

**ROBERTO TAMBINI
CHIEF EXECUTIVE**

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Our ref: LP/OSCTTEE
Date: 5 June 2011

NOTICE OF MEETING

OVERVIEW AND SCRUTINY COMMITTEE

DATE: TUESDAY 13 SEPTEMBER 2011

TIME: 7.30PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES

TO: ALL MEMBERS OF THE OVERVIEW AND SCRUTINY COMMITTEE

Ms P.A. Broom (Chairman)
Mrs M.W. Rough (Vice-Chairman)
A. Ayub
Mrs C.A. Bannister
I.J. Beardsmore

Ms M. Bushnell
R.D. Dunn
M.P.C. Francis
D. Gohil
Mrs I. Napper

Mrs C.E. Nichols
Miss D. Patel
A.C. Patterson
Ms J.R. Sexton
Ms S. Webb

EMERGENCY PROCEDURE

In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the green adjacent to Broome Lodge. Members of the public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises.

THE LIFT MUST NOT BE USED

If you would like a copy of this agenda or the attached reports in a larger print please contact Liz Phillis (01784) 446276 or Email l.phillis@spelthorne.gov.uk

IMPORTANT PUBLIC NOTICE

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (e.g. mobile telephones, Blackberries, XDA's etc.) at this Committee can:

- Interfere with the Public Address [PA] and Induction Loop systems;
- Distract other people at the meeting;
- Interrupt presentations and debates;
- Mean that you miss a key part of a decision taken.

PLEASE:

Either switch off your mobile telephone, Blackberry, XDA etc. **OR** switch off its wireless/transmitter connection and sound for the duration of the meeting.

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER

A G E N D A

Timing		Agenda item	Lead
7.30pm	1.	APOLOGIES To receive any apologies for non attendance.	Chairman
	2.	DISCLOSURES OF INTERESTS To receive any disclosure of interests from members in accordance with the Overview and Scrutiny Procedure Rules.	Chairman
	3.	MINUTES Page Nos. 6 - 12 To confirm the minutes of the meeting held on 14 June 2011 (copy attached)	Chairman
<p><i>If any member of the committee has any issues arising from the minutes of the meeting held on 14 June 2011 that they wish to raise at the meeting please inform Brian Harris Assistant Chief Executive 24 hours in advance of the meeting</i></p>			
	4.	MATTERS ARISING FROM THE MIUTES Minute number 179/11 Ashford and St Peter's Hospital Seminar The Chairman to report on the outcome of the seminar held on 6 September 2011.	Chairman
7.45pm	5.	CALL IN OF CABINET DECISIONS No decisions have been called in for review.	Chairman
	6.	OUTCOME OF RECOMMENDATION TO THE CABINET The committee at the last meeting discussed a report covering policies on waste collection and how the policies would be enforced which would help minimise rubbish collections and enhance recycling. The Cabinet agreed the recommendation that the implementation of the policies proposed in appendix 1 to the report of the assistant chief executive be approved.	Chairman
7.50pm	7.	FOOD WASTE COLLECTION SERVICE Introduction from the Lead member of the Task Group, Councillor Asif Ayub To receive a presentation from the Head of Sustainability and Leisure on the progress being made with the introduction of the food waste scheme. The Cabinet member responsible for the Environment, Councillor Watts, has been invited to attend the meeting and take part in the discussion.	Dr Sandy Muirhead Head of Sustainability and Leisure

8.10pm	8.	<p>HOUSING OPTIONS</p> <p>A comprehensive briefing paper is to follow which will provide members of the committee with:</p> <ul style="list-style-type: none"> • A summary of the Council’s statutory responsibility to assist homeless households and provide advice to clients in housing need • An indication of the increasing pressure on housing services both within Spelthorne and nationally as a result of the economic situation and changes to housing and welfare benefit legislation • Information regarding the shortage of supply of temporary and permanent accommodation in Spelthorne • A description of some of the key housing risk areas to the Council and short, medium and long term measures both implemented and proposed to alleviate these • An opportunity to discuss the way forward <p>The Joint Heads of Housing and Independent Living will give a presentation at the meeting on the key points of the briefing paper</p> <p>The Cabinet Member responsible for Planning and Housing, Councillor R.A. Smith-Ainsley has been invited to attend the meeting and take part in the discussion</p>	Deborah Ashman and Karen Sinclair Joint Head of Housing and Independent Living
8.45pm	9.	<p>2010 – 11 REVENUE BUDGET OUTTURN POSITION</p> <p>To consider the report of the Chief Finance Officer - Report to follow</p>	Adrian Flynn, Senior Accountant
9.05pm	10.	<p>2010 – 11 CAPITAL BUDGET OUTTURN POSITION</p> <p>To consider the report of the Chief Finance Officer - Report to follow</p>	Adrian Flynn Senior Accountant
9.20pm	11.	<p>WORK FORCE MONITORING 2011</p> <p>Pages 13 - 23</p> <p>The report of the Head of Human Resources is attached for information.</p> <p>If any member of the committee would like to discuss any particular aspect prior to or after the meeting please notify Brian Harris the Lead Officer to Scrutiny on 01784 446249 or email b.harris@spelthorne.gov.uk</p>	Brian Harris Assistant Chief Executive

9.40pm	12	PARKS AND OPEN SPACES TASK GROUP Lead Member - Councillor Philippa Broom Cabinet Member responsible for Parks and Leisure Councillor Penny Forbes Forsyth and the Cabinet member responsible for Economic Development, Councillor Colin Davis have been invited to attend the meeting and take part in the discussion	Chairman
	13	CABINET FORWARD PLAN Page Nos. 24 – 25 A Copy of the latest Forward Plan is attached for consideration	Brian Harris Assistant Chief Executive
If any members of the committee have any issues contained in the Cabinet Forward Plan they wish to look at please inform Brian Harris, the Assistant Chief Executive 24 hours in advance of the meeting with reasons for the request.			
	14	WORK PROGRAMME Page Nos. 26 - 28 To consider the work programme attached The list of topics identified by the committee members at the last meeting is attached .	Chairman
9.55pm	15	ANY OTHER BUSINESS If any member wishes to raise an issue at the meeting could you please notify Brian Harris, Assistant Chief Executive on 01784 446249 or email b.harris@spelthorne.gov.uk 24 hours prior to the meeting otherwise the request may not be accepted	Brian Harris Assistant Chief Executive

MINUTES OF THE OVERVIEW AND SCRUTINY COMMITTEE

14 JUNE 2011

Present:

Councillor Philippa Broom (Chairman)
Councillor Mrs Marian Rough (Vice-Chairman)

Councillors:

A. Ayub	M.P.C. Francis	Miss D. Patel
Mrs C.A. Bannister	D. Gohil	A.C. Patterson
I.J. Beardsmore	Mrs I. Napper	Ms J.R. Sexton
Ms M. Bushnell	Mrs C.E. Nichols	Ms S. Webb

R.D. Dunn

In Attendance

The following Cabinet Members were in attendance and at the invitation of the Chairman took part in the discussion of those items relevant to their Portfolio.

Councillor Mrs V.J. Leighton – Leader of the Council and Cabinet Member for Strategy and Staff

Councillor Mrs J.M. Pinkerton – Deputy Leader of the Council and Cabinet Member for Older People and Health Liaison

Councillor C.A. Davis – Cabinet Member for Economic Development

Councillor Penny Forbes-Forsyth – Cabinet Member for Parks and Leisure

Councillor R.L. Watts – Cabinet Member for the Environment

164/11 DISCLOSURES OF INTERESTS

No disclosures of interests reported

165/11 INTRODUCTIONS – ROLE OF THE OVERVIEW AND SCRUTINY COMMITTEE

The Vice Chairman, Councillor Mrs M. Rough, had prepared a short paper on the role of scrutiny which had been circulated at the meeting. In introducing the paper she identified that scrutiny was about a positive activity and contributes to the delivery of efficient and effective services that meet the needs and aspiration of the local community. The Committee should not shy away from the need to challenge and question decisions.

The Vice Chairman explained the role of task groups which were intended to identify why services were provided, how things work, why they are done in a particular way and what changes are needed to bring about improvements. The overall purpose was to achieve improvements for the community.

As this was the first meeting of the new administration the Chairman of the Committee invited each member of the committee to introduce themselves,

including which Ward they represented and to identify areas of particular interest.

The list of issues raised by the committee members is **attached**.

The Chairman advised that the list of issues identified by the committee would be grouped into areas and reported back to the committee at its next meeting.

166/11 MINUTES

The minutes of the meeting held on 26 May 2011 were approved as a correct record.

167/11 MEETING ARRANGEMENTS

The Committee discussed and noted the need to change the meeting arrangements for the Municipal Year.

RESOLVED that the meetings of the Committee be held on 13 September, 15 November 2011 and 7 February 2012, with authority being given to the Chairman in consultation with the Lead Officer to amend the start time, venues and dates for meetings during the course of the Municipal Year.

168/11 CALL IN OF CABINET DECISIONS

No decisions had been called in

169/11 FOOD WASTE COLLECTION SERVICE

The Committee received a presentation from the Head of Sustainability and Leisure on the progress being made with the introduction of the food waste scheme. A copy of the presentation is **attached**.

In support of the presentation and for background information the report that had been considered by the Cabinet at its meeting on 30 March 2011 had been included on the agenda. It was noted that at that time it had been agreed that the weekly collection of food waste would commence from October this year.

The Committee discussed how this new collection would increase recycling rates by or to over 50%. Since 2007 the overall recycling rates had increased from 18% to over 37% but that the rates could be increased considerably with the introduction of the food waste collection. Comparisons had been obtained from neighbouring authorities which had all shown substantial increases in recycling rates following the introduction of the food waste recycling scheme.

The Committee discussed the need for a task group to be established to work with the Cabinet Member for the Environment and Officers to take the scheme forward and replicate the success that was obtained with the introduction of the Alternate Weekly Collection scheme.

General discussion took place on the funding of the scheme where both capital and revenue contributions would be provided by Surrey County Council on the same lines that county had provided financial support for other Surrey borough councils. It was noted that this funding had been initially for three years but that a new arrangement between Surrey County Council and the Surrey Waste Partnership was being progressed, which would involve a base payment plus a performance related element.

Part of the new scheme would be to provide each household with a kitchen caddy and a small container for outside. The officers provided two examples of the type of kitchen waste caddies, food waste bins and liners for the committee to decide which containers to purchase. The committee indicated their preferred choice but requested that the officers go back to the manufacturers to clarify one aspect and that the outcome be reported to the members of the task group.

The Committee felt that it would be up to individual households as to whether they participate in the scheme and if they did whether they choose to purchase bio degradable liners or the alternative would be to wrap food waste in newspaper.

It was noted that additional recycling of more plastics such as yoghurt pots and food trays would be added to the range of items that could be recycled.

The Deputy Chief Executive reported on the Officer Food Waste Project Group which had been set up to monitor and progress the scheme.

During the general discussion the committee recognised the significant role that food waste collection could play in reducing landfill and improving street cleanliness.

RESOLVED that:

1. The presentation from the Head of Sustainability and Leisure on the progress being made with the introduction of the food waste scheme be received;
2. The officers obtain further information about the food waste caddies and food waste bins as indicated at the meeting and inform the members of the task group accordingly.
3. A task group be established to progress the matter and report the findings back to the September meeting of the Committee; and
4. The membership of the task group be Councillors A. Ayub, Mrs C. Bannister, Ms M. Bushnell, Mrs M. Rough, R. Dunn, Ms S. Webb with the Cabinet Member responsible for the Environment, Councillor R.L. Watts participating in the work of the task group.

170/11 WASTE POLICIES

The Committee discussed the report covering policies on waste collection and how the policies would be enforced which would help minimise rubbish collections and enhance recycling.

The Committee pointed out various errors in the report which the Officers agreed to rectify prior to the matter being considered at the Cabinet Meeting.

RESOLVED to recommend to the Cabinet that the implementation of the policies proposed in appendix 1 to the report of the Assistant Chief Executive be approved.

171/11 PARKS AND OPEN SPACES

The Chairman invited Cathy Munro, the Open Spaces and Sustainability Manager to give a presentation on the current plans for parks and open spaces within the Borough. A copy of the presentation is **attached**.

General discussion took place on the current facilities in the parks and the benefits of establishing a task group to look at the current facilities available and the need to look at how to make them more inclusive to serve all members of the community including facilities for disabled children. The Committee particularly identified the need to review Laleham Park.

The Cabinet Member for Parks and Leisure, Councillor Penny Forbes-Forsyth advised the committee on her wish to see the Parks more inclusive and outlined ideas for the future. In addition the Cabinet Member reported that she was currently in the process of touring all parks and open spaces.

Councillor Mrs Nichols reminded the committee of the concerns previously raised at the lack of playground facilities in the Sunbury East Ward for which there was a demand by local residents. The Cabinet Member for Parks and Leisure, Councillor Penny Forbes-Forsyth invited the councillor to forward exact details to her to investigate.

The Committee went on to consider allotments and felt that it would be beneficial for members to work with the officers on reviewing allotments and how they are managed. In particular that a member be appointed to work with the Allotment Liaison Group.

RESOLVED that:

1. A task group be established to review parks and open spaces in the borough and report back to the September meeting of the Committee;
2. The membership of the Task Group be Councillors Philippa Broom, Ms M. Bushnell, R. Dunn, Mrs I. Napper, Ms J. Sexton with the Cabinet Member for Parks and Leisure, Councillor Penny Forbes-Forsyth and the Cabinet Member for Economic Development Councillor Colin Davis participating in the work of the task group; and
3. Councillor M. Francis be appointed to work with the Allotment Liaison Group.

172/11 ELECTION ISSUES

At the request of the Chairman the Committee considered a briefing paper from the Chief Executive and Deputy Returning Officer on various aspects of the recent Borough Council Elections.

RESOLVED that:

- (1) A task group be established to work with the Election team to review the processes used at the count and report the findings back to the September meeting of the Committee; and
- (2) The members of the task group to be Councillors I.J. Beardsmore, Mrs I. Napper and A.C. Patterson with the Cabinet Member for Economic Development, Councillor C.A. Davis participating in the work of the task group

173/11 REVIEW OF THE CODE OF CORPORATE GOVERNANCE

The Committee discussed with the Monitoring Officer, Michael Graham, his report on the recent review of the local Code of Corporate Governance which

formed part of the Council's Constitution and based upon the CIPFA / SOLACE framework.

The Committee noted that the review of the code had examined the policies, documents and processes within the Council which support the six principles of corporate governance. The annual review ensured that the Council was doing the right things, in the right way, for the right people, in a timely, inclusive, open and honest and accountable manner.

The Chairman advised the committee that this was an important document but which would be effected by the changes being introduced via the Localism Bill. A more in-depth review could wait until the legislation was in place.

RESOLVED that the report of the Monitoring Officer on the review of the Code of Corporate Governance be noted.

174/11 2010 /11 REVENUE BUDGET OUTTURN POSITION

The Committee discussed with Adrian Flynn, Senior Accountant, the report covering the provisional outturn position which revealed that £13.428m had been spent against the original budget of £13.501m.

A briefing paper explaining the final year-end adjustments for the Revenue Outturn 2010-11 was circulated at the meeting.

General discussion took place on the reasons for the variances to the original budget, the transfer of funds from the interest equalisation account and how future risks were mitigated.

The Committee were pleased to note that the right to buy interest of approximately £161k had been received in relation to prior year sales of shared ownership properties by A2D.

The Committee asked the Chief Finance Office to provide further information about the bad debt provision relating to the car loan repayment that had not been received and the action being taken to rectify the situation.

RESOLVED that:

- (a) The report of the Chief Finance Officer on the provisional revenue budget outturn position for 2010/11 be noted; and
- (b) the proposed transfers to and from reserves be supported.

