

**ROBERTO TAMBINI
CHIEF EXECUTIVE**

Please reply to:

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Date: 3 March 2014

Notice of meeting:

Overview and Scrutiny Committee

Date: Tuesday 11 March 2014

Time: 7.30pm

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

To: Members of the Overview and Scrutiny Committee

P.A. Broom (Chairman)
A.E. Friday (Vice-Chairman)
F. Ayers
A. Ayub
C. A. Bannister

M. Bushnell
C.A. Davis
R.D. Dunn
C.M. Frazer
D. Gohil

I.T.E. Harvey
M.J. Madams
M.W. Rough
D. Saliagopoulos
S.D. Taylor

AGENDA

Description	Lead	Timings	Page Number
1. Apologies			
To receive any apologies for non-attendance.	Chairman	7.30pm	
2. Disclosures of Interest			
To receive any disclosure of interests from members in accordance with the Overview and Scrutiny Procedure Rules.	Chairman		
3. Minutes			
To confirm the minutes of the meeting held on 22 January 2014 (copy attached).	Chairman		1 - 4
If any member of the committee has any issues arising from the minutes of the meeting held on 22 January 2014 that they wish to raise at the meeting please inform Terry Collier, Assistant Chief Executive 24 hours in advance of the meeting			
4. Matters arising from the minutes			
To consider any matters arising from the Minutes of the meeting held on 22 January 2014.	Chairman		
5. Call in of Cabinet decisions			
No decisions have been called in for Review.	Chairman		
6. Capital Monitoring			
To receive a report from the Chief Finance Officer. (copy attached)	Adrian Flynn, Principal Accountant	7.35pm	5 - 10
7. Revenue Monitoring			
To receive a report from the Chief Finance Officer. (copy attached)	Adrian Flynn, Principal Accountant	7.50pm	11 - 26
8. Leader's Task Groups			
To receive reports on a review of the work of the Leader's Task Groups for Fixed Assets and Economic Development. (Copy attached)	Cllrs Leighton and Gething	8.05pm	27 - 32
9. Planning Enforcement - update			

Description	Lead	Timings	Page Number
9. Planning Enforcement - update (cont...)			
To receive a verbal update report from the Head of Planning and Housing Strategy.	Heather Morgan	8.25pm	
10. Housing Issues - update			
To receive a verbal update report from the Joint Heads of Housing and Independent Living.	Karen Sinclair/Deborah Ashman	8.40pm	
11. Localism Act - Impact on Service areas			
To receive a progress report from the Member sub-Group appointed to look in more detail at the Council's response to the Localism Act. (Report attached)	Cllr Friday	8.55pm	33 - 55
12. Cabinet Forward Plan			
A copy of the latest forward plan is attached.	Terry Collier	9.25pm	56 - 57
If any members of the committee have any issues contained in the Cabinet Forward Plan they wish to look at please inform Terry Collier, the Assistant Chief Executive, 24 hours in advance of the meeting with reasons for the request.			
13. Work Programme			
The Chairman to report at the meeting on the Work Programme.	Chairman		
14. Any Other Business			
If any member wishes to raise an issue at the meeting could you please notify Terry Collier, Assistant Chief Executive on 01784 446296 or email t.collier@spelthorne.gov.uk 24 hours prior to the meeting otherwise the request may not be accepted	Terry Collier	9.30pm	

**Minutes of the Overview and Scrutiny Committee
22 January 2014**

Present:

Councillor P.A. Broom (Chairman)
Councillor A.E. Friday (Vice-Chairman)

Councillors:

F. Ayers	R.D. Dunn	I.T.E. Harvey
C.A. Davis	C.M. Frazer	D. Saliagopoulos
	D. Gohil	

In attendance: Councillor R.L Watts, the Leader.

Apologies: Councillors A. Ayub, C.A. Bannister, M. Bushnell, M. J. Madams, M.W. Rough and S.D. Taylor. Also Councillors V.J. Leighton, Cabinet member for Planning and Corporate Governance and Councillor N. Gething, Cabinet member for Economic Development and Fixed Assets.

11/14 Disclosures of Interest

There were none.

12/14 Minutes

The Minutes of the meeting held on 12 November 2013 were agreed as a correct record.

13/14 Matters Arising

The Committee asked for an update on Minute 313/13 Emergency Plan 2013/14. The Chairman advised that matters had been put on hold due to the recent floods. However, there had been some learning points as a result of this experience and the Committee would continue to work with the portfolio holder and officers on the role of councillors in the Emergency Plan.

Following this review a briefing would be arranged for all councillors on their role and the Emergency Plan. The Chairman indicated that it was her intention to organise a meeting of the Committee to specifically consider the impact of the recent flooding on residents with relevant agencies in attendance.

Two updates were laid round for members on matters raised at the September 2013 Committee meeting on funding for the Community Safety Team and developments with the Short Lane site. Officers agreed to provide written responses to Members' questions on these items.

14/14 Call in of Cabinet decisions

No decisions had been called in.

Overview and Scrutiny Committee, 22 January 2014 - continued

15/14 Leader's Task Groups

The Committee received updates on progress with the work of the three Leader's Task Groups looking at Economic Development, Fixed Assets and Environment and Waste.

Councillor Frazer informed the Committee that he was working on a paper for the Economic Development Task Group to develop an Economic Development Strategy for Ashford town.

RESOLVED to note the work undertaken to date by the Leader's Task Groups and that a full review will be presented at the May 2014 Committee meeting.

16/14 Localism Act – Impact on Service Areas

Councillor Friday reported on the work of the sub-group which had looked in more detail at the reports on the impact of the Localism Act on Council services which had been submitted to the November meeting of the Committee.

The sub-group had identified two areas in particular, Neighbourhood Plans and Assets of Community Value, where it felt residents could gain more benefit and was arranging meetings with the relevant Heads of Service to discuss its ideas.

The Chairman, Councillor Broom noted that representatives of Residents' Associations would be invited to the March 2014 meeting of the Committee to give their perception of Council services and their opinion of the opportunities offered to local residents by the Localism Act

RESOLVED to note the update on the work of the sub-group in relation to the impact of the Localism Act on Council services.

17/14 Customer Relationship Management procurement update

The Committee discussed an update report on the Customer Relationship Management (CRM) Procurement project which was one aspect of the 'Enhancing Customer Experience' programme in the Customer Service Strategy 2011-2014.

