	
Employees	328,500	271,100	277,296	328,500	0	
Other Expenditure	849,700	816,476	850,436	865,700	16,000	Equipment maintenance overspend £10k
Income	(2,017,000)	(1,657,390)	(1,700,176)	(2,025,000)	(8,000)	Over recovery of Penalty Charge Notices and pay and display income, partially offset by losses at Laleham (re removal of barbecues), Tothill multi storey decreases and Season tickets shortfall due to Centricia not renewing their annual permits. Income will be affected by the recent flooding.
Car Parks	(838,800)	(569,814)	(572,444)	(830,800)	8,000	
Employees	0	0	0	0	0	
Other Expenditure	8,000	6,800	4,027	40,000	32,000	Flooding expenditure
Income	0	0	2,247	0	0	Flooding expenditure miscoded
Emergency Planning	8,000	6,800	6,275	40,000	32,000	
Employees	257,800	213,883	220,361	265,600	7,800	Temporary staff costs expected to be higher than budget to cover vacant post
Other Expenditure	13,400	11,700	12,140	13,400	0	
Income	(308,100)	(256,600)	(307,399)	(335,000)	(26,900)	Income is expected to be higher due to more activity
Building Control	(36,900)	(31,017)	(74,898)	(56,000)	(19,100)	
Employees	0	0	0	0	0	
Other Expenditure	84,700	69,075	91,607	109,000	24,300	Management costs and electricity higher than budget
Income	(300,000)	(250,000)	(269,346)	(326,000)	(26,000)	Increased demand for pitches
Staines Market	(215,300)	(180,925)	(177,739)	(217,000)	(1,700)	
Total Employees	1,044,400	866,983	829,835	1,034,100	(10,300)	
Total Other Expenditure	1,561,200	1,462,451	1,653,371	1,653,100	91,900	
Total Income	(2,673,500)	(2,212,390)	(2,371,723)	(2,786,000)	(112,500)	
	(67,900)	117,044	111,483	(98,800)	(30,900)	

Appendix C3						
Planning and Corporate Development						
Results to 31-Jan-14	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	273,900	227,383	222,762	273,900	0	
Other Expenditure	23,200	22,140	30,542	36,100	12,900	
Income	(1,200)	(1,200)	(37,183)	(50,000)	(48,800)	Legal costs reimbursed and fees for services
Legal	295,900	248,323	216,121	260,000	(35,900)	
Employees	90,300	74,900	74,293	90,300	0	
Other Expenditure	0	0	1,371	1,500	1,500	
Income	0	0	(10)	(10)	(10)	
Corporate Governance	90,300	74,900	75,653	91,790	1,490	
Employees	145,800	120,700	91,121	109,800	(36,000)	Internal secondment paritally offset by temporary staff costs
Other Expenditure	27,500	8,750	2,863	3,800	(23,700)	Reduction in other expenses and Internal printing costs
Income	0	0	0	0	0	
Committee Services	173,300	129,450	93,984	113,600	(59,700)	
Employees	56,500	46,700	48,413	60,000	3,500	
Other Expenditure	1,600	340	2,714	43,000	41,400	Compensation paid as a result of legal action taken against local authorities nationally
Income	(180,000)	(150,100)	(171,735)	(196,000)	(16,000)	Higher Activity
Land Charges	(121,900)	(103,060)	(120,608)	(93,000)	28,900	In year restructure of staffing budget offset by over recovery of income.
Employees	0	0	0	0	0	
Other Expenditure	82,900	70,517	68,106	102,900	20,000	Photocopier Lease budget will be overspent by £20k
Income	0	0	(42)	0	0	
Print Unit	82,900	70,517	68,064	102,900	20,000	
Employees	172,000	142,400	163,794	195,300	23,300	Increase in overtime, due to heating works at weekends. Post filled at higher grade than budgeted
Other Expenditure	448,200	404,067	422,019	471,150	22,950	Overspends in Business rates & office cleaning
Income	(144,900)	(119,300)	(139,404)	(158,900)	(14,000)	Additional income received
Knowle Green	475,300	427,167	446,409	507,550	32,250	
Employees	167,700	138,600	140,414	167,900	200	
Other Expenditure	110,800	77,700	25,336	64,800	(46,000)	Savings expected against consultants budget as work has been delayed due to a vacant post. Carried forward of £13,300 needs to be included in the revised budget
Income	(1,000)	(800)	(26,374)	(26,400)	(25,400)	Additional hardship funding re: Council tax localisation from Surrey County Council
Planning Policy	277,500	215,500	139,376	206,300	(71,200)	
Employees	656,600	544,300	530,432	641,000	(15,600)	Savings due to restructure
Other Expenditure	53,700	44,500	55,274	72,300	18,600	Expenditure of £13k relating to Sheep Walk with no budget and consultants costs are also expected to be higher
Income	(369,300)	(307,700)	(250,297)	(340,000)	29,300	Only one large application is expected to be received by end of this year instead of two anticipated earlier
Planning Development Control	341,000	281,100	335,409	373,300	32,300	
Employees	0	0	5,357	5,400	5,400	
Other Expenditure	10,900	6,400	8,173	8,200	(2,700)	
Income	0	0	0	0	0	
Elections	10,900	6,400	13,530	13,600	2,700	Total By - election costs are higher than the budget
Employees	115,900	87,700	85,239	115,900	0	
Other Expenditure	25,600	18,900	19,733	32,000	6,400	Higher expenditure expected due to work relating to Individual Electoral Registration funded through Govt.Grant
Income	(1,000)	(700)	(6,762)	(7,400)	(6,400)	Govt Grant relating to 'Individual Electoral Registration' scheme. If not used fully will be requested to be carried forwarded into next year
Electoral Registration	140,500	105,900	98,210	140,500	0	
Total Employees	1,678,700	1,382,683	1,361,824	1,659,500	(19,200)	
Total Other Expenditure	784,400	653,314	638,819	835,750	51,350	
Total Income	(697,400)	(579,800)	(631,807)	(778,710)	(81,310)	
	1,765,700	1,456,197	1,368,837	1,716,540	(49,160)	

Appendix C4						
Housing, Health, Wellbeing and Independent Living						
Results to	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
31-Jan-14						
Employees	0	0	0	0	-	
Other Expenditure	309,000	229,000	243,985	324,000	15,000	Higher grants payments than the budget
Income	0	0	(1,500)	(1,500)	(1,500)	Carried forward Stanwell Hub income to off set the costs
General Grants	309,000	229,000	242,485	322,500	13,500	
Employees	89,900	74,250	94,514	110,800	20,900	Additional payments to one of the temporary staff approved by MAT with no budget and one other post made full time to be funded through Personalisation Prevention Partnership Fund
Other Expenditure	10,500	8,533	10,507	10,500	0	
Income	0	0	(15,360)	(15,400)	(15,400)	Additional funding through Personalisation Prevention Partnership Fund
Com Care Administration	100,400	82,783	89,661	105,900	5,500	
Employees	572,800	475,734	484,780	592,700	19,900	Salary costs are higher due to additional payments relating to 'High Needs Group' and temporary contracts extended to run the service
Other Expenditure	193,400	164,200	230,868	265,900	72,500	Overall higher utility costs and one electricity bill backdated to 3 years for Staines Community Centre and other expenditure relating to 'Spelthorne Troubled Families' funded through grant income .
Income	(432,200)	(410,300)	(584,919)	(644,500)	(212,300)	Higher due to carried forward income of £46k from previous year, £39k additional funding allocated in the current year relating to personalisation and prevention Partnership fund. Additional income of £90k expected relating to 'High Needs Group', Additional funding of £20k relating to 'spelthorne Troubled families to off set the costs and the remainder relates to increased activity
Day Centres	334,000	229,634	130,728	214,100	(119,900)	
Employees	67,800	55,800	55,171	72,000	4,200	Higher overtime payments are expected due to increased Meals on wheels provision at weekends
Other Expenditure	86,800	72,000	67,546	89,600	2,800	Higher food costs expected due to increased MOW provision at weekends
Income	(185,800)	(162,400)	(178,062)	(201,100)	(15,300)	Additional funding of £7k from personalisation and prevention Partnership fund to increase MOW provision for weekend and remainder due to higher income for sale of food due to increased MOW provision at weekends
Meals On Wheels	(31,200)	(34,600)	(55,344)	(39,500)	(8,300)	
Employees	87,400	72,300	76,356	92,600	5,200	One member of staff is paid on higher grade than the budget and higher out of hours payments
Other Expenditure	67,800	54,900	83,872	100,100	32,300	Additional expenditure on SPAN - telecare equipment funded by additional grant income
Income	(280,100)	(267,000)	(283,036)	(320,600)	(40,500)	Additional 'Preventative Technology Grant' income to off set the additional costs for new Telecare equipment
Span	(124,900)	(139,800)	(122,808)	(127,900)	(3,000)	
Employees	0	0	0	0	0	
Other Expenditure	20,100	14,800	11,351	19,100	(1,000)	
Income	(2,000)	(1,700)	(4,566)	(5,200)	(3,200)	Higher collection fees for control of stray dogs
Rodent & Pest Control	18,100	13,100	6,785	13,900	(4,200)	
Employees	111,500	92,900	104,322	128,000	16,500	Employment of a temporary member of staff
Other Expenditure	51,400	44,100	42,708	48,000	(3,400)	
Income	(113,800)	(102,000)	(104,694)	(131,500)	(17,700)	Extra grant income received from Surrey CC
SAT	49,100	35,000	42,336	44,500	(4,600)	
Employees	716,900	594,467	572,256	701,300	(15,600)	Currently a vacant post and one postholder on maternity leave covered by agency staff
Other Expenditure	31,500	20,000	24,254	39,500	8,000	Expenditure on Warmer homes
Income	(10,500)	(10,500)	(28,418)	(30,000)	(19,500)	No income expected, budget has to be removed. Carried forward income of £28k relating to warmer homes' - only £8 is expected to be utilised in the current year, the balance may again be requested to be carried forward in the next year.
Environmental Health Admin	737,900	603,967	568,092	710,800	(27,100)	
Employees	0	0	0	0	0	
Other Expenditure	12,000	5,600	2,903	12,000	0	
Income	(5,100)	(5,000)	(4,440)	(4,600)	500	
Environmental Protection Act	6,900	600	(1,536)	7,400	500	
Employees	0	0	0	0	0	
Other Expenditure	1,300	1,067	609	1,100	(200)	
Income	(3,000)	(2,500)	(1,618)	(2,100)	900	
Food Safety	(1,700)	(1,433)	(1,008)	(1,000)	700	
Employees	0	0	132	132	132	
Other Expenditure	5,400	4,300	9,931	10,500	5,100	Additional costs relating to Health & Safety off set by higher income
Income	(8,900)	(7,200)	(15,776)	(16,600)	(7,700)	Higher external recharges against Health & Safety costs
Public Health	(3,500)	(2,900)	(5,713)	(5,968)	(2,468)	
Employees	18,400	15,300	11,373	15,000	(3,400)	NI saving
Other Expenditure	251,600	202,200	215,970	253,600	2,000	Overspend mainly due to reimbursement to Members for home internet partially offset by underspend on conference expenses
Income	0	0	0	0	0	
Democratic Rep & Management	270,000	217,500	227,343	268,600	(1,400)	
Employees	556,400	460,967	461,257	556,400	0	
Other Expenditure	55,200	43,100	26,690	55,200	0	
Income	(2,200)	0	(35)	(2,200)	0	
Housing Needs	609,400	504,067	487,913	609,400	0	
Employees	0	0	0	0	0	
Other Expenditure	327,300	272,800	473,190	724,800	397,500	
Income	(139,400)	(116,133)	(382,427)	(501,400)	(362,000)	
Homelessness	187,900	156,667	90,763	223,400	35,500	Will be overspent due to increased usage of Bed & Breakfast
Employees	538,400	444,700	430,681	527,000	(11,400)	Temporary vacancies in various posts throughout the year
Other Expenditure	52,700	44,000	42,540	53,100	400	
Income	(495,300)	(412,700)	(411,565)	(494,100)	1,200	
Housing Benefits Admin	95,800	76,000	61,656	86,000	(9,800)	
Employees	0	0	0	0	0	
Other Expenditure	30,883,000	26,131,600	26,077,473	30,883,000	0	
Income	(30,988,000)	(25,857,300)	(24,584,177)	(30,988,000)	0	
Housing Benefits Payments	(105,000)	274,300	1,493,296	(105,000)	0	
Total Employees	2,759,500	2,286,418	2,290,844	2,795,932	36,432	
Total Other Expenditure	32,359,000	27,312,200	27,564,396	32,890,000	531,000	
Total Income	(32,666,300)	(27,354,733)	(26,600,591)	(33,358,800)	(692,500)	
	2,452,200	2,243,885	3,254,649	2,327,132	(125,068)	