175/11 2010 / 11 PROVISIONAL CAPITAL BUDGET OUTTURN POSITION

The Committee discussed with Adrian Flynn, Senior Accountant, the report covering the provisional outturn position and the reasons for variations from the budget. The Committee noted that the provisional capital spend in 2010/11 was £1,792k against a revised budget including carry forwards from 2009/10 of £2,567k with a variance of £775k. The final budget carry forward requirement into 2011/12 was £204k.

General discussion took place on the roll out of the Document Management System and the new Human Resources and Payroll system. The Committee also discussed the reasons for suspending the Decent Homes Grant and the underspend on critical ditches.

RESOLVED that:

1. The report of the Chief Finance Officer on the provisional capital budget outturn position for 2010/11 be noted; and
2. the final list of budget carry forwards from 2010/11 be supported.

176/11 TREASURY MANAGEMENT ANNUAL REPORT 2010/11

The Committee discussed the report of the Assistant Chief Executive on the outturn treasury position and prudential indicators for 2010/11.

The Chairman asked the Chief Finance Officer to invite members of the Scrutiny Committee to the training session being held on 4 July prior to the Audit Committee meeting. The session would cover such issues as what the Council's Statement of Accounts mean and the impact of producing the statements in accordance with International Reporting Standards.

The Chairman also discussed with the Committee the possibility of holding a session prior to the next Overview and Scrutiny Committee explaining local government finance.

RESOLVED that:

- (a) The report of the Assistant Chief Executive on the Treasury Management Annual report for 2010/11 be noted;
- (b) The Chief Finance Officer to extend an invitation to all members of the Committee to attend the training session taking place on 4 July 2011 covering the Council's Statement of Accounts; and
- (c) Arrangements be made for a training session explaining local government finance to be held at 7.00pm on 13 September 2011.

177/11 CABINET FORWARD PLAN

The Committee received the Cabinet Forward Plan

178/11 WORK PROGRAMME 2011/2012

The Committee noted the current work programme which would be updated to include those issues that had been identified by the committee members earlier in the evening and reported back to the next meeting of the committee.

RESOLVED that the action being taken by the Chairman be noted.

179/11 ANY OTHER BUSINESS

The following additional matters were reported:

(1) Ashford and St Peter's Hospital Seminar – The Chairman confirmed that arrangements were being made for the seminar to be held in July (the seminar is now being arranged for either late August or early September 2011)

(2) Member IT Equipment Receipts

The Committee expressed their concerns about the IT proposals for councillors including the taxable / National insurance issues as well as accountability for payment.

(3) HR and staffing task group

RESOLVED that a task group be established to review HR policies with the membership being Councillors Philippa Broom, D. Gohil, Mrs M. Rough with the Cabinet Member of Strategy and Staff, Councillor Mrs V.J. Leighton participating in the work of the task group.

(4) Cabinet Members

The Chairman expressed her thanks and appreciation to the Cabinet members who had attended the meeting and taken part in the debate of those items relevant to their portfolio.

Housing Risks and Mitigation
Overview and Scrutiny Committee 13 September 2011

Report of the Assistant Chief Executive Liz Borthwick
REPORT SUMMARY

This is a briefing report to illustrate the key pressures and risks in relation to the Council's Housing service

How does the content of this report improve the quality of life of Borough Residents

A large number of the borough's residents are likely to be given housing advice or assistance at some stage during their lives

Purpose of Report

Briefing paper to inform members

Key Issues

- **Shortage of temporary and permanent housing supply**
- **Financial implications of the increased use of bed and breakfast accommodation**
- **Support from other organisations**
Corporate Priority .Supporting Housing Needs, Supporting Younger People, Help for Older People in Need.

Officer Recommendations

The Committee is asked to note the contents of the report

Report Author: Karen Sinclair/Deborah Ashman, Joint Heads of Housing and Independent Living extension 6206

Area of Responsibility: Assistant Chief Executive Liz Borthwick extension 6376

Cabinet member: Councillor Richard Smith-Ainsley

MAIN REPORT

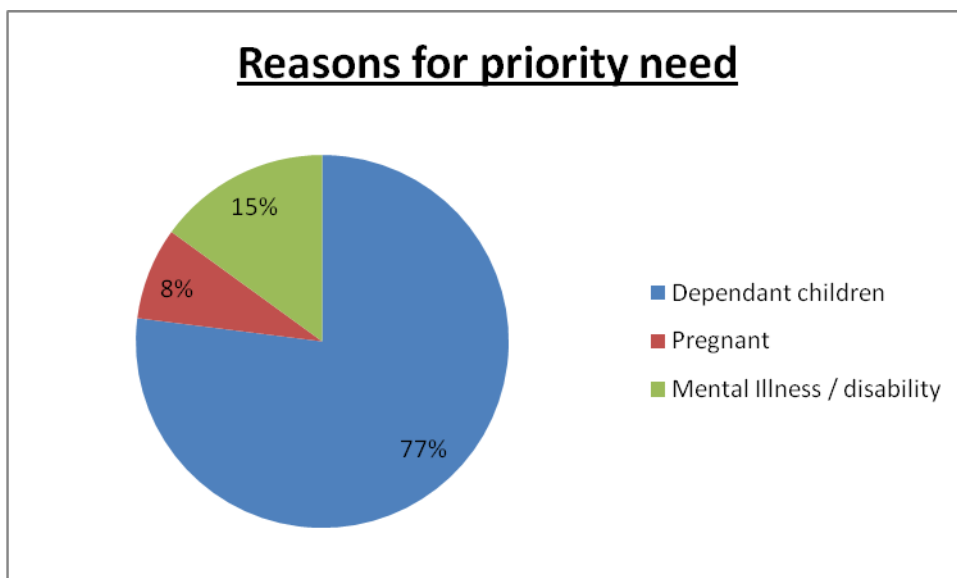
1. Introduction

1.1 The Council is under a statutory duty to assist homeless households. As with many other Councils, Spelthorne is experiencing a huge growth in homelessness due to the national / international economic situation and the changes in housing and benefit legislation. It is anticipated that the situation will not improve for the foreseeable future. This report highlights issues relating to Spelthorne and some of the actions being taken to ameliorate the situation in the short term and some of the medium and longer term actions we wish to take.

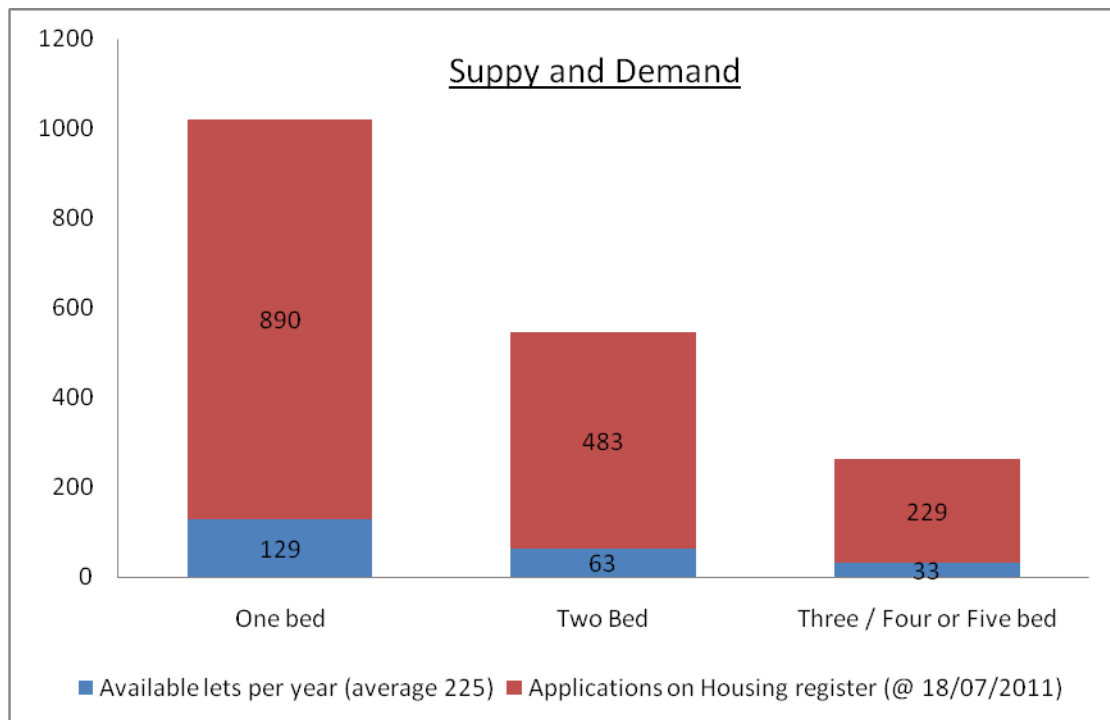
2. The Legal situation and conflict

2.1 The majority of the work of the Housing Options team is of a statutory nature. The Council have a legal duty to give housing advice and assistance to clients. The extent of assistance varies depending on the circumstances. Any client who meets the legal criteria of being homeless, in priority need, not homeless “intentionally” and have a proven connection with the borough has a legal right to assistance.

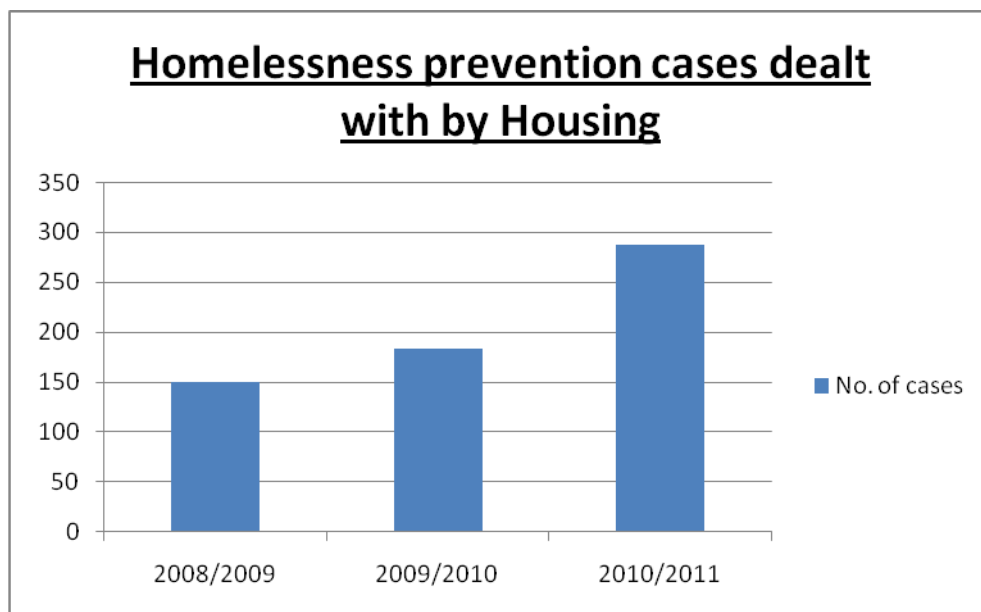
2.2 There are several case law precedents which must be followed to satisfy each of the criteria and the enquiries which the Housing Options staff must make are often very time consuming and may include visits to clients, landlords, parents, hospitals and extensive interviews with several parties. A client is deemed to be in priority need if they are pregnant or have dependent children, or if they are vulnerable due to their age, mental health or disability.



2.3 Where clients meet all the criteria, the Council has to accommodate them both in the emergency short term and through long term permanent housing provision. Currently the main long term solution is permanent housing with one of our social landlords – usually A2D. However there are a limited supply of nominations available as these depend on vacancies or new properties being built. The legal duty to assist often require family sized accommodation, which is also in demand from around 700 of the 1600 applicants on the housing register. Given that in on an average year only 225 units of social housing in total become available and around 96 of these are family sized, there are obvious tensions.



2.4 For the last five years the homelessness directorate within the Department of Communities & Local Government (CLG) has given very clear written guidance and direction that local authorities should strive to prevent clients becoming homeless in the first instance and avoid processing homeless applications. Spelthorne’s Housing Options team have embraced this and have been very successful. Prevention measures have included practically assisting clients to secure private rented accommodation, mediating with landlords and (helping with) security measures to assist victims of domestic abuse to remain in their homes. As a result of this, clients to whom the Council has a legal duty to assist under homeless legislation have decreased. However, there has recently been some important ombudsman advice which has criticised Councils for not giving clients the option of taking a formal homeless application where appropriate. In addition, organisations such as Shelter and the CAB have been more actively advising clients of their rights under homeless legislation.



2.5 This means that there is a “grey area” due to the directly opposing legislation and other advice, with the Housing Options team caught in between. It means that many cases are open to challenge – a process which can be time consuming and costly. The team are finding that cases are increasingly complex and that aspects such as demonstrating a person is intentionally homeless are increasingly difficult. Spelthorne is not unique in this, the trend mirrors the national picture.

Action taken - Senior council officers hold a Housing Strategy meeting regularly to ensure all service areas are briefed and aware of the impacts of legislative and policy change. Housing Options staff keep up to date with relevant caselaw and attend training as required

3. Shortage of Temporary Accommodation and Issues with Bed and Breakfast

3.1 There is an acute shortage of temporary accommodation both locally and nationally to house clients pending either enquires under homeless legislation or once the Council has accepted a legal duty to assist a homeless household. In the first instance the accommodation is typically needed for between 1 & 28 days. In the latter, it may be required for at least two years.

3.2 The Council has nomination rights to 33 units of temporary accommodation owned by A2D but these are all full and vacancies are not expected to be available until October 2011.

3.3 The only other option is the use of bed and breakfast accommodation. This is a short term solution as it is well documented that there are numerous social problems with such properties particularly where young children are placed, including issues around access to health care, and schooling and malnutrition due to lack of cooking facilities. The properties are usually not suitable for vulnerable clients e.g. 16/17 year olds/those with mental health issues or disabilities. The additional problem both within Surrey and across London is that there is a shortage of bed and breakfast as all local authorities are now increasing their usage again. Some of the accommodation is also substandard

with regard to fire safety and disrepair. Spelthorne has no bed and breakfast accommodation in the Borough and usually uses premises in Slough and Hounslow although more recently these have been fully booked and unavailable.

- 3.4 Ideally the Council's Environmental Health team would inspect all bed and breakfast properties on behalf of the Council used in other boroughs at least annually to ensure they meet minimum safety standards as we are placing households there. However the team are themselves short staffed and due to competing priorities have not been able to undertake these inspections.

Action taken - MAT have agreed that they will assist in prioritising this area of Environmental Health work.

- 3.5 There is a statutory requirement that no family with children should remain in bed and breakfast accommodation for more than 6 weeks. The Housing Options team try to comply with this but with the situation at a critical point there are concerns that the legal requirements will not be met. Monitoring will continue and the Heads of Service will give advice on individual cases where there is a risk of exceeding the timescale.

- 3.6 Move on from temporary accommodation including bed and breakfast where the Council have a legal duty to assist is dependent on the availability of social rented properties e.g. those owned by A2D – however there are only a limited supply as described previously, hence the 'bottle necking' situation the Council finds itself in.

Action taken - MAT and the Heads of Housing have arranged to meet with senior A2D staff to discuss ways they can assist through providing additional properties.

- 3.7 The cost of bed and breakfast is very high. Although clients in some cases are expected to fund some of the cost and Housing Benefit pays for an element, the Council pays for the difference. For example in the case of a family with 4 children the net cost to the Council is £450 per week.

Action taken - Meetings have been held with senior managers from A2Dominion to consider ways to create additional temporary accommodation particularly in the short term. Further meetings are scheduled for September 2011. Similar meetings will be held with other housing providers. This will reduce the dependency on bed and breakfast accommodation

4. Affordability – All Property

- 4.1 One of the key risk areas relates to the ability of tenants to pay rents due to changes in Government benefit legislation and increases in rent levels charged by Registered Social Landlords. For example, at present only tenants aged over 25 are entitled to receive housing benefit for self contained shared accommodation. This means that those aged under 25 must share accommodation.

