

Roberto Tambini
Chief Executive

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Our Ref: PGH/Cabinet
Date: 20 March 2013

Notice of Meeting

CABINET

Date: Tuesday 26 March 2013

Time: 17.00hrs

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

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

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm the minutes of the meeting held on 12 February 2013.	1 - 6
3. Disclosures of Interest	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
4. Annual Grants 2013-14	
Councillor Pinkerton	7 - 18
5. Search Moves Common Allocation Policy - Key Decision	
Councillor Webb	19 - 60
6. War Widows Pension and War Disablement Pension Housing Benefit Modified Local Scheme	
Councillor Webb	61 - 64
7. Spelthorne Pay Award for 2013-14	
Councillor Leighton	65 - 69
8. Capital Monitoring Report 2012-13	
Councillor Evans	70 - 75
9. Net Revenue Monitoring and Projected Outturns	
Councillor Evans	76 - 92
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 - Customer Services Revenues 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.

Minutes of Cabinet

12 February 2013

Present:

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

Apologies:

Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community
Councillor J.M. Pinkerton, Cabinet Member for Health, Wellbeing and Independent Living.

1890. Minutes

The minutes of the meeting held on 29 January 2013 were agreed as a correct record.

1891. Disclosures of Interest

There were none.

1892. Minutes of the Local Plan Working Party meeting held on 30 January 2013

Cabinet received the minutes of the meeting held on 30 January 2013.

RESOLVED that Cabinet notes the minutes of the Local Plan Working Party.

1893. *Detailed Revenue Budget 2013-14 – Key Decision

Cabinet considered the report of the Chief Finance Officer seeking members' consideration of:

- (a). the Net Revenue Expenditure Budget for 2013-14, and
- (b). a formal proposal on the Council Tax level for 2013-14.

RESOLVED TO RECOMMEND that Council:

1. Approves the growth and savings items as set out in the appendices to the report of the Chief Finance Officer.
2. Approves the Council Tax Base for the whole council area as 2013-2014. [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
3. Calculates that the Council Tax requirement for the Council's own purpose for 2013-2014 is £175.56
4. To approve a 1.94% increase in the Spelthorne Borough Council element of the council tax for 2013-14 the following proposals:
 - a) The Revenue Estimates as set out be approved

- b) No money, as set out in the report of the Chief Finance Officer, be appropriated from General Reserves in support of Spelthorne's local Council Tax for 2013-14.
- c) Taking account that the council tax base for the year 2013-14 is 36,514.25 calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 2012, made under Section 35(5) of the Local Government Finance Act 1992 as amended by the Localism Act 2011, as approved by Council 24 January 2013.

5. the following sums be now calculated for the year 2013-14 in accordance with Section 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

(a)	65,214,296	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)	58,803,815	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
(c)	6,410,481	Being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A (4) of the Act.
(d)	£175.56	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 Section34 (1) of the Act (as per the Attached Appendix).
(f)	£175.56	Being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 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 in those parts of its area to which no Parish precept relates.

Calculates the following amounts for the year 2013-2014 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by The Localism Act 2011

VALUATION BAND	A	B	C	D	E	F	G	H
Spelthorne	117.04	136.55	156.05	175.56	214.57	253.59	292.60	351.12

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:

VALUATION BAND	A	B	C	D	E	F	G	H
1. Precepts issued to the Council								
i) Surrey County Council	781.68	911.96	1042.24	1,172.52	1433.08	1693.64	1954.20	2345.04
ii) Surrey Police	138.37	161.43	184.49	207.55	253.67	299.79	345.92	415.10

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 2013-14 for each of the categories of dwellings in Appendix 3.

The Council has determined that its relevant basic amount of Council Tax for 2013-14 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 2013-14 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

Reason for the decision:

The Cabinet noted the Council was required to set a balanced budget for 2013-14.

1894. *Draft Capital Programme 2013-14 to 2016-17 – Key Decision

Cabinet considered a report on the proposed Capital Programme for 2013-14 to 2016-17.

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

RESOLVED TO RECOMMEND that Council:

1. Approves the Capital Programme for 2013-14 to 2016-17.
2. Approves the Prudential Indicators for 2013-14 to 2016-17.

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.

1895. *Fees and Charges 2013-14 – Key Decision

Cabinet considered a report seeking members' approval of the proposed fees and charges for 2013-14.

RESOLVED that Cabinet approves the fees and charges for 2013-14 as set out in Appendix A of the report of the Chief Finance Officer.

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.

1896. Discretionary Rate Relief 2013-14

Cabinet considered a report giving details of those organisations applying for renewal of discretionary rate relief in 2013-14.

RESOLVED that Cabinet approves the renewal of the discretionary rate relief applications for 2013-14 for all the organisations set out in Appendix B of the report of the Chief Finance Officer, at the percentage shown for the period.

Reason for the decision:

Cabinet noted that Council had a responsibility under Section 43 and 47 of the Local Government Finance Act 1988 to consider applications for Discretionary Rate Relief from registered charities and non-profit making bodies. Perhaps add para 3.4 from the report here or in the main body as an option considered but rejected.

1897. *Pay Policy Statement 2013-14

Cabinet considered a report on the Pay Policy Statement for 2013-14.

RESOLVED TO RECOMMEND that Council approves the Pay Policy Statement for 2013-14.

Reason for the decision:

Cabinet noted that the Localism Act 2011 required local authorities to publish an annual pay policy statement to increase transparency regarding the use of public funds to pay Council staff.

1898. Adoption of Food and Health and Safety Service Plans 2013-14

Cabinet considered a report seeking approval for the adoption of the Food and Health and Safety Service Plans for 2013-14.

RESOLVED that Cabinet adopts the Food and Health and Safety Service Plans for 2013-14.

1899. Issues for Future Meetings

There were none.

1900. Urgent Items

There were none.

1901. Exempt Business

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

1902. Exempt report – Customer Services Write-offs
(Paragraph 3 – Information relating to the financial or business affairs of any particular person, including the authority holding the information).

Cabinet considered an exempt report on a proposal to write off some bad debts where recovery was no longer possible.

RESOLVED that Cabinet agrees to the write-off of the bad debts listed in the report of the Chief Finance Officer.

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 20 February 2013***

Cabinet**26 March 2013**

Title	Annual Grants 2013/14		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Mrs Jean Pinkerton	Key Decision	No
Report Author	Liz Borthwick Assistant Chief Executive		
Summary	<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 note the recommendation of the Overview and Scrutiny Committee. • To agree the annual grants awards for 2013/14. 		
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	<ul style="list-style-type: none"> *Service delivery *Reducing crime and antisocial behaviour *Supporting independent living 		
Recommendations	<ul style="list-style-type: none"> • To agree that any residual better neighbourhood grants that are not spent by 28 February 2014 be distributed by the Leader of the Council to other worthy causes. • To note all other support to the voluntary, charity sector • To note and support the recommendation from Overview and Scrutiny to promote the involvement of elected Members in the various charities that the Council funds. • To agree the grants awards for 2013/14 		

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 2013/14 there is £24,380 to be awarded.

1.4 It was also agreed that a Members' Review Panel be 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 (Communications and Community Development Manager).

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 £2,000e.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 rate relief for 2012/13 is £39,614.55. A copy of the organisations who receive rate relief is available in the Members' room along with the criteria.

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 (this is under rent review as part of lease arrangements)
- 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 is an issue with some Councillors not identifying schemes until very late in the financial year and this has caused some difficulty in spending the allocations.

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, Shopmobilty, 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 Following a further meeting in April / May an annual review will be presented to the Cabinet. A short review of issues is attached in Appendix A.

2. **Key issues**

2.1 The grants programme for 2013/14 was publicised in October 2012 and fifteen 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 will come into force in April 2013 and the Clinical Commissioning Groups (CCG's) will 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 2013/14 and to agree / not agree to the recommendation for the remaining funding for 2013/14. 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.

• Crest (Cancer care and support)	£5,000
• Crossroads (Respite care)	£3,000
• Daybreak Respite care	£2,000
• Relate	£3,500
• SCAN	£1,000
• Shepperton Village Fair	£1,440
• Spelthorne Mental Health Association	£5,000
• Staines upon Thames day	£1,000
• Sunbury Amateur Regatta	£1,440
	£24,380.00

The rationale for this proposal is detailed in Appendix B

3.3 It is also proposed that the organisations receiving £5,000 plus 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 2013/14 is as follows.

Grants	£201,480
Rate Relief	£39,614
Free facilities	£15,400
Accommodation in kind	£53,000
Leisure Grants	£7,000
Neighbourhood Grants	£19,000
Total	£335,494

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.
- 5.2 A discussion about councillor support of key organisations was discussed at the Overview and Scrutiny meeting on Tuesday 15 January 2013. It was recommended that “The report for Cabinet on grants to the voluntary groups to include the request from this committee that Cabinet encourage Councillors to be appointed representatives on those bodies that receive grant funding”.

6. Risks and how they will be mitigated

- 6.1 Service level agreements will now be put in place for any organisations receiving £5,000 or over per annum.
- 6.2 There will also be a six month notice period for organisations receiving over £10,000 and of which funding is agreed for three years.
- 6.3 An Equality Impact Assessment is detailed in Appendix C.

7. Timetable for implementation

- 7.1 Grants to be awarded in April 2013

Background papers:

Appendices:

Application forms

Annual grant recipients' meetings, December 2012

3 December - Shopmobility and CAB

10 December - VAIS and Homestart

13 December - Rentstart and Age UK

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

Upbeat review meeting with scheme manager David Bisiker.

Has six months' running costs in reserve. Also receives grants from Clerical Medical, Two Rivers, members' subs, donations and fundraising – total around £60K.

Requests to Runnymede BC (whose residents use Staines Shopmobility) unsuccessful again.

Hopes to purchase heavy-duty scooter and three manual wheelchairs to meet demand for the holiday hire scheme.

Shopmobility has been obliged to vacate its premises near Waitrose in Two Rivers, to facilitate the redevelopment of the site as a bank. A new facility is being built near the Vue cinema – taking 6 months to build. Temporary home is the former card shop in Norris Road.

Fundraising efforts are being stepped up, even in the light of a busy 2011/12. 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).

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

CAB: Meeting with manager Pat Thompson and treasurer Trevor Mudd.

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

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

The combined CAB (Runnymede and Spelthorne) has settled down well since the merger; volunteer hours per year in region of 11,000.

30 offenders from Spelthorne have been seen by probation project for in-depth casework about debt, benefits and housing (funded from Tudor Trust Grant).

Both positive about CAB's capacity to continue providing services albeit on less money.

Plans – increase Stanwell Library opening to every week; develop closer ties with Age UK; access via email; joined-up phone system

VAIS: Receives £17,900 m(3 years) with 1 year review.

Elizabeth Mackendar-Moore, Cllr Isobel Napper, Celia Leggatt, Mattew Plumridge.
Reported several successful projects in current year inc first aid courses with A2D in Stanwell, older people's coffee and chat sessions; assisting with Job Club at Staines Library; YES project with Strodes and Brooklands Colleges.
Project work / infrastructure work is a 50:50 split.

Challenges include getting volunteers – Elmsleigh Centre shopfront presence is being pursued again.

More volunteers have been coming forward as a result of the recession. Also converting electronic contact to face-to-face contacts – the former results in 1:7 placements, while latter results in 1:3 ratio. VAIS has plans to access additional funds from various sources, in order to undertake more projects, rather than use core funding.

This time next year – to have more recognition in the borough; by having a higher profile, more people will know about VAIS

HomeStart Spelthorne: Mandy Groves and Anne Damerell. Receives £14,900 / 3 yrs.

Going 17 years, with 44 volunteers. Basic service is delivered once a week and the essence of service need is growing. Money worries are constant; the Troubled Families programme will hopefully be of help with resources.

Undoubted dedication of the entire team.

In 12 months' time – hoping to still be here – maybe take on an additional employee and definitely more volunteers. HomeStart's ambition is to expand.

Rentstart: £30,000 / 3 years.

Works very closely with Housing Options dept – 75% of referrals.
Apart from SBC, substantial funding for current year from CRISIS for extra assistance to more vulnerable clients; this reduced to 75% next year.
Benefits changes are of major concern – albeit with unpredictable results.
More referrals anticipated in upcoming months.

Over upcoming 12 months the focus will be on replacing funding.

Age UK (Runnymede and Spelthorne): Carol Sheppardson and Peter Skeggs

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.

Past year – 184 volunteers giving 13,500 hours, valued at £202,500 at £15 an hour.

Activities involve Home Support Services and Information & Advice Services.

Challenges are to take the organisation forward, to continue services which best support older people in both boroughs and to develop innovative services which support Age UK's core values.

Highlights include the opening of the café at Stanwell Health & Community Centre.

The year ahead – further funding cuts in public sector. Board keen to ensure to provide range of services for older people. Keen to recruit volunteers with skills and expertise – building on Olympic legacy.

Organisation	Area of work	Amount requested	Comments	Amount awarded	Reasons for awards
Connect Foundation for Mental Health (Friends of Cathja)	Mental Health Support	£10,000.00	No previous application	£0.00	This request is for a specific project to train the manager. There are other sources of funding for one off projects. The organisation has sufficient funds to support this training.
Crest	Cancer care and support	£11,470.00	12-13 - £800 from residual £17.5k fund	£5,000.00	Spelthorne suffers larger death rates than the rest of Surrey from breast cancer. There are very few support groups. Run by volunteers.
Cricket coaching (Vaishali Mehmi)		£0.00	Passed to Leisure for consideration		
Crossroads Care Surrey	Specialist respite care and carer support	£3,000.00	12-13 £1,000	£3,000.00	Increased grant from 2012/13 as the Census identified that Spelthorne has the highest percentage of population caring for someone.
Cruse Bereavement Care	Bereavement counselling	£2,000.00	12-13 £500	£1,000.00	Unique organisation supporting bereavement
DayBreak Day Respite Care	Respite care high dependency - expanded service	£2,000.00	12-13 £1,000	£2,000.00	Census identified high % of carers in Spelthorne
Mediation North Surrey	Mediation services	£3,500.00		£500.00	Will be match funded by Community Safety
Outline	LGBT equality promotion	£933.00		£0.00	Surrey wide organisations are not normally priority for SBC
Relate	All-ages relationship counselling	£5,000.00	12-13 £2,500	£3,000.00	During times of recession extra conflicts within relationships. Cost of the Council can increase with breakups e.g. Housing
SCAN - Spelthorne Committee for Access Now	Enabling and ensuring access for disabled people throughout	£1,000.00	12-13 £500 + £500 from residual £17.5k fund	£1,000.00	SCAN works closely to support SBC with policy and guidance
Shepperton Village Fair	Annual community event - toilet provision	£1,500.00	12-13 £665	£1,440.00	Increased costs in support of facilities for the event. To insure parity with the Sunbury Regatta we have given slightly extra this year, also as it is the 40th year of the fair
Spelthorne Mental Health Association	Extensive work in area of mental health	£10,000.00	12-13 £500 from residual £17.5k fund	£5,000.00	Running costs of the new facility. Mental health a key issue for residents in Spelthorne. Subject to final lease for facility.
Staines upon Thames Day	New community event to raise profile and promote Staines	£1,000.00		£1,000.00	Support for facilities on the day.
Sunbury Amateur Regatta	Annual community event - facilities provision	£6,500.00	12-13 £665	£1,440.00	Increased costs in support of facilities for the event.
Surrey Welfare Rights Unit		£2,000.00		£0.00	Priority is given to local organisations. This is a Surrey organisation.
Zodiac Musical Society		£650.00	Passed to Leisure for consideration		
		£60,553.00		£24,380.00	

Equality Impact Assessment

Name of Officer: Liz Borthwick

Service/Business Area: Grants

Contact Details:

1. What change is being proposed?

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

Grants to Voluntary Sector

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

To support organisations to deliver valued services to the local community

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

There are no savings proposed. This is to award the remaining £24,380.