Appendix C5						
Environment						
Results to	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
31-Jan-14	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	500	0	0	0	(500)	
Income	0	0	0	0	0	
Abandoned Vehicles	500	0	0	0	(500)	
Employees	0	0	0	0	0	
Other Expenditure	57,500	51,428	57,773	63,000	5,500	Increased electricity and business rates costs and renting of the vending machine.
Income	0	0	(720)	(720)	(720)	
Depot	57,500	51,428	57,053	62,280	4,780	
Employees	531,400	442,600	395,109	480,000	(51,400)	Staines Market manager post vacant which has been deleted in the 2014/15 budget.
Other Expenditure	61,500	49,200	37,811	48,000	(13,500)	
Income	(21,200)	(18,700)	(23,817)	(24,000)	(2,800)	
DS Management & Support	571,700	473,100	409,103	504,000	(67,700)	
Employees	1,045,700	874,000	835,379	1,000,000	(45,700)	Vacant posts
Other Expenditure	786,300	646,717	695,104	840,000	53,700	Reduced hired transport and lease costs offset by increased fuel costs
Income	(537,400)	(504,000)	(650,132)	(528,000)	9,400	Increased Bulky waste and school collection services income, offset by reduction in income from DCLG project
Refuse Collection	1,294,600	1,016,717	880,351	1,312,000	17,400	
Employees	0	0	0	0	0	
Other Expenditure	9,500	7,400	490	9,500	0	
Income	0	0	0	0	0	
Energy Initiatives	9,500	7,400	490	9,500	0	
Employees	0	0	0	0	0	
Other Expenditure	15,300	15,300	14,200	39,820	24,520	Higher Level Stewardship grant expenditure
Income	0	0	(24,520)	(24,520)	(24,520)	Higher Level Stewardship grant income (Agricultural monies from Natural England)
Environmental Enhancements	15,300	15,300	(10,319)	15,300	0	
Employees	312,800	259,500	254,038	305,300	(7,500)	Maternity leave saving
Other Expenditure	28,000	11,500	26,064	37,500	9,500	Insurance claim
Income	(34,100)	(27,280)	(23,908)	(34,100)	0	
Enviro Services Administration	306,700	243,720	256,194	308,700	2,000	
Employees	615,800	512,800	460,712	550,000	(65,800)	Reduced Salary & Superannuation costs, offset by increased temp staff costs.
Other Expenditure	318,600	263,300	221,825	290,000	(28,600)	Reduced expenditure on Fuel, lease of vehicles, operational materials
Income	(47,700)	(43,700)	(46,389)	(46,500)	1,200	
Street Cleaning	886,700	732,400	636,148	793,500	(93,200)	
Employees	0	0	0	0	0	
Other Expenditure	190,800	159,100	131,497	158,000	(32,800)	Reduction in gate fees for disposal of waste
Income	(651,000)	(490,800)	(335,796)	(655,000)	(4,000)	
Waste Recycling	(460,200)	(331,700)	(204,299)	(497,000)	(36,800)	
Employees	0	0	0	0	0	
Other Expenditure	500	500	6,783	6,800	6,300	Christmas lights expenditure
Income	0	0	(5,714)	(5,714)	(5,714)	Income received from Members grants towards cost of lights
Technical Projects	500	500	1,069	1,086	586	
Employees	0	0	0	0	0	
Other Expenditure	101,700	88,200	162,708	182,000	80,300	Overspending due to termination charges in relation to JC Decaux contract. A transfer of £56k will be funded from reserves at year end.
Income	0	0	(1,004)	(1,004)	(1,004)	
Public Conveniences	101,700	88,200	161,704	180,996	79,296	
Employees	0	0	0	0	0	
Other Expenditure	6,200	5,500	11,843	12,900	6,700	Essential grounds maintenance work
Income	(43,200)	(42,890)	(39,739)	(40,400)	2,800	Non payment of allotment income at Vinery Lane due to potential for airport parking
Allotments	(37,000)	(37,390)	(27,897)	(27,500)	9,500	
Employees	0	0	6,627	0	0	Temporary staff used Laleham Park consultation, expenditure to be transferred
Other Expenditure	110,600	105,200	132,832	123,500	12,900	Increases in business rates and utility charges
Income	(117,700)	(103,833)	(97,276)	(99,700)	18,000	Delay in letting of Beresford House
Parks Strategy	(7,100)	1,367	42,183	23,800	30,900	
Employees	0	0	0	0	0	
Other Expenditure	21,100	20,128	28,050	30,400	9,300	Increase grounds maintenance cost's. Eg tree works
Income	(321,400)	(262,200)	(305,707)	(360,000)	(38,600)	Increased number of larger burials taking place in the 1st half of the year.
Cemeteries	(300,300)	(242,072)	(277,657)	(329,600)	(29,300)	
Employees	0	0	0	0	0	
Other Expenditure	17,000	16,380	15,925	17,000	0	
Income	0	0	0	0	0	
Staines Metro Commons	17,000	16,380	15,925	17,000	0	
Employees	128,300	105,970	118,462	143,000	14,700	
Other Expenditure	1,682,800	1,410,600	1,268,370	1,701,000	18,200	
Income	(190,600)	(186,700)	(224,495)	(231,000)	(40,400)	
Grounds Maintenance	1,620,500	1,329,870	1,162,337	1,613,000	(7,500)	
Employees	0	0	0	0	0	
Other Expenditure	5,500	5,000	2,698	4,250	(1,250)	
Income	0	0	0	0	0	
Water Courses & Land Drainage	5,500	5,000	2,698	4,250	(1,250)	
Total Employees	2,634,000	2,194,870	2,070,327	2,478,300	(155,700)	
Total Other Expenditure	3,413,400	2,855,453	2,813,973	3,563,670	150,270	
Total Income	(1,964,300)	(1,680,103)	(1,780,334)	(2,050,658)	(86,358)	
	4,083,100	3,370,220	3,103,965	3,991,312	(91,788)	

Appendix C6						
Community Safety, Young People, Leisure and Culture						
Results to	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
31-Jan-14						
Employees	0	0	0	0	-	
Other Expenditure	45,100	38,400	27,248	45,100	-	
Income	(1,000)	(1,000)	(11,440)	(11,500)	(10,500)	External grant funding for skatepark ramps etc.
Youth	44,100	37,400	15,808	33,600	(10,500)	
Employees	0	0	0	0	-	
Other Expenditure	0	0	0	0	-	
Income	(44,000)	(44,000)	(44,000)	(44,000)	-	
Riverside Arts Centre	(44,000)	(44,000)	(44,000)	(44,000)	0	
Employees	0	0	0	6,700	6,700	Temporary employee costs to be transferred from Parks Strategy
Other Expenditure	60,000	50,000	9,900	27,000	(33,000)	Project in progress
Income	0	0	0	0	-	
Laleham Park Project	60,000	50,000	9,900	33,700	(26,300)	
Employees	1,500	1,300	0	0	(1,500)	
Other Expenditure	0	0	1,000	1,000	1,000	
Income	0	0	0	0	-	
Safeguarding	1,500	1,300	1,000	1,000	(500)	
Employees	5,100	4,200	9,918	10,000	4,900	Future options for cost reductions under consideration
Other Expenditure	4,200	3,400	3,163	4,200	0	
Income	(6,300)	(5,300)	(3,797)	(6,300)	-	
Resource Centre	3,000	2,300	9,284	7,900	4,900	
Employees	0	0	512	512	512	
Other Expenditure	4,000	2,700	3,320	4,000	-	
Income	(500)	(417)	(1,933)	(2,000)	(1,500)	
Active Lifestyle	3,500	2,283	1,899	2,512	(988)	
Employees	5,100	4,080	3,802	5,100	-	
Other Expenditure	18,200	16,600	17,487	18,200	0	
Income	(6,000)	(5,000)	(17,447)	(15,000)	(9,000)	Additional external funding and income from events
Sports Development	17,300	15,680	3,841	8,300	(9,000)	
Employees	2,600	2,200	2,776	2,800	200	
Other Expenditure	15,500	12,900	13,023	15,500	-	
Income	(3,000)	(2,500)	(4,736)	(5,000)	(2,000)	
Arts Development	15,100	12,600	11,063	13,300	(1,800)	
Employees	5,000	3,800	1,912	5,000	-	
Other Expenditure	2,800	2,800	2,270	2,800	0	
Income	0	0	0	0	-	
Events	7,800	6,600	4,182	7,800	0	
Employees	207,800	172,700	191,144	211,800	4,000	Flexi payment made to one staff member earlier in the year
Other Expenditure	10,400	8,633	7,887	10,400	-	
Income	0	0	0	0	-	
Leisure Administration	218,200	181,333	199,032	222,200	4,000	
Employees	0	0	0	0	-	
Other Expenditure	3,000	2,500	2,763	3,000	-	
Income	(200)	(200)	0	(200)	-	
Leisure Development	2,800	2,300	2,763	2,800	0	
Employees	0	0	0	0	-	
Other Expenditure	19,000	12,800	16,358	19,000	-	
Income	0	0	0	0	-	
Leisure Grants	19,000	12,800	16,358	19,000	0	
Employees	0	0	0	0	-	
Other Expenditure	4,400	4,200	3,941	4,400	-	
Income	(8,000)	(8,000)	(8,000)	(8,000)	-	
Museum	(3,600)	(3,800)	(4,059)	(3,600)	0	
Employees	0	0	864	730	730	
Other Expenditure	7,800	17,900	5,638	7,800	-	
Income	(45,700)	(41,613)	(52,104)	(58,300)	(12,600)	Increase in income from lettings plus backdated rent for playgroup
Public Halls	(37,900)	(23,713)	(45,602)	(49,770)	(11,870)	
Employees	0	0	0	0	-	
Other Expenditure	51,000	0	12,835	51,000	-	
Income	(237,600)	(233,600)	(235,007)	(237,600)	-	
Spelthorne Leisure Centre	(186,600)	(233,600)	(222,173)	(186,600)	0	
Employees	0	0	0	0	0	
Other Expenditure	8,300	8,300	10,079	10,100	1,800	NNDR charge higher than budget
Income	0	0	0	0	0	
Sunbury Leisure Centre	8,300	8,300	10,079	10,100	1,800	
Employees	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	
Income	(42,200)	(8,200)	(8,200)	(46,160)	(3,960)	Increase in amount of profit share
Sunbury Golf Club	(42,200)	(8,200)	(8,200)	(46,160)	(3,960)	
Employees	84,100	69,600	75,171	91,900	7,800	Two members of staff are being paid on higher grade than the budget
Other Expenditure	3,900	3,200	7,238	7,800	3,900	Increased legal costs with no budget
Income	(100,600)	(83,900)	(98,503)	(102,200)	(1,600)	
Licensing	(12,600)	(11,100)	(16,093)	(2,500)	10,100	
Employees	0	0	0	0	0	
Other Expenditure	2,700	2,400	4,808	5,500	2,800	
Income	(76,000)	(63,300)	(65,312)	(76,000)	0	
Taxi Licensing	(73,300)	(60,900)	(60,503)	(70,500)	2,800	