- 4.2 From January 2012 the age will change to 35 thus leaving a large group of people aged 25-35 either with a shortfall in rent levels or forced to move to shared accommodation. The problem is that there is also a shortage of shared accommodation (houses in multiple occupancies) and that which exists is often not of appropriate standards regarding fire safety, heating and repair.
- 4.3 In addition the Government have already introduced changes to Local Housing Allowance rates for private accommodation which set up a cap on the amount of Housing Benefit payable. The tenant is expected to find the difference between that and the rent charged by the landlord which can be as much as £15 per week. As by definition most are on a low income this can be extremely difficult. Once arrears accrue, landlords have grounds for eviction through the courts. The clients often come to Housing Options as homeless at this stage. The team makes detailed enquiries into the circumstances of each individual case and there will be a number whereby there is a legal duty to accept them as homeless and then provide temporary accommodation/permanent affordable housing. Clients thus are on a cycle of homelessness.
- 4.4 The affordability issue is further compounded by the fact that Registered Social Landlords such as A2D are now allowed to charge "affordable" rents which can be up to 80% of the market rent. This is a move away from the existing social rents charged. For example, a 2 bed A2D social rent property currently costs £116 per week. The equivalent "market" rent i.e. a private landlord would be £201. Under the new regime A2D will be able to charge £160 for the same property. Again this leads to a significant risk of tenants defaulting on rental payments and being threatened with eviction. Clients on full housing benefit are less affected than those who receive some benefit due to e.g. low paid or part time work. These clients are less likely to be able to pay the increased rent amounts. As in other scenarios, clients threatened with eviction or actually evicted are likely to come to the Housing Options team for advice and assistance.

Action taken - *Housing Options staff are giving clients practical advice to assist them to remain in their homes. This includes advice on renting out rooms, downsizing property and debt consolidation.*

- 4.5 The Housing Options team see an increasing number of owner occupier clients who are threatened with repossession as a result of mortgage arrears and debt issues. Due to issues with Citizen Advice Bureau (CAB) the team have one officer focusing on this aspect of work. Over the last year or so the team have made referrals to the Government's Mortgage Relief Scheme, with a greater success rate than any other local authority in Surrey. However the scheme has now ended and there are only very limited options for such clients. Depending on the reasons for being unable to keep up payments, the Council will ultimately have to re house owner occupiers that lose their home in some cases.

Action taken - *The Chief Executive will discuss with local MP Kwasi Kwateng the pressures placed upon the Housing area of work as a result of changes to the benefits system, reductions in local housing allowance levels etc and request that he lobbies relevant ministers on our behalf.*

It is important that the Housing team are advised of all relevant legislative and policy changes which affect the service. The Council Housing Enabling and Strategy Officer has an important role in this, in obtaining, analysing and assimilating the information in manageable form.

The Rent Start organisation community grant funded by the Council plays a vital role in supporting Housing Options through assisting clients such as adult couples and singles to find accommodation. They would be able to give greater assistance if they had additional grant funding for staff resources to help proactively look for and inspect accommodation. This will be a consideration in the next bidding round for voluntary sector grant funding from this Council in December 2011 .

5. Conflict with other Boroughs and Organisations

5.1 As a general rule Spelthorne has a good working relationship with other boroughs and districts. However, the pressures surrounding the work of the housing team and increased client expectations are part of a nationally emerging picture and our neighbouring authorities are therefore under similar pressure. There is increasing tension in the case of homeless households who may have a “local connection” to more than one borough- i.e. they have a close relative who lives there. Due to the financial implications it is less expensive for a borough not to assist a homeless household and so attempts will be made in some circumstances to get the other authority to take on the client – a situation which is not desirable and is causing severe problems and adversely affecting working relationships.

5.2 Due to issues around affordable rents Social Landlords can charge, there is potentially less advantage to Runnymede being in the Search Moves partnership with Spelthorne, Runnymede, Elmbridge Councils A2D and Elmbridge Housing Trust. This is because Runnymede has retained its own stock and so can only charge lower social rents. This renders its stock more attractive to clients bidding on an affordability basis. Consideration has to be given to the risk of Runnymede withdrawing from the Partnership.

Action taken - *MAT have proposed that senior level meetings are held with Runnymede / Elmbridge to discuss ways each Council can assist one another.*

5.3 In many cases clients will be legally deemed a child in need (16/17 year old) or a vulnerable adult , with Social Services having a degree of overall responsibility for them. However primarily due to financial constraints, it is the Housing team’s experience that often Social Services will not take on this responsibility. It can be very time consuming engaging in verbal and written discussion about this. More importantly it is the clients themselves that miss out on support that they vitally require, as housing is only one element of their lives albeit a crucial one. Therefore the team continue to have some child protection concerns. Issues remain regarding Social Services acknowledging and responding to correspondence or returning phone calls etc.

5.4 Many clients require support in aspects of their lives such as dealing with alcohol abuse, mental health issues, drug addiction and there is a shortage of specialist housing accommodation including hostels available to accommodate them. This can sometimes mean that Housing Options have a legal duty to assist but cannot find any accommodation. There are significant risk assessment factors to take into account e.g. If the authority is forced to place a violent ex offender in bed and breakfast accommodation alongside young children. If other agencies are not prepared to give support it would mean the Council is forced to take undue risk.

Action taken - *There have been high level meetings between Social Services managers and Spelthorne officers and a successful joint staff training event was held in 2011. The Housing Needs Manager closely monitors cases referred and responses. However the fundamental issue of conflicting Social Services and Housing legislation and interpretation remains and there is no simple remedy. In particular vulnerable 16/17 year olds are unlikely to be a Social Services priority in the foreseeable future. Day to day working relationships with the adult social care team in relation to the adult vulnerable clients should be improved once the team locate to Knowle Green in November alongside the Council's Independent Living team and Age Concern.*

5.5 A2D are the Council's stock transfer organisation but they are now operating nationally and have many more commercial arms than their original social housing remit. This means that there is sometimes conflict regarding their priorities and the legal roles and responsibilities of the Council. For example they are currently "discussing" the Council's legal rights to nominate to any properties added to their portfolio since the original stock transfer.

Action taken - *The Heads of Housing and the Housing Strategy Officer are to meet with senior A2D managers in September 2011 regarding concerns over nomination rights to its increased portfolio since the stock transfer.*

5.6 Another pressure point regarding the other organisations relates to hospital discharge. Clearly it is often in the hospital's interest to release patients quickly but if the clients either have no or unsuitable accommodation then they will be referred to Housing Options, sometimes as an emergency discharge the same day. Again this causes pressure particularly where the team have no previous knowledge of a client and where the accommodation has to be suitable for e.g. someone with a disability.

Action taken - *Following a hospital discharge which received media attention, one of the Heads of Housing met a senior manager at Ashford and St Peter's Hospitals to agree a discharge protocol appropriate for some scenarios but this still needs to be finalised and developed when time and other priorities permit.*

5.7 Spelthorne CAB has recently merged with Runnymede but to date the organisation is not offering debt advice and assistance to Spelthorne clients in housing need. This mean that the Housing Options team are undertaking the

financial and debt/benefit role of a CAB for clients in need or signposting them elsewhere.

Action taken - Meetings have taken place with Assistant Chief Executives (LB and BH) and the newly merged Runnymede & Spelthorne CAB Manager and a further meeting is scheduled for September 2011. Some grant funding has been kept back during the amalgamation. All voluntary agency grant allocations will be reconsidered in December when they will have to bid, offering base budget information

6. Resource Issues and Staffing

6.1 The complexity of the cases dealt with by Housing staff, the pressures due to the current economic climate, and shortage of accommodation available all combine to increase pressure on both staff and clients. The team deal with verbally aggressive and abusive clients on a daily basis and find the work emotionally harrowing at times. Staff are encouraged to report violent incidents including verbal aggression and some clients have been placed on the Council's Incident Risk Register.

There are no significant peaks and troughs in demand. The Heads of Service deal with evening and weekend emergencies on a regular basis.

6.2 The Council has a legal duty under health & safety legislation to ensure the health safety and welfare of its employees and this includes the provision to effectively manage stress levels.

The Heads of Service have identified the relatively flat structure of the Housing Options team as being an issue in relation to effective management of the team. The team leader directly manages ten other staff. Good practice would suggest maximum line management responsibility of 6 staff members.

Action taken - Management Team (MAT) and the Accountancy team are kept fully informed of the issues and the Chief Executive has spent some time shadowing staff on the Housing reception. From the Chief Executive's viewpoint the housing reception layout gives customers a poor experience due to limited seating, difficulty for those with children and limited drinking water availability. This experience along with customer and staff feedback has contributed to the proposals to be considered to make improvements to the layout and design of all ground floor reception areas.

MAT are always supportive of any requests for assistance including recruitment to positions which became vacant and approving assistance from other areas. The Heads of Housing have drafted a proposed structure for the Housing Options team to try to alleviate some of the issues around the flat management structure and lack of deputisation, for MAT discussion. This will be put forward in September 2011.

The Heads of Housing hold regular 1:1 sessions with the Housing Needs Manager to try and assist with his and the team's caseloads and associated levels of pressure. They also regularly assist with the operational staff casework meetings. Regular team meetings are held.

MAT are being asked to consider a proposal to extend a temporary housing options officer post (January 2012) for a two year period. In addition they are considering the need for additional support in Environmental Health in respect of bed and breakfast, houses in multiple occupation inspections etc.

- 6.3 The Head of Customer Services has verified that the majority of customer queries at the main reception are of a housing nature. Due to customer frustration at the limited options sometimes available many customers resort to complaints and contact Councillors & MP's in an attempt to alleviate their situation.

This situation is similar to that of Housing Options teams across the country and is a reflection of the economic climate rather than any short comings of the Council.

Action taken – *The fact that Customer Services are handling some initial housing queries at main reception is an example of how Housing Options are being supported. There will also be further evaluation as to how Customer Services can improve the efficiency and effectiveness of that support.*

- 6.4 Due to the pressure and workloads there is currently a backlog of housing applications which need to be loaded onto the housing computer system. Some cases date back to May 2011.

Action taken - *The Housing Options team are attempting to deal with the backlog of applications. Urgent cases are already prioritised. MAT are also considering options to assist in this area which could include staff from other areas of the Council assisting on a temporary basis or if not available we may need to employ some temporary staff.*

- 6.5 An issue which has previously been of concern both to the Housing Options team and internal auditors is the over reliance on one individual, the team leader Housing options, with regard to systems administration for the Housing system Northgate. The officer has worked intensively on implementation of the system. There have been concerns about resilience in the event of eg sickness. Ideally he would write some basic procedure manuals as support but he has not been able to due to competing pressures. Similarly the team leader is currently responsible for development of the scanning module of the Northgate system.

Action taken - *MAT have already provided assistance with regard to resilience of the Northgate housing system through support from a member of the Accountancy team. There are still issues to resolve regarding the time both this person and the team leader housing options can spend on the final stages of implementing the system/introduction of scanning etc given the competing work pressures both are under. This would need to be considered within the proposed staff structure review and through working closely with the I.T section.*

- 6.6 Within the Housing Options team one officer has responsibility for allocations within the Search Moves scheme alongside responsibility for payments for bed and breakfast and chasing old debt in this area. Due to the increase in Bed and

Breakfast usage there is some concern that the old debts and arrears will rise again as they previously did, at cost to the Council.

Action taken - *The Council's Corporate Debt working group has previously given assistance with regard to old bed and breakfast debts and the resources to retrieve these. MAT will be asked to consider future resourcing in light of the promotion of the Chair of the group to Head of Customer Services and Revenues and her consequent limited ability to assist with this aspect.*

7. The Financial Situation

7.1 The costs to the Council are difficult to predict as to some extent the Council reacts to clients in need requiring assistance on any one day. There is budgetary provision for the A2D owned temporary accommodation and there is a £50,000 homeless initiative fund. This is for schemes such as to assist with the under occupation of properties and to improve security of houses where there are victims of domestic abuse.

7.2 Budget Table

		Full Year Budget	Forecast Actuals
Bed and Breakfast	Expenditure	50,600	72,200
	Income	-	-
	Total	21,200	21,200
Homelessness Initiatives	Expenditure	209,700	120,000
	Income	-	-
	Total	159,700	70,000
Sanctuary (Domestic Abuse Measures)	Expenditure	10,000	10,000
	Income	-	-
	Total	-	-
	Homelessness Total	180,900	91,200

The underspend in homelessness initiatives is due to the full occupancy of the managed properties, which are being used as temporary accommodation. This is significantly different from the situation in previous years and can be subject to change, depending on economic climate.

Action taken - MAT and the Accountancy team are aware of the difficulty in accurately predicting budgetary spend in this area and regularly review the situation in conjunction with the Heads of Service.

8.0 Conclusion

8.1 This paper has highlighted the key issues and measures already implemented to alleviate some of the pressures.

8.2 MAT held a session at the end of August 2011 dedicated to considering the risk areas highlighted in this report to help highlight short, medium term and long term solutions. Various actions suggested include -

- Secondment and / or voluntary assistance from elsewhere in the Council both to assist the Housing Options team and offer a career development and enhancement opportunity.
- Initiation of meetings with all local registered Social Landlords to seek support increase to supply of both temporary and permanent housing stock.
- Investigation into initiatives and opportunities to increase and improve the supply of private rented sector accommodation made available to the Council. A scheme could be considered whereby landlords are given financial assistance to improve their property on the basis that the property is then available to the Council.

A copy of the proposed action plan with dates is attached in appendix 1.

8.3 The Heads of Service would welcome the opportunity to report on progress on these issues in nine months time. This is a realistic timescale which fits with requirements to make Statutory Government returns and takes account of competing work pressures.

8.4 In noting the report the Committee are asked to decide any other actions they would like MAT to consider

Report Author: Karen Sinclair/Deborah Ashman Joint Heads of Housing and Independent Living tel 01784 446206

**Background Papers:
There are none**

Action Plan

	Action	By Who	By When
2.5	Senior council officers hold a Housing Strategy meeting regularly to ensure all service areas are briefed and aware of the impacts of legislative and policy change. Housing Options staff keep up to date with relevant caselaw and attend training as required	ACX LB	Ongoing
3.4	MAT have agreed that they will assist in prioritising this area of Environmental Health work.	MAT CX/ACX LB	Sept 2011
3.6	MAT and the Heads of Housing have arranged to meet with senior A2D staff to discuss ways they can assist through providing additional properties.	CX/ ACX LB/ HHIL	Sept 2011
3.7	Meetings have been held with senior managers from A2Dominion to consider ways to create additional temporary accommodation particularly in the short term. Further meetings are scheduled for September 2011. Similar meetings will be held with other housing providers. This will reduce the dependency on bed and breakfast accommodation	CX /ACX LB/ HHIL	Sept 2011
4.4	Housing Options staff are giving clients practical advice to assist them to remain in their homes. This includes advice on renting out rooms, downsizing property and debt consolidation.	Housing Options staff	Ongoing
4.5	The Chief Executive will discuss with local MP Kwasi Kwarteng the pressures placed upon the Housing area of work as a result of changes to the benefits system, reductions in local housing allowance levels etc and request that he lobbies relevant ministers on our behalf.	Chief Executive	October 2011
4.6	The Rent Start organisation community grant funded by the Council plays a vital role in supporting Housing Options through assisting clients such as adult couples and singles to find accommodation. They would be able to give greater assistance if they had additional grant funding for staff resources to help proactively look for and inspect accommodation. This will be a consideration in the next bidding round for voluntary sector grant funding from this Council in December 2011	ACX (BTH/LB)	Jan 2012 to Feb 2012 Cabinet Decision
5.2	MAT have proposed that senior level meetings are held with Runnymede / Elmbridge to discuss ways each Council can assist one another.	Chief Executive	October 2011
5.4	There have been high level meetings between Social Services managers and Spelthorne officers and a successful joint staff training event was held in 2011. The Housing Needs Manager closely monitors cases referred and responses. However the fundamental issue of conflicting Social Services and Housing legislation and interpretation remains and there is no simple remedy. In particular vulnerable 16/17 year olds are unlikely to be a Social Services priority in the foreseeable future. Day to day working relationships with the adult social care team in relation to the adult vulnerable clients should be improved once the team locate to Knowle Green in November 2011 alongside the Council's Independent Living team and Age Concern.	HHIL	Nov 2011