2. Legal Implications

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

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

Yes No

3. What are the negative equality Impacts

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

Equality Theme	Negative Impact	No Negative Impact	Comments: What is the impact, please state how it may impact on these themes. Where there is no impact please state why
Race/Ethnicity		✓	

Gender		✓	
Disability		✓	
Age		✓	Positive impact supporting transport
Religion or belief		✓	
Sexual Orientation		✓	
Other: please state			

4. How will you mitigate the impact

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

a) How will you do this?

N/A

b) Who will do it, and

N/A

c) What are the resource implications?

N/A

5. Who have you consulted and how has their feedback been included

Dialogue with organisations – reviewing needs

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

Cabinet**26 March 2013**

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

1. Background

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

2. Key issues

- 2.1 Runnymede Council now wish to have their own allocation policy but the remaining four organisations wish to retain having a common allocation policy. An agreement has still not been reached as to how applicants will be prioritised for the cross boundary element of the partnership. Various options have been looked at and both Runnymede and Spelthorne's legal team are involved. Runnymede still wish to remain in the SEARCH Moves partnership to benefit from the established Search Moves brand and the joint saving from the IT contract as the majority of costs are split 5 ways.
- 2.2 Spelthorne and Elmbridge Councils along with A2Dominion and Elmbridge Housing Trust have continued discussions to agree the changes to the allocation policy to comply with the changes to Part 6 of the Housing Act 1996 and to react to the Localism Act 2011.
- 2.3 Currently there are **2,280** households on Spelthorne's Housing Register. A2Dominion currently advertise approximately **220** properties to Spelthorne residents (including cross boundary).
- 2.4 Legislation dictated previously that anyone who had a housing need could apply to any borough's housing register. The Localism Bill allows Councils to restrict who can now be added to the list .

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

Forces it is proposed that additional priority is given to serving members of the armed forces whose service is coming to an end within 12 months and where they have a specific need to move to the borough. (Please see appendix 1 Page 12/13, currently this only affects approximately 5 households).

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

3. Options analysis and proposal

- 3.1 Councillors could decide to keep the existing allocation policy with the only changes being those relevant to the armed forces, bedroom category benefit changes and ensuring that clients who are accepted as homeless can be discharged into the private sector . This would ensure all statutory requirements are covered.
- 3.2 After much research it is clear that most local authorities are taking the opportunity given to them under the Localism Bill to change their housing allocation policy to reflect local need and ensure applicants who have a strong local connection are given priority. Extensive consultation has taken place and the responses reflected in the new policy. It is proposed that the new policy is agreed so the IT provider can be instructed to build the system with an implementation date approximately 6 months later

4. Financial implications

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

4.2 Costing for a barrister's opinion etc will be shared between partners and the budget has been identified. (Approximately £2,000)

Due to the changes in local connection criteria there is likely to be an increase in homelessness applications, a process governed by the Housing Act 1996 (part 7). The bed and breakfast budget has already over spent by £80,000, this financial year due to the economic downturn but this overspend is likely to increase. (Please note this year's over spend has been absorbed within the existing housing budget and the increase reflected in next year's budget allocation)

5. Other considerations

5.1 An equality impact analysis on the proposed policy has not been undertaken yet due to the delay in issues surrounding the cross partner element of the scheme. However everything is in place for it to take place. The consultation document will be a key element to the analysis.

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

6. Risks and how they will be mitigated

6.1 The Housing Allocation Policy can be legally challenged and once the cross boundary element of the arrangements are agreed a Housing Barrister will be instructed to ensure the policy is legally compliant and less open to legal challenge.

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

6.3 There will be an appeal process with a realistic timeline for all applicants affected by the policy which will be identified in the letters sent to them .Staff will be made fully aware of changes and managers will be monitoring the amount of complaints received.

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

increase in the use of bed and breakfast etc which will further place demands on the social housing provision.

7. Timetable for implementation

To follow

Background papers:

None

Appendices: Appendix 1 The Proposed Cross Partner Allocation Policy

Appendix 2 The Public Consultation Results.



Common Allocations Policy for The Boroughs of Spelthorne and Elmbridge

Choice Based Lettings Scheme

**5 March 2013
Version 7**

A partnership between:

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

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



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1.0 Introduction and aims of this Policy

1.1 Introduction

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

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

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

1.2 The Search Allocations Scheme

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

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

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

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

1.3 The Legislative Framework

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

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

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

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

2.0 The Housing Registers

2.1 Introduction

The following registers are covered by this policy

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

2.2 Housing Register eligibility

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

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

2.3 Housing Register Qualification

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

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

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

2.4 Positive qualification criteria

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

(i) Age

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

(ii) Local Connection (note: Runnymede may need to be included below depending on cross partner negotiations)

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

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

(iii) Homeless households

A household who has been accepted as homeless by Spelthorne Borough Council or Elmbridge Borough Council under S193 of the housing act 1996 and duty has yet to be discharged, will be deemed to be a qualifying person with regard to local connection within this policy.

(iv) Special arrangements for Armed Forces

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

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

2.5 Disqualification Criteria:

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

(i) Unacceptable behaviour

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

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

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

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

(ii) Fraudulent Applications and tenancy fraud

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

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

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

(v) Applicants who own a property

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

(vi) Income thresholds

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

(vii) Saving thresholds

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

2.6 Joint Applications

Joint applications may be made by:

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

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

2.7 Applicant Consent And Declaration

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

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

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

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

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

2.8 Change Of Circumstances

Applicants who move home or whose circumstances change after they have been accepted onto the housing register (e.g. someone joining or leaving their household, or a change in income or employment etc) should immediately contact the partner

organisation they applied to and notify them of the change. An applicant may have to complete a further housing application form.

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

2.9 Review of Applications

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

2.10 Banding

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

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

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

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

2.11 Priority Date (Effective Date of Application)

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

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

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

2.12 Cumulative Need

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

2.13 Applicants Who Have Deliberately Worsened Their Housing Circumstances

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

2.14 Medical Or Welfare Needs

Additional priority may be awarded on medical or welfare grounds if the information received indicates a move will benefit the health and wellbeing of the applicant and/or their household following consideration by an officer and/or advice from an independent

medical adviser. The medical assessment will reflect the household as a whole and one banding will be awarded per application which will take into account the factors for the applicant and if relevant, any individual household members.

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

The awards are as follows:

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

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

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

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

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

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

2.15 Assessing Overcrowding/Bedroom Shortage

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

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

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

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

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

It should be noted that :

-a child will be considered to have a ‘need’ from birth.

- single adult within the household (who is not the applicant) would only be entitled to a separate room if there is no other person they can share with within the below table.

However an adult would not be expected to share with their own child.

For clarification purposes this is further set out as follows:

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

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

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

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

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

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

2.16 Assessment Of Cases Where Children are part of an application

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

Assessment of cases where children stay with more than one household

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

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

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

a) The Council's Legal Duty

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

Appendix iii shows the priority of homeless households within the Banding Scheme.

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

b) Priority Banding

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

c) Bidding

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

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

2.18 Armed forces Personnel

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

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

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

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

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

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

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

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

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

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

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

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

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

3.0 Advertising of Vacant Properties

3.1 Introduction

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

3.2 Restrictions

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

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

At any given time a landlord partner may reduce the number of properties available for transfer in order to manage/ balance the cost of its voids. Any emergency transfer

cases that arise during a period of restricted transfer activity may be considered for a direct let. Whilst recognising the need for landlords to occasionally restrict transfers, the Search Moves partnership will monitor periods of restricted availability of vacancies to ensure there is no detriment to any member of the partnership.

3.3 Preferential Advertising

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

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

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

3.4 Preferential advertising for working households

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

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

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

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

3.5 Preferential Advertising Based On Local Connection

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

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

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

3.6 Local Letting Policies

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

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

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

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

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

3.7 When Properties Will Not Be Advertised - Direct Offers

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

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

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

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

f) **Exceptional Housing Need**

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

g) **Exceptional Circumstances / Homeless Households**

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

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

4.0 Applicant Bidding

4.1 Bidding Process

The bidding process is explained in the User Guide.

4.2 Expressions of Interest

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

4.3 High Priority Band

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

4.4 Size Of Property Applicants Can Bid For

Applicants can only bid for properties that are of the correct size for their household. This is to ensure that best use is made of the stock and minimises under occupation or overcrowding of homes. Section 2.15 sets out the way that bedroom need is assessed and the size of property applicants are eligible for..

Due to the shortage of larger properties, applicants who are eligible for four and five bedroom properties may also be considered for larger three bedroom properties, for example, a three bedroom property with two separate living areas. Where properties

have two living rooms ('parlour' houses) it will be expected that one living room is used as a bedroom as long as this is suitable in relation to the property layout.

5.0 Shortlisting, Offering And Letting Of Properties

5.1 Bidding Closing Date

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

5.2 Bypassing Of Applicants

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

(a) Applicant Is Ineligible Or Unsuitable For The Property

Applicants may be bypassed where their household does not meet the criteria for the property set out in the advert e.g. due to age restriction requirement, due to the household size not matching the property size, due to ages of household members or because any property adaptations in the vacant property are either not required or not matched to the household who has bid. .

(b) Applicant Is Not Ready To Move And/Or To Live Independently

Applicants may be bypassed where, even though they have bid for a property, they themselves decide they are not ready to move. Applicants may also be bypassed if they are considered not to be ready to move or to live independently due to social or medical reasons. In determining this, regard will be had to any support available.

(c) Change In Applicant's Circumstances

Applicants may be bypassed where there has been a change in their circumstances which makes them unsuitable or ineligible e.g. change in medical requirements, change in financial situation

(d) History of Anti Social Behaviour

Applicants may be bypassed where they or their family members have a recent history of significant antisocial behaviour which would make them unsuitable for the property.

(e) Rent Arrears / Debt

Applicants may be bypassed where they have current or recoverable former rent arrears with any landlord or other debts with the partner organisations and which are not being satisfactorily repaid.

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

(f) Community Safety Concerns

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

(g) Fraudulent Application Has Been Made

An applicant will be bypassed where it has been found that false information has been given.

- (h) **Circumstances Not Confirmed**
Applicants may be bypassed where the required verification process has not been completed.
- (i) **No Response From Applicant**
Applicants may be bypassed where they have been contacted for information relating to their application and/or a potential offer of accommodation and the applicant has not responded to that contact within a reasonable period of time.
- (j) **Local Letting Plans**
Applicants may be bypassed where they do not match specific criteria set out in Local Lettings Plans. Local Lettings plans will be adopted for specific areas/schemes to ensure communities are as balanced as possible. Properties subject to local letting plans will be clearly advertised and priority will be given to those that meet the criteria.
- (k) **Sensitive Letting**
In exceptional circumstances, an applicant may be bypassed for a property where they are not considered suitable due to housing management reasons. For example an applicant who has a history of drug dependency may be bypassed for a property in a area where the landlord is aware there are a number of other residents with drug problems.
- (l) **Property Not Suitable For Adaptation**
Applicants requiring property adaptations to meet their mobility needs may need to be bypassed if the property they have bid for cannot be adapted to meet their needs.
- (m) **Property Advert Withdrawn**
Some properties advertised for letting may need to be withdrawn either because it is urgently needed for a direct letting or because it was being advertised before the previous tenant had left and they have rescinded their notice. This could result in those who have bid needed to be treated as having been 'bypassed'.
- (n) **Special Requirement Of Landlord**
Some housing association landlords have very specific applicant criteria built into their allocation policies or charitable rules relating to ages of applicants or area of residence for example . These requirements will usually be set out in the adverts but applicants who bid may need to bypass if the requirements are not met.
- (o) **Applicant Has Alternative Property Offer Outstanding**
An applicant will be by passed if there is an outstanding offer of accommodation available to them which has not been resolved.
- (p) **Properties in Poor Condition**

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

5.3 Appeals Against Bypassing

Where an applicant believes they have been bypassed for a vacancy that they have bid for (in other words where they otherwise believe they were the highest placed applicant

but have not been offered the property for one of the above reasons) then they can appeal against this decision to the organisation that made the bypass decision. This applies even if the property is classed as one where the local authority has the nomination right. (See Section 7.1 for further information on the review procedure).

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

5.4 Council Nomination Rights

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

5.5 Viewings And Offers

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

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

5.6 Introductory Tenancies

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

6.0 Assistance For Vulnerable Applicants

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

Examples may include but are not exclusive to

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

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

- Ask applicants or their advocate to indicate whether they consider themselves in need of support by completing the relevant documentation or speaking to one of the staff in the partner organisations.
- Close liaison and information sharing with statutory and voluntary agencies

- Ask all staff completing interviews and visits to identify potential vulnerable applicants so additional assistance can be given.
- Ensure any medical information submitted is evaluated and any support needs are identified.
- Close monitoring by the partners as to who is bidding or not and the suitability of the offers being bid for, so proactive action can be taken to assist.

6.2 The partners may assist vulnerable applicants in the following ways

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

7.0 Right of Review of decisions relating to applications and allocations

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

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

(*Applicants will not be advised their case has been bypassed but can establish this by specific enquiry if they have bid for a property but find out in the lettings outcome list that the property was offered to someone with a lower banding or later registration than the applicants within the same banding. Appeals against bypassing are to be submitted to the organisation which made the bypass decision.)