A Customer Relationship Management (CRM) system would enable Customer Services and the Council to have a holistic view of the customer, remove duplication into back office systems, maximise the Council's collection rates as it brings sundry debt, parking, council tax and housing benefits overpayments debts into one place, and would integrate with the Council's website to encourage channel shift.

A contract was awarded for a software solution in November 2013. Some savings had already been delivered through other parts of the programme and

Overview and Scrutiny Committee, 22 January 2014 - continued

CRM was expected to deliver a return on investment within 3 years and ongoing savings thereafter in the region of £160k.

The Committee noted that a key project objective was to improve customer service and satisfaction and it queried how this would be incorporated into the system. The Committee was interested in how the Council is currently gauging residents' satisfaction with its services and asked for more information on surveys undertaken and how we have dealt with the data gathered.

The Committee queried how the Council will deliver the staff savings flowing from CRM in years 2 and 3 which are flagged as coming from services beyond Customer Services, what the shelf life of the product is expected to be and whether business needs analysis had been incorporated.

RESOLVED to note the report subject to:

- (1) A recommendation that it is essential that the Council incorporates resident surveys and feedback into all systems in order to establish a baseline of what residents feel and be able to monitor our progress;
- (2) Clarification on how CRM will deliver improved customer service and satisfaction and how customer feedback will be incorporated into the system;
- (3) An evaluation of the impact of the system on other service areas and the shelf life of the product;
- (4) Ensuring the Customer Relationship Management system is built with validated, verified and approved business requirements. This will form the baseline/foundation of a product being planned, built and tested effectively and efficiently with cost at the heart of delivery and
- (5) Inclusion on the work programme of a report to a future meeting on resident surveys and how we deal with the data gathered.

18/14 Budget 2014-2015

The Committee received a presentation from Terry Collier, the Chief Finance Officer on the issues, challenges and core approach and principles underpinning the 2014/15 to 2016 budget. A copy of the presentation is attached and covered the following main areas:

- Pressures and opportunities
- Key financial issues
Council Tax setting
- Spreading savings/income generation across 2014/15 and 2015/16
- Income generation
- Doing things differently and prioritisation

The Committee was concerned about the predicted deficits and discussed possible opportunities for addressing the budget gap with the Chief Finance Officer. It was agreed that the Committee should consider how it could

Overview and Scrutiny Committee, 22 January 2014 - continued

contribute to the budget process by discussing later in the year, once the 2013-14 outturn was known.

RESOLVED that:

- (1) the presentation from the Chief Finance Officer be noted with thanks and
- (2) the Committee further consider how to address the budget gap at a future meeting.

19/14 Cabinet Forward Plan

The Committee received the Cabinet Forward Plan.

RESOLVED to note the Forward Plan.

20/14 Work Programme

The Chairman confirmed that two further items would be included on the Work Programme as discussed at this meeting:

1. resident surveys for the next meeting in March 2014 and
2. addressing the Budget Gap for the May 2014 meeting.

She invited members to contact her if they had any issues/topics they wished to be included for future meetings.

21/14 Any other Business

No other business was reported.

Overview and Scrutiny Committee

11 March 2014



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

1. Background

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

2. Key issues

- 2.1 A key issue in 2012/13 was that a number of capital projects slipped ,with increased focus on more robust monitoring and tighter project management, it was anticipated that outturn would be much closer to budget in 2013 14.It has become apparent at the end of this reporting period that slippage on some schemes could become an issue during the final few months of 2013/14, as some of the projects still have either no spend or very little spend against them despite finance being given assurances that projects are either under way or will be spent in full by year end.
- 2.2 Attached as Appendix A & B is the actual spend to date on capital programme covering the period April to January 2014.
- 2.3 For the period ending January2014,capital expenditure was £944k (83%) of the original budget and (50%) against the revised budget.
- 2.4 The difference between the original and revised budgets is shown in the following table.

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

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

Significant Developments/Variances

- 2.6 The following projects are worth noting:

- (a) Bring Site Initiative £60k Bring sites have being reviewed and the supplier has been chosen. New bins to be ordered & put in place by the end of March 2014.
- (b) SLM Gym Loan £300k: The Legal agreement has been signed and payment of the loan was made in January 2014.
- (c) Mobile working Pilot study £16k: The pilot project has being completed and a full evaluation report will be ready for circulation during March 2014. It is not anticipated that any funds from the capital budget will be required.
- (d) Staisafe Radios £45k: The Tender has been chosen and the contracts are to be issued with the radios purchased by the 31st March 2014.

3. Options analysis and proposal

- 3.1 Overview and Scrutiny committee are asked to note the current spend position.

4. Financial implications

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

5. Other considerations

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

6. Risks and how they will be mitigated

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

7. Timetable for implementation

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

Background papers: None

Appendices: A&B

Appendix A

CAPITAL MONITORING REPORT P.10 JANUARY 2013/14

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

Appendix B

CAPITAL MONITORING REPORT P.10 JANUARY 2013/14

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

CAPITAL MONITORING REPORT P.10 JANUARY 2013/14

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

Overview and Scrutiny Committee

11 March 2014



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

1. Background

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

2. Key issues

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

2.4 Details of Monitoring

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

3. Options analysis and proposal

- 3.1 Overview and Scrutiny Committee are asked to note the current net revenue spend and forecast position.

3.2 The following highlights the more significant or material variances.

Leader

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

Planning and Corporate Development

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

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

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

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

Housing,Health,Wellbeing and Independent Living

Span:

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

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

£8,200 – Net favourable variance

Spelthorne Assessable transport (SAT)

£16.5k adverse variance – Temporary staff member employed.

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

£0.5k net favourable variance

Homelessness:

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

£362k favourable variance – Increased income

£35k net adverse variance

Environment

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

Refuse Collection

£54k adverse variance – Increased fuel costs

£45k favourable variance – Vacant posts

£9k net adverse variance

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

Community Safety, Young People, Leisure & Culture

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

Communications and Procurement

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

Economic Development and Fixed Assets

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

Finance

Accountancy: £30k favourable variance Restructure savings

Insurance: £89k adverse variance – Authorities share of Municipal Mutual Insurance liabilities.