Community Safety, Young People, Leisure and Culture						
	Budget		Actual	Forecast	Variance	Comments
Results to	Revised	YTD	YTD	Outturn	to Revised	
31-Jan-14	£	£	£	£	£	
Employees	96,100	79,400	126,005	151,600	55,500	Salary costs are expected to be higher as two additional members of staff funded through 'Crime & Disorder Reduction Partnership fund' and one member of staff's costs are charged here although 50% budgeted on different department
Other Expenditure	173,300	147,400	143,845	198,300	25,000	CCTV maintenace & monitoring costs are expected to be higher than the budget
Income	(15,000)	(15,000)	(53,315)	(63,900)	(48,900)	Income expected to be higher as additional funding from 'Crime & Disorder Reduction Partnership fund' to off set the above salary costs.
Community Safety	254,400	211,800	216,536	286,000	31,600	
Total Employees	407,300	337,280	412,104	486,142	78,842	
Total Other Expenditure	433,600	334,133	292,804	435,100	1,500	
Total Income	(586,100)	(512,030)	(603,793)	(676,160)	(90,060)	
	254,800	159,383	101,115	245,082	(9,718)	

Appendix C7						
Finance						
Results to 31-Jan-14	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	-	
Other Expenditure	222,700	8,700	0	311,700	89,000	Authorities share of MMI liability
Income	0	0	(897)	(900)	(900)	
Insurance	222,700	8,700	(897)	310,800	88,100	
Employees	164,300	136,500	134,260	164,300	-	
Other Expenditure	17,600	15,033	4,946	17,600	-	
Income	(42,200)	(35,200)	(33,973)	(42,200)	-	
Audit	139,700	116,333	105,233	139,700	0	
Employees	381,600	316,983	273,471	351,600	(30,000)	Vacant post
Other Expenditure	8,900	6,600	5,996	8,900	-	
Income	0	0	(5)	(5)	(5)	
Accountancy	390,500	323,583	279,462	360,495	(30,005)	
Employees	0	0	0	0	-	
Other Expenditure	0	0	0	0	-	
Income	(2,000)	0	0	0	2,000	We no longer have any mortgages
Mortgages	(2,000)	0	0	0	2,000	
Employees	112,800	93,384	94,335	112,800	-	
Other Expenditure	5,800	4,800	1,753	5,800	-	
Income	0	0	0	0	-	
MaT Secretariat & Support	118,600	98,184	96,088	118,600	0	
Employees	304,900	253,683	252,747	304,900	-	
Other Expenditure	6,600	6,400	7,062	7,600	1,000	
Income	0	0	(60)	(60)	(60)	
Assistant Chief Executives	311,500	260,083	259,749	312,440	940	
Employees	204,800	170,583	161,183	204,800	-	
Other Expenditure	8,000	7,200	5,028	8,000	-	
Income	0	0	(49)	(49)	(49)	
Chief Executive	212,800	177,783	166,163	212,751	(49)	
Employees	47,200	40,400	75,799	87,700	40,500	One additional post with no budget
Other Expenditure	162,800	133,188	158,611	185,800	23,000	Treasury advisory fees increase of £2k, Legal consultation costs overspend £10k and External audit grants certification certificate £11k.
Income	(9,100)	(6,500)	(1,302)	(9,100)	-	
Corporate Management	200,900	167,088	233,108	264,400	63,500	
Employees	0	0	0	0	-	
Other Expenditure	0	0	0	0	-	
Income	(139,700)	0	0	(139,700)	-	
Business Rates	(139,700)	0	0	(139,700)	0	
Employees	701,400	578,183	591,003	718,200	16,800	Salary costs are expected to be higher to run the service more efficiently and to provide cover for the shared post off set by additional reimbursement for shared post of Recovery manager
Other Expenditure	99,500	74,250	90,322	125,700	26,200	Expected to be higher mainly due to Corporate debt work (call credit Project) with no budget
Income	(130,300)	0	(17,080)	(157,300)	(27,000)	Additional reimbursement of salary costs from Elmbridge Borough Council for shared post of Recovery Manager
CServ Management & Support	670,600	652,433	664,245	686,600	16,000	
Employees	0	0	0	0	0	
Other Expenditure	10,000	0	684	2,000	(8,000)	
Income	(8,500)	(5,644)	0	0	8,500	
Misc Expenses	1,500	(5,644)	684	2,000	500	
Employees	680,200	565,800	472,260	697,000	16,800	Added year payment is expected to be higher
Other Expenditure	51,700	32,800	26,394	49,000	(2,700)	
Income	0	0	0	0	0	
Unapportionable CentralO/Heads	731,900	598,600	498,655	746,000	14,100	
Total Employees	2,597,200	2,155,516	2,055,059	2,641,300	44,100	
Total Other Expenditure	593,600	288,971	300,797	722,100	128,500	
Total Income	(331,800)	(47,344)	(53,366)	(349,314)	(17,514)	
	2,859,000	2,397,143	2,302,490	3,014,086	155,086	

Appendix C8						
Communications and Procurement						
Results to 31-Jan-14	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	173,000	144,950	117,064	141,200	(31,800)	Two members of staff moved to other departments, one member reduced contracted hours and no expenditure expected against Temporary staff budget
Other Expenditure	75,400	50,200	46,764	75,400	-	
Income	0	0	(2)		-	
Corporate Publicity	248,400	195,150	163,826	216,600	(31,800)	
Employees	0	0	0	0	-	
Other Expenditure	13,000	8,000	5,537	13,000	-	
Income	0	0	0	0	-	
Research & Consultation	13,000	8,000	5,537	13,000	0	
Total Employees	173,000	144,950	117,064	141,200	(31,800)	
Total Other Expenditure	88,400	58,200	52,301	88,400	0	
Total Income	0	0	(2)	0	0	
	261,400	203,150	169,363	229,600	(31,800)	

Appendix C9						
Economic Development and Fixed Assets						
Results to 31-Jan-14	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	170,300	140,775	131,006	159,200	(11,100)	Vacant post - Arts & Young People Officer
Other Expenditure	119,800	41,600	34,701	42,000	(77,800)	£70k KG Hub Feasibility Study to take place in 2014/15, carry forward to be requested
Income	0	0	0	0	-	
Asset Mgn Administration	290,100	182,375	165,707	201,200	(88,900)	
Employees	0	0	0	0	-	
Other Expenditure	2,200	2,200	5,080	5,600	3,400	Business rates & storage costs
Income	0	0	0	0	-	
Sea Cadets	2,200	2,200	5,080	5,600	3,400	
Employees	0	0	0	0	-	
Other Expenditure	107,000	88,650	24,684	94,600	(12,400)	£15k for Fire Risk Assessments to take place in 2014/15, carry forward to be requested
Income	(21,800)	(16,350)	(39,932)	(44,000)	(22,200)	Additional income expected, not in budget
General Property Expenses	85,200	72,300	(15,248)	50,600	(34,600)	Carry forwards of £15k for Fire Risk Assessments & £27k for Bereford House
Employees	0	0	0	0	0	
Other Expenditure	34,500	28,200	5,100	34,500	0	
Income	0	0	0	0	0	
Memorial Gardens	34,500	28,200	5,100	34,500	0	Carry forward of £24,500
Employees	26,600	22,200	25,224	32,000	5,400	One additional Temporary post of Apprentice approved by MAT
Other Expenditure	11,600	11,600	19,426	19,500	7,900	Expenditure relating to Staines upon Thames Day
Income	0	0	(13,609)	(12,900)	(12,900)	Sponsorship Income to off set the above costs
Economic Development	38,200	33,800	31,041	38,600	400	
Employees	0	0	0	0	-	
Other Expenditure	546,800	455,633	409,171	546,800	-	Planned maintenance and service agreement budgets to be used fully by year end in partnership with Runnymede BC
Income	0	0	(3,251)	0	-	
Planned Maintenance Programm	546,800	455,633	405,920	546,800	0	
Employees	0	0	0	0	-	
Other Expenditure	155,500	129,583	155,278	155,500	-	Responsive maintenance budget to be used fully by year end in partnership with Runnymede BC
Income	0	0	0	0	-	
Responsive Maintenance Progra	155,500	129,583	155,278	155,500	0	
Employees	0	0	0	0	0	
Other Expenditure	27,400	26,400	26,219	27,400	0	
Income	0	0	0	0	0	
Bus Station	27,400	26,400	26,219	27,400	0	
Employees	19,400	15,900	15,931	19,400	0	
Other Expenditure	160,000	160,000	147,570	160,000	0	
Income	(580,500)	(572,300)	(564,407)	(580,500)	0	
Staines Town Centre Managemen	(401,100)	(396,400)	(400,906)	(401,100)	0	
Total Employees	216,300	178,875	172,161	210,600	(5,700)	
Total Other Expenditure	1,164,800	943,866	827,229	1,085,900	(78,900)	
Total Income	(602,300)	(588,650)	(621,199)	(637,400)	(35,100)	
	778,800	534,091	378,191	659,100	(119,700)	