	Action	By Who	By When
5.5	The Heads of Housing and the Housing Strategy Officer are to meet with senior A2D managers in September 2011 regarding concerns over nomination rights to its increased portfolio since the stock transfer.	HHIL/Housing Strategy Officer	Sept 2011
5.6	Following a hospital discharge which received media attention, one of the Heads of Housing met a senior manager at Ashford and St Peter's Hospitals to agree a discharge protocol appropriate for some scenarios but this still needs to be finalised and developed when time and other priorities permit.	HHIL	Nov 2011
5.7	Meetings have taken place with ACX's (LB and BH) and the newly merged Runnymede & Spelthorne CAB Manager and a further meeting is scheduled for September 2011. Some grant funding has been kept back during the amalgamation. All voluntary agency grant allocations will be reconsidered in December when they will have to bid, offering base budget information	ACX (BTH/LB) HHIL Cllr Gething	Jan/Feb 2012 Cabinet
6.2	Management Team (MAT) and the Accountancy team are kept fully informed of the issues and the Chief Executive has spent some time shadowing staff on the Housing reception. MAT are always supportive of any requests for assistance including recruitment to positions which became vacant and approving assistance from other areas. The Heads of Housing have drafted a proposed structure for the Housing Options team to try to alleviate some of the issues around the flat management structure and lack of deputisation, for MAT discussion. This will be put forward in September 2011.	HHIL/Housing Options Manager	Sept 2011
	The Heads of Housing hold regular 1:1 sessions with the Housing Needs Manager to try and assist with his and the team's caseloads and associated levels of pressure. They also regularly assist with the operational staff casework meetings. Regular team meetings are held.	HHIL	Ongoing
	MAT are being asked to consider a proposal to extend a temporary housing options officer post (January 2012) for a two year period. In addition they are considering some extra support in Environmental Head for a fixed period to inspect bed and breakfast properties, Houses in multiple occupation (HMO's) etc.	HHIL/HEHBC	Sept 2011
	Proposal to improve layout of Customer Reception area.	ACX BTH/Asset Management	Jan 2012
6.3	The fact that Customer Services are handling some initial housing queries at main reception is an example of how Housing Options are being supported. There will also be further evaluation as to how Customer Services can improve the efficiency and effectiveness of that support.	HHIL/HCS	Ongoing

	Action	By Who	By When
6.4	The Housing Options team are attempting to deal with the backlog of applications. Urgent cases are already prioritised. MAT are also considering options to assist in this area which could include staff from other areas of the Council assisting on a temporary basis or if not available we may need to employ some temporary staff.	MAT/HHIL/All Heads of Service	Sept 2011
6.5	MAT have already provided assistance with regard to resilience of the Northgate housing system through support from a member of the Accountancy team. There are still issues to resolve regarding the time both this person and the team leader housing options can spend on the final stages of implementing the system/introduction of scanning etc given the competing work pressures both are under. This would need to be considered within the proposed staff structure review and through working closely with the I.T section.	ACX TC/HHIL	Sept/Oct 2011
6.6	The Council's Corporate Debt working group has previously given assistance with regard to old bed and breakfast debts and the resources to retrieve these. MAT will be asked to consider future resourcing in light of the promotion of the Chair of the group to Head of Customer Services and Revenues and her consequent limited ability to assist with this aspect.	MAT/HCS	Nov 2011
7.3	MAT and the Accountancy team are aware of the difficulty in accurately predicting budgetary spend in this area and regularly review the situation in conjunction with the Heads of Service.	Finance/HHIL	Ongoing
8.2	Secondment and / or voluntary assistance from elsewhere in the Council both to assist the Housing Options team and offer a career development and enhancement opportunity.	MAT	Ongoing
8.2	Initiation of meetings with all local registered Social Landlords to seek support increase to supply of both temporary and permanent housing stock.	MAT/HHIL	Oct/Nov 2011
8.2	Investigation into initiatives and opportunities to increase and improve the supply of private rented sector accommodation made available to the Council. A scheme could be considered whereby landlords are given financial assistance to improve their property on the basis that the property is then available to the Council.	Environmental Health	Dec 2011

Key

HHIL	=	Head of Housing and Independent Living – Karen Sinclair/Deborah Ashman
MAT	=	Management Team
CX	=	Chief Executive
ACX	=	Assistant Chief Executive – BTH = Brian Harris, LB = Liz Borthwick, TC = Terry Collier
HEHBC	=	Head of Environmental Health and Building Control – Lee O'Neil
HCS	=	Head of Customer Services – Linda Norman

2011-12 Revenue Monitoring

**Overview and Scrutiny Committee
13 September 2011**

**Cabinet
20 September 2011**

**Resolution Required
Report of the Chief Finance Officer
EXECUTIVE SUMMARY**

How does the content of this report improve the quality of life of Borough Residents

This report shows the Authority's revenue spend figures and how resources were spent on providing services for residents for the four month period, April to July 2011.

Purpose of Report

To provide Members with the revenue spend figures

Key Issues

- The actual spend to date, at net expenditure at service level, shows that we have spent £4.619m against the year to date budget of £4.527m and the full year budget of £12.663m.
- The percentage actual spend to date against the full year is 37%
- The interest earnings for the period amounted to £126 k and the full year earning's forecast is still £356 k.
- The variance between the profiled budget to date and the actual spend figure for the period shows an over spend of £92,097.

Financial Implications

As set out within the report and appendices.

Corporate Priority

All 12 Priorities.

Officer Recommendations

Overview and Scrutiny committee are asked to note the report.

Report Author : Adrian Flynn Senior Accountant (01784 444268)

Contact: Terry Collier, Chief Finance Officer (01784 446296)

Cabinet Member: Cllr Tim Evans

MAIN REPORT

1. BACKGROUND

- 1.1 The purpose of this report is to update Members on the revenue spend position as at the 31 July 2011.
- 1.2 To inform Members of the reasons for the variances identified against the budget agreed in February 2011.
- 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 In [Appendix A](#) the actual spend is £4.619m against the full year budget of £12.663m (37%).
 - 2.2 In [Appendices B1](#) to [B9](#) the major areas causing the year to date budget to be higher or lower than the Actual spend to date are detailed.
 - 2.3 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 12^{ths}, grants on the month they were received previously, contracts on the payment frequency agreed, rentals on a quarterly basis etc. This still means however that the majority of 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. Within the limited resources we have available, we are working to continue to improve the profiling of the budgets and this will be assisted by a recent upgrade to the financial system. There will always be some timing differences, which do not reflect underlying budget variances.
 - 2.4 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 so there could be timing differences in excess of £1.5m if one month includes 2 large benefit payment runs
 - 2.5 [Appendices B1](#) to [B9](#) gives a summarised breakdown of the revenue spend by portfolio Area, firstly in overall terms and then breaking each portfolio down by cost centres
 - 2.6 Officer comments on more significant expenditure/income variances are to be found in appendix C. These variances have been analysed between variances caused in the main by timing differences and variances, where there is an underlying reason.
 - 2.7 Investment income to date is £126k, with a projected full years income forecast of £356k.
- ### 3. PROPOSALS
- 3.1 Overview and Scrutiny are asked to note the current revenue spend position.

4. BENEFITS AND SUSTAINABILITY

- 4.1 Careful monitoring of the budgets enables greater transparency of budget problems and action to be taken, when required, on areas identified as areas of concern
- 4.2 A systematic approach to budget monitoring will hopefully alleviate problems of major discrepancies not being highlighted until year end.
- 4.3 Constant monitoring of the budgets enables Heads of Service to be held more accountable for their budgetary spend and any major unidentified variations which occur.

5. FINANCIAL IMPLICATIONS

- 5.1 As set out within the report and appendices.

6. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 6.1 There are none

7. RISKS AND HOW THEY WILL BE MITIGATED

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

8. TIMETABLE FOR IMPLEMENTATION

- 8.1 Bi-monthly reports are produced for Management Team.

Report Author: Adrian Flynn Senior Accountant 01784 444268

Background Papers: There are none

**Results to
31-Jul-11**

	Budget			Actual	Commitments	Total Actuals	Forecast Outturn	Variance to Revised	10/11 Original Budget	10/11 Actual		Comments
	Original	Revised	YTD							Outturn	YTD	
	£	£	£							£	£	
Employees	0	0	0	0	0	0			0	0		
Other Expenditure	469,500	469,500	282,150	281,830	0	281,830			497,600	481,773	305,550	
Income	0	0	0	(11,392)	0	(11,392)			0	0	0	
General Grants	469,500	469,500	282,150	270,438	0	270,438	0	0	497,600	481,773	305,550	
Employees	169,100	169,100	59,600	52,271	0	52,271			162,900	166,265	54,662	
Other Expenditure	107,600	107,600	31,600	9,577	1,465	11,042			147,600	42,723	7,841	
Income	0	0	0	0	0	0			0	0	0	
Communications	276,700	276,700	91,200	61,848	1,465	63,313	0	0	310,500	208,988	62,502	
Employees	199,900	199,900	66,933	81,489	(0)	81,489			236,700	255,680	81,687	
Other Expenditure	169,100	169,100	90,425	92,444	(0)	92,444			172,200	206,775	76,663	
Income	(44,400)	(44,400)	(14,800)	(32,552)	0	(32,552)			(102,900)	(132,009)	(30,704)	
Community Safety	324,600	324,600	142,558	141,382	(0)	141,382	0	0	306,000	330,446	127,646	
Employees	109,000	109,000	35,900	34,388	0	34,388			109,000	108,906	27,284	
Other Expenditure	138,500	138,500	45,700	29,491	265	29,756			43,900	51,994	3,727	
Income	(1,000)	(1,000)	(300)	(213)	0	(213)			(1,000)	(12,574)	(287)	
Electoral Services	246,500	246,500	81,300	63,666	265	63,931	0	0	151,900	148,326	30,724	
Employees	0	0	0	0	0	0			0	0	0	
Other Expenditure	21,500	21,500	600	1,309	0	1,309			32,200	22,397	5,021	
Income	0	0	0	0	0	0			0	0	0	
People & Partnerships	21,500	21,500	600	1,309	0	1,309	0	0	32,200	22,397	5,021	
Employees	265,200	265,200	90,167	87,835	0	87,835			254,400	264,817	85,487	
Other Expenditure	16,900	16,900	4,800	2,110	0	2,110			11,600	11,106	3,268	
Income	(42,200)	(42,200)	(10,550)	(14,090)	0	(14,090)			0	(17,657)	(20)	
Human Resources	239,900	239,900	84,417	75,855	0	75,855	0	0	266,000	258,266	88,736	
Employees	90,900	90,900	29,600	2,752	0	2,752			159,700	174,986	52,887	
Other Expenditure	16,400	16,400	5,300	343	(0)	343			16,700	3,927	2,641	
Income	0	0	0	0	0	0			0	(500)	0	
Policy & Business Review	107,300	107,300	34,900	3,095	(0)	3,095	0	0	176,400	178,413	55,528	
Employees	714,700	714,700	235,400	246,646	8,528	255,174			665,100	790,897	251,221	
Other Expenditure	1,264,200	1,264,200	582,300	643,482	185,765	829,247			1,322,100	1,192,915	497,203	
Income	(2,729,100)	(2,729,100)	(933,200)	(861,676)	0	(861,676)			(2,628,200)	(2,715,927)	(848,728)	
Sustainability	(750,200)	(750,200)	(115,500)	28,453	194,292	222,745	0	0	(641,000)	(732,116)	(100,304)	
Employees	508,400	508,400	171,967	152,502	253	152,755			510,300	534,303	172,814	
Other Expenditure	496,100	496,100	317,700	307,382	158,012	465,394			594,300	616,684	316,327	
Income	(265,100)	(265,100)	(186,400)	(169,002)	0	(169,002)			(200,500)	(240,134)	(137,690)	
Customer Service	739,400	739,400	303,267	290,881	158,265	449,147	0	0	904,100	910,853	351,450	
Employees	49,000	49,000	15,967	14,679	549	15,228			35,700	46,060	12,455	
Other Expenditure	249,800	249,800	80,200	101,074	4,433	105,506			257,800	261,549	90,627	
Income	0	0	0	(100)	0	(100)			0	(11,580)	(8,688)	
Democratic Rep & Management	298,800	298,800	96,167	115,652	4,982	120,634	0	0	293,500	296,029	94,394	
Employees	2,235,200	2,235,200	756,367	683,284	3,300	686,584			2,376,100	2,230,327	719,773	
Other Expenditure	3,495,700	3,495,700	1,119,950	747,060	264,604	1,011,664			3,408,500	3,578,735	909,154	
Income	(1,772,100)	(1,772,100)	(604,800)	(609,104)	1,179	(607,924)			(1,654,000)	(1,856,775)	(544,568)	
Street Scene	3,958,800	3,958,800	1,271,517	821,241	269,083	1,090,324	0	0	4,130,600	3,952,286	1,084,358	
Employees	543,000	543,000	183,800	176,558	0	176,558			559,100	550,303	183,559	
Other Expenditure	40,400	40,400	8,439	10,719	6,117	16,836			47,300	114,674	29,590	
Income	(131,200)	(131,200)	(43,800)	(72,156)	0	(72,156)			(121,200)	(250,675)	(87,479)	
Corporate Governance	452,200	452,200	148,439	115,122	6,117	121,238	0	0	485,200	414,302	125,671	
Employees	813,900	813,900	274,000	270,708	0	270,708			857,200	871,601	281,092	
Other Expenditure	171,200	171,200	57,700	83,092	47,543	130,635			134,000	179,296	53,482	
Income	(344,800)	(344,800)	(115,600)	(89,671)	0	(89,671)			(539,500)	(391,487)	(146,040)	
Planning/Housing	640,300	640,300	216,100	264,129	47,543	311,673	0	0	451,700	659,410	188,534	
Employees	164,400	164,400	54,634	53,925	0	53,925			178,800	160,385	52,874	
Other Expenditure	20,700	20,700	5,000	5,037	0	5,037			5,900	17,966	4,466	
Income	(41,200)	(41,200)	(20,800)	(16,322)	0	(16,322)			(64,200)	(35,102)	(15,310)	
Audit Services	143,900	143,900	39,034	42,640	0	42,640	0	0	120,500	143,248	42,931	
Employees	93,600	93,600	31,200	35,286	0	35,286			217,600	305,528	70,291	