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

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

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

7.1 Complaints

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

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

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

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

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

8.0. Monitoring And Review Of This Policy

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

9.0 Personal Information And Data Protection

9.1 Applicants Accessing Own Personal Data

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

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

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

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

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

11.0 Equal Opportunities

The Council will comply with the requirements of the Race Relations Act, Sex Discrimination Act 1975 and the Disability Discrimination Act 1999.

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

The Banding Scheme

Emergency/Priority (Band A)

Applicants will fall into this banding where:

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

Urgent Need to Move (Band B)

Applicants will fall into this banding where:

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

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

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

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

Identified Housing Need (Band C)

The following applicants will fall into this banding:

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

- An applicant has been assessed as homeless but is not in priority need within the meaning of Part VII of the Housing Act 1996, as amended by the Homelessness Act 2002
- An applicant is overcrowded and requires one additional bedroom
- Singles or couples, who are over 35 and are without children, and who share facilities with others.
- An applicant has some other compelling need to live in either the borough of Spelthorne, Elmbridge which, if not met, will cause hardship
- Band C Armed Forces Priority - this will be awarded to serving members of the regular armed forces (and their families) whose service is coming to an end within 12 months or is due to come to an end within the preceeding 12 months AND They are losing their accommodation /have recently lost their MoD accommodation AND There are insufficient funds to pursue other options

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

They are losing n/ have recently lost their MoD accommodation AND

There are insufficient funds to pursue other options

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

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

The following applicants will fall into this banding:

- An applicant does not fit into any of the categories in **Band A, B, or C**
- An applicant has deliberately worsened their housing circumstances within the last three years to get more priority on the housing register
- An applicant has given up accommodation within the last three years that was suitable for their needs and by doing so, has knowingly worsened their housing circumstances
- An applicant can afford to buy or part-buy a property in the private sector that is suitable for their needs
- Can afford to rent a privately rented property without recourse to means tested benefits
- An applicant has an asset that could be used to obtain accommodation suitable for their needs
- An applicant owned a property that was suitable for their current needs but transferred or sold the property within the last three years when it was reasonable for them to continue living there
- An applicant has been assessed as intentionally homeless but is in priority need within the meaning of Part VII of the Housing Act 1996, as amended by the Homelessness Act 2002 (and there has been no relevant change in their circumstances to warrant a reassessment)
- An applicant who has bid on and been offered two or more properties within a 12 month period and refused for no good and evidenced reason (this band will apply for a period of 12 months.)

Appendix ii

PARTNER CONTACT INFORMATION

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

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

The Housing Allocations Team
Runnymede Borough Council
Runnymede Civic Centre
Station Road
Addlestone
Surrey, KT15 2AH
Tel: 01932 425832

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

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

Officer Roles And Responsibilities

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

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

Eligibility

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

Assessing Priority

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

Special or exceptional circumstances

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

Removing An Application From The Housing Register

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

Reviews

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

Direct Lets

a) **Supported Housing**

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

b) **Reciprocals**

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

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

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

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

if an applicant is eligible for an allocation of accommodation,

Eligibility

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

Joint Tenancies

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

Existing Tenants

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

Persons from abroad

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

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

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

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

Persons subject to immigration control

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

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

(i) British citizens

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

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

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

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

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

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

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

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

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

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

iv) *a person who has humanitarian protection granted under the Immigration Rules*⁶: a form of leave granted to persons who do not qualify for refugee status but would face a real risk of suffering serious harm if returned to their state of origin (see paragraphs 339C-344C of the Immigration Rules (HC 395))

Other persons from abroad who may be ineligible for an allocation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**RESULTS OF A CONSULTATION ON A REVISED COMMON HOUSING
ALLOCATION POLICY FOR THE BOROUGH OF ELMBRIDGE AND
SPELTHORNE
February 2013**

1. Background

- 1.1 The law requires local authorities to consult with providers of social housing in their area prior to making changes to their housing allocation policies, the partnership felt it important to extend this consultation to those on the four organisations' housing registers and to local residents more generally, along with a range of voluntary and community organisations operating in the two boroughs, who provide advice and support to those likely to be affected by the changes (e.g. the Citizens Advice Bureaux).

2. Consultation - Method, Scope & Response

Consultation Method

- 2.1 A questionnaire was developed to collect views on the proposed changes. Respondents were encouraged to complete the survey online, wherever possible, to help reduce the costs of the exercise, although alternatives were offered to ensure that vulnerable groups or those without internet access, were able to take part. In these cases, households were typically offered or supplied with a paper copy of the survey (and a freepost return envelope) or offered help to complete the form on-line.
- 2.2 The consultation ran from Friday 11 January to Wednesday 30 January 2013.

Consultation Scope

- 2.3 The following steps were taken to encourage interested parties to take part in the survey:

Those currently on the partners' housing registers

- Combined, there are over 5000 applicants across the four housing registers. Each applicant was written to (via e-mail or letter) by the organisation with whom they were registered to and invited to take part in the survey. Where households were known to be vulnerable, they were sent a postal survey and freepost return envelope, to encourage them to take part.
- The consultation was promoted on the SEARCH Moves' website

Residents of Elmbridge and Spelthorne

The partners were keen to extend the consultation beyond housing applicants to include local residents more generally. Their participation was sought by:

- E-mail invitation to over 800 Elmbridge residents on the Residents Panel to participate in the survey

- 525 randomly chosen Spelthorne residents were written to and invited to participate
- Both councils issued press releases promoting the consultation on the website and the survey became headline news in the local publications for both areas. This publicity generated further interest.

Partner organisations

- All social landlords with rented stock in the two boroughs and a selection of community and voluntary organisations considered to have an interest in the subject were e-mailed and invited to take part in the online survey.

Consultation response

2.4 There were 890 responses received, although the total responses to each question did not necessarily total 890. In the main, the results reported here are done so in percentage terms and relate to the overall response.

2.5 The responses break down as follows:

98% (862) responses received on behalf of households and 2% (15) were received back from named organisations.

Of those how many had a housing application with SEARCH Moves

- 47% of household responses indicated that they had a housing application
- 49% did not.
- 4% did not know

Of those with a housing application

- 36% was with Elmbridge BC,
- 49% was with Spelthorne BC,
- 7% was with A2 Dominion
- 4% was with Elmbridge Housing Trust.
- 4% didn't know

Those who responded were resident in

- 47% in Elmbridge,
- 41% in Spelthorne
- 6% in Runnymede
- 6% elsewhere

2.1 Table 1 below summarises the results for all but one of the ten changes.

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

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

Cabinet**26 March 2013**

Title	War Widows Pension / War Disablement Pension Housing Benefit Modified Local Scheme		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Suzy Webb	Key Decision	No
Report Author	Stuart Wilkins Housing Benefits Manager		
Summary and Key Issues	<ul style="list-style-type: none"> Spelthorne Borough Council operates a local scheme where all income received for war widows and war disablement pensions are disregarded from the benefit assessment, to help maximise their income. This affects ten older clients. It is funded by the Local Authority, as opposed to central government subsidy. Agreement is required to continue with this policy. 		
Financial Implications	<ul style="list-style-type: none"> In financial year 2010-11 this cost the local authority £28,839 In financial year 2011-12 - £26,692 It is predicted to cost the authority in 2012-13 £25,500 This approach has already been approved within the new Council Tax Support scheme on 24th January 2013 and should not exceed £25,000 for future years relating to housing benefit 		
Corporate Priority	<ul style="list-style-type: none"> *Service delivery *Communication *Efficient use of assets *Supporting independent living 		
Recommendations	The cabinet is asked to agree, to continue for a further four financial years to when the housing benefit scheme is due to cease (2013-14, 2014-15, 2015-16 and 2016-17) , the localised housing benefit scheme which increases benefit payments to war widows and claimants who have suffered from any war disablement.		

1. Background

- 1.1 When assessing entitlement to Housing benefit, defined amounts from certain types of pensions and income are disregarded from the calculation including £10.00 per week for all war widow pensions and £86.99 per week from all war widow pensions pre 1973. These are statutory disregards and are fully subsidised from central government. Therefore there is no cost to the authority. This does mean that war widows receive more housing benefit than other pensioners
- 1.2 In addition the local authority has been given the discretion to introduce a localised scheme to further disregard the full amount of any war disablement or war widows pension. Any additional benefit granted, due to this discretion, is not subsidised, but is funded from the Local Authority's resources. However since April 2004 any Council operating this scheme has received 0.2% addition to their annual subsidy, (capped at 75% of the total benefit cost of the local scheme to that Local Authority).
- 1.3 In common with all other Surrey Authorities Spelthorne has operated this scheme for a number of years.
- 1.4 The scheme currently only affects 10 households at this time. The age range of these claimants is from 55 to 94 years of age.
- 1.5 In the process of creating Spelthorne Borough Council's Council Tax Support scheme which was agreed by full council on 24th January 2013, it was agreed that war widows pension and war disablement pension would continue to be fully disregarded from this scheme.

2. Key issues

- 2.1 Members are requested to endorse this discretionary allowance for four years until the proposed end of the Housing benefit scheme.
- 2.2 This scheme does have a cost implication to the Council with current estimates totalling approximately £25,500 for 2012-13 with a similar outlay predicted for 2013-14.

3. Options analysis and proposal

- 3.1 To continue with the localised scheme therefore continuing to benefit claimants who are war widows or pensioners who have suffered a war disablement.
- 3.2 Put an to an end the localised scheme which will reduce payment of benefit to existing claimants which may lead to hardship, but will result in a cost saving to the Council of approximately £25,000 per year.
- 3.3 That the Council endorses the discretionary policy for war widows and war pensioners for a further four years.

4. Financial implications

- 4.1 The cost for 2012/13 will be approximately £25,000
- 4.2 Administration costs are minimal, in comparison with the overall cost of service.

5. Other considerations

- 5.1 This scheme affects only a small number of claimants, around 10 households and the amount of claims made has continued to reduce.
- 5.2 To reduce benefit payments from this client group would be very contentious and may cause hardship.
- 5.3 There may be negative publicity if this discretionary scheme was to be removed.
- 5.4 It would place the Council in a difficult situation if it has agreed to disregard these incomes from their Council Tax Support scheme but have not extended this situation to Housing Benefit claims.

6. Risks and how they will be mitigated

- 6.1 By not administering the scheme, Members risk extreme bad publicity, furthermore to take benefit away from these vulnerable people in the current economic climate would be considered harsh in the circumstances.

7. Timetable for implementation

- 7.1 The scheme is currently being operated by the Housing Benefit Section. If the scheme was withdrawn we would have to agree a suitable notice period.

Background papers: None

Appendices: None

Cabinet**26 March 2013**

Title	Spelthorne Pay Award for 2013/14		
Purpose	Resolution required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Vivienne Leighton	Key Decision	No
Report Author	Jan Hunt, Head of Human Resources		
Summary and Key Issues	<p>To consider whether to make a Spelthorne Pay Award for 2013/14, and if so the form of that award.</p> <p>The key issues associated with the issue are</p> <ul style="list-style-type: none"> • Spelthorne's link to national pay • Impact on staff recruitment, retention and morale 		
Financial Implications	Staff costs are a significant item of expenditure. The budget for 2013/14 includes provision of £100,000 in case there is a national pay award.		
Corporate Priority	This item is not in the list of Corporate Priorities		
Recommendations	Cabinet to agree option1 and to support a pay award for Spelthorne staff but to await until details of the national pay settlement are known before confirming the detail.		

1. Background

- 1.1 Spelthorne's terms and conditions of employment include a link to the national conditions of service for local government staff, for chief officers and for chief executives including the national pay awards agreed.
- 1.2 Since 2001 Spelthorne has had arrangements in place to consider awarding a Spelthorne Pay Award, so that due regard can be taken of local circumstances including pay comparability in Spelthorne's recruitment market of West London, Thames Valley and Surrey and any local recruitment and retention difficulties.
- 1.3 In the early years these local pay arrangements ensured that Spelthorne was able to implement pay awards in a timely manner while national pay negotiations were still not concluded and to agree pay awards above the national pay award where it was justified to do so.
- 1.4 These arrangements for Spelthorne local pay retain the guarantee to make pay awards that match national pay awards.
- 1.5 There has been no Spelthorne Pay Award or national pay award for the last 3 years. In November 2012 a one-off, non-consolidated payment of £250 was paid to the 32.5% of staff paid on pay points below £21,000, who have been hardest hit by the pay freeze.

2. Key issues

- 2.1 There is provision in the budget for 2013/14 for a pay award to the approximate value of 1% of paybill (£100,000).
- 2.2 Spelthorne terms and conditions link to national pay and any national pay award must be honoured. If a national pay award was agreed at a higher level than any Spelthorne Pay Award already implemented, staff would receive a further increase in pay, backdated to the effective date of 1 April, with the necessary adjustment to budgets that were required (compensating savings).
- 2.3 The national pay award has not yet been concluded. The national trades union side submitted a pay claim for a substantial increase citing the financial difficulties their members are facing and the key nature of local government services that staff provide. The national employers have not yet made a formal offer to the Trades Unions but have put 2 options to them for consideration. These are
 1. 1% on all pay points
 2. 1% for bottom 7 pay points, 0.6% for all others.

Both options also include some changes to the car allowance scheme with a change in mileage rates to HMRC advisory rates: if agreed as part of a change to national conditions, Spelthorne would change its mileage rates accordingly.
- 2.4 We understand that two of the three nationally recognised Trades Unions have rejected both these options; the third will consider their response shortly. The unions may seek to reopen national pay negotiations but have also signalled that they will be consulting with their membership and do not rule out national industrial action and/or measures short of industrial action.
- 2.5 Spelthorne staff have not received a pay award for 3 years. All Surrey councils have local pay arrangements and some other councils have

- 2.6 continued to make pay awards during this time with the effect that Spelthorne pay rates will be falling behind in those cases. This could affect Spelthorne's ability to recruit and retain staff and have a detrimental effect of staff morale. Information on pay awards within Surrey is in the **Appendix**.