Cabinet**25 March 2014**

Title	Annual Grants 2014/15		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Mrs Jean Pinkerton OBE	Key Decision	No
Report Author	Liz Borthwick		
Summary and Key Issues	<p>The main purpose of this report is</p> <ul style="list-style-type: none"> • To note all the support to voluntary / charitable organisations. • To note the performance review process of the major partnership organisations. • To agree the annual grants awards for 2014/15. 		
Financial Implications	The Council has £201,480 annual grant funding of which £177,100 is already agreed which leaves £24,380 to be allocated.		
Corporate Priority	<p>*Economic Development</p> <p>*Planning and Housing</p> <p>*Council Assets</p>		
Recommendations	<p>Cabinet is asked to:</p> <ul style="list-style-type: none"> • Agree the grants awards for 2014/15. • Note all other support to the voluntary, charity sector. • Note the performance of our key partners (over £10k per annum). • Confirm that any residual better neighbourhood grants that are not spent by 28 February 2015 be distributed by the Leader of the Council to other worthy causes. 		

1. Background

1.1 At the Cabinet meeting in February 2012 it was agreed to award the following grants to our main partners which are as follows

- Citizens Advice Bureau Runnymede and Spelthorne £75,000
- Age UK Spelthorne and Runnymede £25,000
- Homestart £14,900
- Rentstart £30,000
- Voluntary Action in Spelthorne £17,900
- Shopmobility £14,300

1.2 It was also agreed to award the organisations mentioned above funding for **three** year funding subject to a service level agreement and the option to withdraw or reduce funding on six months' notice. This was agreed to ensure organisations can plan and be more secure.

1.3 For 2014/15 there is £24,380 to be awarded.

1.4 In 2012/13 a Members' Review Panel was established to meet and review the key organisations and to review performance and identify any risks. The members of the panel are Cllr Pinkerton (Portfolio Holder), Cllr Friday, Cllr Harman, Liz Borthwick (Assistant Chief Executive) and Joanne Jones (Community Development).

1.5 Other Support to Voluntary / Charity organisations

It should also be noted that Spelthorne Council also supports the voluntary sector in many other ways and this includes the following.

- Rate / Business rate relief to charities / voluntary organisations.
- Free accommodation
- Facilities with no rent
- Leisure Grants
- In kind support
- Better Neighbourhood Grants

1.6 Rate / Business Rate Relief

There is a range of relief on rates / business rates for charities. Many organisations are entitled to mandatory relief of 80% but the Council has the authority to offer discretionary rate relief of up to 20%. Cabinet approval is required for any organisations receiving a "top up" of over £2,000 per annum and officers may approve a "top up" of up to £2,000.

1.7 The Council also has the ability to offer discretionary rate relief (need to meet the criteria). Again, Cabinet agree discretionary awards over £2,000 and officer under £2,000

1.8 Examples of organisations who receive the following

- Top up on mandatory over £2,000 e.g. Leisure Centres / Art Galleries.
- Top up on mandatory under £2,000 e.g. Scout Hut.

- Discretionary under £2,000 e.g. Village Halls / Sports clubs.
- Discretionary under £2,000 e.g. Sailing Halls / Sports clubs.

1.9 The value of the discretionary rate relief for 2013/14 is £39,696.48

1.10 **Free Accommodation**

The following organisations receive free accommodation in Knowle Green.

- Age UK Runnymede and Spelthorne
- Alzheimer's Society
- Carers Support
- Crest
- Crossroads
- One to One
- Rent Start

1.11 The value of this area is £15,400 per annum (this is significantly less than the value for the ground floor which was the original Community Link area).

1.12 **Facilities with no rent**

There are a few facilities which the Council leases to organisations at no cost. The key facilities are

- Riverside Arts Centre Sunbury
- Spelthorne Museum and archive store

1.13 The facilities above provide service for residents of the Borough. The facilities are extensively used by the community and are operated by volunteers. The rental values are as follows

- Riverside Arts Centre £44,000 per annum (under review)
- Spelthorne Museum £9,500 per annum

There is also a number of uniformed groups located on Council land for which the Council receive a ground rent.

1.14 **Leisure Grants**

Leisure Services administer grants to sports / pay and arts organisations / individuals. The grants range from £300-500. The total amount awarded is £7,000.

1.15 **In Kind Support**

Organisations such as Civic Pride, The Allotment Society and the Free Wades receive meeting rooms free of charge, storage and help to deliver projects.

1.16 Better Neighbourhood Grants

Councillors are each allocated £500 per annum to make their neighbourhood better, a total of £19,500. In some cases Ward Councillors put their allocations together to try to make better use of the money.

- 1.17 There used to be an issue with some Councillors not identifying schemes until very late in the financial year and this historically caused some difficulty in spending the allocations. Since the decision to enable the Leader to allocate any residual money, this has lessened.

1.18 Performance Management / Monitoring

Councillors will recall that at the meeting of Cabinet in 2012 the following was agreed.

- To have service level agreements with our major organisations (organisations to receive over £10,000).
- To establish a performance monitoring group consisting of councillors and officers which utilised expertise of new councillors.

- 1.19 The group have had a six monthly review meeting with Age UK Runnymede and Spelthorne, Homestart, Rentstart, Citizens Advice Bureau Runnymede and Spelthorne, Shopmobility, Voluntary Action in Spelthorne (VAIS).

- 1.20 The meetings focussed on any issues that the organisations may have and also identifying how their work is supporting the SLA. The main issues for most of the organisations are

- Meeting the ever growing demands of the community
- Welfare reforms
- Long term viability

- 1.21 A short review of issues is attached in Appendix A

2. Key issues

- 2.1 The grants programme for 2014/15 was publicised in October 2013 and eighteen applications were received.

- 2.2 The Voluntary / Community Sector is seen as a key driver of services under the Localism Act 2011.

- 2.3 The Health and Social Care Act came into force in April 2013 and the Clinical Commissioning Groups (CCG's) see the voluntary sector as important providers.

- 2.4 It is likely that if the voluntary sector did not provide services there would be even more pressure on local authorities (the industry norm for every pound spent by a local authority in grant aid, that six pounds of value is received).

3. Options analysis and proposal

3.1 To confirm funding to our major organisation for 2014/15 and to agree / not agree to the recommendation for the remaining funding for 2014/15. Details in Appendix B.

3.2 Following a meeting of the Grants Group Cllr Jean Pinkerton, Cllr Friday, Cllr Harman, Liz Borthwick (ACX) and Joanne Jones (Communications and Community Development Manager), the following grant support is proposed.

• 1 st Sunbury Scouts	£0
• Boys' Brigade	£400
• Crest (Cancer care and support)	£4,000
• Crossroads (Respite care)	£1,500
• Cruse	£500
• Daybreak Respite care	£1,000
• Mediation North Surrey	£1,000
• One to One	£1,000
• Relate	£3,000
• SCAN	£1,000
• Shepperton Village Fair	£1,000
• SSAFA	£500
• Staines Regatta	£1,000
• Staines-upon-Thames day	£0
• Sunbury Amateur Regatta	£1,000
• The Counselling Partnership	£0
• Talk	£750
• Woodcraft Folk	£400
	£18,150

The residue of £6,230 would be allocated throughout the upcoming year as and when further applications are made or eligible causes brought to the panel's attention.

The rationale for this proposal is detailed in Appendix B

3.3 It is also proposed that any organisations receiving in excess of £5,000 also enter into a service level agreement to ensure that the Council is receiving value for money and also that the receiving organisation supports the Council's priorities.

3.4 Benefits and Sustainability

The Voluntary / Community Sector provide many services that are important to the community. With the welfare reforms it is likely that there could be more reliance on the voluntary sector.

4. Financial implications

4.1 The grant funding awarded is £201,480 of which £24,380 is available for the organisations as detailed in paragraph 3.2.

4.2 The funding or support in kind for 2014/15 is as follows.

Grants	£201,480
Rate Relief	£40,888
Free facilities	£15,400
Accommodation in kind	£53,000
Leisure Grants	£7,000
Neighbourhood Grants	£19,700
Total	£337,468

5. Other considerations

5.1 The Voluntary Sector offers services to a wide range of communities in Spelthorne. The collapse of any of them could have a profound effect on crime and disorder, health and many other aspects of Spelthorne life.

6. Risks and how they will be mitigated

6.1 Service level agreements are in place for any organisations receiving in excess of £5,000 per annum.

6.2 There is a six month notice period for organisations receiving over £10,000 and of which funding is agreed for three years

7. Timetable for implementation

7.1 Grants to be awarded in April 2014

Background papers:

There are none.

Appendices:

Appendices A and B

Appendix A

Annual grant recipients' meetings, November / December 2013

19 November - VAIS & Homestart

29 November – Age UK

3 December – CAB

5 December – Rentstart & Shopmobility

All six organisations reported that the straitened times were causing them to look ever more carefully at their budgets and services.

All relied appreciably on the Council's support and were very appreciative of the funding.

All indicated that the presence of elected members on their management committees was very useful as a channel of information and feedback – and would be welcome where members are currently not represented.

✓ **Shopmobility:** £14,300 for 3 years

Review meeting with scheme manager David Bisiker.

Has six months' running costs in reserve. Also receives grants from Clerical Medical (reviewed annually), Two Rivers (peppercorn rent given but grant funding ended this financial year 2013/14), members' subs, donations and fundraising – total around £60K. Requests to Runnymede BC (whose residents use Staines Shopmobility) unsuccessful again. Received match funding of £1,598 to pay for two of four mobility scooters purchased in October 2013.

Spelthorne Councillors' Better Neighbourhood Grants assisted with the moving costs associated with relocation and purchase of an extra manual wheelchair to meet demand for the holiday hire scheme.