Other Expenditure	94,900	94,900	29,000	64,374	35,667	100,041			139,700	163,800	26,898	
Income	(21,800)	(21,800)	(6,300)	(30,301)	0	(30,301)			(16,500)	(86,508)	(9,185)	
Asset Management	166,700	166,700	53,900	69,359	35,667	105,027	0	0	340,800	382,821	88,003	
Employees	0	0	0	0	(0)	(0)			0	0	0	
Other Expenditure	10,000	10,000	0	7,894	0	7,894			10,000	(24,372)	(1)	
Income	0	0	0	0	0	0			0	0	0	
Misc Expenses	10,000	10,000	0	7,894	0	7,894	0	0	10,000	(24,372)	(1)	
Employees	0	0	0	0	0	0			0	0	0	
Other Expenditure	0	0	0	0	0	0			0	0	0	
Income	0	0	0	0	0	0			0	0	0	
Unapportionable Central O/Heads	0	0	0	0	0	0	0	0	0	0	0	
Employees	903,800	903,800	304,533	341,533	0	341,533			879,600	1,042,417	318,827	
Other Expenditure	322,300	322,300	3,300	23,067	14,987	38,054			1,008,800	1,048,972	(119,238)	
Income	(291,900)	(291,900)	(1,300)	(1,488)	0	(1,488)			(394,400)	(395,009)	(28,347)	
Financial Services	934,200	934,200	306,533	363,112	14,987	378,098	0	0	1,494,000	1,696,380	171,242	
Employees	0	0	0	5,835	0	5,835			0	0	0	
Other Expenditure	211,200	211,200	57,700	2,189	10,270	12,459			239,400	451,556	14,724	
Income	(100,000)	(100,000)	0	(84,532)	0	(84,532)			(100,000)	(68,300)	(10,500)	
Corporate Management	111,200	111,200	57,700	(76,508)	10,270	(66,238)	0	0	139,400	383,255	4,224	
Employees	563,200	563,200	188,699	177,745	50	177,795			541,200	576,210	186,704	
Other Expenditure	401,000	401,000	149,449	111,448	56,894	168,342			386,000	346,060	119,831	
Income	(711,000)	(711,000)	(281,867)	(300,284)	326	(299,958)			(724,500)	(714,996)	(364,734)	
Ind Living	253,200	253,200	56,281	(11,091)	57,270	46,179	0	0	202,700	207,274	(58,199)	
Employees	245,500	245,500	81,700	88,169	56	88,225			253,400	267,783	91,112	
Other Expenditure	247,900	247,900	58,250	(158,515)	15,603	(142,912)			250,300	223,788	(154,525)	
Income	(388,300)	(388,300)	(234,100)	(33,863)	0	(33,863)			(372,300)	(409,877)	(54,351)	
Leisure (Rev)	105,100	105,100	(94,150)	(104,208)	15,659	(88,550)	0	0	131,400	81,694	(117,764)	
Employees	1,134,500	1,134,500	391,100	368,723	9,715	378,438			1,149,000	1,149,832	369,987	
Other Expenditure	117,200	117,200	41,000	25,061	18,065	43,126			138,700	96,418	23,941	
Income	(504,600)	(504,600)	(166,700)	(139,282)	1,690	(137,602)			(496,100)	(524,858)	(136,684)	
Environmental Health/Bdg Cont	747,100	747,100	265,400	254,502	29,460	283,962	0	0	791,600	721,392	257,244	
Employees	1,016,500	1,016,500	352,300	332,973	0	332,973			1,031,400	1,043,689	332,251	
Other Expenditure	34,480,400	34,480,400	11,498,500	11,120,901	19,069	11,139,970			33,939,900	33,347,147	9,776,125	
Income	(35,049,100)	(35,049,100)	(11,711,000)	(10,402,602)	0	(10,402,602)			(34,453,500)	(34,105,715)	(11,398,521)	
Housing Options	447,800	447,800	139,800	1,051,272	19,069	1,070,341	0	0	517,800	285,121	(1,290,145)	
Employees	585,800	585,800	204,200	112,237	1,663	113,900			614,900	827,410	225,339	
Other Expenditure	37,800	37,800	12,600	7,509	23,387	30,896			39,800	12,909	3,145	
Income	0	0	0	(110)	0	(110)			0	(284)	(122)	
Management Team	623,600	623,600	216,800	119,636	25,050	144,686	0	0	654,700	840,035	228,362	
Employees	111,100	111,100	41,100	41,707	1,925	43,632			82,900	92,561	28,120	
Other Expenditure	6,200	6,200	2,000	319	24	343			6,200	3,467	1,035	
Income	0	0	0	0	0	0			0	(15)	0	
CX Management & Support	117,300	117,300	43,100	42,026	1,949	43,974	0	0	89,100	96,013	29,155	
Employees	0	0	0	0	(0)	(0)			0	0	0	
Other Expenditure	0	0	0	0	(0)	(0)			0	0	0	
Income	0	0	0	0	0	0			0	0	0	
Highways & Transport	0	0	0	0	0	0	0	0	0	0	0	
Employees	209,600	209,600	69,900	69,502	0	69,502			203,500	206,073	68,013	
Other Expenditure	931,800	931,800	464,108	426,737	66,128	492,865			925,800	898,488	339,242	
Income	(27,000)	(27,000)	(13,500)	(19,173)	0	(19,173)			0	(5,750)	0	
ICT	1,114,400	1,114,400	520,508	477,066	66,128	543,194	0	0	1,129,300	1,098,810	407,254	
Employees	0	0	0	0	0	0			0	0	0	
Other Expenditure	126,000	126,000	42,000	50,358	490,754	541,112			126,000	82,968	23,207	
Income	0	0	0	0	0	0			0	(327)	0	
Planned Maintenance	126,000	126,000	42,000	50,358	490,754	541,112	0	0	126,000	82,642	23,207	
Employees	0	0	0	0	0	0			0	0	0	
Other Expenditure	0	0	0	0	0	0			0	0	0	
Income	0	0	0	0	0	0			0	0	0	
Responsive Maintenance	0	0	0	0	0	0	0	0	0	0	0	
	11,925,800	11,925,800	4,284,021	4,539,129	1,448,273	5,987,402	0	0	13,112,000	13,123,687	2,204,422	0
	12,662,900	12,662,900	4,527,168	4,619,265	1,489,340	6,108,606			13,851,000	4,889,254	2,339,952	
	737,100	737,100	243,147	80,136	41,068	121,204	0	0	739,000	(8,234,433)	135,529	

Detailed Totals	11,925,800	#REF!	4,284,021	4,539,129	1,448,273	5,987,402	#REF!	#REF!	13,112,000	#REF!	2,217,955
Summary Totals											
Detailed Diff	737,100	#REF!	243,147	80,136	41,068	121,204			739,000	#REF!	121,996
Summary Diff	11,925,800	#REF!	4,284,021	4,539,129	1,448,273	5,987,402	#REF!	#REF!	13,112,000	#REF!	2,217,955
	737,100	#REF!	243,147	80,136	41,068	121,204			739,000	#REF!	121,996
							#REF!	#REF!			

2011/12 Revenue Budget Monitoring								
	11/12	11/12	11/12	11/12	11/12	11/12	10/11	10/11
	Budget		Actual	Actual v	Commitments	Total	Original	Actuals
	Original	YTD		YTD		Actuals	Budget	YTD
	£	£	£		£	£	£	£
Economic Development	222,900	130,467	164,087	33,620	30,039	194,126	148,600	91,057
Planning and Housing	2,110,800	859,408	1,737,373	877,965	131,642	1,869,016	2,095,800	(730,134)
Health and Independent Living	1,160,800	364,048	252,985	(111,063)	85,381	338,366	1,626,700	46,694
Environment	3,055,700	953,400	743,081	(210,319)	126,571	869,652	3,293,300	857,968
Young People and Cultural Services	1,448,000	343,350	177,125	(166,225)	180,213	357,337	1,488,200	139,526
Strategic	-	-	-	-	-	-	-	-
Communications and Engagement	898,700	423,275	355,206	(68,069)	2,811	358,017	1,027,400	442,021
Community Safety	810,700	336,333	321,254	(15,079)	595,402	916,656	1,041,200	433,016
Finance	2,218,200	873,740	788,018	(85,722)	296,214	1,084,232	2,390,800	937,810
NET EXPENDITURE AT SERVICE LEVEL	11,925,800	4,284,021	4,539,129	255,108	1,448,273	5,987,402	13,112,000	2,217,955
Salary expenditure - vacancy monitoring	(300,000)					-	(300,000)	
Salary Savings efficiencies						-		
Restructuring Savings	(165,000)					-		
Partnership Savings	(30,000)							
Less Support not charged to revenue	(50,000)					-	(50,000)	
NET EXPENDITURE	11,380,800	4,284,021	4,539,129	255,108	1,448,273	5,987,402	12,762,000	2,217,955
NET EXPENDITURE	11,380,800	4,284,021	4,539,129	255,108	1,448,273	5,987,402	12,762,000	2,217,955
Interest earnings	(356,000)					-	(415,000)	
Reserves - General						-		
Reserves - New Schemes Fund / HIF	(50,000)					-	(250,000)	
Area Based Grant	(22,500)					-	(22,500)	
Appropriation from Reserves:								
Interest Equalisation reserve	(150,762)					-	(293,122)	
Air track	(75,000)					-	(60,000)	
Transport study						-		
LPSA reward grant : general budget	-					-	(80,000)	
LPSA reward grant: waste ring fenced						-		
BUDGET REQUIREMENT	10,726,538	4,284,021	4,539,129	255,108	1,448,273	5,987,402	11,641,378	
NNDR	(3,282,804)						(4,958,868)	
RSG	(1,014,724)						(720,074)	
New Homes Bonus	(230,000)							
Council Tax freeze grant	(170,000)							
NET BUDGET REQUIREMENT	6,029,010	4,284,021	4,539,129	255,108	1,448,273	5,987,402	5,962,436	
Collection Fund Surplus/(deficit)	7,700						55,510	
CHARGE TO COLLECTION FUND	6,036,710	4,284,021	4,539,129	255,108	1,448,273	5,987,402	6,017,946	

REVENUE MONITORING 2011/12 EXPENDITURE SUMMARY 31 JULY 2011								
Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual
	Original	YTD		YTD		Actuals	Original Budget	YTD
	£	£	£	£	£	£	£	£
Employees	406,300	134,967	120,986	13,981	549	121,535	396,800	128,150
Other Expenditure	575,600	205,100	253,813	(48,713)	29,490	283,303	508,800	169,503
Income	(759,000)	(209,600)	(210,711)	1,111	0	(210,711)	(757,000)	(206,597)
Economic Development	222,900	130,467	164,087	(33,620)	30,039	194,126	148,600	91,057
Employees	2,349,400	810,900	786,305	24,595	0	786,305	2,423,900	796,873
Other Expenditure	35,602,300	12,028,608	11,631,983	396,625	131,642	11,763,625	35,025,900	10,174,186
Income	(35,840,900)	(11,980,100)	(10,680,915)	(1,299,185)	0	(10,680,915)	(35,354,000)	(11,701,194)
Planning and Housing	2,110,800	859,408	1,737,373	(877,965)	131,642	1,869,016	2,095,800	(730,134)
Employees	1,456,400	489,966	460,853	29,113	9,765	470,618	1,435,800	467,972
Other Expenditure	532,200	188,649	138,807	49,842	74,911	213,718	1,100,600	(3,586)
Income	(827,800)	(314,567)	(346,675)	32,108	705	(345,970)	(909,700)	(417,692)
Health and Independent Living	1,160,800	364,048	252,985	111,063	85,381	338,366	1,626,700	46,694
Employees	2,356,000	790,500	731,123	59,377	3,300	734,422	2,423,500	746,426
Other Expenditure	1,746,000	513,400	389,669	123,731	122,092	511,761	1,796,200	428,699
Income	(1,046,300)	(350,500)	(377,711)	27,211	1,179	(376,532)	(926,400)	(317,158)
Environment	3,055,700	953,400	743,081	210,319	126,571	869,652	3,293,300	857,968
Employees	367,600	123,400	124,530	(1,130)	56	124,586	413,100	123,986
Other Expenditure	2,094,900	700,950	249,046	451,904	180,157	429,203	2,092,300	270,740
Income	(1,014,500)	(481,000)	(196,451)	(284,549)	0	(196,451)	(1,017,200)	(255,200)
Young People and Cultural Services	1,448,000	343,350	177,125	166,225	180,213	357,337	1,488,200	139,526
Employees	372,500	127,300	93,009	34,291	(0)	93,009	431,900	145,310
Other Expenditure	602,200	321,275	293,052	28,223	1,510	294,562	671,500	318,066
Income	(76,000)	(25,300)	(30,855)	5,555	1,301	(29,554)	(76,000)	(21,355)
Communications and Engagement	898,700	423,275	355,206	68,069	2,811	358,017	1,027,400	442,021
Employees	280,600	93,233	111,610	(18,377)	253	111,863	448,500	149,989
Other Expenditure	963,000	482,000	457,589	24,411	595,148	1,052,737	1,014,200	475,805
Income	(432,900)	(238,900)	(247,944)	9,044	0	(247,944)	(421,500)	(192,779)
Community Safety	810,700	336,333	321,254	15,079	595,402	916,656	1,041,200	433,016
Employees	3,137,500	1,068,801	1,002,331	66,470	12,116	1,014,447	3,105,000	1,107,732
Other Expenditure	1,548,100	549,789	582,334	(32,545)	284,098	866,432	1,692,800	526,528
Income	(2,467,400)	(744,850)	(796,648)	51,798	0	(796,648)	(2,407,000)	(696,450)
Finance	2,218,200	873,740	788,018	85,722	296,214	1,084,232	2,390,800	937,810
NET EXPENDITURE AT SERVICE LEVEL	11,925,800	4,284,021	4,539,129	(255,108)	1,448,273	5,987,402	13,112,000	2,217,955
Total Employees	10,726,300	3,639,067	3,430,746	208,321	26,039	3,456,785	11,078,500	3,666,438
Total Other Expenditure	43,664,300	14,989,771	13,996,293	993,478	1,419,049	15,415,342	43,902,300	12,359,943
Total Income	(42,464,800)	(14,344,817)	(12,887,910)	(1,456,907)	3,185	(12,884,725)	(41,868,800)	(13,808,425)
	11,925,800	4,284,021	4,539,129	(255,108)	1,448,273	5,987,402	13,112,000	2,217,955

Communications and Engagement : Cabinet Member - Cllr Nick Gething

Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD		YTD		Actuals	Original Budget	YTD	
	£	£	£	£		£	£	£	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	469,500	282,150	281,830	320	0	281,830	497,600	305,550	
Income	0	0	(11,392)	11,392	0	(11,392)	0	0	
General Grants	469,500	282,150	270,438	11,712	0	270,438	497,600	305,550	
Employees	112,500	38,100	37,985	115	(0)	37,985	109,300	37,761	
Other Expenditure	5,400	1,425	638	787	(0)	638	5,300	1,423	
Income	0	0	(16)	16	0	(16)	0	0	
Corporate Service	117,900	39,525	38,607	918	(0)	38,607	114,600	39,184	
Employees	169,100	59,600	52,271	7,329	0	52,271	162,900	54,662	
Other Expenditure	107,600	31,600	9,577	22,023	1,465	11,042	147,600	7,841	Savings on the borough newspaper and less spend on Marketing
Income	0	0	0	0	0	0	0	0	
Corporate Publicity	276,700	91,200	61,848	29,352	1,465	63,313	310,500	62,502	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	13,800	4,700	0	4,700	0	0	14,300	2,122	
Income	0	0	0	0	0	0	0	0	
Research & Consultation	13,800	4,700	0	4,700	0	0	14,300	2,122	
Employees	90,900	29,600	2,752	26,848	0	2,752	159,700	52,887	vacant post
Other Expenditure	2,600	600	343	257	(0)	343	2,400	519	
Income	0	0	0	0	0	0	0	0	
Business Improvement	93,500	30,200	3,095	27,105	(0)	3,095	162,100	53,406	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	3,300	800	665	135	45	710	4,300	612	
Income	(76,000)	(25,300)	(19,447)	(5,853)	1,301	(18,146)	(76,000)	(21,355)	
Taxi Licensing	(72,700)	(24,500)	(18,782)	(5,718)	1,346	(17,436)	(71,700)	(20,743)	
Total Employees	372,500	127,300	93,009	34,291	(0)	93,009	431,900	145,310	
Total Other Expenditure	602,200	321,275	293,052	28,223	1,510	294,562	671,500	318,066	
Total Income	(76,000)	(25,300)	(30,855)	5,555	1,301	(29,554)	(76,000)	(21,355)	
	898,700	423,275	355,206	68,069	2,811	358,017	1,027,400	442,021	