3. Options analysis and proposal

- 3.1 Option 1. Delay making a decision on the pay award until the outcome of the national pay settlement is known, and then ensure that the Spelthorne Pay Award at least matches the national settlement. This would have the effect of delaying any pay award to staff and could affect Spelthorne's pay rates. However, the award would be backdated to April and positions advertised could refer to a pending pay award. Officers are clarifying the likely Unison response to such an approach.
- 3.2 Option 2. Agree a Spelthorne Pay Award of 1% on all pay points in line with budget provision.
- 3.3 Option 3. Agree a Spelthorne Pay Award equivalent to 1% of payroll payable as a fixed sum of £338.64 per Full Time equivalent on all pay points below Management Team. This option would mean that the percentage increase would be greater for lower paid staff (with a percentage range from 2.5% to 0.5%) and that at management team the pay level falls further behind comparative pay rates in other councils. Any subsequent national pay award for this staff group would have to be met, with additional costs at that time. If there were a national pay award of 1% then the Council would need to bring up to 1% all those staff who received an increase of less than 1% under this proposal and increase the overall pay award cost.
- 3.4 Option 4. Agree a Spelthorne Pay Award equivalent to 1% payable as a lump sum of £338.64 per full time equivalent on all pay points below head of service. This option would mean that the percentage increase would be greater for lower paid staff and that at head of service and management team level pay falls further behind comparative pay rates in other councils. Any subsequent national pay award for this staff group would have to be met, with additional costs at that time. Heads of service working in partnership with other councils will be working alongside colleagues who have received pay awards. If there were a national pay award of 1% then the Council would need to bring up to 1% all those staff who received an increase of less than 1% under this proposal and increase the overall pay award cost.
- 3.5 Option 5. Agree a Spelthorne Pay award at a higher rate than the budget provision. Additional compensating savings would need to be identified.

4. Financial implications

- 4.1 The financial impact of the options is:

Option 1	Will not be known until national pay award is agreed.
Option 2 1% to all staff	£105,000
Option 3. Lump sum of £338.64 on all pay points below Management Team	£103,623
Option 4. Lump sum of £338.64 on all pay points below head of	£100,237

service	
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Options 2 and 3 above equate to slightly more than the £100k provision in the budget and the additional cost would be accommodated from offsetting savings.

5. Other considerations

- 5.1 Salaries must be at a sufficient level to attract and retain good staff to deliver the council's services and priorities.
- 5.2 Spelthorne terms and conditions of employment include the guarantee that Spelthorne Pay Awards will at least match national pay awards.

6. Risks

- 6.1 A financial risk is that the national settlement could equate to more than the 1% provision made in the budget. In that event the Council will find additional savings in year to offset.
- 6.2 There is a risk that morale of some staff might be adversely affected by a delay in the pay rise. However, this can be addressed by explaining the Council is committed to making a pay award and that once agreed it will be backdated to April 2013.

7. Timetable for implementation

- 7.1 The effective date of any Spelthorne Pay Award and any national pay award is 1st April.

Background papers:

Appendices: Pay awards within Surrey

Pay awards in Surrey Councils

Appendix

	2009/10	2010/11	2011/12	2012/13	2013/14
Spelthorne	1.75%	0	0	0. £250 for staff earning under £21,000	
Elmbridge		0	0. £250 for staff earning under £21,000	£400 or 1% whichever is greater.	1.75%
Epsom & Ewell	2%	0	0	0. £250 for lower paid	1%
Guildford	2%	0. Small payment for lower paid	Small payment for lower paid	1%	1.5%
Mole Valley	2%	0	0	0. £250 for lower paid	1% for senior staff, 2% for other staff
Reigate & Banstead		0	0. £250 for staff earning under £21,000	£430 for all staff	2% for all staff, minimum of £475
Runnymede	1%	0	0	0	2%
Surrey Heath	2.31%	0	0	£500 for all staff	Not yet agreed, considering adding additional point to all pay grades below senior management
Tandridge		0	0	1.4%	1.4%
Waverley		0	0	£600 for all staff	2%
Woking	0	£260 for all	0. £250 for all under £21,000	2%	Not yet decided
Surrey County Council		0	0	£350 for all staff	£500 for all staff (1.5% of paybill)

Cabinet**26 March 2013**

Title	2012-13 Capital Monitoring Report		
Purpose	For Information		
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 February 2013 on the capital programme.</p> <ul style="list-style-type: none"> The current position shows that we have spent/committed £663k to date, which represents 38% of the revised budget. The projected outturn shows that we are anticipating to spend £844k which represents 50 % of the revised budget. The undershoot of budget largely relates to managed rescheduling of projects with several items being postponed. The issues of ensuring an appropriate match between projects and resources are being addressed An amount of £27,600 for the HR & payroll system project to be removed from the capital programme as it is no longer required. 		
Financial Implications	As set out in the report and the appendices		
Corporate Priority	All		
Recommendations	<p>Cabinet are to note the current spend position.</p> <p>Cabinet are asked to agree the removal of £27,600 from the capital programme for the HR & Payroll system project as it is no longer required.</p>		

1. Background

- 1.1 The purpose of this report is to update Cabinet on the capital spend against the budget position of the schemes within the Capital Programme.
- 1.2 To inform Cabinet of the reasons for the variances.

2. Key issues

- 2.1 Due to rescheduling on some schemes there will be an under spend for the current financial year estimated to be £885k (50%). A large proportion of this will be addressed in the form of carry forwards to 2013/14. A key factor behind this rescheduling is the constraint of limited resources to deliver projects, this is in the process of being addressed.

Detail of the variances

- 2.2 Attached, as **Appendix A** and **B**, is the actual spend to date on capital covering the period April to February 2013.
- 2.3 For the period ending February 2013, capital expenditure was £423k (27%) of the original budget and (25%) of the revised budget.
- 2.4 The difference between the original budget and the revised budget is £177,810. The £177,810 is broken down as £158,000 worth of carry forwards from 11/12 and £19,810 other adjustments as set out in the table below:

	£	£
Schemes Dropped from Programme		
Contaminated Land Investigation	-13,000	
Environmental Health Mobile Working	-20,000	
		-33,000
Additional Disabled Facilities Grant funding		-57,590
Supplementary Capital Estimates approved during year		110,400
Total Change		19,810

- 2.5 Cabinet is asked to reduce the capital programme for the HR and payroll system by £27,600 as we were able to deliver the project for a lower figure than originally estimated.
- 2.6 Transactions involving all the projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital definition will be transferred to revenue.
- 2.7 The following projects are worth noting :
- Combined Heat and Power – Installation of the project has been delayed and a carry forward request will be made at the end of the financial year.
 - Car park improvements – The automated number plate reader parking tenders have been received but after assessing the tenders some issues around the issuing of tickets in a barrier less system were brought to our

attention. These are being addressed and implementation is expected to take place in June 2013.

- (c) Customer Relationship Manager (CRM) Solution – Project start date has been postponed as a number of site visits are still to take place with a final decision due to take place in March. A carry forward request will be made at the end of the financial year.
- (d) A number of IT projects (Sharepoint, Depot remote working and voice over internet) have been postponed and carry forward requests are expected to be made at the end of the financial year.
- (e) Air quality – Project work may be delayed due to new issues around the Borough air quality management boundary and a carry forward request may be made at the end of the financial year.

3. Options analysis and proposal

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

4. Financial implications

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

5. Other considerations

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

6. Risks and how they will be mitigated

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

7. Timetable for implementation

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

Background papers: There are none

Appendices: A and B

Appendix A								
CAPITAL MONITORING REPORT P.11 FEB 2012/13								
Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Webb - Planning & Housing	306,600	-	(57,590)	249,010	13,286	-	16,688	(232,322)
Cllr Pinkerton - Health Wellbeing & Ind Living	35,000	25,100	16,000	76,100	18,369	82,021	19,789	(56,311)
Cllr Mitchell - Environment	88,000	18,700	(13,000)	93,700	89,086	20,252	110,114	16,414
Cllr Gething - Parks and Assets	641,700	20,000	61,400	723,100	224,088	92,154	501,312	(221,788)
Cllr Sexton - Communications	444,700	23,600	-	468,300	57,581	42,253	170,873	(297,427)
Cllr Forbes-Forsyth - Comm Safety & Young People	-	-	13,000	13,000	-	-	-	(13,000)
Cllr Evans - Finance & Resources	35,000	70,600	-	105,600	21,063	3,200	25,000	(80,600)
	1,551,000	158,000	19,810	1,728,810	423,473	239,881	843,776	(885,034)
	-	-	-	-	-	-	-	-

Appendix B

CAPITAL MONITORING REPORT P.11 FEB 2012/13

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 Webb - Planning & Housing</u>											
Lee O'Neil	40203	Disabled Facilities Mandatory	505,000	-	-	505,000	298,048	-	330,000	(175,000)	Predicted spend maybe some £175k below budget due to slow down in referrals received from SCCs Occupational Therapists.
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	29,600	792	-	792	(28,808)	No spend likely.
Lee O'Neil		Less Specified Capital Grant	(285,000)	-	(57,590)	(342,590)	(314,041)	-	(342,590)	-	
		Net Cost of Disabled Facilities Grants	249,600	-	(57,590)	192,010	(15,200)	-	(11,798)	(203,808)	
Lee O'Neil	40205	Decent Homes Grant	20,000	-	-	20,000	3,166	-	3,166	(16,834)	This budget will be spent by end of financial year.
Lee O'Neil	40207	Equity Release Scheme	10,000	-	-	10,000	-	-	-	(10,000)	this budget will not be spent in this financial year as the Home Improvement Trust's equity release scheme has been closed. Replacement scheme being sought.
Lee O'Neil	40209	Home Improvement Agency grant	27,000	-	-	27,000	25,320	-	25,320	(1,680)	No further spend expected on this cost centre this year.
		Total	57,000	-	-	57,000	28,486	-	28,486	(28,514)	
Total For HIP			306,600	-	(57,590)	249,010	13,286	-	16,688	(232,322)	
<u>Other Capital Programme</u>											
<u>Cllr Pinkerton - Health Wellbeing & Independent Living</u>											
Deborah Ashman	42012	Greeno Centre Development	35,000	-	-	35,000	23,789	-	23,789	(11,211)	Works on patio has now been finished. Carry forward to be requested for work on front of building & shower room
Deborah Ashman	42271	Fordbridge Day Centre	-	-	18,000	18,000	-	17,801	18,000	-	Works completed, awaiting invoice
Deborah Ashman	41013	Wellbeing Centre	-	-	73,000	73,000	14,580	64,220	53,000	(20,000)	Looking to complete works by 17th May 2013, will need to request carry forward of at least £20k
Deborah Ashman		External Funding	-	-	(55,000)	(55,000)	-	-	(55,000)	-	Funds will be transferred upon payment of invoices
Deborah Ashman		SCC Contribution	-	-	(20,000)	(20,000)	(20,000)	-	(20,000)	-	Contribution for Wellbeing Centre from SCC
		Total	35,000	-	16,000	51,000	18,369	82,021	19,789	(31,211)	
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. This money will be carried over to 2013/14 and spent in 2013/14
		Total	-	25,100	-	25,100	-	-	-	(25,100)	
Sandy Muirhead	41629	Day Centre EE Lighting	-	-	-	-	7,848	-	7,848	7,848	SALIX project monies from SALIX fund complete by March 2013
Sandy Muirhead	41633	Staines DC Lighting	-	-	-	-	6,035	-	6,035	6,035	SALIX project monies from SALIX fund complete by March 2013
Sandy Muirhead		SALIX Funding	-	-	-	-	(13,882)	-	(13,883)	(13,883)	
		Total	-	-	-	-	0	-	-	-	
<u>Cllr Mitchell - Environment</u>											
Jackie Taylor	41620	Wheeler Bins	50,000	-	-	50,000	39,398	9,990	50,000	-	Budget for the year will be fully spent
Jackie Taylor	41501	DCLG Car	-	-	17,000	17,000	16,079	-	16,079	(921)	Funded by DCLG
Jackie Taylor		External Funding	-	-	(17,000)	(17,000)	(17,000)	-	(17,000)	-	
		Total	50,000	-	-	50,000	38,477	9,990	49,079	(921)	
Lee O'Neil	41315	Cont Land Investigation	13,000	-	(13,000)	-	-	-	-	-	
		Total	13,000	-	(13,000)	-	-	-	-	-	
Sandy Muirhead	40601	Wall/Loft Insulation	25,000	-	-	25,000	14,574	10,262	25,000	-	Fully committed to spend total allocated budget
Sandy Muirhead	41309	Critical Ditches	-	10,000	-	10,000	4,735	-	4,735	(5,265)	Carry forward to be requested
Sandy Muirhead	42037	Biffa Award Match Funding	-	8,700	-	8,700	31,300	-	31,300	22,600	Work completed on Shortwood pond in January 2013 - funded by external and match funding as part of improving ponds SSSI status
Sandy Muirhead	41632	White House depot lighting	-	-	-	-	19,823	-	19,823	19,823	SALIX project monies from SALIX fund complete by March 2013
Sandy Muirhead		SALIX Funding	-	-	-	-	(19,823)	-	(19,823)	(19,823)	
		Total	25,000	18,700	-	43,700	50,609	10,262	61,035	17,335	
<u>Cllr Gething - Parks and Assets</u>											
Dave Phillips	41325	Lammas Sea Cadet	-	-	40,000	40,000	-	-	46,312	6,312	Portacabins have been purchased. Cost to be transferred from Revenue in Mar 13
Dave Phillips	41618	Esoo Site Stanwell	20,000	-	-	20,000	-	-	-	(20,000)	Gravel Extraction Company agreed to work in partnership with SBC to clean site. Delay in progressing as Streetors wish to complete Hengrove before starting on the site. Will need to request carry forward to 13/14
Dave Phillips	42007	Lammas Park Water Mains	35,000	-	-	35,000	-	-	35,000	-	Work commencing & will be completed before opening of spray park on Easter Bank Holiday, will be spent by end of 12/13
Dave Phillips	42043	Accommodation Changes	20,000	-	-	20,000	-	-	20,000	-	Work to 2nd floor Toilets approved & will start shortly to be completed by end of March 2013, will be spent by end of 12/13
Dave Phillips	42050	Knowle Green reception	75,000	-	-	75,000	765	1,782	30,000	(45,000)	Work in progress but may need to request carry forward to 13/14
Dave Phillips	42053	Knowle Green Heating	220,000	-	20,000	240,000	201,446	64,114	266,000	26,000	Upgrading of New boilers, new valves & Police system. Installation complete - final commission being carried out
Dave Phillips	11599	Runnymede Estates	55,600	-	-	55,600	-	-	55,600	-	Actuals to be transferred at end of year
		Total	425,600	-	60,000	485,600	202,211	65,896	452,912	(32,688)	
Lee O'Neil	43307	EHBC Mobile Working	20,000	20,000	(20,000)	20,000	-	-	-	(20,000)	Trial progressing, outstanding balance will be carried forward to 2013/14
		Total	20,000	20,000	(20,000)	20,000	-	-	-	(20,000)	