Shopmobility vacated its premises near Waitrose in Two Rivers, to facilitate the redevelopment of the site as a bank. A new facility is almost complete (Dec 13) near the Vue cinema – taking a while longer than anticipated to build. Temporary home has been the former card shop in Norris Road. This has resulted in about 13 per cent drop in "trade". *The new building now complete and move scheduled for February / March 2014. Midas Plus has provided a grant to purchase new furniture to help maximise the space within the new unit.* Fundraising efforts have continued as much as ever. These range from the annual Pancake Race; summer fete at Two Rivers; Christmas draw; wrapping service; sale of Shopmobility directories and easy fundraising (online donation through other purchases).

Trustees are constantly looking for opportunities to bid for new funding opportunities.

Good relationship with two elected members (Cllrs Rough and Bannister) on the committee.

Shopmobility now has two elected members from Runnymede officially appointed to the committee.

✓ **CAB:** Meeting with manager Pat Thompson.

CAB receives £75,000 from SBC on 3-year agreement. Reserves for up to 6 months.

Receives £78.7k from Runnymede, a mental health grant of £47,416 to cover work at Abraham Cowley Unit.

Provides wide range of advice services, most particularly debt advice, working in contact and support with Housing and Benefits depts.

In December 2012 the bureau began a three year project, funded by the Tudor Trust, offering advice to offenders and working closely with the Probation Service in Staines.

Presence in Sunbury twice a week and outreach at Stanwell.

Possibility of relocation back at Knowle Green – CAB in contact with Asset Manager.

This would mean result in outreach at Sunbury and Stanwell.

A funding review meeting was due to be held with Runnymede Borough Council (Jan 2014).

In the next 12 months it was hoped to recruit a new caseworker. There are currently 40 assessors and volunteers – self-referred volunteers from the volunteer bureau at Chertsey.

VAIS: Receives £17,900 (3 years) with 6-month review. Also funded by Surrey County Council (£30,570) and NHS Surrey (£20,044) plus £9k+ in 2012-13 from other sources. Elizabeth Mackendar-Moore, Celia Leggatt, Matthew Plumridge, Les Fellman met the panel. Elizabeth Mackendar-Moore referred the panel to the annual report for examples of achievements and activities over the past year; these include general and volunteers' events.

She said VAIS had engaged, helped and advised organisations on how to run more economically and assisted new groups obtain funding. Details were requested by the panel. (to follow).

Elizabeth and Matthew outlined VAIS's criteria for taking on volunteers – being well-organised, reliable and good communicators. VAIS also concentrates on “nurturing” people with learning difficulties and mental health problems.

Feedback questionnaires: A Surrey County Council one had just been undertaken, and VAIS events always featured feedback requests.

Funding streams: VAIS said it was not possible to predict the continuation of funding streams but had around 2 years' worth of reserves.

VAIS undertakes projects in the community (around 20 per cent of its activity); these are not in conjunction with the major funders, but chosen or initiated by VAIS.

It was suggested there could be opportunities for VAIS to generate income by “selling” its facilities for running training courses, for example.

The Surrey County Council CVS “scorecard” - a county-wide tool to compare performance of CVSs using self-reported figures – showed VAIS as being in the lowest position in volunteer recruitment, placement and retention. Matthew Plumridge said the statistics were incorrect. He added that 3,500 names had been cleared from the VAIS database during an overhaul – in cases where no activity had been recorded for the past three years.

HomeStart Spelthorne: Receives £14,900 / 3 yrs.

Mandy Groves and Anne Damerell.

Going 18 years with 49 volunteers. Supported 114 families with 238 children in 2012-13 and expect similar in 2013-14. Basic service is delivered once a week in the family home, and the need is growing. Work with Supporting Families team when appropriate.

Undoubted commitment from staff and volunteers.

Contract with Surrey CC guarantees main funding until April 2016 but only covers half of costs. Money worries are constant, but scheme has energetic fundraising programme.

Later update: investigating a Big Lottery bid with neighbouring schemes to fund expansion.

Rentstart: £30,000 / 3 years.

Works very closely with Housing Options dept – 75% of referrals.

New project in partnership with Elmbridge and Runnymede, administered by Elmbridge Rentstart, giving extra assistance and support to rough sleepers - funding from CRISIS. Further benefits changes are of major concern. More referrals anticipated in upcoming months.

There have been 380 new clients over the year, with 102 clients housed.

Rentstart is looking to bring on board new trustees – including those with HR and fundraising experience.

Currently working on a new funding plan

Age UK (Runnymede and Spelthorne): Tony Docker and Di Cheeseman.

Receives £25,000 / 3 years. Funding and grants from both borough councils, Surrey PCT, SCC members' allocations, Ashford and St Peter's Hospitals Trust and others.

Merger and restructure 2011-12.

Activities involve Home Support Services and Information & Advice Services.

The organisation has undergone a management restructure including recruiting senior management and strengthening performance management.

The charity vs business dichotomy is a challenge.

Main focus this year and next is to balance the books.

A loss of 79k is foreseen this current year, including £22k via the coffee shop.

The aim is to increase income rather than cut spending.

Social activities have seen an increase, while the Road To Recovery service has seen a fall.

Other losses include bathing (-£21k, core activities -£36k)

The board is in the process of change – including recruiting more trustees. At one point they were down to just three.

Upcoming is the AGEUK three-yearly review of ISO9110.

Annual Revenue Grants 2014-2015 - Appendix B

Organisation	Area of work	Amount requested	Previous payments	Comments	Amount awarded	Values / priority
1st Sunbury Scouts	Activities for children 6 to 16	£8,500.00	First time request	125 Spelthorne young people - 100% of membership. Grant request towards kitchen for new hut, used by Guides and Scouts	0 - Applicant will be advised of other sources of grant funding	Community; self-reliance
Crest	Cancer care and support for patients and carers	£4,445.00	13-14 - £5,000	Supports 250+, majority in Spelthorne. Grant request for office running costs (all volunteers)	£4,000.00	Community; self-reliance
One to One	Social activities for adults with learning disabilities	£2,000.00		Supports 60 Spelthorne residents (out of 120 inc neighbouring boroughs). Grant request for running costs of weekly sessions	£1,000.00	Community; self-reliance
Crossroads Care Surrey	Specialist respite care and carer support	£3,000.00	13-14 £3,000	309 people - 100% Spelthorne. Grant request to continue club for adults with disabilities to enable carers' respite	£1,500.00	Community; self-reliance
Cruse Bereavement Care	Bereavement counselling	£2,500.00	13-14 £1,000		£500.00	
DayBreak Day Respite Care (1)	Respite care high dependency - expanded service	£2,000.00	13-14 £2,000	Supports 45 people, all from Spelthorne. Grant requested for running costs, equipment and entertainment	£1,000.00	Community; self-reliance
Mediation North Surrey	Mediation services	£3,500.00	13-14 £500	150 Spelthorne residents - 30% of total supported across N Surrey. Grant requested for training, running costs, website, software.	£1,000.00	Self-reliance; opportunity
Relate West Surrey (2)	All-ages relationship counselling	£5,000.00	13-14 £3,500	18% of clients in Spelthorne, and increase from 14% previously; total of 930hrs counselling during 2012-13.	£3,000.00	Self-reliance; opportunity
SCAN - Spelthorne Committee for Access N	Enabling and ensuring access for disabled people throughout borough	£1,000.00	13-14 £1,000 (£500 + £500 residual grant money)	Running costs for organisation, plus newsletter costs; 90% of recipients are in Spelthorne	£1,000.00	Community; self-reliance; council assets
Shepperton Village Fair	Annual community event - toilet provision	£1,500.00	13-14 £1440 + £60 Better Neighbourhood Grant residual	Thousands of residents and visitors enjoy annual fair. Grant needed for infrastructure costs	£1,000.00	Community; tradition
SSAFA (3)	Lifelong support for forces and their families; all ages.	£1,000.00		New organiser has plans to heighten profile and raise more funds; requests grant to make local branch more efficient. 27 clients supported last year; all Spelthorne residents.	£500.00	Community; tradition; opportunity
Staines upon Thames Day	Community event to raise profile and promote Staines upon Thames	£2,000.00	13-14 £1,000		0 - Applicant will be advised of other sources of grant funding	Community; tradition
Sunbury Amateur Regatta	Annual community event - facilities provision	£7,400.00	13-14 £1440 + £60 Better Neighbourhood Grant residual	4000 people supported in the borough; grant request for purchase of safety boat for regatta and hiring-out to cover costs	£1,000.00	
Talk	Supports people with communication difficulties after a stroke	£2,000.00		Weekly two-hour workshop in Spelthorne, supporting 18 residents. Grant request for salary and expenses of part-time co-ordinator - a qualified nurse.	£750.00	Self-reliance; opportunity

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Woodcraft Folk (4)	Young people's organisation to develop self-confidence and activity in society	£1,500.00		50 young people supported, 100% in Spelthorne. Grant request to buy outdoor sleeping pods for summer camp	£500.00	Community; self-reliance
The Counselling Partnership	One to one counselling for people on low incomes	£2,082.00		4% of clients from Spelthorne, out of 147 Surreywide clients in 2012/13. Grant request to subsidise counselling sessions for carers on low incomes.	0 - Applicant will be advised of other sources of grant funding	Self-reliance; opportunity
Staines Regatta		£1,000.00			£1,000.00	Tradition; community
Boys' Brigade 7th North Surrey (Ashford Common Methodist Church)	Advancement of Christian principles among boys	£400.00		33 young people supported; 30 (91%) in Spelthorne, 3 from Hounslow. Grant request for programme of summer activities including canoeing and swimming sessions.	£400.00	Community; self-reliance; tradition
		£50,827.00			£18,150.00	
				Total to allocate: £24,380		
				Remaining: £6,230		
Notes: (1) - Applicant will be advised to consider future alternative additional sources of funding, when the grant is offered. (2) Grant offer dependent on receipt of correctly completed application form. (3) Grant is subject to submission of proper set of signed, audited accounts. (4) Grant is subject to submission of proper set of signed, audited accounts.						

Cabinet**25 March 2014**

Title	Food and Health and Safety Service Plans for 2014/2015		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Mrs Jean Pinkerton OBE	Key Decision	No
Report Author	Jonathan Bramley		
Summary and Key Issues	<p>To seek approval to adopt the Food and Health and Safety Service Plans for 2014/15.</p> <p>There are three key issues highlighted in this report.</p> <ul style="list-style-type: none"> • Since Spelthorne joined the Food Standards Agency's (FSA) national Food Hygiene Ratings Scheme in April 2012 there has continued to be an improvement and maintenance of food hygiene standards in food businesses. Appendix A illustrates the improvement in food businesses' food hygiene ratings. • In January 2014 Spelthorne formally signed up to closer partnership working in health and safety enforcement areas of Environmental Health with six other Surrey authorities. • The Food Standards Agency (FSA) completed their major review of the model used to deliver food safety official controls in the UK. It concluded that local authorities (Las) would continue in their important current role. The FSA are examining ways to further strengthen partnership working with Las. 		
Financial Implications	The proposed service plans will be delivered within the budgets for 2014/15. The financial implications have been discussed with the relevant finance staff.		
Corporate Priority	Economic Development		
Recommendations	Cabinet is asked to adopt the proposed service plans for 2014/15.		