Parking Services and ICT

Building control £27k favourable variance – Increased income

4. Financial implications

4.1 As set out within the report and appendices.

5. Other considerations

5.1 There are none

6. Risks and how they will be mitigated

6.1 A projected balanced outturn depends on Management team (MAT), heads of service and all Budget Managers, managing their budgets within the parameters which were originally agreed and achieving where necessary, corresponding growth and savings within those budgets. Careful monitoring of the budgets on a monthly basis ensures that any problems or anomalies are identified and investigated at an early stage

6.2 Any necessary corrective action on major budget variations, which cannot be remedied within the service, are reported to MAT immediately in order to ensure that as much time and opportunity is had to enable the position to be rectified quickly within the current financial year.

7. Timetable for implementation

Bi – Monthly reports are produced for Management team

Background papers: There are none

Appendices:A,B, C1 to C8

APPENDIX A

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

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

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

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

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

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

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

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

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

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

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

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

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

Overview and Scrutiny Committee – 11 March 2014

Report of Economic Development Task Group

Purpose of Report

To review the work undertaken by the Economic Development Task Group during the past year

1. Background

The Leader set up three task groups in June 2013 comprising both Cabinet Members and Ward Councillors to address the Council's strategic priorities.

There were two main aims established when the task group was formed:

- To promote our agenda of localism and ensure that ward councillors and residents were more closely involved in identifying needs and developing solutions for their wards.
- To streamline the multitude of existing groups/committees responsible for economic development, fixed assets and environment and waste management – and establish clear reporting lines and accountability within the Council.

2. Terms of Reference

Economic Development Task Group

- To conduct a borough-wide economic audit with an emphasis on exploring opportunities for growth and investment, whether through a reduction of regulations and local legislation or otherwise, in partnership with other elected bodies, the business community or other competent authorities.
- To develop a definitive economic strategy for the borough.
- To establish sub-groups to investigate and report on growth and or regeneration prospects, with particular emphasis on the less developed wards.
- To establish one sub-group, in conjunction with others as required or appropriate, to progress the Leader's project of purposeful regeneration and growth in Staines-upon-Thames, to include all those initiatives that will best complement the "upon-Thames" project.
- To constantly review our Economic Strategy, and update it when appropriate.
- To involve the business community and other stakeholders on a regular basis in the development and implementation of the Economic Strategy.

3. Attendance

There are 12 members of the E.D Task Group as well as 3 business representatives and officer support
 It is chaired by the Cabinet Member for Economic Development & Fixed Assets Cllr Gething, and includes Cllrs Patel, Frazer, Davis, Harvey, Francis, Dunn, Rough, Ayub, Spencer, Harman, C/Cllr Evans
 There have been 3 meetings held (18 July / 5 September / 27 November)
 July: 9 attendees (plus 5 officers)
 September: 6 attendees (plus 2 business representatives and 3 officers)
 November: 6 attendees (2 business representatives and 5 officers)

4. Topics considered

- The content of the Spelthorne Local Economic Assessment: This allowed EDTG to understand the breath of issues that feed into economic development and increase level of knowledge
- The content of the Spelthorne Local Economic Strategy
- Presentation by the Director of Enterprise M3 and the opportunities presented to Spelthorne followed by a useful Q&A session to get insider knowledge and advice
- The development of mini-strategies in support of Ashford & Staines-upon-Thames; there was also a retail seminar delivered from Cushman & Wakefield

5. Scope

- To manage the delivery of the Spelthorne Economic Strategy and associated action plan
- To provide support to lead on promoting the economic competitiveness within Staines-upon-Thames and Ashford
- To oversee and promote opportunities via funding streams of Enterprise M3 LEP

6. Contribution of Task Group

- 2 sub-groups created to support Staines-upon-Thames and Ashford
- Representatives from the business community invited to attend the meeting: Chair & Deputy Chair of the sbf as well as the CEO of Surrey Chambers of Commerce
- Comments and observations made in the completion of the economic development strategy

7. Outcomes and achievement of aims

- Spelthorne now has an agreed Local Economic Development Strategy which has an integral action plan, which was agreed by Council on 19th December 2013
- Local business representatives have been able to influence the content of the Strategy through the public consultation on both the Strategy and Economic Assessment so that it reflects their needs

- The group has so far met on 3 occasions and through this are now better able to engage with and influence the effectiveness of the Council to deliver the Economic Strategy

Overview and Scrutiny Committee – 11 March 2014

Report of Fixed Assets Task Group

Purpose of Report

The purpose of the report is to review the work undertaken by the Fixed Assets Task Group during the past year.

1. Background

The Leader set up three task groups in June 2013 comprising both Cabinet members and ward councillors to address the Council's strategic priorities.

There were two main aims:

- To promote our agenda of localism and ensure that ward councillors and residents were more closely involved in identifying needs and developing solutions for their wards.
- To streamline the multitude of existing groups/committees responsible for economic development, fixed assets and environment and waste management – and establish clear reporting lines and accountability within the Council.

2. Terms of Reference

Fixed Assets Task Group

- To conduct reviews, on a cyclical basis, of the fixed property assets held by Spelthorne Council, with a view to reviewing the usage of all such assets held by SBC to determine whether they are either fulfilling their potential for generating revenue, or best meeting the needs of our communities.
- To establish subgroups to investigate the opportunities for all under-utilised assets, including development where appropriate to generate revenue and capital receipts for the benefit of the council
- To establish a subgroup to review the use of the Knowle Green Office as a "Public-Sector", or any alternative office location and resulting development opportunities if appropriate.
- To work with our residents and community groups to ascertain their needs and identify opportunities for use of our fixed assets.

3. Attendance

There have been 4 meetings of the Task Group since June 2013. The Members are:

Councillor Leighton Chair
Councillor Frazer

Councillor Friday
 Councillor Gohil
 Councillor Saliagopoulos
 Councillor Spoor
 Councillor Grant

The dates and attendance are as follows:

	Cllr Leighton	Cllr Frazer	Cllr Friday	Cllr Gohil	Cllr Saliagopoulos	Cllr Spoor	Cllr Grant
29 July 2013	✓	✓				✓	
1 October 2013	✓	✓	✓	✓		✓	
5 December 2013	✓	✓	✓			✓	
29 January 2014	✓	✓	✓		✓	✓	✓

4. **Topics considered**

The topics on the agenda for the Task Group have been:

Tendering for valuation services for assets in order to make efficiency and cost savings and proposed scale of rental income for potential lease holders

Churchill Village Hall – review all proposals and recommend to Cabinet option

Staines Preparatory School – reviewed proposals and have instructed Head of Service to progress and discuss way forward with the school

Receiving reports and updates on priority Asset Projects

- Airport Parking
- Ashford Multi Storey Car Park
- Short Lane

Knowle Green Hub

Stanwell New Start

Meeting rooms – reducing costs for evening meetings

Properties in parks – temporary accommodation

Tow Path – lease negotiation updates on land

Asset Register including income from leases

5. **Scope**

The scope of the Task Group is to review the current work, processes and procedures for Fixed Assets and make recommendations as to how this can be improved.