CAPITAL MONITORING REPORT P.11 FEB 2012/13

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	41018	Pool Covers	14,500	-	-	14,500	-	-	-	(14,500)	Linked to Combined Heat & Power project. Pool covers have been ordered & deadline for installation is end of April 2013. Carry forward will need to be requested
Lisa Stonehouse	42274	SkatePark+Multi use games area	85,000	-	45,000	130,000	96,441	25,349	122,000	(8,000)	Skate Park & Multi Use games area is complete. Awaiting final invoices
Lisa Stonehouse		External Funding	(50,000)	-	-	(50,000)	(50,000)	-	(50,000)	-	Funding received from the Youth Council for the Skate Park
Lisa Stonehouse		External Funding	-	-	(45,000)	(45,000)	(45,000)	-	(45,000)	-	Funding received from Surrey County Council for MUGA
		Total	49,500	-	-	49,500	1,441	25,349	27,000	(22,500)	
Liz Borthwick	40108	Leisure Centre Fitness Kit	-	-	21,400	21,400	21,400	-	21,400	-	
		Total	-	-	21,400	21,400	21,400	-	21,400	-	
Sandy Muirhead	41206	Ashford Rec Playground Upgrade	25,000	-	-	25,000	-	-	-	(25,000)	Budget may not be spent by end of the year, may need to request carry forward
Sandy Muirhead	41207	Combined Heat & Power	121,600	-	-	121,600	-	-	-	(121,600)	Delay in installation, may need to carry forward
Sandy Muirhead	42049	Hawke Park	-	-	10,000	10,000	9,036	909	10,000	-	To be funded by the capital receipt received from the county council
Sandy Muirhead		External Funding	-	-	(10,000)	(10,000)	(10,000)	-	(10,000)	-	
		Total	146,600	-	-	146,600	(964)	909	-	(146,600)	
Cllr Sexton - Communications											
Helen Dunn	43003	New Software	10,000	-	-	10,000	3,650	-	3,650	(6,350)	No more spend likely, underspend could be used to fund overspends on other ICT projects
Helen Dunn	43004	Application Upgrades	10,000	-	-	10,000	-	-	-	(10,000)	No spend likely, underspend could be used to fund overspends on other ICT projects
Helen Dunn	43302	Payroll/HR	15,000	-	-	15,000	-	-	15,000	-	Budget to be fully spent in 12/13. Invoices to be recoded in March 2013
Helen Dunn	43305	SharePoint	40,000	-	-	40,000	325	-	325	(39,675)	Governance Tool, Migrator, Workflow tool and ad hoc consultancy still to be purchased. Carry forward to be requested for 13/14
Helen Dunn	43306	Geographical Info System	-	-	-	-	-	633	-	-	Commitment is valid. Waiting for aerial photography to be done of the Spelthorne Borough Council area
Helen Dunn	43310	Virtual Desktop (VDI)	50,000	-	-	50,000	3,000	-	3,000	(47,000)	Feasibility study has taken place, but main project is delayed until 13/14, so carry forward will be requested
Helen Dunn	43311	Voice Over Internet (VOIP)	85,000	-	-	85,000	-	-	-	(85,000)	Current phone system is past end of life. Initial research still to be done. Carry forward to be requested to 13/14
Helen Dunn	43313	Out of Hours Telephony	21,700	-	-	21,700	21,650	-	21,700	-	Project complete
Helen Dunn	43501	Revenues & Benefits	-	-	-	-	3,833	14,592	16,000	16,000	Voice recognition payments module
Helen Dunn	43601	Remote & Mobile Working, Depot	20,000	-	-	20,000	3,908	-	3,908	(16,092)	Various devices are being looked at, but project is likely to be delayed until 13/14, so will need to request carry forward
Helen Dunn	43603	Server Updates	30,000	-	-	30,000	413	19,784	20,000	(10,000)	Migration to and replacement of SQL Servers is required, unlikely to be fully spent
Helen Dunn	43604	Desktop Upgrades	20,000	-	-	20,000	38,245	-	45,000	25,000	Desktop Refresh for Windows 7. The overspend could be funded by other ICT Project under spends
Helen Dunn	43605	Telephone/Data Communications	20,000	-	-	20,000	8,987	150	10,000	(10,000)	Additional Items for CTI upgrade - unlikely to be fully spent
Helen Dunn	43606	Misc software	-	-	-	-	(10,080)	-	(10,080)	(10,080)	DocBinder licence for 3 years coded to capital in 11/12, moved to revenue in 12/13
		Total	321,700	-	-	321,700	73,932	35,159	128,503	(193,197)	
Jan Hunt	41608	HR and Payroll system	18,000	23,600	-	41,600	6,471	6,266	14,000	(27,600)	Fully committed to the total allocated budget for the HR and Payroll system, phase 2 to commence shortly.
		Total	18,000	23,600	-	41,600	6,471	6,266	14,000	(27,600)	
Linda Norman	43505	CRM Solution	80,000	-	-	80,000	-	-	-	(80,000)	3 systems have now been seen & preferred option to be mapped out by the end of March 2013. Carry forward to be requested
		Total	80,000	-	-	80,000	-	-	-	(80,000)	
Rowena Davison	43304	GOSS - Website Upgrade	25,000	-	-	25,000	(22,822)	828	28,370	3,370	Project is now complete - special creditor waiting to clear
		Total	25,000	-	-	25,000	(22,822)	828	28,370	3,370	
Cllr Forbes-Forsyth - Community Safety & Young People											
Keith McGroary	41605	Staisafe Radio	-	-	13,000	13,000	-	-	-	(13,000)	Alternative solution to be used. Revised bid & Carry forward request to be submitted
Keith McGroary	41604	CCTV Stanwell	60,000	-	-	60,000	-	-	-	(60,000)	Funding to be received on completion of Phase 2. Currently in the planning stage of this project. Target is to have the cameras in place & operational by September 2013. Carry forward request to be submitted
Keith McGroary		S106 Funding	(60,000)	-	-	(60,000)	-	-	-	60,000	
		Total	-	-	13,000	13,000	-	-	-	(13,000)	
Cllr Evans - Finance & Resources											
Sandy Muirhead	41302	Parking Handhelds	35,000	-	-	35,000	21,063	3,200	25,000	(10,000)	Purchased and waiting for invoice
Sandy Muirhead	41317	Car Park Improvements	-	70,600	-	70,600	-	-	-	(70,600)	Parking improvements through ANPR likely to be June 2013 for completion. Underspend of £10k from handhelds to be used. Carry forward to be requested
Sandy Muirhead	41631	Elmsleigh CP Lighting	-	-	-	-	2,600	-	2,600	2,600	SALIX project monies from SALIX fund complete by March 2013
Sandy Muirhead	41634	Elmsleigh Surface C/P LED's	-	-	-	-	12,405	-	12,405	12,405	SALIX project monies from SALIX fund complete by March 2013
Sandy Muirhead		SALIX Funding	-	-	-	(15,005)	-	(15,005)	(15,005)	(15,005)	
		Total	35,000	70,600	-	105,600	21,063	3,200	25,000	(80,600)	
Total For Other			1,244,400	158,000	77,400	1,479,800	410,187	239,881	827,088	(652,712)	
GRAND TOTAL			1,551,000	158,000	19,810	1,728,810	423,473	239,881	843,776	(885,034)	

Cabinet**26 March 2013**

Title	Net Revenue Monitoring and Projected Outturns		
Purpose	For Information		
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 members with the net revenue spend figures to end of February 2013</p> <ul style="list-style-type: none"> • The forecast outturn is £12.304m against the revised budget of £12.371m; a projected £67k favourable (-0.5%) variance at net expenditure level. • After taking into account the use of carry forwards, the net position is approx £285k favourable variance. • A large proportion of this is due to the excellent projected net underspend (favourable £226k) for refuse collection • There is a purely accounting entry which has the effect of increasing Parks and Assets portfolio by £129k and reducing Health and Wellbeing by £129k with an overall nil net effect • Interest earnings are forecast to be lower than the original budget by £40k 		
Financial Implications	As set out within the report and appendices.		
Corporate Priority	This item is not in the list of Corporate Priorities		
Recommendations	The 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 28 February 2013, and.
- 1.2 To inform members of the reasons for the variances identified against the budget agreed in February 2012 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 £67k (-0.5%) against the revised budget. Once we take into account the use of carry forwards, the under spend increases to approximately £285k

Commentary on Detail

- 2.2 Note there is one purely accounting adjustment relating to the accounting entries for the accommodation which used to be occupied by VAIS at Knowle Green under which the value of that space was recognised as £129k income to assets and as a payment of grant under health and wellbeing with the two transactions offsetting each other. Now VAIS are no longer occupying that space the accounting entries will not happen which results in Parks and Assets apparent net expenditure increasing by £129k and Health and Wellbeing apparent net expenditure reducing by £129k.
- 2.3 In Appendices B and C1 to C9 the major areas causing the year to date budget to be higher or lower than the actual spend to date are detailed.
- 2.4 Budgets are profiled where there is a normal expected payment date e.g. National Non-Domestic rates (NNDR) payments are profiled to be paid in May, salaries in 12ths, grants on the month they are received previously, contracts on the payment frequency agreed, rentals on a quarterly basis etc. This still means however that the majority of the expenditure, profiled in 12ths to be spent, is reliant upon Service Heads ordering goods and services on a regular basis. In reality the major proportion of spend is generally made in the second half of the year. There will always be some timing differences which do not reflect underlying budget variances.
- 2.5 The major area of spend relates to Housing Benefit payments which are made four 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 two large benefit payment runs occur within the same month.
- 2.6 Appendices B and C1 to C9 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 Accountancy and Management team will be monitoring the managers carefully in order to seek to mitigate the adverse variance currently projected.

3.2 The following highlights the more significant variances:

Economic Development

3.3 Staines Town Centre Management – adverse variance £27k additional valuation costs relating to Tothill car park lifts and structural condition survey

3.4 Staines Market – favourable variance £12k – increased number of stall holders

Corporate Governance

3.5 Legal - £79k favourable variance - additional income over 3 years on shared law publications systems with other Surrey authorities plus one off income for Staines Prep School licence.

Planning and Housing

3.6 Homelessness – Projected favourable net variance of £53k on voids (helps offset following two adverse variances)

3.7 Housing needs – adverse £131k variance due to use of agency staff and new posts.

3.8 Housing Benefits- Adverse £30k variance reduced overpayments recovery and discretionary housing payments.

3.9 Land Charges – Favourable variance of £20k on land charges income.

3.10 Development Control – adverse £57k – spend on consultants due to more public enquiries than expected.

3.11 Building Control – Favourable variance of £19k due to increased fee income.

Health and Well Being

3.12 General Grants –favourable variance £146k – partial accounting entry (£129k) see paragraph 2.2

3.13 Spelthorne Personal Alarm Network – Adverse £26k variance on income.

Environment

3.14 Waste Recycling – Favourable projected variance of £87k due to gate fees reducing back down to £10.85 from 1st January.

3.15 Refuse collection - Favourable variance of £226k on income due to increased waste bin rental fees and bulky waste income, reduced employee costs £57k and reduced vehicle contract costs £6k.

3.16 Street cleaning - Adverse variance of £15k due to increased use of overtime and temp staff - Offset by savings on refuse collection employee costs

Parks and Assets

- 3.17 Public Halls - adverse £20k variance for one-off work to boiler and gas supply at St Martin's Hall to bring it up to standard before transferring the asset.
- 3.18 Knowle Green – adverse £150k variance - see paragraph 2.2 above (£129k) plus reduced income due to no airtrack inquiry rental income.
- 3.19 Sea Cadets- adverse variance of £29k for hire costs of porta-cabins for Sea Cadets. Head of Asset Management, under Strong Leader approval, has now purchased the “porta-cabins” so ongoing costs have been brought to an end.
- 3.20 Cemeteries – Adverse projected variance of £21k due to tree works and energy costs and also reduced fee income, due to level of pre-sold plots.
- 3.21 Parks – Adverse projected variance of £34k due to loss of rental income and lower football, filming and fun fair income.
- 3.22 Grounds Maintenance - Favourable variance of £95k due to lower spend on highways weed spraying, cancellation of Spelthorne in Bloom in the summer and parks maintenance.

Communications

- 3.23 Corporate Publicity – favourable variance £29k – staffing savings and savings on marketing and borough newspaper

Finance and Resources

- 3.24 Car Parks – Net projected adverse variance of £55k on temporary staff costs

4. Financial implications

- 5. The Cabinet is asked to note the current net revenue spend position and forecast position.

6. Other considerations

- 6.1 There are none.

7. Risks and how they will be mitigated

- 7.1 A projected balanced outturn depends on Management team (MAT), heads of service and all Budget Managers, managing their budgets within the parameters 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
- 7.2 Any necessary corrective action on major budget variations, which cannot be remedied within the service, are reported to MAT immediately in order to ensure that as much time and opportunity is had to enable the position to be rectified quickly within the current financial year.

8. Timetable for implementation

7.1 Bi – monthly reports are produced for Management team

Background papers: There are none.