1. Background

- 1.1 The Food Standards Act 1999 set up the Food Standards Agency (FSA) and gave it a key role in overseeing local authority food safety enforcement activities.
- 1.2 The Agency was set up in April 2000 and has been proactively monitoring local authority enforcement activity, including visits to local authorities to conduct audits of their food safety services. To date, three authorities in Surrey have received full audits and another three have undergone “focussed” audits.
- 1.3 The FSA's "Framework Agreement on local authorities (LAs) Food Law Enforcement" and HSE's Guidance Note, which all LAs must follow, states that Food and Health and Safety Service Plans should be submitted to a relevant decision-making committee for approval. This explains why the Spelthorne's Cabinet Committee is the most appropriate forum to decide on these Service Plans.

2. Key issues

- 2.1 Since Spelthorne switched from its successful “Scores on the Doors” scheme to the FSA's national Food Hygiene Ratings Scheme (FHRS), there has continued to be an improvement and maintenance of food hygiene standards in local food businesses under the FSA scheme. **Appendix A** illustrates this fact with the number of businesses achieving the highest food hygiene rating of “5” (“very good”) increasing from 262 in April 2012 to 315 in January 2014. However, the number of food businesses rated “1” (major improvement necessary) has increased from 17 in April 2012 to 31 in January 2014. This number has marginally fluctuated between 30 and 34 in the last 12 months. These businesses represent a small core that persistently struggle to maintain satisfactory food hygiene standards. They, along with the “0” rated businesses, will be targeted, as a priority, by Council officers in 2014/2015 to ensure standards either improve or legal action will be considered against them.
- 2.2 Not all registered food businesses in the borough, currently 766, are included in the FHRS (578 at the end of January 2014). The FSA have ruled that unless a food business sells directly to the final consumer (e.g. most retailers and restaurants) they will be excluded from the FHRS. This means that businesses such as, food manufacturers, distributors, child minders and newsagents/chemist shops selling only low risk food, are exempt from the scheme.
- 2.3 In January 2014 Spelthorne formally signed up to closer partnership working in health and safety enforcement areas of Environmental Health with six other Surrey authorities. Nominated officers from each participating Surrey authority will have authority to carry out health and safety duties in the seven boroughs. The main purpose will be to provide emergency cover in the event that another authority is unable to quickly respond to any serious health and safety incident in its borough. It therefore increases service resilience for Spelthorne and its partners.
- 2.4 Members will recall that in last year's report on 12 February 2013 it highlighted that the FSA had started carrying out a major review of the model

used to deliver food safety official controls in the UK. Following a wide public consultation exercise, including local authorities (LAs), the FSA decided to retain the existing model, but work more closely with LAs to make improvements to the current system of localised enforcement across the UK.

- 2.5 The main developments since the service plans for 2013/14 were implemented are as follows:
- (a) A local food business was issued with a formal caution for breaches of food hygiene legislation. On a positive note this business was subsequently taken over by a new owner and has since improved its food hygiene rating from “0” (urgent improvement required) to “5” (Very Good).
 - (b) In January 2014 a food safety newsletter was sent out to local food businesses providing information on a range of issues such as food hygiene training, gas safety and our food hygiene rating and “Eat Out, Eat Well” schemes.
 - (c) In April 2013 the HSE launched a new National LA health and safety enforcement Code in England, Scotland and Wales. This followed a major independent review of health and safety legislation commissioned by the Government (Lofstedt review, published in November 2011) that recommended that the HSE be given a stronger role in directing LAs’ health and safety inspection and enforcement activities. The Code provides statutory guidance to LAs on what health and safety activities to concentrate their limited resources.
 - (d) The Commercial team officers carried out a number of joint visits with engineers from the Gas Safety Register at local catering businesses. The visits revealed a number of gas safety faults with kitchen equipment (e.g. gas leaks, badly maintained gas equipment and inappropriate storage of gas cylinders) that were quickly remedied. Officers from the Commercial team continue to monitor gas safety on a routine basis when visiting these types of businesses.
 - (e) An evaluation took place of the levels of satisfaction from local businesses who had received a food hygiene or health and safety inspection in 2012/13. 100% of respondents felt they had been fairly treated. Furthermore, 100% felt that the contact with the Council officer had been helpful.
- 2.6 The main achievements of the Commercial team in 2012/13 and so far in 2013/14, relating to the Food and Health and Safety services provided, are summarised on pages 4 (Executive summary), 24 to 26 of the Food Service Plan and pages 3 (Executive summary) and 27 and 28 of the Health and Safety Service Plan. This included carrying out a total of 330 food hygiene and health and safety inspections in 2012/2013. So far in 2013/14, up to 6 February 2014, 272 food hygiene/health and safety inspections have been carried out.
- 2.7 The Commercial team participated in an annual health fair at one of the borough’s secondary Schools in 2013. The main focus was to increase the children’s awareness of the importance of good food hygiene in the home and making an informed choice about where to buy food from, hazards and risks from noise induced hearing loss and the dangers from body piercing and tattooing.

3. Options analysis and proposal

- 3.1 The preferred option is to adopt the proposed service plans for 2014/15 **(available in the Members Room for viewing)**, to come into effect on 1 April 2014.
- 3.2 There is also an option for Members to amend the proposed service plans.
- 3.3 There is an option for members not to adopt the proposed service plans. This would mean the Council would not be following either the FSA's "Framework Agreement on Local Authority Food Law Enforcement" or the HSE's Guidance, as this requires local authorities to have food and health and safety service plans and recommends that the plan relates specifically to food and health and safety law enforcement. If these service plans are not adopted, the likelihood of the FSA or HSE auditing a local authority would increase.

4. Financial implications

- 4.1 The proposed service plans will be delivered within the proposed budget for 2014/15. The financial implications have been discussed with the relevant finance staff.

5. Other considerations

- 5.1 Under the Food Standards Act 1999 and Health and Safety at Work etc. Act 1974, the FSA and HSE, respectively, have powers to audit any local authority's food safety and health and safety enforcement services. In exceptional cases, the FSA and HSE have the powers to take over the duties of persistently under-performing councils.

6. Risks and how they will be mitigated

- 6.1 If the service plans are not adopted by April 2014 the likelihood of an audit by the FSA or HSE would greatly increase (see paragraph 3.3).

7. Timetable for implementation

- 7.1 If the officer recommendation is approved the service plans for 2014/15 will come into effect on 1 April 2014.

Background papers: There are none.

Appendices: Appendix A – Food Standards Agency's National Food Hygiene Ratings scheme – Improvement in Spelthorne food businesses' Food hygiene ratings

Appendix A – Food Standards Agency’s National Food Hygiene Ratings scheme – Improvement in Spelthorne food businesses’ Food hygiene ratings

Food hygiene rating	Description of food hygiene standards	2 April 2012 (launch of scheme)	23 August 2013	29 January 2014
5	Very good	262	300	315
4	Good	134	142	137
3	Satisfactory	108	81	75
2	Improvement necessary	18	20	17
1	Major improvement necessary	17	31	31
0	Urgent improvement required	1	3	3
Totals		540	577	578

Cabinet**25 March 2014**

Title	Pensions Policy Statements		
Purpose	Recommendation required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Robert Watts	Key Decision	No
Report Author	Jan Hunt, Head of Human Resources		
Summary and Key Issues	<p>A new Local Government Pensions Scheme (LGPS) comes into effect from 1 April 2014.</p> <ul style="list-style-type: none"> • Significant changes to pension benefits and employee contributions • All scheme employers must publish new policy statements in relation to discretionary elements, to include the Council's approach to: <ul style="list-style-type: none"> • Shared cost additional pension contributions • Flexible retirement • Waiving all or part of actuarial reduction • Awarding additional pension • Employers should also consider <ul style="list-style-type: none"> • Whether to apply the 85 year rule protection to retirements before age 60 • The approach when considering requests for early payment of pension benefits from former employees 		
Financial Implications	Any direct costs will be taken into account when cases are considered against the Pensions Policy Statement and Flexible Retirement Policy.		
Corporate Priority	This item is not in the list of Corporate Priorities and arises from the Council's responsibilities as an employer		
Recommendations	To recommend to Council that the Pensions Policy Statement and Flexible Retirement Policy set out at Appendix 2 and 3 are agreed to be backdated to 1 April 2014 (the date that the new LGPS regulations come into effect).		

1. Background

- 1.1 There has been much debate about the cost and sustainability of public sector pensions in recent years, with an independent Public Service Pensions Commission undertaking a fundamental review of public sector pension provision.
- 1.2 The main recommendations of the Commission were
- That all public sector schemes should change from final salary pension schemes to career average revalued earnings schemes
 - Pension retirement ages should be the same as state pension ages
 - There should be a cost sharing mechanism to provide for scheme members to share increasing costs of pension provision with employers
 - Existing rights of current scheme members should be protected, and
 - Protection for those closest to retirement.
- 1.3 The Government accepted the Commission's recommendations and government departments commenced negotiation with the relevant employers and trades unions on required changes to the various schemes. Each public sector scheme is different, the LGPS being the only funded scheme.
- 1.4 The Local Government Pension Scheme Regulations require all scheme employers to publish and keep under review a written policy statement on how they will apply their discretionary powers in relation to certain provisions of the scheme. The Council's Pensions Policy and Flexible Retirement Policy must be reviewed under the new scheme regulations.

2. Local Government Pension Scheme

- 2.1 The Local Government Pension Scheme applies to all directly employed staff groups in Spelthorne, with the new Regulations coming into effect on 1 April 2014.
- 2.2 The current Regulations have been in operation since 1 April 2008 and will end on 31 March 2014, with previous different provisions applying to membership up to 31 March 2008. On retirement staff will have retirement benefits payable under each of the Pensions Regulations in operation during the course of their employment, which are aggregated to give a single annual pension and, if relevant, a lump sum payment. A summary of the main features of the new LGPS 2014 compared to the current and pre-2008 schemes is shown in **Appendix 1**.
- 2.3 Significant changes to the LGPS from 1 April 2014 include
- Move from final salary pension scheme to a career average scheme
 - Increasing employee contribution rates for many staff
 - Normal pension age linked to state retirement age (age 65 currently, rising to age 66 from 2018, age 67 from 2034 and age 68 from 2044)
 - Introduction of a 50/50 scheme of reduced employee contributions for reduced benefits

- Changed definition of pensionable pay to include overtime payments and additional hours worked by part time staff
- Future cost-sharing provision to enable future increases to the cost of the scheme to be shared between employees and employers
- Change to the 'vesting period', the minimum period of scheme membership that a member of staff must have to be entitled to a pension benefit, increased from 3 months to 2 years. Staff who leave with less than 2 years membership can have a refund of contributions.