6. **Contribution of Task Group**

The Task Group identified several main areas of work.

The foremost being the tender of valuation services for Fixed Assets within Spelthorne Council. The Head of Asset Management has been given a timetable for this piece of work which the Task Group will monitor.

It will also review and have input into the specification for tender and have already commented on how to achieve best value for money for this statutory process.

The Task Group have given guidance to the Heads of Asset Management on all of the agenda items listed 4. The Task Group will review and monitor progress on an ongoing basis.

7. Outcomes and achievement of aims

The main outcome for the Task Group will be to reinforce the focus on increasing income for Spelthorne Council from fixed assets.

This will predominantly be from a larger number of leases for council land and property but also a reduced outgoing for tendering services in relation to negotiating the lease. This will be by outlining a more streamlined approach, with adhering to legal processes, in order to gain best value for money.

O & S LOCALISM WORKING PARTY PROGRESS UPDATE

28/2/14.

Members : Cllrs. Ayub, Friday (Chairman) and R. Dunn.

We would like to thank all those Council officers and others who gave up so much time during a very demanding period to help with this exercise.

The Sub- Committee identified five areas of the Localism Act that it wanted to pursue and they are listed below.

1. Planning - Cllr. Dunn has obtained extensive information on the experience of other councils and these will be circulated. It appears that quite a few authorities have made good progress introducing Neighbourhood Plans. There seems to be some reluctance among local Residents Associations to take on these projects and it was noted that in Cornwall residents associations had formed groups to work together on plans. (papers attached)
2. Residents Associations - Because of the pivotal role that residents groups play in localism it would help the process if we can be confident that the organisations involved are bodies genuinely representing communities rather than undemocratic pressure groups. It should be observed that the regulations on Assets of Community Value (see item 4) stipulate that groups have a membership of at least 21, a written constitution and be able to show a clear local connection. Whilst we should not deter people by setting the bar too high, it would assist the acceptance of localism if we can promote the concept of good governance among all the residents groups. It is recommended that once the project has been completed we consider the best way forward – possibly either invite the associations to a special meeting, or request a slot at one of the regular SBC – Residents Association meetings to tell them of our recommendations and ask for buy-in.
3. Business Rates - Very useful meeting with Terry Collier and Linda Norman who explained that the “multiplier” was set by Central Government and rateable values by a division of HMRC, although Government has also agreed a number of discounts, which they finance. Under localism Spelthorne has the power to offer any additional

discounts it wants as well, but we would have to fund the costs too. As Business Rates are a major income stream that would seem unlikely in the current tough economic climate, and Linda pointed out that in any case additional discounts had not been requested so far by outside companies. However there is now talk of further major reform, so the area needs to be kept under review.

4. Assets of Community Value – Meeting on 28/2/14 with Michael Graham, Clare Marland and Gill Hobbs to review progress in that area. The scheme offers those community groups (but not individuals) accepted as representative by the council an opportunity to register properties such as halls and pubs as Assets of Community Value. If a nomination is successful it would pause any subsequent sales process for up to six months. This would allow community groups to organise themselves for a bid, but it does not guarantee that the bid will be accepted. The process in Spelthorne would involve backbencher councillors in an advisory capacity to assist the Leader. (It is an executive decision.) Ward members will be able to act as community champions or advocates. Giving councillors such a role to play is a Spelthorne innovation as most other councils have delegated this function to officers and it is to be hoped that community groups involved in any nomination will see councillors actively engaged in reaching a decision. The Spelthorne plan for Assets of Community Value will be launched in the next Borough Bulletin. (papers attached)
5. General Power of Competence – Gives Councils wide powers to undertake any activity which an individual can do so long as it is not legally barred to the Council by legislation. We need to consider how to use this power across the Council and although there are no immediate projects considered amenable we need to consider how we could use this power for new projects so that we can be creative in ways that may not have been previously considered.
6. Next Steps - To be discussed at the next Overview and Scrutiny meeting. The key to success lies not with the Councillors or Officers but the involvement of local community groups, who so far seem quite reluctant. How can we engage them in Localism and how far should we go to encourage them to participate?



Department for
Communities and
Local Government

NOTES ON #neighbourhoodplanning

December 2013
Edition eight

Referendum News: Two More Firsts...

Congratulations to both Lynton & Lynmouth and Norland for passing referendum.

Lynton and Lynmouth



- Votes for: 187 (81%)
- Votes against: 45 (19%)
- Turnout: 16.9%

North Devon and Exmoor National Park
21 November 2013

The Lyn Plan was the FIRST referendum to take place within a National Park Authority. The Plan was formally made on 3 December. To find out more, follow the link: bit.ly/1a0hqg6



Picture: Stephen Williams MP visits Norland ahead of the referendum.

Norland



- Votes for: 429 (74%)
- Votes against: 152 (26%)
- Turnout: 581 (26%)

Royal Borough of Kensington & Chelsea
5 December 2013



The Norland Plan is the FIRST plan to pass referendum in London. To find out more, go to: bit.ly/1dUa4V9

... And Two More On The Way

Two more referendums are lined up for January 2014. The plan for Broughton Astley will go to the public vote on 16 January. The referendum on the Cringleford neighbourhood plan should take place in late January.

Both plans allocate sites for housing, with Cringleford allowing for approx 1,200 homes.

The Year Gone By

2013 saw the number of communities applying for neighbourhood area designation surpass 800, across over half of all the local planning authorities in England. The year ends with over 630 neighbourhood areas designated, 54 draft plans published, 25 plans submitted to examination, 9 passed examination, 6 plans passed referendum and 4 plans in force.

See page 4 for our graphic on how the neighbourhood planning movement has grown over the last 12 months.