Appendices: A, B, C1 to C9

APPENDIX A

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

	12/13	12/13	12/13	12/13
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	54,905,799	55,147,599	56,170,337	1,022,738
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	54,905,799	55,147,599	56,170,337	1,022,738
Less Specific fees and charges income	(42,462,499)	(42,462,499)	(43,866,422)	(1,403,923)
Net Expenditure - broken down as below	12,443,300	12,685,100	12,303,915	(381,185)
Economic Development	(577,800)	(577,800)	(562,465)	15,335
Corporate Governance	1,564,306	1,579,506	1,445,425	(134,081)
Planning and Housing	874,200	874,200	965,800	91,600
Health Wellbeing and Independent Living	1,541,194	1,609,294	1,388,611	(220,683)
Environment	2,945,500	2,945,500	2,612,580	(332,920)
Parks and Assets	2,705,400	2,832,900	2,971,405	138,505
Communications	1,479,400	1,479,400	1,436,800	(42,600)
Community Safety and Young People	212,504	219,504	233,500	13,996
Finance and Resources	1,698,596	1,722,596	1,812,260	89,664
NET EXPENDITURE AT SERVICE LEVEL	12,443,300	12,685,100	12,303,915	(381,185)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
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	90,200	66,200	-	(66,200)
NET EXPENDITURE	12,153,500	12,371,300	12,303,915	(67,385)
NET EXPENDITURE	12,153,500	12,371,300	12,303,915	(67,385)
Interest earnings	(422,400)	(382,000)	(382,000)	-
Extraordinary Item				-
Appropriation from Reserves:				
Reserves - General				-
Reserves - New Schemes Fund / HIF				-
Interest Equalisation reserve	(200,072)	(200,072)	(200,072)	-
Carryforward reserve transfer				-
Business Improvement Reserve	-	-		-
BUDGET REQUIREMENT	11,531,028	11,789,228	11,721,843	(67,385)
National non domestic rates	(3,732,806)	(3,732,806)	(3,732,806)	-
Revenue Support grant	(75,636)	(75,636)	(75,636)	-
New Homes Bonus	(541,000)	(541,000)	(541,000)	-
Council Tax freeze grant	(170,000)	(170,000)	(170,000)	-
NET BUDGET REQUIREMENT	7,011,586	7,269,786	7,202,401	(67,385)
Collection Fund Surplus/(deficit)	(7,920)	(7,920)	(7,920)	-
CHARGE TO COLLECTION FUND	7,003,666	7,261,866	7,194,481	(67,385)
2011/12 Revenue carryforward			(218,000)	(218,000)
Net Position				(285,385)

Appendix B						
REVENUE MONITORING 2012/13						
EXPENDITURE AND INCOME SUMMARY 28 FEBRUARY 2013						
Results to 28-Feb-13	Budget		Actual YTD	Commitments	Forecast Outturn	Variance to Revised
	Revised	YTD				
	£	£	£	£	£	£
Economic Development						
Employees	18,600	16,900	21,286	0	23,135	4,535
Other Expenditure	284,100	272,300	305,572	12,673	318,800	34,700
Income	(880,500)	(850,375)	(846,513)	0	(904,400)	(23,900)
	(577,800)	(561,175)	(519,655)	12,673	(562,465)	15,335
Corporate Governance						
Employees	1,214,000	1,098,292	1,100,584	9,240	1,151,472	(62,528)
Other Expenditure	367,706	334,133	334,621	15,213	368,605	899
Income	(2,200)	(2,100)	(72,614)	0	(74,652)	(72,452)
	1,579,506	1,430,324	1,362,592	24,454	1,445,425	(134,081)
Planning and Housing						
Employees	2,097,100	1,918,000	2,015,678	344	2,190,400	93,300
Other Expenditure	34,376,400	31,505,575	33,610,703	11,842	35,589,900	1,213,500
Income	(35,599,300)	(32,628,917)	(34,952,504)	0	(36,814,500)	(1,215,200)
	874,200	794,658	673,877	12,186	965,800	91,600
Health Wellbeing and Independent Living						
Employees	1,356,400	1,239,800	1,252,250	15	1,321,915	(34,485)
Other Expenditure	1,057,196	843,661	695,843	73,841	859,276	(197,920)
Income	(804,302)	(755,285)	(1,065,996)	4,825	(792,580)	11,722
	1,609,294	1,328,176	882,096	78,681	1,388,611	(220,683)
Environment						
Employees	2,415,000	2,213,500	2,165,252	2,248	2,389,800	(25,200)
Other Expenditure	1,727,104	1,584,196	1,521,634	148,741	1,606,500	(120,604)
Income	(1,196,604)	(1,013,752)	(1,609,740)	0	(1,383,720)	(187,116)
	2,945,500	2,783,944	2,077,146	150,988	2,612,580	(332,920)
Parks and Assets						
Employees	626,200	570,933	573,433	413	622,305	(3,895)
Other Expenditure	3,544,597	3,108,240	2,933,003	616,054	3,506,700	(37,897)
Income	(1,337,897)	(1,022,198)	(1,072,559)	891	(1,157,600)	180,297
	2,832,900	2,656,976	2,433,876	617,357	2,971,405	138,505
Communications						
Employees	495,700	439,300	411,081	0	471,100	(24,600)
Other Expenditure	1,050,700	978,934	1,075,177	120,280	1,015,300	(35,400)
Income	(67,000)	(67,000)	(61,424)	0	(49,600)	17,400
	1,479,400	1,351,234	1,424,834	120,280	1,436,800	(42,600)
Community Safety and Young People						
Employees	231,900	211,783	241,809	20	274,800	42,900
Other Expenditure	225,000	192,195	215,696	2,323	246,400	21,400
Income	(237,396)	(218,836)	(261,897)	69	(287,700)	(50,304)
	219,504	185,142	195,609	2,412	233,500	13,996
Finance and Resources						
Employees	2,550,400	2,311,146	2,387,675	5,523	2,661,900	111,500
Other Expenditure	1,509,496	1,191,132	1,278,763	142,002	1,552,030	42,534
Income	(2,337,300)	(1,840,934)	(2,083,811)	0	(2,401,670)	(64,370)
	1,722,596	1,661,344	1,582,627	147,525	1,812,260	89,664
NET EXPENDITURE AT SERVICE LEVEL	12,685,100	11,630,622	10,113,003	1,166,557	12,303,915	(381,185)
Total Employees	11,005,300	10,019,654	10,169,047	17,804	11,106,826	101,526
Total Other Expenditure	44,142,299	40,010,365	41,971,012	1,142,969	45,063,511	921,212
Total Income	(42,462,499)	(38,399,397)	(42,027,057)	5,785	(43,866,422)	(1,403,923)
	12,685,100	11,630,622	10,113,003	1,166,557	12,303,915	(381,185)
Total Expenditure	55,147,599	50,030,019	52,140,059	1,160,772	56,170,337	1,022,738
Total Income	(42,462,499)	(38,399,397)	(42,027,057)	5,785	(43,866,422)	(1,403,923)
Net	12,685,100	11,630,622	10,113,003	1,166,557	12,303,915	(381,185)

Appendix C1							
Economic Development							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
28-Feb-13	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	
Other Expenditure	27,400	26,600	28,807	400	29,800	2,400	
Income	0	0	(2,995)	0	(3,000)	(3,000)	Reimbursement of costs from SCC for additional work undertaken relating to cleaning of pavements
Bus Station	27,400	26,600	25,812	400	26,800	(600)	
Employees	18,600	16,900	16,750	0	18,600	0	
Other Expenditure	160,000	160,000	176,058	490	168,800	8,800	Additional valuation costs expected relating to Tothill Car Park lifts and structural condition survey.
Income	(580,500)	(575,375)	(536,015)	0	(562,200)	18,300	Service charges income for the first quarter received in the previous financial year.
Staines Town Centre Management	(401,900)	(398,475)	(343,206)	490	(374,800)	27,100	
Employees	0	0	4,535	0	4,535	4,535	Overtime and temp staff costs while market was run in house by Streetscene
Other Expenditure	84,700	74,700	86,131	11,783	101,000	16,300	Increased Staines Market management fees, operational equipment costs and fees to settle a outstanding legal dispute
Income	(300,000)	(275,000)	(301,321)	0	(333,000)	(33,000)	Increased number of stall holders
Staines Market	(215,300)	(200,300)	(210,655)	11,783	(227,465)	(12,165)	
Employees	0	0	0	0	0	0	
Other Expenditure	12,000	11,000	14,577	0	19,200	7,200	Staines upon Thames day costs partially offset by sponsorship income as below.
Income	0	0	(6,183)	0	(6,200)	(6,200)	Sponsorship receipts for Staines upon Thames day
Economic Development	12,000	11,000	8,394	0	13,000	1,000	
Total Employees	18,600	16,900	21,286	0	23,135	4,535	
Total Other Expenditure	284,100	272,300	305,572	12,673	318,800	34,700	
Total Income	(880,500)	(850,375)	(846,513)	0	(904,400)	(23,900)	
	(577,800)	(561,175)	(519,655)	12,673	(562,465)	15,335	

Appendix C2							
Corporate Governance							
Results to 28-Feb-13	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	95,000	87,200	88,675	0	97,000	2,000	
Other Expenditure	5,800	5,200	1,955	985	3,000	(2,800)	
Income	0	0	0	0	0	-	
MaT Secretariat & Support	100,800	92,400	90,630	985	100,000	(800)	
Employees	290,400	265,400	268,473	0	293,000	2,600	
Other Expenditure	17,300	15,600	5,600	0	8,000	(9,300)	Lower spend on conference expenses, general subscriptions and internal printing
Income	0	0	(199)	0	(86)	(86)	
Assistant Chief Executives	307,700	281,000	273,875	0	300,914	(6,786)	
Employees	206,200	176,300	175,582	8,140	173,000	(33,200)	Lower spend on the general training budget for all services
Other Expenditure	10,500	9,867	8,009	237	9,000	(1,500)	
Income	0	0	(71)	0	(71)	(71)	
Chief Executive	216,700	186,167	183,520	8,377	181,929	(34,771)	
Employees	258,300	235,392	234,839	0	225,272	(33,028)	
Other Expenditure	23,200	22,239	43,175	11,136	48,215	25,015	
Income	(1,200)	(1,100)	(68,678)	0	(72,000)	(70,800)	
Legal	280,300	256,531	209,336	11,136	201,487	(78,813)	Reduction of hours, saving £5447.29. Expenditure relates to Practical Law Company subscription, this deal is over three years and provides better rates across Surrey BC's, these costs are then recouped from other BC's as reflected by increased income.
Employees	144,900	131,800	125,442	0	139,000	(5,900)	
Other Expenditure	16,000	12,000	3,059	5	16,000	0	
Income	0	0	(5)	0	(5)	(5)	
Committee Services	160,900	143,800	128,496	5	154,995	(5,905)	
Employees	89,500	81,800	81,663	0	89,400	(100)	
Other Expenditure	0	0	129	0	90	90	
Income	0	0	0	0	0	0	
Corporate Governance	89,500	81,800	81,792	0	89,490	(10)	
Employees	0	0	3,763	0	0	0	
Other Expenditure	10,900	9,900	2,607	0	4,000	(6,900)	Savings expected against by-election costs
Income	0	0	0	0	0	0	
Elections	10,900	9,900	6,369	0	4,000	(6,900)	
Employees	111,300	103,500	108,391	0	116,500	5,200	One member of staff being paid on higher grade against the budget
Other Expenditure	30,606	27,827	24,378	1,061	28,700	(1,906)	
Income	(1,000)	(1,000)	(2,005)	0	(2,000)	(1,000)	
Electoral Registration	140,906	130,327	130,765	1,061	143,200	2,294	
Employees	18,400	16,900	13,757	1,100	18,300	(100)	
Other Expenditure	253,400	231,500	245,710	1,790	251,600	(1,800)	
Income	0	0	(1,658)	0	(490)	(490)	
Democratic Rep & Management	271,800	248,400	257,808	2,890	269,410	(2,390)	Mayors - £1924 b/f from Dep Mayor into Mayor as agreed with Chief Finance Officer due to Mayoral cycle not commencing until June. Civic Occasions - additional costs re Alderman evening approved by Chief Finance Officer. Town Twinning - spend to budget Members Expenses - spend to budget
Total Employees	1,214,000	1,098,292	1,100,584	9,240	1,151,472	(62,528)	
Total Other Expenditure	367,706	334,133	334,621	15,213	368,605	899	
Total Income	(2,200)	(2,100)	(72,614)	0	(74,652)	(72,452)	
	1,579,506	1,430,324	1,362,592	24,454	1,445,425	(134,081)	

Appendix C3							
Planning and Housing							
Results to 28-Feb-13	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	0	0	0	0		0	
Other Expenditure	262,300	241,100	338,389	7,631	390,000	127,700	
Income	(89,400)	(86,000)	(192,299)	0	(271,000)	(181,600)	
Homelessness	172,900	155,100	146,090	7,631	119,000	(53,900)	Revised underspend projection for the year £50K-£60K mainly due planned voids, however over £40K has been offered as a saving against this budget for 2013-14 onwards
Employees	542,700	497,700	497,742	0	542,700	0	
Other Expenditure	33,500	30,700	32,621	28	33,500	0	
Income	(540,200)	(493,500)	(486,970)	0	(540,200)	0	
Housing Benefits Admin	36,000	34,900	43,393	28	36,000	0	Underspend on salaries compensated for by overtime payments. Should balance out by the end of financial year
Employees	0	0	0	0		0	
Other Expenditure	33,948,800	31,119,600	33,102,780	0	35,000,000	1,051,200	Overpayments are reduced because of housing stability
Income	(34,128,800)	(31,286,600)	(33,467,108)	0	(35,150,000)	(1,021,200)	
Housing Benefits Payments	(180,000)	(167,000)	(364,328)	0	(150,000)	30,000	Subsidies as a whole are higher than budgeted but income will compensate this
Employees	450,400	413,200	497,705	344	530,000	79,600	
Other Expenditure	28,600	22,900	20,116	12	28,600	0	
Income	(54,600)	(42,100)	(3,282)	0	(3,200)	51,400	£3200 funded from Local Housing Allowance (LHA), budget of £54,600 was incorrect
Housing Needs	424,400	394,000	514,539	356	555,400	131,000	Employees will be overspent due to use of agency staff & new posts created
Employees	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	
Income	0	0	0	0	0	0	
PSL	0	0	0	0	0	0	
Employees	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	
Income	0	0	0	0	0	0	
Housing Management	0	0	0	0	0	0	
Employees	55,200	50,200	49,922	0	54,700	(500)	On budget
Other Expenditure	1,600	1,200	2,874	0	1,500	(100)	
Income	(160,000)	(146,600)	(164,638)	0	(180,000)	(20,000)	
Land Charges	(103,200)	(95,200)	(111,842)	0	(123,800)	(20,600)	Anticipated that income target will be exceeded by £20,000
Employees	642,900	585,600	599,904	0	656,600	13,700	Additional expenditure relating to one temporary member of staff backscanning files to further reduce floorspace requirements (Agreed with MAT - ends March 2013)
Other Expenditure	61,400	56,975	95,168	2,262	95,200	33,800	Additional expenditure mainly against consultants budget relating to more public enquiries than expected (Police College site) and legal advice re the Eco Park
Income	(335,300)	(307,300)	(337,493)	0	(350,000)	(14,700)	Planning Application fees will exceed target but pre-Application advice income is expected to be lower than the budget. Anticipated outturn £350,000 (subject to receipt of major application)
Planning Development Control	369,000	335,275	357,580	2,262	401,800	32,800	
Employees	159,800	145,600	133,654	0	148,800	(11,000)	Savings due to a vacant post (Planning Policy Officer)
Other Expenditure	19,600	13,900	9,594	1,907	20,500	900	
Income	(1,000)	(917)	(80)	0	(100)	900	Do not expect to meet budget, anticipated outturn will be £100
Planning Policy	178,400	158,583	143,168	1,907	169,200	(9,200)	
Employees	246,100	225,700	236,752	0	257,600	11,500	
Other Expenditure	20,600	19,200	9,160	2	20,600	0	
Income	(290,000)	(265,900)	(300,635)	0	(320,000)	(30,000)	
Building Control	(23,300)	(21,000)	(54,723)	2	(41,800)	(18,500)	Employees overspend relates to engagement of structural engineer, costs recovered as part of fee income. £320,000 income should be achievable, though there is no guarantee of this and may cause a "false economy" if higher sum projected.
Total Employees	2,097,100	1,918,000	2,015,678	344	2,190,400	93,300	
Total Other Expenditure	34,376,400	31,505,575	33,610,703	11,842	35,589,900	1,213,500	
Total Income	(35,599,300)	(32,628,917)	(34,952,504)	0	(36,814,500)	(1,215,200)	
	874,200	794,658	673,877	12,186	965,800	91,600	