2.4 There are no changes to the ill health retirement or survivor benefits provisions. Some protections are in place from Transitional Regulations and a statutory underpin. Brief information on protections is set out in **Appendix 1**.

2.5 The Transitional Regulations also bring an end to the separate Councillor Local Government Pension Scheme provisions. From 1 April 2014 newly elected councillors will not be able to join the LGPS and existing members will retain membership up to the end of their current term of office.

3. Pension Policy Statements

3.1 The LGPS regulations require employers to publish policy statements in a number of areas, which are set out in the paragraphs below.

3.2 The previous pension policies were agreed by the Executive on 27 March 2008 and, where provisions continue under the new Pension Scheme, can carry forward if still considered to be appropriate. The current discretion to grant an increase of up to 10 years pension membership is not carried forward to the new regulations: this is not expected to have a significant impact as Spelthorne has not awarded any added years under the current scheme.

3.3 The pension regulations require that in preparing or making revisions to its pensions policy statements, the scheme employer must have regard to the extent to which the exercise of any of its policies could lead to a serious loss of confidence in the public service. The exercise of any discretions must therefore be reasonable, affordable and justified in the circumstances and be consistently applied.

3.4 All scheme employers must publish new policy statements in relation to discretionary elements, within 3 months of the new regulations coming into effect.

3.5 Shared cost additional pension contributions

The LGPS regulations allow members to make additional pension contributions (APCs) to the LGPS at their own cost either by a one-off lump sum or by regular on-going contributions. They also allow for shared cost additional pension contributions with costs shared between the employer and employee (SCAPCs).

3.6 The regulations also allow members to make additional voluntary contributions (AVCs) to a free-standing fund provided by a body approved under the Finance Act: Prudential is the current AVC provider for the Surrey pension fund. Additional voluntary contributions can be funded by the employee (AVCs) or with costs shared between the employer and employee (SCAVCs).

- 3.7 The employer costs of shared cost contributions could be considerable. The council's current position is not to offer shared cost additional voluntary contributions. This could continue and is included in the draft Pension Policy Statement at **Appendix 2**.
- 3.8 **Flexible retirement**
The Regulations allow that a member aged 55 or over who reduces their working hours or grade may, with the employer's consent, receive immediate payment of all or part of their retirement pension. The employer may waive the actuarial reduction for early payment.
- 3.9 Flexible retirement can be a useful employer tool that can help to achieve organisational change, for individuals it offers the opportunity to agree to reduce working time in a way which cushions the financial impact of a reduction in salary. A small number of flexible retirements have been agreed in circumstances where staff are permanently reducing their hours of work by at least 20% and savings can be made. Service and individual considerations are taken into account when considering requests for flexible retirement as well as the budget impact and ongoing revenue savings.
- 3.10 The Council's existing Flexible Retirement Policy covers these issues and could continue to operate under the new regulations. The current policy is for requests from Management Team to be considered and, if appropriate, agreed by Cabinet, with all other cases delegated to Management Team to agree. It is suggested that this is amended so that any requests from heads of service above salary level Head of Service 1 are also considered and decided by Cabinet. This is consistent with the Council's Constitution which requires appointment to posts at salary levels above Head of Service 1 to be by members. A draft updated Flexible Retirement Policy Statement is at **Appendix 3**.
- 3.11 **Waiving actuarial reduction for early payment of pension benefits at the request of a current employee**
The LGPS 2014 regulations include a significant change in that any current employee can decide to retire voluntarily from age 55 without the employer's consent: currently the employer's consent is required to retire before age 60 with no employer permission required from age 60. Actuarial reduction will normally apply to pensions taken from age 55 up to normal retirement age using actuarial guidance issued by the Secretary of State (which is awaited).
- 3.12 Employers may agree to waive all or part of the actuarial reduction. Waiving the reduction would require the council to make a payment to the pension fund for the shortfall created by paying the pension early without reduction, known as a pension strain payment or employer pension cost.
- 3.13 It is suggested that the pensions policy includes the discretion to waive the reduction in exceptional circumstances where it is in the operational interests of the council or on compassionate grounds, each case would be considered on its merits including the pension costs arising. This approach is set out in the draft Pension Policy Statement at **Appendix 2**. It is not anticipated that the discretion would be used often.
- 3.14 **Award of additional pension**
This provision enables the employer to award an additional pension to a scheme member. The LGPS 2014 regulations increase the maximum amount

of additional pension that can be awarded from the current £5,000 to £6,500 per annum, the amount that can be awarded to increase annually in line with pension increase orders. The provision could be used in a range of circumstances, including as a recruitment and retention tool or as part of the compensation for dismissal on the grounds of redundancy / business efficiency, and arrangements must be made within 6 months of the date that the employee's employment ended. The cost of awarding additional pension could be substantial and once awarded the pension cannot be taken away.

3.15 The Council's current position is to consider and decide individual cases on their merits, where it is in the employer's interests and taking into account the employer costs of the additional pension, with decisions delegated to the Chief Executive in consultation with the Leader. This was not intended to be used routinely and there have been no cases agreed to date. Nevertheless there could be unforeseen circumstances where the option to award additional pension could be helpful and justified.

3.16 The current policy could continue and is included in the draft Pensions Policy Statement at **Appendix 2**.

3.17 **Early payment of pension benefits from age 55 where employees have a protected 85 year rule protection for accrued benefits**

The Transitional Regulations require that employers have a policy on whether to agree to apply the 85 year rule to benefits of a scheme member wishing to voluntarily draw their pension between age 55 and 60. The 85 year rule allows benefits to be paid unreduced where the age and membership in the pension scheme (in whole years) add up to 85. The 85 year rule protection would not automatically apply if the employee decides to voluntarily retire between 55 and 60, but the employer can agree to apply the 85 year rule to the accrued pension benefits, in which case employer costs arise. There would be no 85 year rule protection on the benefits from April 2020.

3.18 It is suggested that the 85 year rule protection would not normally apply to pension benefits taken before age 60, but that the Council retain the discretion to apply the 85 year rule protection in exceptional circumstances where it is in the operational interests of the council or on compassionate grounds. This approach is set out in the draft Pensions Policy Statement at **Appendix 2**.

3.19 **Early payment of pension benefits before normal retirement age at the request of a former employee (a deferred pensioner)**

The new regulations allow any member or former member to retire from age 55 at their choice and with actuarial reduction applying (para 3.11 above). Former employees, with service under previous LGPS regulations, may also wish to take their pension from age 55. Currently former employees require Spelthorne's consent to access their pension benefits before age 60 and each case is considered on its merits: these provisions fall away from 1 April 2014 when the 2008 regulations cease to apply.

3.20 Spelthorne must therefore decide how it is going to deal with requests for early payment of pension benefits from former employees. Options are to continue to deal with each case on its merits or to apply a consistent approach to all cases, which could mirror the provisions under the 2014 regulations. Former employees with pension service under the previous pension regulations could be able to retire before age 60 in all cases, with early

retirement allowed on the basis that actuarial reduction applied and there were no costs falling to the Council. This approach would mean that the same arrangements are applied to all former employees who wish to access their pension benefits before normal pensionable age.

- 3.21 In exceptional circumstances, the reduction could be waived on compassionate grounds, taking into account any pension costs that would arise. This approach is set out in the draft Pension Policy Statement in **Appendix 2**.

4. Options analysis and proposal

- 4.1 Spelthorne must publish policies under the new LGPS 2014 regulations by the end of June 2014. The proposed Pensions Policy Statement and Flexible Retirement Policy are set out in Appendix 2 and Appendix 3.
- 4.2 Alternative options are to adopt shared cost additional pension contributions/shared cost AVCs, to waive actuarial reductions in all cases and to apply the 85 year rule to all eligible retirements between 55 and 60. These options would add additional costs and are therefore not proposed.

5. Financial implications

- 5.1 The additional cost of exercising any discretion under these pensions policies will be considered in each individual case.

6. Other considerations

- 6.1 The Local Government Pension Scheme is the statutory pension scheme for local government employees. As a scheme employer Spelthorne is bound by the LGPS regulations in operation at the time, and the council must have a policy of how it will operate any discretions within the regulations.

7. Risks and how they will be mitigated

- 7.1 Failure to agree policies for discretionary provisions by the end of June 2014 will mean that Spelthorne is in breach of its employer responsibilities and that it cannot consider cases coming under the remit of those provisions.

8. Timetable for implementation

- 8.1 Policy statements under the new LGPS 2014 regulations are to be agreed by 30 June 2014 and will be applied thereafter. A copy of the Pensions Policy Statements will be sent to the administering authority (Surrey County Council) by 30 June 2014 and be published on the website and, for staff, on the Intranet.

Background papers:

The Local Government Pensions Scheme Regulations 2013 coming into effect on 1 April 2014 [Statutory Instrument 2013 No. 2356]

The Local Government Pensions Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 coming into effect on 1 April 2014 [statutory instrument 2014 No.525]

Appendices:

Appendix 1 Summary of the main features of the new LGPS 2014 compared to the previous regulations

Appendix 2 Pensions Policy Statement – revised 18.03.14

Appendix 3 Flexible Retirement Policy Statement

Appendix 1 Comparison of Local Government Pension Scheme Benefits and employee contributions

	LGPS up to March 2008 Up to 31 March 2008	LGPS 2008 (current) 1 April 2008 to 31 March 2014	LGPS 2014 From 1 April 2014
Basis of pension	Final salary	Final salary	Career Average Revalued Earnings (CARE)
Accrual rate	1/80 th	1/60 th	1/49 th
Lump sum	Automatic lump sum of 3/80ths	No automatic lump sum, staff can convert up to 25% of annual pension to a lump sum payment	No automatic lump sum, staff can convert up to 25% of annual pension to a lump sum payment
Employee contribution rate	6% (5% for some lower paid former manual workers)	<p>Tiered from 5.5% to 7.5%</p> <p>Whole time equivalent pay</p> <p>Up to £13,500 5.5%</p> <p>£13,701 – £16,100 5.8%</p> <p>£16,101 - £20,800 5.9%</p> <p>£20,801 - £34,700 6.5%</p> <p>£34,701 - £46,500 6.8%</p> <p>£46,501 - £87,100 7.2%</p> <p>More than £87,100 7.5%</p> <p>Contribution bandings reviewed annually</p>	<p>Tiered from 5.5% to 12.5%</p> <p>Actual pay</p> <p>Up to £13,500 5.5%</p> <p>£13,501 - £21,000 5.8%</p> <p>£21,001 - £34,000 6.5%</p> <p>£34,001 - £43,000 6.8%</p> <p>£43,001 - £60,000 8.5%</p> <p>£60,001 - £85,000 9.9%</p> <p>£85,001 - £100,000 10.5%</p> <p>£100,000 - £150,000 11.4%</p> <p>More than £150,000 12.5%</p> <p>Contribution bandings to be reviewed at each triennial valuation to maintain 6.5% average contribution from employees</p>