Meanwhile in Thame, outline planning permission was given for 175 houses on one of the sites allocated through the neighbourhood plan. The Thame neighbourhood plan passed referendum in May and was 'made' in July. The plan allocates sites for 775 new homes alongside policies covering matters such as retail, getting around and design. You can read some of the local media coverage of the decision at: www.thameonline.net/archives/10891

Our thanks to everyone who has played a part in a year of real progress and achievement. Press release: bit.ly/lHohpM

British Property Federation Launch

The British Property Federation (BPF) has launched a website to support business involvement in neighbourhood planning:

www.neighbourhoodplanning.biz/

Local businesses are at the heart of successful, sustainable communities and are a key contributor to economic growth.

The launch event for the website took place on 26 November at the Tate Modern, hosted by Better Bankside, a designated business neighbourhood planning area. Planning Minister Nick Boles spoke at the launch, alongside Donald Hyslop, Head of Regeneration and Partnerships at the Tate Modern, Nigel Hughes, estate surveyor at Grosvenor, and Jon Kenny, Development Director at Commercial Estates.

A designated neighbourhood business area is one that is wholly or pre-dominantly business in nature. In designated business areas there will be two referendums: one for residents and one for non-domestic ratepayers.

There are currently 11 designated business areas taking forward neighbourhood plans and several others which have strong business involvement. Central Milton Keynes, the most advanced business neighbourhood plan, is currently at examination. www.milton-keynes.gov.uk/planning-and-building/planning-policy/neighbourhood-planning

The launch of the BPF website is timely. Businesses of all shapes and sizes can benefit from becoming involved in neighbourhood planning, whether or not in a designated business area. The case studies and other information on the BPF site will also be useful for anyone undertaking a neighbourhood plan.

See more via: <http://britpropblog.com/>

Examination Time

Sixteen examinations have been held so far, including 7 public hearings. Nine examiner's reports have been issued, all recommending that the plan proceeded to referendum with modifications.

These reports are all in the public domain and should make interesting reading for communities preparing a plan for examination. We'd encourage you to have a look through some of the examiner's reports and to keep an eye out for future upcoming reports.

There are a number of recurring themes in the examiners' reports including the need for the planning policies to be written clearly and concisely, to be supported by a robust but proportionate evidence base and the need to demonstrate that the plan can be delivered.

Links to plans submitted to examination and surrounding documents can be found on the Pinterest board: bit.ly/18psF3p



Picture: Nick Boles answers questions from neighbourhood planners at the BPF launch

Grants – Just a reminder

Communities can apply for grants of up to £7k to help you work on your neighbourhood plan. If you have not yet applied for the full amount, please do so via: bit.ly/1cVZpV3

Neighbourhood Development Orders

Cockermouth in Allerdale has submitted the the first Neighbourhood Development Orders (NDO) for examination.

If an NDO is brought into force, after being successful at examination and referendum, there would be no need to apply to the council for planning permission for development covered by the order. This should make it easier and quicker for such development to go ahead in the future.

A Neighbourhood Development Order can grant planning permission for specified developments in a neighbourhood area.

Cockermouth's 4 Orders aim to help support town centre growth and encourage a café culture - for instance, by allowing restaurants to open up onto public highways. See what they are proposing at: bit.ly/1bqq6oy

Sign up for Planning Camp

Following the success of the Bristol Planning Camp in 2013, two more Planning Camps have been arranged for 2014. These will be hosted over the weekends of 23 to 25 March in York and 3 to 5 April in Oxford.

The camps are funded by DCLG and delivered by the Eden Project in partnership with Locality and Planning Aid England. Find more info at: bit.ly/1hvulAJ

You've Got The Power

Over 700 assets have been listed by their communities. Support and grants are available via: www.sibgroup.org.uk and www.locality.org.uk.

A new £150m Big Lottery initiative 'Power to Change' was launched on 6 December to help support community-led enterprises and the ownership of community assets. Find out more at: bit.ly/1jtc0Ui

On the Road with 50 Champions

Our network of volunteer Champions has been supporting communities interested in neighbourhood planning; sharing experience and expertise, and building networks.

For example in December, Neighbourhood Planning Champion Corinne O'Hare organised an event for over 30 parish representatives from East Staffordshire and several neighbouring authorities to share learning on the neighbourhood planning process.

Elsewhere, Graham Spencer and Carol Weaver have been sharing their experiences of taking a neighbourhood plan through to referendum in Tattenhall. They recently presented alongside the Leader of Cheshire West and Chester Council, Mike Jones at a Planning Advisory Service training day for local councillors.

Champions are sharing their experiences via a number of platforms. You can follow the champions on Twitter via this list https://twitter.com/JonnyG_369/lists/np-champions-

[network](#) and join in the conversation using #neighbourhoodplanning (<https://twitter.com/search?src=typd&q=%23neighbourhoodplanning>).

For more information and how to get in touch with your nearest champion contact: jonathan.green@communities.gsi.gov.uk

The DCLG Team

Aidan Wilkie has joined DCLG to head up the neighbourhood planning team. Aidan brings his experience from the Home Office and Ministry of Justice and is looking forward to seeing communities progress with their neighbourhood plans across the country.