Appendix C4							
Health Wellbeing and Independent Living							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	0	0	0	0	0	-	
Other Expenditure	451,900	358,800	253,836	0	306,280	(145,620)	
Income	0	0	0	0	0	-	
General Grants	451,900	358,800	253,836	0	306,280	(145,620)	Community Link have moved out
Employees	101,400	92,200	92,840	0	102,800	1,400	
Other Expenditure	11,800	10,063	5,619	0	9,100	(2,700)	
Income	0	0	0	0	0	0	
Com Care Administration	113,200	102,263	98,459	0	111,900	(1,300)	
Employees	299,600	272,700	278,143	0	300,400	800	
Other Expenditure	222,696	202,459	183,919	55,878	218,400	(4,296)	
Income	(218,598)	(206,598)	(555,211)	0	(216,600)	1,998	
Day Centres	303,698	268,561	(93,149)	55,878	302,200	(1,498)	
Employees	66,500	60,500	60,262	0	67,400	900	
Other Expenditure	86,800	74,969	74,301	162	86,800	0	
Income	(185,804)	(174,087)	(181,885)	0	(192,500)	(6,696)	Contribution from SCC is higher than the budget and sale of food income is expected to be higher than budget
Meals On Wheels	(32,504)	(38,618)	(47,323)	162	(38,300)	(5,796)	
Employees	73,600	67,000	67,156	0	73,200	(400)	
Other Expenditure	97,900	56,588	78,252	12,182	86,900	(11,000)	Carried forward agreed of £39k for purchase of telecare equipment, £21k may again be requested to be carried forward in the next year. £10k additional expenditure on telecare equipment which will be reimbursed by SCC.
Income	(273,100)	(265,000)	(255,999)	0	(260,700)	12,400	Charges for services income is expected to be lower by £20k due to Surrey telecare strategy is not due to start as earlier expected, partly off set by SCC funding is higher than the budget.
Span	(101,600)	(141,413)	(110,592)	12,182	(100,600)	1,000	
Employees	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	
Income	0	0	0	0	0	0	
Concessionary Fares	0	0	0	0	0	0	
Employees	112,000	102,900	111,581	0	120,000	8,000	Cost of Temp staff to fill vacant posts and severance pay for one employee
Other Expenditure	51,400	46,100	43,353	0	49,000	(2,400)	Reduced Maintenance costs for the 1st half of the year
Income	(93,800)	(87,800)	(89,299)	0	(100,000)	(6,200)	Additional membership fees and increased use of the service
SAT	69,600	61,200	65,635	0	69,000	(600)	
Employees	703,300	644,500	642,268	15	658,115	(45,185)	
Other Expenditure	61,700	29,900	24,034	487	64,500	2,800	
Income	(10,500)	0	37,814	4,825	(200)	10,300	Credit note raised in error
Environmental Health Admin	754,500	674,400	704,116	5,327	722,415	(32,085)	
Employees	0	0	0	0	0	0	
Other Expenditure	46,800	41,900	8,509	2,246	9,100	(37,700)	
Income	(8,600)	(8,600)	(3,858)	0	(4,100)	4,500	
Environmental Protection Act	38,200	33,300	4,651	2,246	5,000	(33,200)	
Employees	0	0	0	0	0	0	
Other Expenditure	1,300	983	(1,901)	183	700	(600)	Further commitment of £267 due in March for recalibration of reference thermometer and datalogger
Income	(3,000)	(2,800)	(2,342)	0	(2,500)	500	
Food Safety	(1,700)	(1,817)	(4,243)	183	(1,800)	(100)	Includes funding obtained (i) the provision of Spelthorne run food hygiene courses, and (ii) from the Food Standards Agency (FSA) to cover costs associated with transferring the Council's ""scores on the doors"" scheme to the FSA's ""Food Hygiene Rating"" scheme.
Employees	0	0	0	0	0	0	
Other Expenditure	5,400	4,100	6,479	0	7,650	2,250	
Income	(8,900)	(8,500)	(10,962)	0	(11,380)	(2,480)	Health & Safety courses running well. Burial cost not recouped.
Public Health	(3,500)	(4,400)	(4,483)	0	(3,730)	(230)	Currently dealing with two welfare funerals, costs will be recovered where possible (105024433)
Employees	0	0	0	0	0	0	
Other Expenditure	19,500	17,800	19,443	2,702	20,846	1,346	Larger volume of restrained dogs has resulted in increased cost in the provision of dog pound facilities.
Income	(2,000)	(1,900)	(4,254)	0	(4,600)	(2,600)	Income to date has reflected a good collection rate of dogs.
Rodent & Pest Control	17,500	15,900	15,189	2,702	16,246	(1,254)	
Total Employees	1,356,400	1,239,800	1,252,250	15	1,321,915	(34,485)	
Total Other Expenditure	1,057,196	843,661	695,843	73,841	859,276	(197,920)	
Total Income	(804,302)	(755,285)	(1,065,996)	4,825	(792,580)	11,722	
	1,609,294	1,328,176	882,096	78,681	1,388,611	(220,683)	

Appendix C5							Environment						
Results to 28-Feb-13	Budget		Actual	Commitments	Forecast	Variance	Comments						
	Revised	YTD	YTD		Outturn	to Revised							
	£	£	£	£	£	£							
Employees	0	0	0	0	0	0							
Other Expenditure	1,000	0	0	0	0	(1,000)	DVLA now pick up the majority of vehicles due to car tax issues						
Income	0	0	0	0	0	0							
Abandoned Vehicles	1,000	0	0	0	0	(1,000)							
Employees	0	0	0	0	0	0							
Other Expenditure	57,500	56,500	62,355	1,710	57,000	(500)	Increased electricity prices & costs of emptying catch pits						
Income	0	0	(720)	0	(720)	(720)							
Depot	57,500	56,500	61,635	1,710	56,280	(1,220)							
Employees	537,700	492,700	461,937	0	507,000	(30,700)	Market Manager post is vacant						
Other Expenditure	57,500	51,600	30,278	7,298	43,000	(14,500)	Savings in leasing costs, mileage costs						
Income	(21,200)	(17,300)	(15,926)	0	(24,600)	(3,400)	Depot Managers costs to be billed to Runnymede + A2 grant income						
DS Management & Support	574,000	527,000	476,289	7,298	525,400	(48,600)							
Employees	979,300	899,300	819,150	2,248	922,000	(57,300)	Offsetting over spend in street cleansing						
Other Expenditure	771,300	695,900	716,542	9,336	765,000	(6,300)	Increased maintenance & tyre costs offset by reduced hired transport fees						
Income	(446,200)	(442,500)	(1,150,687)	0	(609,000)	(162,800)	Increased garden waste bin rental fees & bulky waste income and subsidy from the County to run the food waste scheme						
Refuse Collection	1,304,400	1,152,700	385,006	11,583	1,078,000	(226,400)							
Employees	0	0	0	0	0	0							
Other Expenditure	9,500	8,440	9,405	983	9,500	0							
Income	0	0	0	0	0	0							
Energy Initiatives	9,500	8,440	9,405	983	9,500	0							
Employees	0	0	0	0	0	0							
Other Expenditure	30,500	29,438	27,660	43,166	47,300	16,800							
Income	0	0	(16,845)	0	(16,800)	(16,800)	Grant payment from Rural Payments Agency to carry out additional works and reimbursement of costs from SCC re: road signs for Shepperton Village with no budget						
Environmental Enhancements	30,500	29,438	10,815	43,166	30,500	0							
Employees	351,600	320,000	323,063	0	357,500	5,900	One members of staff is being paid on higher grade than the budget. Overtime payments with no budget						
Other Expenditure	13,000	12,325	19,678	10,728	15,600	2,600							
Income	(30,504)	(15,252)	(21,206)	0	(35,200)	(4,696)							
Enviro Services Administration	334,096	317,073	321,536	10,728	337,900	3,804							
Employees	546,400	501,500	550,314	0	594,000	47,600	Salary, temp staff and overtime overspends off set by savings in Refuse Collection						
Other Expenditure	318,600	290,414	311,133	8,509	285,000	(33,600)	Savings in vehicle costs including (fuel, leasing charges, tyres tax etc) and litter bins						
Income	(47,700)	(47,700)	(46,663)	0	(46,600)	1,100							
Street Cleaning	817,300	744,214	814,783	8,509	832,400	15,100							
Employees	0	0	0	0	0	0							
Other Expenditure	319,800	293,000	195,596	64,012	230,000	(89,800)	AWC gate fees rose from £12.62 to £37 per tonne from the 1st Oct 2012 and will drop back to £10.85 a tonne from the 1st Jan 2013						
Income	(651,000)	(491,000)	(353,444)	0	(648,000)	3,000							
Waste Recycling	(331,200)	(198,000)	(157,847)	64,012	(418,000)	(86,800)							
Employees	0	0	0	0	0	0							
Other Expenditure	31,700	31,200	31,073	0	31,100	(600)							
Income	0	0	0	0	0	0							
Technical Projects	31,700	31,200	31,073	0	31,100	(600)							
Employees	0	0	9,240	0	9,300	9,300	Overtime payments for cleaning toilets in Laleham Park.						
Other Expenditure	103,204	102,504	102,352	173	107,000	3,796							
Income	0	0	(280)	0	(300)	(300)							
Public Conveniences	103,204	102,504	111,312	173	116,000	12,796							
Employees	0	0	1,547	0	0	0							
Other Expenditure	8,000	7,375	5,489	2,039	8,000	0							
Income	0	0	(1,469)	0	0	0							
Emergency Planning	8,000	7,375	5,567	2,039	8,000	0							
Employees	0	0	0	0	0	0							
Other Expenditure	0	0	0	0	0	0							
Income	0	0	0	0	0	0							
Waste Recycling Marketing	0	0	0	0	0	0							
Employees	0	0	0	0	0	0							
Other Expenditure	5,500	5,500	10,072	789	8,000	2,500	Additional work carried out to clear the dried ditches						
Income	0	0	(2,500)	0	(2,500)	(2,500)	Additional contribution received from SCC and Neighbourhood grants						
Water Courses & Land Drainage	5,500	5,500	7,572	789	5,500	0							
Total Employees	2,415,000	2,213,500	2,165,252	2,248	2,389,800	(25,200)							
Total Other Expenditure	1,727,104	1,584,196	1,521,634	148,741	1,606,500	(120,604)							
Total Income	(1,196,604)	(1,013,752)	(1,609,740)	0	(1,383,720)	(187,116)							
	2,945,500	2,783,944	2,077,146	150,988	2,612,580	(332,920)							

Appendix C6							
Parks and Assets							
Results to 28-Feb-13	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	93,400	85,075	93,936	0	96,105	2,705	
Other Expenditure	54,200	48,546	14,956	7,047	52,000	(2,200)	
Income	0	0	0	0	0	-	
Asset Mgn Administration	147,600	133,621	108,892	7,047	148,105	505	£27k budget carry forward for electrical testing and remedial works.
Employees	0	0	0	0	0	-	
Other Expenditure	2,200	2,200	73,268	51,942	31,400	29,200	
Income	0	0	0	0	0	-	
Sea Cadets	2,200	2,200	73,268	51,942	31,400	29,200	Projected outturn £31,426 - Business rates, Planning application, secure storage. Containers now purchased so no further ongoing hire costs.
Employees	0	0	0	0	0	-	
Other Expenditure	152,101	56,064	28,825	47,064	152,100	(1)	
Income	(21,797)	(19,923)	(37,405)	0	(21,800)	(3)	
General Property Expenses	130,304	36,141	(8,580)	47,064	130,300	(4)	Budget carry forward of £27; £15k; £27k; £20k respectively for Electrical testing & remedial works, Fire Risk assessments, Beresford House and Bridge Street. Full income expected by year end.
Employees	0	0	0	0	0	-	
Other Expenditure	28,500	8,888	3,963	0	28,500	-	
Income	0	0	0	0	0	-	
Memorial Gardens	28,500	8,888	3,963	0	28,500	0	Budget carry forward of £18,500 for works on reflections
Employees	0	0	0	0	0	-	
Other Expenditure	0	0	0	0	0	-	
Income	0	0	0	0	0	-	
War Memorials	0	0	0	0	0	0	
Employees	176,100	159,983	162,321	74	176,900	800	
Other Expenditure	456,196	432,769	493,037	18,421	456,200	4	General office moves exceeding budget due to high volume of work. Mobile phone bills will exceed budget also by c£23k.
Income	(267,200)	(78,100)	(69,823)	0	(118,300)	148,900	Community Link have moved (£129,500 grant), Airtrack inquiry did not happen (£19,200), Local Dir target set too high, will need full review for 2013/14 budget setting.
Knowle Green	365,096	514,652	585,535	18,494	514,800	149,704	
Employees	0	0	0	0	0	-	
Other Expenditure	87,400	80,228	87,302	15,165	95,000	7,600	
Income	0	0	0	0	0	-	
Print Unit	87,400	80,228	87,302	15,165	95,000	7,600	
Employees	0	0	0	0	0	-	
Other Expenditure	556,800	683,556	641,142	200,228	556,800	-	Expenditure allocated at year end when full details received from Runnymede BC for planned and responsive maintenance work. Overall spend will be in line with the budget. See below **
Income	0	0	0	0	0	-	
Planned Maintenance Programme	556,800	683,556	641,142	200,228	556,800	0	Planned maintenance budget and Service agreements budget to be used fully by year end in partnership with Runnymede BC
Employees	0	0	0	0	0	-	
Other Expenditure	205,000	0	0	0	200,000	(5,000)	Budget carry forward of £5,000 for Knowle Green Space audit. Budget to be expended by end of year.
Income	0	0	0	0	0	-	
Responsive Maintenance Program	205,000	0	0	0	200,000	(5,000)	Responsive maintenance budget to be used fully by year end in partnership with Runnymede BC. See above **
Employees	0	0	0	0	0	0	
Other Expenditure	6,200	5,883	7,640	475	8,800	2,600	Rent allotments payments to Ashford Coal Charity with no budget
Income	(33,200)	(33,200)	(44,206)	0	(43,600)	(10,400)	Higher rental income received than the budget
Allotments	(27,000)	(27,317)	(36,566)	475	(34,800)	(7,800)	
Employees	0	0	0	0	0	0	
Other Expenditure	16,996	16,996	18,504	0	17,000	4	
Income	0	0	0	0	0	0	
Staines Metro Commons	16,996	16,996	18,504	0	17,000	4	
Employees	120,100	110,200	109,254	0	122,000	1,900	
Other Expenditure	1,656,400	1,511,100	1,309,970	269,903	1,564,000	(92,400)	Reduced level of Weed spraying due to the Weather & Summer's Spelthorne in bloom was cancelled. Reduced expenditure on non contracted grounds maintenance
Income	(190,600)	(122,400)	(190,949)	0	(195,000)	(4,400)	
Grounds Maintenance	1,585,900	1,498,900	1,228,276	269,903	1,491,000	(94,900)	
Employees	0	0	0	0	0	0	
Other Expenditure	110,604	106,745	96,257	3,228	106,800	(3,804)	
Income	(117,700)	(105,450)	(70,944)	0	(80,100)	37,600	Loss of rental income (£18k) for Fordbridge Park due to surrender of lease last year and currently vacant. Remainder relating to Grants & Donations, Reimbursements, Lettings, football, Filming and Fun Fair income are also expected to be lower than the budget
Parks Strategy	(7,096)	1,295	25,313	3,228	26,700	33,796	
Employees	2,600	2,600	5,007	0	6,200	3,600	Temporary staff costs are expected to be higher than the budget
Other Expenditure	19,400	18,900	22,970	320	23,900	4,500	Higher expenditure due to more activity, offset by higher income
Income	(47,000)	(46,800)	(51,010)	0	(51,500)	(4,500)	Higher income expected due to more activity/ bookings
Arts Development	(25,000)	(25,300)	(23,033)	320	(21,400)	3,600	
Employees	5,000	4,375	1,931	0	2,500	(2,500)	
Other Expenditure	2,800	2,800	4,019	600	4,700	1,900	
Income	0	0	0	0	0	0	
Festivals	7,800	7,175	5,950	600	7,200	(600)	
Employees	218,800	199,300	186,431	0	205,000	(13,800)	Savings due to a current vacant post and also during first part of the year, partly covered by temporary staff.
Other Expenditure	15,700	13,125	7,350	0	11,000	(4,700)	Savings expected against printing and postage budget
Income	0	0	0	0	0	0	
Leisure Administration	234,500	212,425	193,780	0	216,000	(18,500)	