	LGPS up to March 2008	LGPS 2008 (current)	LGPS 2014
Pensionable pay	Pay excluding overtime and additional hours for part-time staff	Pay excluding overtime and additional hours for part-time staff	Pay including overtime and additional hours for part-time staff
Contribution flexibility	No option	No option	Members can pay 50% of contributions for 50% of the pension benefit
Normal pension age	65	65	Equal to the individual member's State Pension Age, minimum age 65
Early retirement (staff decision)	From age 60, employer consent required under age 60. Pension reduction if under age 65 unless the 85 year rule is met **.	From age 60, employer consent required under age 60. Pension reduction if under age 65, unless 85 year protection applies**.	From age 55, employer consent not required. Pension reduction if under normal retirement age, unless 85 year protection applies**.
Early retirement (dismissal on grounds of redundancy or business efficiency)	Immediate pension payment from age 50, without reduction	Immediate pension payment from age 50 (55 from 2010), without reduction	Immediate pension payment from age 55, without reduction
Ill health retirement	Dependant on certification from an independent occupational health physician	Three tiers. Dependant on certification from an independent occupational health physician	No change

	LGPS up to March 2008	LGPS 2008 (current)	LGPS 2014
Death in service lump sum	2 x annual pensionable pay	3 x annual pensionable pay	No change
Survivor pension	Yes	Yes. 1/160 th accrual rate	No change
Future scheme costs	Triennial valuation of pension fund with review of employer contribution rates.	Triennial valuation of pension fund with review of employer contribution rates	Triennial valuation of pension fund with review of employer contribution rates A cost sharing provision will be introduced that will enable future increases to the cost of the scheme to be shared between employees and employers.
Vesting period*	3 months	3 months	2 years
Pensions payable by		Age 75	No change

* The vesting period is the period of scheme membership before becoming entitled to a pension benefit, members with less than 2 years membership can have a refund of their pension contributions. With more than 2 years membership leavers have a deferred benefit payable at retirement age.

** some members retain an '85 year rule' protection when the pension benefits would be paid unreduced if the age and service in whole years added up to 85.

85 year rule protection for Scheme Members at 30 September 2006

The '85 year rule' was removed from the LGPS on 1 October 2006 (age and pension service in whole years = 85). It was used to determine whether pension benefits could be paid unreduced on retiring voluntarily before age 65 and some protections were put in place for members closer to retirement age.

Less than age 60 on 31 March 2016 – if the 85 year rule is met at the retirement date, the part of the pension benefits built up by 31 March 2008 will be protected and not reduced. Benefits built up after 1 April 2008 will be reduced.

Age 60 or over and will meet the 85 year rule by 31 March 2016 – the part of the pension benefits built up to 31 March 2016 will not be reduced. Benefits built up after 31 March 2016 will be reduced.

Age 60 or over and will meet the 85 year rule between 1 April 2016 and 31 March 2020 – benefits built up after 31 March 2008 will be reduced on a tapered basis. The nearer to 2020 when the 85 year rule is met, the greater the reduction in benefits.

These protections carry forward to LGPS 2014 under Transitional Regulations. If a Scheme Member at 30 September 2006 will not satisfy the 85 year rule by the time they are 65, then all pension benefits are reduced.

The 85 year rule protection does not automatically apply if a member voluntarily chooses to retire between age 55 and 60. The policy on exercising the discretion to apply the 85 year rule to pension benefits drawn before age 60 is covered by the Pension Policy Statement.

Statutory underpin

Protections are in place for Scheme Members approaching retirement to ensure that they receive a pension at least equal to that which they would have received under the 2008 Scheme had the scheme not changed. It applies in these circumstances:

- Paying into the Scheme on 31 March 2012 and ,
- Within 10 years of Normal Pension Age on 1 April 2012,
- No disqualifying break in service of more than 5 years,
- Not drawn any benefits in the LGPS before Normal Pension Age and
- Leave with an immediate entitlement to benefits.

Appendix 2

Spelthorne Borough Council

Pensions Policy Statements

1. These following statements of policy are made in respect of the exercise of discretionary functions under the Local Government Pension Scheme Regulations 2013, which come into effect from 1 April 2014.

Pension Regulation	Policy	Delegation
<p>Regulation 16 (2)(e) and 16 (4)(d) Funding of additional pension contributions.</p> <p>Voluntary funding of additional pension contributions via a Shared Cost Additional Pension Contribution (SCAPC) contract, either by regular on-going contribution or one-off lump sum</p>	<p>Spelthorne will not offer shared cost additional pension contributions.</p> <p>Employees who are members of the Local Government Pension Scheme (LGPS) may fully fund their own additional pension contributions.</p>	
<p>Regulation 17. Additional voluntary contributions.</p> <p>Additional voluntary contributions (AVC) via an approved AVC scheme.</p>	<p>Spelthorne will not offer Shared Cost Additional Voluntary Contributions.</p> <p>Employees who are members of the LGPS may fully fund their own AVC arrangements.</p>	
<p>Regulation 30 (6). Flexible retirement</p>	<p>To consider requests for Flexible Retirement on their merits and to agree where it is in the Council's interests. On the basis that pension benefits taken before normal retirement age are reduced in accordance with guidance issued by the Secretary of State.</p>	<p>Management Team for cases up to Head of Service 1 (i.e. heads of service whose personal salary range does not extend to the maximum of the head of service salary scale).</p> <p>The Cabinet for members of Management Team and heads of service above salary level</p>

	<p>In exceptional circumstances the actuarial reduction could be waived on compassionate grounds, or where it is in Spelthorne's business interests, and taking into account the affordability of the employer costs arising.</p> <p>See separate Flexible Retirement Policy Statement</p>	Head of Service 1 (i.e. those heads of service whose personal salary range extends to the maximum of the head of service salary scale).
Regulation 30 (8). Waiving all or part of any actuarial reduction for a retirement before normal retirement age	<p>Employees voluntarily retiring from age 55 before their normal pension age will have their benefits reduced so that there is no cost to the council.</p> <p>In exceptional circumstances the actuarial reduction could be waived on compassionate grounds, or where it is in Spelthorne's business interests, and taking into account the affordability of the employer costs arising.</p>	<p>Chief Executive in consultation with the Leader for cases below Management Team level.</p> <p>The Cabinet for cases at Management Team level.</p>
Regulation 31. Award of up to £6,500 additional pension (at whole cost to the employer)	To consider and decide individual cases on their merits where it is in Spelthorne's interests and taking account of the employer costs of the additional pension.	<p>Chief Executive in consultation with the Leader for cases below Management Team level.</p> <p>The Cabinet for cases at Management Team level.</p>

2. The following statement of policy is made under the Local Government (Transitional Provisions, Savings and Amendment) Regulations 2014, effective from 1 April 2014

Pension Regulation	Policy	Delegation
<p>Regulation 18 and Schedule 2 (the 85 year rule)</p> <p>Whether to apply the 85 year rule to benefits paid on or after age 55 and before age 60.</p>	<p>The 85 year rule applies to eligible staff for pension benefits taken from age 60.</p> <p>Employees may retire early from age 55 before their normal pension age with retirement benefits taken before age 60 reduced in accordance with guidance issued by the Secretary of State, with 85 year rule protection not applying.</p> <p>In exceptional circumstances to agree to apply the 85 year rule protection (waiving actuarial reduction) on compassionate grounds, or where it is in Spelthorne's business interests, and taking into account the affordability of the employer costs arising.</p>	<p>Chief Executive in consultation with the Leader for cases below Management Team level.</p> <p>The Cabinet for cases at Management Team level.</p>

3. The following statement of policy is made in relation to former employees, who may ask for early access to their pension benefits.

Pension Regulation	Policy	Delegation
<p>Requests for early payment of pension benefits before age 60</p> <p>(Under previous pension regulations normal pension age was 65, with former employees</p>	<p>Former employees may take their pension benefits from age 55 before their normal pension age on the basis that the pension benefits are reduced in accordance with guidance from the Secretary of State and</p>	

<p>able to access pension benefits from age 60 without the employer's consent. Employer's consent required before age 60).</p>	<p>there is no employer cost falling on Spelthorne.</p> <p>In exceptional circumstances to agree to waive the actuarial reduction on compassionate grounds, taking into account the employer pension costs arising.</p>	<p>Chief Executive in consultation with the Leader of the Council.</p>
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Appendix 3**Spelthorne Borough Council****Flexible Retirement Policy Statement**

Spelthorne will consider requests from employees aged 55 and over who request to receive their pension benefits while continuing in employment on a reduced hours or reduced grade basis.

In response to written requests for flexible retirement from eligible employees Spelthorne will:

- Consider individual requests for flexible retirement on their merits
- A request should typically involve a permanent reduction to salary of at least 20% through reduced hours and/or reduced level of responsibility (grade). The Council has discretion to approve other arrangements if satisfied that they are reasonable and in its interests
- Agreement is at the Council's discretion and there is no automatic right to flexible retirement
- Approve requests only where it is in the Council's interests to do so and taking into account service impacts, budget savings and any employer costs of early payment of flexible retirement pension benefits
- If the pension benefits are taken before the employee's normal retirement age the pension benefits are normally reduced in accordance with guidance issued by the Secretary of State
- In exceptional circumstances the actuarial reduction could be waived on compassionate grounds, or where it is in Spelthorne's business interests and the costs are affordable
- If flexible retirement is granted the employee would be required to take all of their accrued pension benefits and not be given the option to take part of their pension benefits
- The employee's contract of employment will be amended to reflect the reduced hours and/or reduced grade and continuity of employment is maintained for terms and conditions purposes
- Employees can continue paying into the Local Government Pension Scheme building further pension benefits under the scheme.

Delegation to consider and, if appropriate, agree Flexible Retirement will be to

- Management Team for cases up to Head of Service 1 (i.e. heads of service whose personal salary range does not extend to the maximum of the head of service salary scale).

- The Cabinet for requests from members of Management Team and heads of service above salary level Head of Service 1 (i.e. those heads of service whose personal salary range extends to the maximum of the head of service salary scale).

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