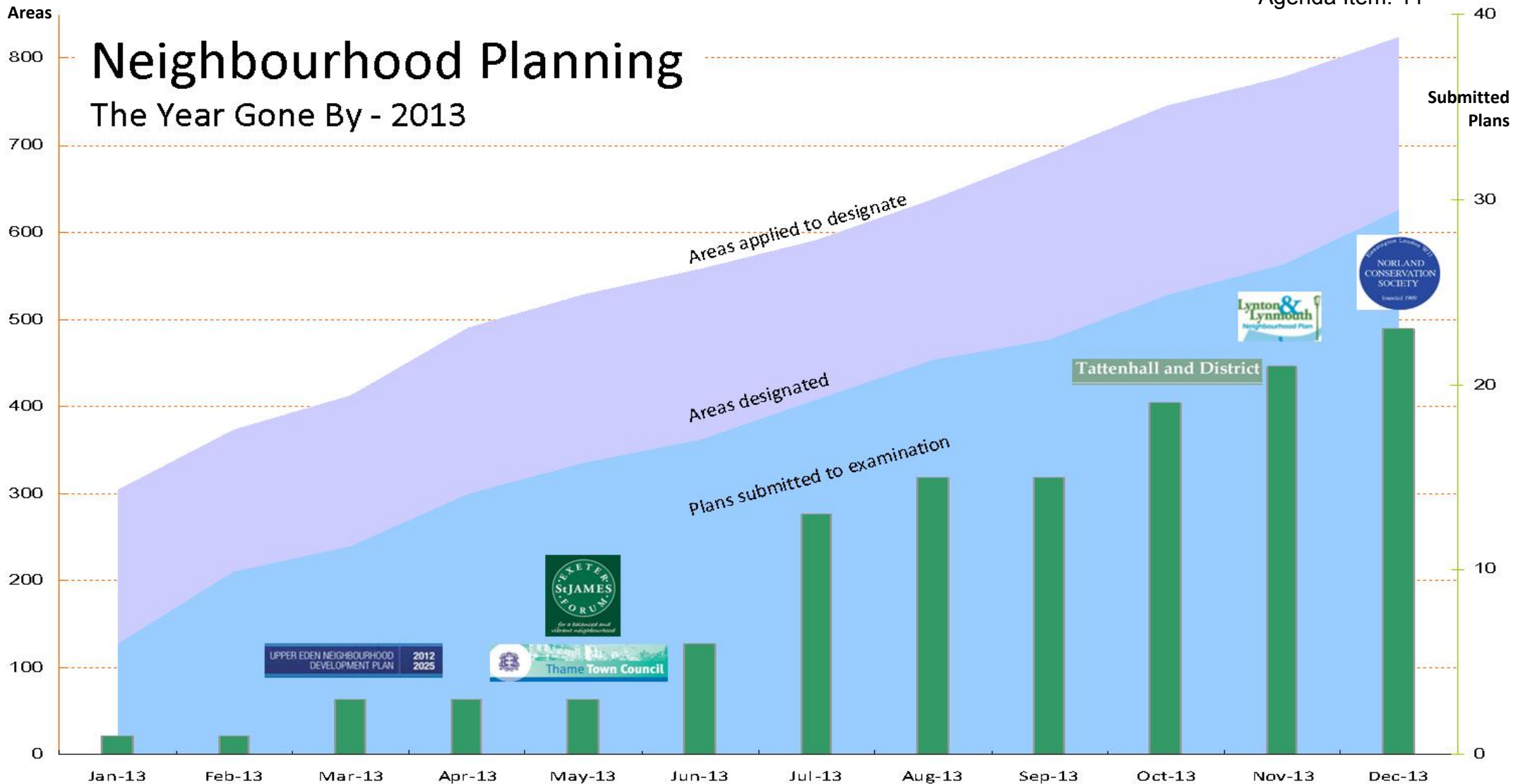
For any enquiries please contact: decentralisation@communities.gsi.gov.uk¹

See the 'Notes' archive: bit.ly/YrFyUh

¹ The team provides help to local planning authorities and qualifying bodies through a new process. This is not a substitute for your own professional or legal advice.

Neighbourhood Planning

The Year Gone By - 2013



First Plan passed examination

First referendum – 7 Mar

Two more referendums – 17th May

4th Referendum – 24th Oct

5th referendum – 21st Nov

6th referendum – 5th Dec

500 area applications received

500 areas designated

Outline planning permission for 175 homes granted in Thame

50% LAs received area applications

First Champions announced

2-year support launches

Updated 10.03.2014

40



Tattenhall and District

Areas applied to designate

Areas designated

Plans submitted to examination

Community Right to Bid

Assets of Community Value

This right allows community groups to nominate land or buildings for inclusion on a register of community assets. The land or building can be publicly or privately owned, however it cannot be wholly residential.

The benefit to the community of having an asset listed on the assets of community value register is that when these assets are put up for sale, a procedure will follow to ensure that community groups have a fair chance to submit bids to the owner. You can find out more about this process by clicking on the [following link](#).

Assets of Community Value could include the following:

- Churches
- Village Halls
- Public Houses
- Town Halls
- Village Greens
- Sports Grounds

Who can make a Nomination?

Only the following community groups can make nominations: -

- Parish councils
- Unincorporated groups with at least 21 members
- Neighbourhood forums
- Community interest groups

For a local group to be able to make a nomination it will have to demonstrate that its activities wholly or partly take place in the local authority's area.

How to make a Nomination

You can make a nomination by using the Council's application form which can either be completed [online or in paper form](#) and returned to the Legal Services department at the Council. Full details of where to send your application and how any nomination will be dealt with are set out in the [procedure note attached](#).

Please Note: The owner of an asset may appeal against his or her property being included on the list.

Listing

If the nomination is successful the asset will then be placed on the list of assets of community value. If unsuccessful, the asset will be listed on a list of unsuccessful community nominations. You can access these lists by [clicking on the links on this page](#).

Confidentiality

Please note that any information provided as part of the application may be copied and passed onto a person with an interest in the asset you are nominating and made available under usual access to information requirements

Spelthorne Borough Council

Assets of Community Value Member Panel

Arrangements for dealing with nominations for Assets of Community Value under Part 5 of the Localism Act 2011

Context

1. These arrangements describe how officers and members will process nominations made for Assets of Community Value within the Borough.
2. The legislation was introduced as part of the Government's policy to assist local community groups in preserving those buildings or lands which they consider to be important to their community's social well-being.
3. Under Part 5, Chapter 3 of the Localism Act 2011 (the Act), the Council must maintain a list of land in the Borough that is land of community value.
4. The Assets of Community Value (England) Regulations 2012 (the Regulations) came into force on 20 September 2012 and outline how the process should be governed by local authorities.

Delegation of Powers

5. At its meeting on 16 July 2013 Cabinet made the following resolutions in respect of the nomination process:
 - (1) To create a new Member Panel to be referred to as the Assets of Community Value Member Panel which will assess and make recommendations to the Leader in respect of nominations made to the Council under the scheme
 - (2) The Leader to be delegated authority to assess and determine recommendations made by the new Member Panel
 - (3) The Head of Corporate Governance be delegated the authority to be the senior officer responsible for internal reviews of nomination decisions made
 - (4) The Chief Executive be delegated the authority to be the officer responsible for all internal reviews of compensation decisions made
 - (5) The Head of Corporate Governance to agree all other processes and procedures for dealing with any application made under the scheme
6. The new Member Panel will be constituted of 5 members, one taking the position of the Chairman. Membership of the panel will be in compliance with the usual political balance provisions. Each party

leader will decide which member will sit on each panel on a case by case basis to allow flexibility in terms of availability due to the strict turnaround times for dealing with requests.