Community Safety : Cabinet Member - Cllr Frank Ayers

Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD		YTD		Actuals	Original Budget	YTD	
	£	£	£	£	£	£	£	£	
Employees	93,600	31,200	35,286	(4,086)	0	35,286	217,600	70,291	Redundancy payment not in budget
Other Expenditure	17,500	8,500	46,222	(37,722)	10,767	56,988	62,300	12,177	Purchase order raised for Asbestos survey
Income	0	0	0	0	0	0	0	0	
Asset Mgn Administration	111,100	39,700	81,508	(41,808)	10,767	92,274	279,900	82,467	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	12,656	(12,656)	20,658	33,313	0	7,261	Expenditure relates to hire and insurance of portacabins and the cost of a feasibility study, both these items can not be classed as capital
Income	0	0	0	0	0	0	0	0	
Sea Cadets	0	0	12,656	(12,656)	20,658	33,313	0	7,261	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	56,200	20,500	5,497	15,003	4,243	9,740	56,200	7,460	Profiling of Ridge consultants budget
Income	(21,800)	(6,300)	(30,301)	24,001	0	(30,301)	(16,500)	(9,185)	Surrender of lease on Beresford House, and reimbursement of valuation fees.
General Property Expenses	34,400	14,200	(24,804)	39,004	4,243	(20,561)	39,700	(1,725)	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	20,000	0	0	0	0	0	20,000	0	Repair and replacement of plant room fittings etc throughout the year, yet to commence
Income	0	0	0	0	0	0	0	0	
Memorial Gardens	20,000	0	0	0	0	0	20,000	0	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	1,200	0	0	0	(0)	(0)	1,200	0	
Income	0	0	0	0	0	0	0	0	
War Memorials	1,200	0	0	0	(0)	(0)	1,200	0	
Employees	87,400	28,833	43,504	(14,671)	0	43,504	127,400	43,926	Additional salary costs as 3 members of staff not budgeted for, off set by CDRP/SSSP income contributions.
Other Expenditure	163,700	89,000	91,806	(2,806)	0	91,806	166,900	75,241	
Income	(44,400)	(14,800)	(32,536)	17,736	0	(32,536)	(102,900)	(30,704)	CDRP/SSSP contributions to off set additional Salary expenditure.
Community Safety	206,700	103,033	102,774	259	0	102,774	191,400	88,462	
Employees	99,600	33,200	32,588	612	0	32,588	103,500	35,296	
Other Expenditure	3,900	1,300	1,188	112	0	1,188	2,400	1,047	
Income	(101,600)	(31,400)	(16,191)	(15,209)	0	(16,191)	(101,600)	(15,210)	Will depend on any market fluctuations throughout the year.
Licensing	1,900	3,100	17,585	(14,485)	0	17,585	4,300	21,133	
Employees	0	0	232	(232)	253	485	0	477	Expenditure relating to office moves to create more rental income opportunities
Other Expenditure	344,500	244,000	249,023	(5,023)	58,744	307,766	429,200	247,680	
Income	(265,100)	(186,400)	(168,917)	(17,483)	0	(168,917)	(200,500)	(137,680)	Car Parking and Air track Inquiry income are unlikely to be achieved. Rental income from SCDT will also not be achieved due to cease of the contract.
Knowle Green	79,400	57,600	80,338	(22,738)	58,997	139,335	228,700	110,477	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	126,000	42,000	50,358	(8,358)	490,754	541,112	126,000	23,207	
Income	0	0	0	0	0	0	0	0	
Planned Maintenance Programme	126,000	42,000	50,358	(8,358)	490,754	541,112	126,000	23,207	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	230,000	76,700	840	75,860	9,984	10,823	150,000	101,733	
Income	0	0	0	0	0	0	0	0	
Responsive Maintenance Program	230,000	76,700	840	75,860	9,984	10,823	150,000	101,733	
Total Employees	280,600	93,233	111,610	(18,377)	253	111,863	448,500	149,989	
Total Other Expenditure	963,000	482,000	457,589	24,411	595,148	1,052,737	1,014,200	475,805	
Total Income	(432,900)	(238,900)	(247,944)	9,044	0	(247,944)	(421,500)	(192,779)	
	810,700	336,333	321,254	15,079	595,402	916,656	1,041,200	433,016	

Finance : Cabinet Member - Cllr Tim Evans

Results to 31-Jul-11	Budget		Actual	Actual V	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD		YTD		Actuals	Original Budget	YTD	
	£	£	£	£	£	£	£	£	
Employees	288,600	94,833	116,920	(22,087)	0	116,920	286,800	102,113	£23k reduction in salary budget at the beginning of the year. Overtime payment (£2k), Temporary staff (£4k) and CIPFA subscription payment (£6k) with no budget.
Other Expenditure	12,100	2,500	664	1,836	7	671	12,500	5,946	
Income	0	0	0	0	0	0	0	0	
Accountancy	300,700	97,333	117,585	(20,252)	7	117,592	299,300	108,059	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	429	(429)	0	429	0	0	Summons costs
Income	(145,600)	0	0	0	0	0	(145,600)	0	
Business Rates	(145,600)	0	429	(429)	0	429	(145,600)	0	
Employees	423,000	145,000	158,964	(13,964)	0	158,964	393,300	144,176	Customer Services restructure resulted in some members of staff moved to Council Tax following review. Temporary staff are still employed to run the service efficiently with no budget.
Other Expenditure	95,700	28,300	16,045	12,255	14,980	31,025	97,700	17,087	Lower expenditure on Printing and Postage but overall expected to be breakeven at the year end.
Income	(144,300)	(1,300)	(576)	(724)	0	(576)	(144,300)	(1,786)	
Council Tax	374,400	172,000	174,433	(2,433)	14,980	189,412	346,700	159,478	
Employees	192,200	64,700	65,649	(949)	0	65,649	199,500	72,537	
Other Expenditure	6,900	2,100	4,143	(2,043)	0	4,143	6,800	6,148	Additional expenditure on Postage due to issue of garden waste invoices
Income	0	0	(15)	15	0	(15)	0	(30)	
Financial Support	199,100	66,800	69,777	(2,977)	0	69,777	206,300	78,655	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	207,600	(29,600)	814	(30,414)	0	814	296,400	0	Majority of the insurance costs are paid towards the end of the financial year and the budget will be reprofiled to reflect this
Income	0	0	(897)	897	0	(897)	0	(891)	
Insurance	207,600	(29,600)	(83)	(29,517)	0	(83)	296,400	(891)	
Employees	340,500	113,300	117,075	(3,775)	8,528	125,602	334,900	141,353	Temp staff used to cover vacant posts at the start of the year, before going on fixed term contracts
Other Expenditure	728,200	386,300	467,178	(80,878)	130,072	597,250	747,100	371,283	Increase in business rates payable for the majority of our car parks and a number of budgets to be reprofiled to reflect payments made in the first half of the year
Income	(1,990,900)	(712,000)	(674,031)	(37,969)	0	(674,031)	(1,949,700)	(646,552)	Park and phone income up, pay and display income holding steady, PCN income down due to staffing issues
Car Parks	(922,200)	(212,400)	(89,779)	(122,621)	138,599	48,821	(867,700)	(133,916)	
Total Employees	3,137,500	1,068,801	1,002,331	66,470	12,116	1,014,447	3,105,000	1,107,732	
Total Other Expenditure	1,548,100	549,789	582,334	(32,545)	284,098	866,432	1,692,800	526,528	
Total Income	(2,467,400)	(744,850)	(796,648)	51,798	0	(796,648)	(2,407,000)	(696,450)	
	2,218,200	873,740	788,018	85,722	296,214	1,084,232	2,390,800	937,810	

Environment : Cabinet Member - Cllr Robert Watts

Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD		YTD		Actuals	Original Budget	YTD	
	£	£	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	3,000	1,100	0	1,100	0	0	3,000	0	The majority of vehicles are picked up by the DVLA, as a result of car tax issues and the budget will be reprofiled to reflect this
Income	0	0	0	0	0	0	0	0	
Abandoned Vehicles	3,000	1,100	0	1,100	0	0	3,000	0	
Employees	0	0	80	(80)	0	80	0	40	
Other Expenditure	46,000	35,500	40,256	(4,756)	273	40,529	45,800	45,489	Increased business rates payable for the depot
Income	0	0	745	(745)	1,179	1,925	0	0	Vending Machine costs posted to income in error and transactions will transferred to the correct code in August.
Depot	46,000	35,500	41,081	(5,581)	1,453	42,534	45,800	45,529	
Employees	551,800	184,100	165,864	18,236	0	165,864	599,100	179,242	Vacant post
Other Expenditure	47,500	15,500	7,441	8,059	2,361	9,801	43,900	10,430	Budgets require reprofiling
Income	(17,000)	(17,000)	(307)	(16,693)	0	(307)	0	(17,164)	Grant income may no longer be receivable as the post holder has left the authority
DS Management & Support	582,300	182,600	172,998	9,602	2,361	175,359	643,000	172,507	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	339	(339)	0	339	0	2,791	Electricity invoice misposted, which will be transferred to Grounds Maintenance in August
Income	0	0	0	0	0	0	0	0	
Nursery	0	0	339	(339)	0	339	0	2,791	
Employees	833,600	281,000	249,604	31,396	3,300	252,904	874,600	269,661	Vacant posts
Other Expenditure	756,300	180,800	174,652	6,148	28,291	202,943	786,300	185,700	Budgets require reprofiling
Income	(355,000)	(115,200)	(352,327)	237,127	0	(352,327)	(250,000)	(254,180)	Budgets require reprofiling, increased income from collecting rubbish & recycling bins from schools and brown waste bin rentals
Refuse Collection	1,234,900	346,600	71,930	274,670	31,590	103,520	1,410,900	201,181	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	9,500	4,100	2,746	1,354	271	3,017	9,500	207	
Income	0	0	0	0	0	0	0	0	
Energy Initiatives	9,500	4,100	2,746	1,354	271	3,017	9,500	207	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	28,000	(5,000)	6,536	(11,536)	8,100	14,636	48,000	5,325	The majority of the spend takes place in the 3rd and 4th Quarters and a small problem with the budget profile, that will be corrected during August.
Income	0	0	0	0	0	0	0	0	
Environmental Enhancements	28,000	(5,000)	6,536	(11,536)	8,100	14,636	48,000	5,325	
Employees	355,500	115,600	124,349	(8,749)	0	124,349	330,200	103,732	Stand by allowance is payable to Runnymede £3000
Other Expenditure	16,500	4,900	6,105	(1,205)	2,460	8,565	17,000	4,473	
Income	(20,000)	(5,000)	(3,989)	(1,011)	0	(3,989)	0	0	
Enviro Services Administration	352,000	115,500	126,464	(10,964)	2,460	128,924	347,200	108,205	
Employees	615,100	209,800	191,226	18,574	0	191,226	619,600	193,751	Vacant posts, offset by increased overtime and use of Temp staff
Other Expenditure	313,600	91,900	59,106	32,794	35,835	94,942	298,600	93,226	Some proffiling needs to take place in August, but there is lower expenditure on hired transport and plant and operational equipment and supplies in the 1st 4 months
Income	(47,700)	(15,900)	(9,086)	(6,814)	0	(9,086)	(47,700)	(10)	
Street Cleaning	881,000	285,800	241,246	44,554	35,835	277,081	870,500	286,967	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	370,800	123,700	65,692	58,008	38,714	104,406	370,800	56,462	Lower contractor costs for Green waste and AWC and some timing differences in receiving the invoices from the contractor's for payment
Income	(603,600)	(196,500)	(12,747)	(183,753)	0	(12,747)	(625,700)	(45,803)	1st Qtrs claim is still outstanding, offset by increased income over and above the 4th Qtrs claim estimate from the previous year
Waste Recycling	(232,800)	(72,800)	52,945	(125,745)	38,714	91,659	(254,900)	10,659	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	32,100	10,600	360	10,240	0	360	34,100	189	Spend takes place at Christmas on lights and the budget has being reprofiled to reflect this during August.
Income	0	0	0	0	0	0	0	0	
Technical Projects	32,100	10,600	360	10,240	0	360	34,100	189	

Environment : Cabinet Member - Cllr Robert Watts

Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD		YTD		Actuals	Original Budget	YTD	
	£	£	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	101,200	52,000	25,144	26,856	1,259	26,403	102,700	18,844	Waiting for a outstanding invoice
Income	0	0	0	0	0	0	0	0	
Public Conveniences	101,200	52,000	25,144	26,856	1,259	26,403	102,700	18,844	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	9,400	3,200	548	2,652	3,664	4,212	7,400	4,914	
Income	0	0	0	0	0	0	0	0	
Emergency Planning	9,400	3,200	548	2,652	3,664	4,212	7,400	4,914	
Employees	0	0	0	0	(0)	(0)	0	0	
Other Expenditure	3,000	900	20	880	450	470	3,000	649	Costs of food Waste Marketing
Income	(3,000)	(900)	0	(900)	0	0	(3,000)	0	
Waste Recycling Marketing	0	0	20	(20)	450	470	0	649	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	9,100	(5,800)	725	(6,525)	414	1,139	26,100	0	Problem with the budget profile, but expenditure now only occurs if a ditch requires clearing due to flytipping etc
Income	0	0	0	0	0	0	0	0	
Water Courses & Land Drainage	9,100	(5,800)	725	(6,525)	414	1,139	26,100	0	
Total Employees	2,356,000	790,500	731,123	59,377	3,300	734,422	2,423,500	746,426	
Total Other Expenditure	1,746,000	513,400	389,669	123,731	122,092	511,761	1,796,200	428,699	
Total Income	(1,046,300)	(350,500)	(377,711)	27,211	1,179	(376,532)	(926,400)	(317,158)	
	3,055,700	953,400	743,081	210,319	126,571	869,652	3,293,300	857,968	