Parks and Assets							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
28-Feb-13	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	10,200	9,400	13,101	339	12,200	2,000	
Other Expenditure	41,000	38,408	30,250	1,113	38,600	(2,400)	
Income	(14,000)	(12,800)	(10,142)	891	(13,200)	800	
Leisure Development	37,200	35,008	33,209	2,342	37,600	400	
Employees	0	0	0	0	0	0	
Other Expenditure	20,400	16,700	17,339	0	20,400	0	
Income	0	0	0	0	0	0	
Leisure Grants	20,400	16,700	17,339	0	20,400	0	
Employees	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	
Income	(42,200)	(42,200)	(41,996)	0	(42,200)	0	
Leisure Promotions	(42,200)	(42,200)	(41,996)	0	(42,200)	0	
Employees	0	0	0	0	0	0	
Other Expenditure	4,400	4,200	3,886	0	4,200	(200)	
Income	(8,000)	(8,000)	(8,000)	0	(8,000)	0	
Museum	(3,600)	(3,800)	(4,114)	0	(3,800)	(200)	
Employees	0	0	1,452	0	1,400	1,400	Temporary employees costs with no budget
Other Expenditure	7,900	7,500	26,800	549	27,500	19,600	Additional costs for boiler replacement and building works at St. Martins Hall with no budget
Income	(45,700)	(44,100)	(47,855)	0	(46,700)	(1,000)	
Public Halls	(37,800)	(36,600)	(19,604)	549	(17,800)	20,000	
Employees	0	0	0	0	0	0	
Other Expenditure	71,000	24,333	12,481	0	71,000	0	
Income	(229,100)	(226,525)	(228,601)	0	(231,200)	(2,100)	
Spelthorne Leisure Centre	(158,100)	(202,192)	(216,121)	0	(160,200)	(2,100)	
Employees	0	0	0	0	0	0	
Other Expenditure	8,300	8,300	9,801	0	9,800	1,500	
Income	0	0	0	0	0	0	
Sunbury Leisure Centre	8,300	8,300	9,801	0	9,800	1,500	
Employees	0	0	0	0	0	0	
Other Expenditure	21,100	21,000	23,244	0	27,000	5,900	Tree works in the cemeteries, plus the cost of new benches & increased electricity/water costs
Income	(321,400)	(282,700)	(271,628)	0	(306,000)	15,400	
Cemeteries	(300,300)	(261,700)	(248,384)	0	(279,000)	21,300	Not going to achieve income due to pre-sold plots and bookings down on previous years
Employees	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	
Income	0	0	0	0	0	0	
Nursery	0	0	0	0	0	0	
Total Employees	626,200	570,933	573,433	413	622,305	(3,895)	
Total Other Expenditure	3,544,597	3,108,240	2,933,003	616,054	3,506,700	(37,897)	
Total Income	(1,337,897)	(1,022,198)	(1,072,559)	891	(1,157,600)	180,297	
	2,832,900	2,656,976	2,433,876	617,357	2,971,405	138,505	

Appendix C7							
Communications							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
28-Feb-13	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
Employees	203,200	185,900	156,245	0	178,600	(24,600)	Savings due to 2 members of staff were on maternity leave during the year, partially covered by one temporary member of staff.
Other Expenditure	88,300	70,734	47,394	7,618	66,700	(21,600)	Savings expected mainly against marketing (£13k) and Borough Newspapers (9k) budget
Income	(29,900)	(29,900)	(12,453)	0	(12,500)	17,400	Income is expected to be lower as partnership with Runnymede BC has ceased in June 2012
Corporate Publicity	261,600	226,734	191,187	7,618	232,800	(28,800)	
Employees	0	0	0	0	0	-	
Other Expenditure	13,800	12,700	0	0	0	(13,800)	Post currently vacant so no activity
Income	0	0	0	0	0	-	
Research & Consultation	13,800	12,700	0	0	0	(13,800)	
Employees	292,500	253,400	254,836	0	292,500	0	
Other Expenditure	948,600	895,500	1,027,782	112,663	948,600	0	
Income	(37,100)	(37,100)	(48,970)	0	(37,100)	0	
Information & Comms Technology	1,204,000	1,111,800	1,233,648	112,663	1,204,000	0	Forecast to budget
Total Employees	495,700	439,300	411,081	0	471,100	(24,600)	
Total Other Expenditure	1,050,700	978,934	1,075,177	120,280	1,015,300	(35,400)	
Total Income	(67,000)	(67,000)	(61,424)	0	(49,600)	17,400	
	1,479,400	1,351,234	1,424,834	120,280	1,436,800	(42,600)	

Appendix C8							
Community Safety and Young People							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
28-Feb-13	£	£	£	£	£	£	
Employees	0	0	0	0	0	-	
Other Expenditure	2,700	1,200	5,296	536	5,900	3,200	Commitment to be cleared. Overspend of £3200 is due to extra costs involved in carrying out CRB and enhanced DVLA checks on taxi and private hire drivers. These are recovered by charging the drivers.
Income	(76,000)	(69,700)	(67,004)	69	(74,000)	2,000	
Taxi Licensing	(73,300)	(68,500)	(61,708)	605	(68,100)	5,200	Taxi Licensing Income is fairly stable throughout the year although it does peak in November and January. Incomes for taxi licensing have fallen for the last two years, this income budget should be reduced by £2,000.
Employees	131,500	119,683	155,049	0	172,200	40,700	Two members of staff with no budget funded through Community Safety Partnership grants
Other Expenditure	162,296	139,554	153,489	695	175,000	12,704	CCTV Telephone maintenance costs and Runnymede BC annual maintenance costs are expected to be higher than the budget.
Income	(50,196)	(46,013)	(90,012)	0	(98,500)	(48,304)	Additional income from CDRP/SSSP funds to off set the costs as above
Community Safety	243,600	213,224	218,526	695	248,700	5,100	
Employees	100,400	92,100	83,587	20	99,600	(800)	Staffing costs may reduce pending recruitment, commitment to be moved to 'Other expenses'
Other Expenditure	3,900	3,600	12,771	0	13,700	9,800	Legal & Court fees, and consultant expenditure
Income	(101,600)	(94,900)	(90,048)	0	(100,400)	1,200	
Licensing	2,700	800	6,310	20	12,900	10,200	Gambling Licenses - Full year income budget to be reduced by £1,000 (from £19,200 to £18,200) due to reduction in number of licenses; Licensing - spread of income to be determined across the year;
Employees	0	0	3,174	0	3,000	3,000	Temporary staff payments with no budget
Other Expenditure	56,104	47,841	44,141	1,092	51,800	(4,304)	
Income	(9,600)	(8,223)	(14,833)	0	(14,800)	(5,200)	Income is expected to be higher due to more activity and additional external funding with no budget. £7k carried forward from previous year £2k moved from General grants will be used to fund playscheme vouchers expenditure. Balance not used will again be requested to be carried forward into next year.
Youth	46,504	39,618	32,481	1,092	40,000	(6,504)	
Total Employees	231,900	211,783	241,809	20	274,800	42,900	
Total Other Expenditure	225,000	192,195	215,696	2,323	246,400	21,400	
Total Income	(237,396)	(218,836)	(261,897)	69	(287,700)	(50,304)	
	219,504	185,142	195,609	2,412	233,500	13,996	

Appendix C9							
Finance and Resources							
Results to	Budget		Actual	Commitments	Forecast	Variance	Comments
	Revised	YTD	YTD		Outturn	to Revised	
	£	£	£	£	£	£	
28-Feb-13							
Employees	0	0	0	0	0	-	
Other Expenditure	0	0	14	0	0	-	
Income	0	0	0	0	0	-	
Corporate Service	0	0	14	0	0	0	
Employees	165,000	150,593	148,775	0	163,000	(2,000)	
Other Expenditure	20,300	5,050	4,503	16,652	15,300	(5,000)	
Income	(39,900)	(39,900)	(33,833)	0	(34,900)	5,000	
Audit	145,400	115,743	119,445	16,652	143,400	(2,000)	Income expected to be £5k under target, this will be offset by the underutilised Consultants budget
Employees	0	0	0	0	0	-	
Other Expenditure	21,500	18,500	11,772	0	19,700	(1,800)	
Income	0	0	0	0	0	-	
People & Partnerships	21,500	18,500	11,772	0	19,700	(1,800)	
Employees	0	0	0	0	0	-	
Other Expenditure	0	0	0	0	0	-	
Income	0	0	0	0	0	-	
Business Improvement	0	0	0	0	0	0	
Employees	233,300	215,678	219,046	0	240,700	7,400	
Other Expenditure	14,900	13,050	8,553	75	9,000	(5,900)	
Income	(42,200)	(42,200)	(52,823)	0	(42,260)	(60)	
HR	206,000	186,528	174,776	75	207,440	1,440	Forecast to spend to budget
Employees	50,200	45,600	52,972	0	57,045	6,845	
Other Expenditure	2,200	1,700	2,300	61	2,230	30	
Income	0	0	(10)	0	(10)	(10)	
Payroll	52,400	47,300	55,262	61	59,265	6,865	Forecast to spend to budget
Employees	0	0	0	0	0	-	
Other Expenditure	0	0	0	0	0	-	
Income	(2,000)	0	0	0	0	2,000	We no longer have any mortgages
Mortgages	(2,000)	0	0	0	0	2,000	
Employees	6,000	6,000	29,406	0	8,840	2,840	Casual staff pay incurred
Other Expenditure	207,200	190,255	233,246	47,728	207,200	0	
Income	0	0	(15,881)	0	(9,500)	(9,500)	Surrey Treasurers LG rates pooling, and Targeted Support funding reimbursements
Corporate Management	213,200	196,255	246,770	47,728	206,540	(6,660)	
Employees	0	0	0	0	0	0	
Other Expenditure	10,000	0	(22,145)	0	10,000	0	
Income	0	0	(8,547)	0	0	0	
Misc Expenses	10,000	0	(30,692)	0	10,000	0	
Employees	685,400	628,000	579,267	0	698,339	12,939	Current pension deductions totalling £478,044 plus estimated Added Years at previous years growth of 4.33%.
Other Expenditure	51,700	48,000	30,524	16,111	30,700	(21,000)	Commitment relates to Occupational Health contract which continues until June 2013
Income	0	0	0	0	0	0	
Unapportionable CentralO/Heads	737,100	676,000	609,791	16,111	729,039	(8,061)	
Employees	372,000	316,850	385,223	2,470	400,176	28,176	Recruitment of additional member of staff partially covered by allocation of additional budget
Other Expenditure	8,896	7,071	13,006	5,261	8,900	4	
Income	0	0	(5)	0	0	0	
Accountancy	380,896	323,921	398,223	7,731	409,076	28,180	
Employees	0	0	0	0	0	0	
Other Expenditure	0	0	108	0	200	200	
Income	(145,600)	0	0	0	(130,800)	14,800	As per cost of collection NNDR1 2012/13 calculation
Business Rates	(145,600)	0	108	0	(130,600)	15,000	
Employees	683,800	622,825	619,764	0	683,800	-	
Other Expenditure	101,600	88,350	144,630	28,511	177,600	76,000	Additional expenditure of £76k relating to Council Tax Benefit Localisation off set by external funding income- see below
Income	(144,300)	(3,667)	(86,536)	0	(220,300)	(76,000)	Additional Funding received of £76k relating to Council Tax Benefit Localisation with no budget
CServ Management & Support	641,100	707,508	677,858	28,511	641,100	0	
Employees	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	
Income	0	0	0	0	0	0	
Financial Support	0	0	0	0	0	0	
Employees	0	0	0	0	0	0	
Other Expenditure	222,700	9,956	0	0	222,700	0	
Income	0	0	(897)	0	(900)	(900)	
Insurance	222,700	9,956	(897)	0	221,800	(900)	
Employees	354,700	325,600	353,223	3,053	410,000	55,300	Agency Staff employed to cover vacant positions
Other Expenditure	848,500	809,200	852,253	27,603	848,500	0	
Income	(1,963,300)	(1,755,167)	(1,885,280)	0	(1,963,000)	300	
Car Parks	(760,100)	(620,367)	(679,803)	30,656	(704,500)	55,600	
Total Employees	2,550,400	2,311,146	2,387,675	5,523	2,661,900	111,500	
Total Other Expenditure	1,509,496	1,191,132	1,278,763	142,002	1,552,030	42,534	
Total Income	(2,337,300)	(1,840,934)	(2,083,811)	0	(2,401,670)	(64,370)	
	1,722,596	1,661,344	1,582,627	147,525	1,812,260	89,664	