7. Appointments to this Panel will not be permitted to members of the Cabinet or ward councillors where the asset concerned is within their ward.
8. Where the asset concerned is within their particular ward, ward councillors will be permitted to speak at a Member Panel in order to voice concerns on behalf of the residents in respect of the nomination.

Receipt of nomination

9. All nominations made in respect of assets within the Borough should be sent to the following address: -

Corporate Governance – Legal Services
Spelthorne Borough Council
Council Offices
Knowle Green
Staines upon Thames
Middlesex
TW18 1XB
10. The legal department will take receipt of any nomination made to the Council and assess whether the request contains the required information as set out in the Act and Regulations. This will include assessing whether the nomination has been made by an appropriately constituted group. Further legal checks will be made by the legal section as to the ownership/occupation of the land/buildings in question.
11. An example of points to be considered when assessing the validity of a nomination is as follows: -
 - Is the land or building subject to an exemption from the scheme?
 - Is the land or building in the Borough?
 - Is the nominator entitled to make the nomination?
 - If the nomination is made by a Voluntary or Community Body, does it have a local connection?
12. If the request is considered to be valid by the legal officer, all necessary stakeholders will be notified of the request and the processing of the application will begin.


Process and timescales for dealing with a nomination

13. The Council has 8 weeks from the date of the Nomination to make a decision.
14. Within 2 weeks of receipt of the nomination, the Legal officer will determine whether the nomination is valid and contains all the information required.
15. If the Nomination is deemed to be valid, the legal officer will advise Committee Services to start the process of setting up a Member Panel. If it is not valid, the legal officer will write back to the Nominator advising them why the nomination cannot be considered at this time and providing details of what additional information should be provided in order to make their application valid.
16. Committee Services make arrangements to convene a Member Panel and a Leader's decision meeting, both of which will be held in public.
17. The Legal section will draft a report outlining the request and any supporting evidence provided. The report will request that Members review the evidence provided and ask them to consider whether the asset is of community value in line with the principles set out in Section 88 of the Act.
18. Ten clear working days prior to the date set for the Member Panel, Committee Services will:
 - (1) Send a Notice advising the date of the Member Panel and of the Leader's meeting to all relevant parties: to include nominator(s); landowner/occupier or anyone with an interest in the asset; ward councillors.
 - (2) The above Notice will include a request for representations to be submitted within 6 clear working days prior to the date of the Member Panel.
 - (3) Advertise the Notice on the Council's website.
19. Five clear working days prior to the date of the Member Panel Committee Services will:
 - (1) Send agendas for the Member Panel and Leader's meeting to include: the report of the Head of Corporate Governance; a panel procedure note and all representations received, to all parties to the hearing;
 - (2) Advertise the Member Panel and Leader's meeting agendas on the Council's website.

20. The Member Panel will assess the nomination based on the criteria defined by the Act and make recommendations to the Leader.
21. The Act defines land or buildings as being of community value where, in the opinion of the authority: -
 - The actual current use of the asset furthers the social wellbeing or social interests of the local community, and
 - It is realistic to think that this use will continue to further the social wellbeing or social interests of the local community
22. The Act also allows for an extension to this criteria where the following circumstances occur: -
 - There is a time in the recent past when an actual use of the asset furthered the social wellbeing or interests of the local community, and
 - It is realistic to think that there is a time in the next 5 years when there could be a use of the asset that would further the social wellbeing or social interests of the local community.
23. The Member Panel's recommendations will be circulated to all relevant parties and advertised on the Council's website.
24. The Leader's meeting will take place on the arranged date to assess the Member Panel's recommendation and make the final decision.
25. The Leader's decision will be published within two working days of the Leader's meeting and all stakeholders and interested parties will be notified accordingly.

The Outcome

26. Where the decision has been made to designate the land or buildings as an Asset of Community Value the legal officer will take the appropriate steps to register the asset on the list of Assets of Community Value held by the authority, as well as making any necessary registrations on the Local Land Charges Register and at the Land Registry.
27. Where a decision is made not to include the asset on the register of Assets of Community Value, the nomination must be added to a list of unsuccessful nominations.
28. Both registers will be made available to the public via the Council's website.

<p>Spelthorne Borough Council The Community Right to Bid Assets of Community Value</p> <p>Nomination Form</p>	
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Section A: About your organisation

A1 Organisation's name and address

Name of organisation*
Address including postcode

**full name as written in your constitution or rules (if appropriate)*

A2 Contact details

Name
Position in organisation
Address including postcode
Daytime telephone no.
Email address

A3 Type of organisation

Description	Put a cross against all those that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum		
Parish Council		
Charity		
Community interest company		
Unincorporated body		
Company limited by guarantee		
Industrial and provident society		

A4 Number of members registered to vote locally (unincorporated bodies only)

In the case of an unincorporated body, at least 21 of its individual members must be registered to vote locally. If relevant, please confirm the number of such members. If they are registered to vote in the area of a neighbouring local authority, rather than in Spelthorne, please confirm which area that is.

A5 Local connection

In addition, your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Spelthorne Borough Council or a neighbouring local authority. In some cases this will be obvious, e.g. a neighbourhood forum for an area within Spelthorne, or an organisation whose activities are confined to the Borough. If it is not obvious, please explain what your organisation's local connection is.

A6 Distribution of surplus funds (certain types of organisation only)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that any surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (i.e. within the administrative area of Spelthorne or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically to which area this applies.

A7 More about your organisation

What are the main aims and activities of your organisation?

A8 Your organisation's rules

Please send us the relevant type of document for your organisation and put a cross in the next column to indicate which one this is	Put a cross against the type of documents that applies
Memorandum and Articles of Association (for a company)	<input type="checkbox"/>
Trust Deed (for a trust)	<input type="checkbox"/>
Constitution and/or rules (for other organisations)	<input type="checkbox"/>

Part B: About the land or building(s) you are nominating**B1 Description and address**

What it is (e.g. pub, local shop)
Name of premises
Address including postcode (if known)

B2 Sketch plan

Please include (here or on a separate sheet) a sketch plan of the land. This should show:-

- The boundaries of the land that you are nominating
- The approximate size and position of any building(s) on the land
- Any roads bordering the site

B3 Owners and others with an interest in the building or land

You should supply the following information, where possible. If any information is not known to you, please say so.