Health and Independent Living : Cabinet Member - Cllr Jean Pinkerton

Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD	YTD			Actuals	Original Budget	YTD	
	£	£	£	£	£	£	£	£	
Employees	91,400	30,434	29,978	456	0	29,978	91,100	27,273	
Other Expenditure	15,600	5,000	5,537	(537)	30	5,566	19,700	7,108	Orders not yet placed, and recharge to be completed at year end.
Income	0	0	(778)	778	326	(452)	(37,400)	(12,157)	
Com Care Administration	107,000	35,434	34,737	697	355	35,092	73,400	22,224	
Employees	316,700	107,365	102,677	4,688	0	102,677	339,200	110,914	Overtime and temp staff
Other Expenditure	259,900	102,699	74,460	28,239	31,983	106,442	237,700	74,606	Purchase orders for food raised
Income	(254,200)	(72,900)	(71,062)	(1,838)	0	(71,062)	(202,700)	(86,217)	Income from food increased due to charges
Day Centres	322,400	137,164	106,074	31,090	31,983	138,057	374,200	99,303	
Employees	68,800	22,567	21,201	1,366	50	21,251	59,900	24,299	Understaffed at present in addition to having recently regraded posts. Presently recruiting for driver post.
Other Expenditure	95,400	29,375	20,431	8,944	10,440	30,871	95,400	21,469	Vehicle lease profile and PO raised for 2nd Qtr. Customer demand for meals reduced.
Income	(167,000)	(42,267)	(47,087)	4,820	0	(47,087)	(167,000)	(46,046)	Food charges have increased
Meals On Wheels	(2,800)	9,675	(5,455)	15,130	10,490	5,035	(11,700)	(277)	
Employees	86,300	28,333	23,889	4,444	0	23,889	51,000	24,218	Maternity cover
Other Expenditure	30,100	12,375	11,020	1,355	14,442	25,462	33,200	16,647	Mixture of bulk buying towards year end and a purchase order that has been raised throwing the profile out of sync
Income	(289,800)	(166,700)	(181,356)	14,656	0	(181,356)	(317,400)	(220,314)	Increased charges and new clients due to A2 contract
Span	(173,400)	(125,992)	(146,447)	20,455	14,442	(132,006)	(233,200)	(179,448)	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	904	(904)	0	904	595,400	(149,846)	4th quarter payment to SCC was slightly higher than anticipated
Income	0	0	0	0	0	0	(102,500)	(25,640)	
Concessionary Fares	0	0	904	(904)	0	904	492,900	(175,486)	
Employees	112,600	39,767	40,149	(382)	0	40,149	123,100	44,206	Temp staff employed to cover holiday and sickness
Other Expenditure	44,400	10,200	6,342	3,858	0	6,342	16,000	8,872	
Income	(79,800)	(19,300)	(46,050)	26,750	0	(46,050)	(64,200)	(19,471)	Increased use of the service and Surrey's contribution paid early
SAT	77,200	30,667	441	30,226	0	441	74,900	33,607	
Employees	780,600	261,500	242,015	19,485	9,715	251,730	771,500	236,865	
Other Expenditure	33,600	12,100	7,513	4,587	6,164	13,677	34,000	11,029	
Income	(18,500)	(2,700)	(302)	(2,398)	0	(302)	0	(129)	
Environmental Health Admin	795,700	270,900	249,225	21,675	15,879	265,104	805,500	247,766	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	25,800	8,100	2,702	5,398	4,100	6,802	39,800	2,226	Improvement grants yet to be settled
Income	(8,600)	(8,700)	(1,971)	(6,729)	0	(1,971)	(8,600)	(3,789)	
Environmental Protection Act	17,200	(600)	730	(1,330)	4,100	4,830	31,200	(1,563)	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	2,500	300	148	152	495	643	2,500	1,241	
Income	(4,000)	(1,300)	(574)	(726)	180	(394)	(4,000)	(1,319)	
Food Safety	(1,500)	(1,000)	(426)	(574)	675	249	(1,500)	(77)	
Employees	0	0	945	(945)	0	945	0	197	
Other Expenditure	5,400	1,900	233	1,667	392	625	5,400	80	No burials requiring funds and an overspendon H&S due to Corporate H&S expenditure being coded here - no budget.
Income	(3,900)	0	(1,003)	1,003	188	(815)	(3,900)	(247)	
Public Health	1,500	1,900	175	1,725	580	754	1,500	30	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	19,500	6,600	9,517	(2,917)	6,867	16,383	21,500	2,980	Increased collection of stray dogs
Income	(2,000)	(700)	(2,401)	1,701	11	(2,390)	(2,000)	(2,364)	Increased income from the return of stray dogs to their owners
Rodent & Pest Control	17,500	5,900	7,116	(1,216)	6,877	13,993	19,500	616	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	0	0	
Income	0	0	5,911	(5,911)	0	5,911	0	0	Write off of outstanding debts
Gypsy Sites	0	0	5,911	(5,911)	0	5,911	0	0	
Total Employees	1,456,400	489,966	460,853	29,113	9,765	470,618	1,435,800	467,972	
Total Other Expenditure	532,200	188,649	138,807	49,842	74,911	213,718	1,100,600	(3,586)	
Total Income	(827,800)	(314,567)	(346,675)	32,108	705	(345,970)	(909,700)	(417,692)	
	1,160,800	364,048	252,985	111,063	85,381	338,366	1,626,700	46,694	

Planning and Housing : Cabinet Member - Cllr Richard Smith-Ainsley

Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD	YTD	Total		10/11	10/11 Actual		
	£	£	£	£		£	£	£	
Employees	254,300	96,400	93,176	3,224	0	93,176	274,000	97,629	
Other Expenditure	23,200	9,900	3,095	6,805	2	3,097	28,800	4,725	
Income	(290,000)	(96,600)	(103,303)	6,703	0	(103,303)	(300,000)	(92,272)	
Building Control	(12,500)	9,700	(7,032)	16,732	2	(7,030)	2,800	10,083	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	270,300	96,800	54,528	42,272	17,783	72,312	275,300	46,565	B&B is being utilised far more than anticipated so expenditure and income will be over budget - no nett effect. Managed properties are fully occupied, so void costs are underspent. Some budget will be used for staffing resource but an overall underspend is still expected.
Income	(89,400)	(63,100)	(43,069)	(20,031)	0	(43,069)	(74,400)	(67,367)	Grant not yet recd
Homelessness	180,900	33,700	11,459	22,241	17,783	29,243	200,900	(20,801)	
Employees	541,200	194,200	175,517	18,683	0	175,517	596,300	184,738	
Other Expenditure	36,500	12,300	12,707	(407)	1,093	13,800	40,900	9,644	
Income	(581,300)	(193,700)	(193,744)	44	0	(193,744)	(619,300)	(206,433)	
Housing Benefits Admin	(3,600)	12,800	(5,520)	18,320	1,093	(4,427)	17,900	(12,052)	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	34,043,800	11,347,900	11,046,603	301,297	0	11,046,603	33,469,500	9,712,948	Journals have been incorrectly entered. Actually working closely to budget. A decline is expected in overpayments with the introduction of ATLAS, which will reduce income, but budget should still be achieved
Income	(34,243,800)	(11,406,600)	(10,165,750)	(1,240,850)	0	(10,165,750)	(33,669,500)	(11,124,718)	
Housing Benefits Payments	(200,000)	(58,700)	880,853	(939,553)	0	880,853	(200,000)	(1,411,770)	
Employees	475,300	158,100	157,456	644	0	157,456	435,100	147,513	Two members of staff have left, so there will be some requirement for temps/overtime in the near future
Other Expenditure	29,800	8,300	7,063	1,237	192	7,256	28,200	7,008	
Income	(54,600)	(20,900)	(39)	(20,861)	0	(39)	(10,300)	(4)	Local housing alerts income to be transfered from reserves/holding account
Housing Needs	450,500	145,500	164,480	(18,980)	192	164,673	453,000	154,518	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	100,000	33,200	0	33,200	0	0	126,000	(40)	PSL scheme is not expected to be used, but budget may be considered for enticing landlords to combat homelessness issues
Income	(80,000)	(26,700)	0	(26,700)	0	0	(80,000)	0	
PSL	20,000	6,500	0	6,500	0	0	46,000	(40)	
Employees	55,100	18,300	19,946	(1,646)	0	19,946	57,800	17,889	
Other Expenditure	1,700	400	247	153	0	247	2,400	642	
Income	(130,000)	(43,400)	(66,166)	22,766	0	(66,166)	(110,000)	(64,360)	Income is expected to be higher due to more activity
Land Charges	(73,200)	(24,700)	(45,973)	21,273	0	(45,973)	(49,800)	(45,830)	
Employees	607,400	203,400	204,267	(867)	0	204,267	641,600	212,262	
Other Expenditure	63,900	20,700	75,425	(54,725)	45,063	120,487	72,700	45,640	This is higher than anticipated due to work which has been undertaken for several informal hearings and in preparation for a public inquiry for Riverside Work, Sunbury in November. London Irish appealed at the end of September 2010. The lead in time for an Inquiry is usually 6 months.
Income	(343,800)	(114,600)	(89,621)	(24,979)	0	(89,621)	(489,500)	(146,030)	£100k HPDG retracted by Coalition Gov. Also very unlikely to achieve Planning App income target due to external elements.
Planning Development Control	327,500	109,500	190,071	(80,571)	45,063	235,134	224,800	111,873	
Employees	206,500	70,600	66,441	4,159	0	66,441	215,600	68,829	L.Oysten left end of May, saving over remainder of year
Other Expenditure	101,300	35,000	5,578	29,422	1,355	6,932	56,300	7,812	Airtrack underspend to be allocated towards London Irish costs.
Income	(1,000)	(1,000)	(50)	(950)	0	(50)	(1,000)	(10)	
Planning Policy	306,800	104,600	71,969	32,632	1,355	73,323	270,900	76,631	
Employees	209,600	69,900	69,502	398	0	69,502	203,500	68,013	Salary costs are higher due to cover provided for Head of Service during her shared secondment to Runnemedde Borough Council.
Other Expenditure	931,800	464,108	426,737	37,371	66,128	492,865	925,800	339,242	Steria contract actual costs are expected to be higher by £21k than the budget partially off set by savings of £10k expected mainly on server maintenance.
Income	(27,000)	(13,500)	(19,173)	5,673	0	(19,173)	0	0	Partnership income from Runnemedde Borough Council higher than the budget
E Government Services	1,114,400	520,508	477,066	43,442	66,128	543,194	1,129,300	407,254	
Total Employees	2,349,400	810,900	786,305	24,595	0	786,305	2,423,900	796,873	
Total Other Expenditure	35,602,300	12,028,608	11,631,983	396,625	131,642	11,763,625	35,025,900	10,174,186	
Total Income	(35,840,900)	(11,980,100)	(10,680,915)	(1,299,185)	0	(10,680,915)	(35,354,000)	(11,701,194)	
	2,110,800	859,408	1,737,373	(877,965)	131,642	1,869,016	2,095,800	(730,134)	

Economic Development : Cabinet Member - Cllr Colin Davis

Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD		YTD		Actuals	Original Budget	YTD	
	£	£	£	£	£	£	£	£	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	23,500	18,400	20,843	(2,443)	200	21,043	23,500	20,712	
Income	0	0	0	0	0	0	0	0	
Bus Station	23,500	18,400	20,843	(2,443)	200	21,043	23,500	20,712	
Employees	18,700	6,500	5,223	1,277	0	5,223	0	6,135	Staisafe coordinator on sick leave during the first qtr
Other Expenditure	120,000	40,000	87,587	(47,587)	23,467	111,054	120,000	39,967	Service charge due on Spelthorne's share of the running cost of the Elmsleigh centre. The commitment of £23k is under investigation to see if it is still valid
Income	(581,000)	(150,300)	(139,964)	(10,336)	0	(139,964)	(520,000)	(140,000)	Still awaiting payment from the Staisafe Scheme to cover Mr Newels costs
Staines Town Centre Management	(442,300)	(103,800)	(47,154)	(56,646)	23,467	(23,687)	(400,000)	(93,898)	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	20,800	14,550	10,523	4,027	0	10,523	35,800	9,824	
Income	(177,000)	(59,000)	(70,434)	11,434	0	(70,434)	(177,000)	(55,733)	Increased monthly market income due to a extra market on Fridays
Staines Market	(156,200)	(44,450)	(59,911)	15,461	0	(59,911)	(141,200)	(45,909)	
Employees	140,000	46,600	36,775	9,825	0	36,775	163,600	52,768	Current vacant post of Committee Officer
Other Expenditure	17,000	4,250	2,205	2,045	26	2,231	22,600	4,577	Lower expenditure on Internal Printing than the budget.
Income	0	0	0	0	0	0	(10,000)	(1,888)	
Committee Services	157,000	50,850	38,979	11,871	26	39,005	176,200	55,457	
Employees	89,600	30,000	29,922	78	0	29,922	88,500	29,507	
Other Expenditure	0	0	0	0	0	0	200	40	
Income	0	0	0	0	0	0	0	0	
Corporate Governance	89,600	30,000	29,922	78	0	29,922	88,700	29,547	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	6,000	2,000	2,090	(90)	1,100	3,190	5,000	30	
Income	0	0	0	0	0	0	(49,000)	0	
Economic Development	6,000	2,000	2,090	(90)	1,100	3,190	(44,000)	30	
Employees	0	0	6,993	(6,993)	0	6,993	0	0	Temp staff employed on election duties
Other Expenditure	105,800	35,200	27,994	7,206	0	27,994	11,000	0	Budgets require reprofiling
Income	0	0	0	0	0	0	0	0	
Elections	105,800	35,200	34,988	212	0	34,988	11,000	0	
Employees	109,000	35,900	27,394	8,506	0	27,394	109,000	27,284	Budget requires reprofiling
Other Expenditure	32,700	10,500	1,497	9,003	265	1,762	32,900	3,727	Budget requires reprofiling
Income	(1,000)	(300)	(213)	(87)	0	(213)	(1,000)	(287)	
Electoral Registration	140,700	46,100	28,678	17,422	265	28,943	140,900	30,724	
Employees	49,000	15,967	14,679	1,288	549	15,228	35,700	12,455	
Other Expenditure	249,800	80,200	101,074	(20,874)	4,433	105,506	257,800	90,627	Additional expenditure of £17k on new computer equipment and broadband lines for members with no budget.
Income	0	0	(100)	100	0	(100)	0	(8,688)	
Democratic Rep & Management	298,800	96,167	115,652	(19,485)	4,982	120,634	293,500	94,394	
Total Employees	406,300	134,967	120,986	13,981	549	121,535	396,800	128,150	
Total Other Expenditure	575,600	205,100	253,813	(48,713)	29,490	283,303	508,800	169,503	
Total Income	(759,000)	(209,600)	(210,711)	1,111	0	(210,711)	(757,000)	(206,597)	
	222,900	130,467	164,087	(33,620)	30,039	194,126	148,600	91,057	

Young People and Cultural Services : Cabinet Member - Cllr Penny Forbes-Forsyth

Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD		YTD		Actuals	Original Budget	YTD	
	£	£	£	£		£	£	£	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	6,500	3,100	2,156	944	0	2,156	6,500	1,114	
Income	(22,700)	(12,200)	(13,552)	1,352	0	(13,552)	(22,700)	(12,879)	Increased usage resulting in better income figs
Allotments	(16,200)	(9,100)	(11,396)	2,296	0	(11,396)	(16,200)	(11,765)	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	35,900	13,500	720	12,780	10,191	10,911	35,900	14,779	Budget to be reprofiled as the majority of the spend is in the second half of the year
Income	0	0	0	0	0	0	0	(185)	
Staines Metro Commons	35,900	13,500	720	12,780	10,191	10,911	35,900	14,594	
Employees	122,100	41,700	36,361	5,339	0	36,361	159,700	32,873	Vacant posts within highways verges team
Other Expenditure	1,643,400	560,600	373,644	186,956	141,594	515,238	1,638,400	385,164	Rospa checks on playground equipment to take place later in the year, plus we are still awaiting to receive the July invoice in relation to the grounds maintenance contract
Income	(190,600)	(81,500)	(34,518)	(46,982)	0	(34,518)	(228,000)	(79,830)	Surrey County Council invoice to be raised for the highways verges contribution and income budgets waiting to be reprofiled.
Grounds Maintenance	1,574,900	520,800	375,487	145,313	141,594	517,081	1,570,100	338,208	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	141,300	56,100	22,816	33,284	5,216	28,032	141,300	14,747	Reduced electricity spend, as a result of a large refund in the 1st Qtr and spend on playground improvements will take place later in the year
Income	(111,500)	(52,800)	(30,138)	(22,662)	0	(30,138)	(132,800)	(49,112)	Income budgets to be reprofiled, but football and lettings income is down on budget
Parks Strategy	29,800	3,300	(7,323)	10,623	5,216	(2,106)	8,500	(34,365)	
Employees	2,600	900	1,126	(226)	0	1,126	2,600	1,613	
Other Expenditure	19,400	6,300	6,495	(195)	1,167	7,662	21,400	7,708	
Income	(47,000)	(1,000)	(1,314)	314	0	(1,314)	(44,000)	(1,721)	
Arts Development	(25,000)	6,200	6,307	(107)	1,167	7,474	(20,000)	7,600	
Employees	5,000	1,700	272	1,428	0	272	5,000	865	
Other Expenditure	2,800	900	1,263	(363)	3,368	4,631	2,800	1,269	
Income	0	0	0	0	0	0	0	0	
Festivals	7,800	2,600	1,535	1,065	3,368	4,903	7,800	2,134	
Employees	223,300	74,200	73,783	417	0	73,783	213,000	70,555	
Other Expenditure	15,700	4,675	4,301	374	0	4,301	15,400	3,574	
Income	0	0	0	0	0	0	0	0	
Leisure Administration	239,000	78,875	78,084	791	0	78,084	228,400	74,129	
Employees	14,600	4,900	6,140	(1,240)	56	6,196	14,600	9,232	
Other Expenditure	24,500	8,375	13,140	(4,765)	2,480	15,621	24,500	7,927	Expenditure includes Big Lottery money, which is yet to be cleared.
Income	(12,100)	(4,500)	(8,371)	3,871	0	(8,371)	(11,600)	(9,400)	
Leisure Development	27,000	8,775	10,909	(2,134)	2,536	13,445	27,500	7,759	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	27,400	2,000	4,464	(2,464)	0	4,464	29,300	3,305	Grant transferred for Museum Business Rates to show here from October
Income	0	0	0	0	0	0	0	0	
Leisure Grants	27,400	2,000	4,464	(2,464)	0	4,464	29,300	3,305	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	5,400	0	
Income	(47,500)	(7,400)	(8,545)	1,145	0	(8,545)	(40,500)	(7,400)	Sunbury Golf ground rates £2400 more than budget, Profit share of circa £32k due in Feb of next year.
Leisure Promotions	(47,500)	(7,400)	(8,545)	1,145	0	(8,545)	(35,100)	(7,400)	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	1,200	400	3,355	(2,955)	75	3,430	1,200	6,114	
Income	0	0	0	0	0	0	0	0	
Museum	1,200	400	3,355	(2,955)	75	3,430	1,200	6,114	
Employees	0	0	6,678	(6,678)	0	6,678	18,200	6,701	
Other Expenditure	24,700	15,400	4,366	11,034	961	5,327	24,700	3,215	Budgets require some reprofiling as some expenditure takes place later in the year
Income	(42,500)	(25,000)	(11,332)	(13,668)	0	(11,332)	(42,500)	(18,377)	St. Martins lease terminated with Jean Bamforth School of Dance, new lessee (Kings Comm. Church) in pipeline
Public Halls	(17,800)	(9,600)	(288)	(9,312)	961	673	400	(8,461)	