	Name(s)	Address(es)
Names of all current occupants of the land		
Names and current or last known addresses of all those owning the freehold of the land (i.e. owner, head landlord, head lessor)		
Names and current or last known addresses of those having a leasehold interest in the land (i.e. tenant, intermediate landlord, intermediate lessor)		

B4 Why do you think the building or land is of community value

Note that the following are not able to be an asset of community value:-

A building wholly used as a residence, together with land “connected with” that residence. This means adjoining land in the same ownership. (Land is treated as adjoining if it is separated only by a road, railway, river or canal.) A caravan site. Operational land (this is generally land belonging to the former utilities and other statutory operators.)

How does the asset currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past? If so, how?

Could the asset in future further the social wellbeing or social interests* of the local community? If so, how? (This could be different from its current or past use).

**These could be cultural, recreational and/or sporting interests, so please say which one(s) apply.*

B5 How could the building or land be acquired and used in future?

If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community.

Section C: Submitting this nomination

C1 What to include

The rules of your organisations (question A8)
Your sketch plan (question B2)

C2 Signature

By signing your name here (if submitting by post) or typing it (if submitting by email or online) you are confirming that the contents of this form are correct, to the best of your knowledge.

C3 Where to send this form

You can submit this nomination online or:-

By post to: Legal Services, Spelthorne Borough Council, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB; or

By email to: legal@spelthorne.gov.uk

Community Right to Bid – List of Assets of Community Value



List of assets of community value

NOMINATION				DECISION	REVIEW	DETAILS WHERE OWNER HAS NOTIFIED OF INTENTION TO DISPOSE OF						DECISION
Nominating Organisation	Asset Name	Asset Address	Date Nomination Received	Date of Listing	Review Requested	Date notification Received	Interim moratorium Period (6 weeks from notification)	Intention to bid received	Name of Community Interest Group	Full moratorium and date (6 months from notification)	Protection period end date (18 months from notification)	Date listing expires (5 years after listing)

Community Right to Bid – List of land nominated by unsuccessful community nominations



Unsuccessful nominations received for listing

Nomination				Decision			
Nominating organisation	Asset name	Asset address	Nomination received (date)	Date of decision	DECISION	Reasons	Proposed date of removal from list (5 years from listing)

Spelthorne Borough Council - Forward Plan - 27/02/2014

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
3	Transformation Programme	LBorthwick	RW			18-Feb	10-Mar	25-Mar				
4	Council Tax Write-offs	LNorman	TE		E	18-Feb	10-Mar	25-Mar				
5	Business Rates Write-offs	LNorman	TE		E	18-Feb	10-Mar	25-Mar				
6	Pensions Policy Statement	JHunt	RW			25-Feb	10-Mar	25-Mar				24-Apr
7	Properties	TCollier / LBorthwick				04-Mar	10-Mar	25-Mar				
8	Annual Grants	LBorthwick	JP			04-Mar	10-Mar	25-Mar				
9	Ashford multi-storey car park	CMunro	NG	Key	E	04-Mar	10-Mar	25-Mar				
10	Adoption of Food and Health and Safety Service Plans for 2014/2015	JBramley/LON	RW			04-Mar	10-Mar	25-Mar				
11	Enterprise M3 Step up towns and growth areas	KMcGroary				11-Mar						
12	Leisure Team Restructure	LBorthwick				18-Mar						
13	External Audit Plan	DHarris				18-Mar					27-Mar	
14	Internal Audit Plan	DHarris				18-Mar					27-Mar	
15	Consultation on draft schedule for Community Infrastructure Levy	GDawes	VL	Key		18-Mar	31-Mar	15-Apr				24-Apr
16	Housing Strategy Review	JHesbrook	JP	Key		18-Mar	31-Mar	15-Apr				24-Apr
17	Capital monitoring	AFlynn	TE			18-Mar	31-Mar	15-Apr				
18	Moorings	SMuirhead	VL			18-Mar	31-Mar	15-Apr				
19	Cows in Sunbury Park	SMuirhead	TE			18-Mar	31-Mar	15-Apr				
20	Revenue monitoring	AFlynn	TE			18-Mar	31-Mar	15-Apr				
21	Disposal of Churchill Hall	LBorthwick	NG			25-Mar	31-Mar	15-Apr				
22	Short Lane	CMunro	NG	Key	E	25-Mar	31-Mar	15-Apr				
23	Capital and Revenue Monitoring - Overview and Scrutiny 13 May 2014	AFlynn	PAB			15-Apr				13-May		
24	Project Management methodology update	LNorman/JBrownlow				15-Apr				13-May		
25	Recycling and Garden waste update - Overview and Scrutiny 13 May 2014	JTaylor / SMuirhead	PAB			15-Apr				13-May		
26	Transport Links update for O&S	H Morgan	VL			15-Apr				13-May		
27	Annual turnover, recruitment and establishment changes monitoring to 31 March 2014	JHunt	RW			13-May						
28	Annual sickness monitoring to 31 March 2014	JHunt	RW			26-May						
29	Project Management Dashboard update	JBrownlow	RW			26-May	09-Jun			08-Jul		
30	Homelessness Strategy	JHesbrook	JP					June				
31	Bailiff contract review	LNorman	TE					June				
32	Treasury Management Strategy	JHanger	TE					June				
33	Review of Discretionary Compensation Policy	JHunt				10-Jun	01-Jul	15-Jul				
34	Corporate Enforcement Policy	JBramley/LON	RW			10-Jun	01-Jul	15-Jul				
35	Draft training plan for 2014/15	JHunt	RW			24-Jun						
36	Summary from Appraisal Feedback	JHunt	RW			08-Jul						
37	Christmas opening for 2014	JHunt	RW			29-Jul						
38	Project Management Dashboard update	JBrownlow	RW			26-Aug	15-Sep			04-Nov		

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	A	B	C	D	E	F	G	H	I	J	K	L
	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
2												
39	Project Management Dashboard update	JBrownlow	RW				01-Dec			20-Jan		
40	Annual review of recruitment & retention allowances	JHunt	RW			09-Dec						
41	Pay Policy Statement for 2015/16.	JHunt	RW			06-Jan-15	12-Jan	27-Jan				26-Feb
42	Project Management Dashboard update	JBrownlow	RW				09-Mar			17-Mar		