Young People and Cultural Services : Cabinet Member - Cllr Penny Forbes-Forsyth

Results to 31-Jul-11	Budget		Actual	Actual v	Commitments	Total	10/11	10/11 Actual	Comments
	Original	YTD		YTD		Actuals	Original Budget	YTD	
	£	£	£	£		£	£	£	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	71,000	0	(204,438)	204,438	339	(204,099)	61,000	(202,099)	Budget based on SLM energy costs which were an unknown
Income	(227,600)	(196,000)	(2,566)	(193,434)	0	(2,566)	(222,600)	(2,566)	Additional profit share income, of which £204k has been misposted onto an expenditure code
Spelthorne Leisure Centre	(156,600)	(196,000)	(207,003)	11,003	339	(206,664)	(161,600)	(204,665)	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	12,100	3,800	0	3,800	(0)	(0)	12,100	0	
Income	(3,000)	0	0	0	0	0	(3,000)	0	
Sunbury Leisure Centre	9,100	3,800	0	3,800	(0)	(0)	9,100	0	
Employees	0	0	170	(170)	0	170	0	2,147	
Other Expenditure	49,100	16,400	8,539	7,861	7,212	15,752	52,500	14,461	Purchase orders raised and the budgets require some reprofiling
Income	(8,600)	(200)	(1,735)	1,535	0	(1,735)	(8,100)	(14,887)	
Youth	40,500	16,200	6,974	9,226	7,212	14,187	44,400	1,721	
Employees	0	0	0	0	0	0	0	0	
Other Expenditure	19,900	9,400	8,225	1,175	7,553	15,778	19,900	9,462	
Income	(301,400)	(100,400)	(84,380)	(16,020)	0	(84,380)	(261,400)	(58,844)	Some reprofiling of the budgets is required, as income peaks during the winter months
Cemeteries	(281,500)	(91,000)	(76,155)	(14,845)	7,553	(68,602)	(241,500)	(49,382)	
Total Employees	367,600	123,400	124,530	(1,130)	56	124,586	413,100	123,986	
Total Other Expenditure	2,094,900	700,950	249,046	451,904	180,157	429,203	2,092,300	270,740	
Total Income	(1,014,500)	(481,000)	(196,451)	(284,549)	0	(196,451)	(1,017,200)	(255,200)	
	1,448,000	343,350	177,125	166,225	180,213	357,337	1,488,200	139,526	

Economic Development			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Staines Town Centre Management	Second Qtr's Service charge for the Elmsleigh centre paid early.	£47k adverse	Timing
Staines Market	Increased income due to the extra Friday Market	£11k favourable	Underlying
Democratic Representation and Management	Purchase of new computer equipment and broadband lines	£21k adverse	Underlying

Planning and Housing			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Housing benefit Payments	Budget requires to be re profiled Accounting adjustment required to correct a previous accounting entry. There is no underlying variance, as the actual income received closely matches the budget.	£310k favourable £1.2m Adverse	Timing Timing
Housing needs	Awaiting transfer of local housing alert income, from internal reserve	£21k Adverse	Timing
Homelessness	Void period costs are under spent as managed properties are fully occupied. Government grant still be received.	£42k favourable £20k adverse	Underlying Timing
Land Charges	Increased Activity	£23k favourable	Underlying
E Government Services	Savings on server maintenance, offset by higher contract costs	£37k favourable	Underlying

Health and Independent Living			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Day Centres	Food invoices still to be received.	£28k favourable	Timing
Spelthorne personal alarm network	Increased charges and additional A2 clients added	£15k favourable	Underlying
Spelthorne Accessible Transport	Increased use of service and Surrey CC contribution received early.	£27k favourable	Timing

Environment			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Environmental Enhancements	The majority of the spend takes place in Qtr's 3 and 4, therefore there is not an underlying variance.	£11k favourable	Timing
Street cleaning	Vacant posts and lower expenditure on hired transport and operational equipment and supplies. Some budgets require to be re profiled.	£50k favourable	Underlying
Waste Recycling	Recycling claim to Surrey is still outstanding and lower contractor costs for disposal.	£184k adverse £58k favourable	Timing Underlying
Public conveniences	Outstanding invoice to be received.	£26k favourable	Timing

Young People and Leisure Services			
Cost Centre	Comments	Significant Variances	Timing or Underlying Variance
Staines Metro Commons	Budget to be re profiled as the majority of the expenditure takes place in the 2 nd part of the year	£13k favourable	Timing
Grounds Maintenance	Contractor's July invoice is outstanding.	£186k favourable	Timing
	Invoice to be raised for Surrey CC's contribution towards the maintenance of the highway verges.	£49k adverse	Timing
Parks	Large electricity refund and improvements to playgrounds to take place later in the year.	£33k favourable	Timing
	Football and lettings income is down and budgets require to be re profiled.	£23k adverse	Underlying

Communications			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
General Grants	Grant from Pfizer towards a teen pregnancy initiative run by Stanwell hub people.	£11k favourable	Underlying
Corporate Publicity	Savings on the borough newspaper and the marketing budget requires to be reprofiled.	£22k favourable	Timing
Business improvement	Vacant Post	£27k favourable	Underlying

Community Safety			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Asset Management	Order raised for a asbestos survey and budget requires to be re profiled.	£37k adverse	Timing
General Property Expenses	Early surrender of the lease on Beresford House and budget requires to be re profiled.	£24k favourable	Timing
Licensing	Market fluctuations	£15k adverse	Underlying
Knowle Green	Car parking, Air track enquiry and rental income will not be achieved, but offset by avoidance of legal expenses for planning.	£17k adverse	Underlying

Finance			
Cost Centre	Comments	Significant Variance	Timing or Underlying Variance
Assistant Chief Executives	Effects of redundancy payment special creditor	£80k favourable	Timing
Customer Services	Major restructure with council tax, which will deliver in future, ongoing annual savings of approx £200k per year.	£19k favourable	Underlying
Corporate Management	Audit fee invoice still outstanding.	£55k favourable	Timing
	Sponsorship for services from A2 Dominion.	£85k favourable	Underlying
Unapportionable central overheads	Added years compensation payments are lower than the budget, but the budget will require to be re profiled.	£153k favourable	Timing
Car Parks	Increased business rate payments and some budgets also require to be re profiled.	£81k adverse	Underlying

2011/12 Capital Monitoring Report

**Overview and Scrutiny Committee
13 September 2011**

**Cabinet
20th September 2011**

**Resolution Required
Report of the Chief Finance Officer
EXECUTIVE SUMMARY**

How does the content of this report improve the quality of life of Borough Residents

Money spent on capital schemes enables the Authority to ensure that residents are able to have an improved standard of living and facilities.

Purpose of Report

To provide Cabinet with the spend figures, for the period April to July 2011 on the Capital Programme.

Key Issues

- The current position shows that we have spent £544k to date against an original budget of £1,526k and against a revised budget of £2,037k.
- The spend for the period of £544k is 36% of the original budget and 27% of the revised budget. The corresponding figures for the same period last year was a spend of £487k, which was 22% of the original budget and 18% of the revised budget.

Financial Implications

As set out within the report and appendices

Corporate Priority

All six priorities.

Officer Recommendations

Overview and Scrutiny Committee are asked to note the report.

Report Author: Adrian Flynn Senior Accountant (01784 444268)

Contact: Terry Collier, Chief Finance Officer (01784 446296)

Cabinet Member: Cllr Tim Evans

MAIN REPORT

1. BACKGROUND

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

2. KEY ISSUES

2.1 Capital

- (a) Attached, as **Appendix A and B**, is the current spend to date on capital covering the period April to July 2011.
- (b) For the period ending 31 July 2011, capital expenditure £544k (36%) of the original budget and (27%) of the revised budget.
- (c) The equivalent spend in the corresponding period of the previous year was £487,000 (22%) of the original budget and (18%) of the revised budget.
- (d) The difference between the original budget and the revised budget is £511,040. The £511,040 is broken down as £203,500 worth of carry forwards from 10/11 and £307,540 worth of supplementary estimates, made up as follows,
 - Food waste Scheme : £265,000
 - Walled Garden Irrigation : £ 28,000
 - Pa system : £ 14,540

2.2 The following projects are worth noting:

- (a) Wall/Loft Insulation – With the new contractors in place, demand is very high and the budget will be spent in full.
- (b) Disabled Facilities Grant – A large number of applications have been received during the first quarter, which has resulted in over 55% of the budget being spent.
- (c) Food Waste – Orders have been placed for the food waste bins and caddies and they are due for delivery by the 16th September.
- (d) Car Park Improvements – Project group is to meet in September regarding the implementation of the new pay on foot machines for the car parks.
- (e) Soft Play Area – £10,000 expenditure to be funded by a grant from the big lottery fund.

- (f) Tennis Courts – The project is about to go out to tender, with a project start date of the end of September.

3. PROPOSALS

- 3.1 Cabinet to note the current spend position.

4. BENEFITS AND SUSTAINABILITY

- 4.1 Careful monitoring of the budgets enables greater information on the likely outturn position which enables improved treasury management interest forecasts as predicted underspends or slippages can be incorporated when calculating the likely outturn position for investment income.

5. FINANCIAL IMPLICATIONS

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

6. LEGAL IMPLICATIONS/OTHER CONSIDERATIONS

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

7. RISKS AND HOW THEY WILL BE MITIGATED

- 7.1 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.

8. TIMETABLE FOR IMPLEMENTATION

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

Report Author: Adrian Flynn Senior Accountant (01784 444268).

Background Papers: There are none.

CAPITAL BUDGET MONITORING 2011/12

SCHEME	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATES	REVISED BUDGET	ACTUAL TO DATE	COMMITMENTS	TOTAL YTD	BUDGET YTD	ACTUAL YTD TO BUDGET VARIANCE YTD
	£	£	£	£	£	£	£	£	£
Housing Investment Programme	400,900	37,000	-	437,900	297,460	20,695	318,155	216,000	102,155
New Schemes Fund	-	-	-	-	51,147	(30,539)	20,607	-	20,607
Other Services Programme	1,125,500	166,500	307,540	1,599,540	194,997	472,972	667,969	332,178	335,791
CAPITAL PROGRAMME TOTAL	1,526,400	203,500	307,540	2,037,440	543,604	463,128	1,006,732	548,178	458,554

Capital Monitoring Report 2011/12

Cost Centre	Description	Full Yr Original	Full Yr Revised	Actuals_YTD	Commitments	Total YTD	Budget YTD	Actual YTD to Budget YTD variance	Comments
		£	£	£	£	£	£	£	
Housing Investment Programme									
Lee O'Neil									
40203	Disabled Facilities Mandatory	497,000	497,000	215,081	0	215,081	165,667	49,414	We have now spent 55% of this budget, which is high for the first quarter; A further 239k worth of grants have been agreed in principle by the Environmental health Dept.
	Less Specified Capital Grant	(285,000)	(285,000)	0	0	0	0	0	
40204	Disabled Facilities Discretion	29,600	29,600	6,020	0	6,020	0	6,020	No further spending anticipated on this budget till later in the financial year
	Net Cost of Disabled Facilities Grants	241,600	241,600	221,101	0	221,101	165,667	55,434	
40205	Decent Homes Grant	89,000	126,000	53,383	17,023	70,406	42,000	28,406	On track
40207	Equity Release Scheme	10,000	10,000	0	0	0	0	0	Invoices yet to be received - on track
40209	Home Improvement Agency grant	35,300	35,300	0	0	0	0	0	Invoices yet to be received. This budget will be underspent this year by about £8,500. As per comments made by Lee in previous years there is a need to maintain this budget at the £35,300 level in light of increasing demand and the outcome of the continuing HIA review by SCC's Supporting People which is likely to place additional service requirements on HIAs in Surrey.
Sandy Muirhead									
40601	Wall/Loft Insulation	25,000	25,000	22,977	3,672	26,649	8,333	18,316	Demand is high and the budget will be spent in Full, a commitment of £1649 is under investigation to see if it is valid
	Total	159,300	196,300	76,360	20,695	97,055	50,333	46,722	
Total For HIP		400,900	437,900	297,460	20,695	318,155	216,000	102,155	
New Schemes fund									
Nigel Lynn									
41326	Sunbury Improvement Project	0	0	49,917	62,586	112,502	0	112,502	Final phase payment for the skatepark and the commitment is under investigation to see if it is valid.
41327	Shepperton Improvement Project	0	0	(12,635)	3,294	(9,341)	0	(9,341)	Still awaiting outstanding invoices to clear year end Special Creditor
41328	Ashford Improvement Project	0	0	13,865	3,581	17,446	0	17,446	Invoices relate to works that have been completed during April and May 2011
	SCC Match Funding	0	0	0	-100,000	-100,000	0	-100,000	Early payment has been requested from SCC, no response as yet.
	Net Cost of Improvement Projects	0	0	51,147	-30,539	20,607	0	20,607	
Total For NSF		0	0	51,147	-30,539	20,607	0	20,607	
Other Services Programme									
Dave Phillips									
41325	Lammas Sea Cadets Relocation	0	0	(4,000)	0	(4,000)	0	(4,000)	Still awaiting an invoice to clear a year end special creditor
41612	Clockhouse Lane	0	0	0	1,430	1,430	0	1,430	Retainer from refurbishment works
41618	Esso Site Stanwell	0	0	0	3,400	3,400	0	3,400	To provide consultancy services on the development of the site, the commitment is under investigation to confirm if it is valid
	Total	0	0	-4,000	4,830	830	0	830 0	
Helen Dunn									
43001	Web & Intranet General	10,000	10,000	0	0	0	3,333	-3,333	Anticipated to be spend by end of year
43002	Website Enhancement	10,000	10,000	0	0	0	3,333	-3,333	Anticipated to be spend by end of year
43101	Contract/Doc Mangmt	10,000	10,000	0	0	0	3,333	-3,333	Anticipated to be spend by end of year
43201	Payments	0	0	(10,630)	3,037	(7,593)	0	(7,593)	Awaiting invoices to clear year end Special Creditor
43301	Finance Suite	10,000	10,000	0	3,480	3,480	3,333	147	Anticipated to be spend by end of year
43302	Payroll/HR	10,000	10,000	0	0	0	3,333	(3,333)	Anticipated to be spend by end of year
43304	GOSS - Website Upgrade	70,000	70,000	1,800	0	1,800	0	1,800	project is due to start
43305	Document Management System	160,000	160,000	20,865	21,750	42,615	0	42,615	some will need to be carried forward for phase 2
43306	Geographical Info System	0	0	(3,100)	2,635	(465)	0	(465)	Awaiting invoices to clear year end Special Creditor
43401	Planning	0	0	2,375	2,375	4,750	0	4,750	minor amends to planning on-line
43501	Revenues & Benefits	30,000	30,000	7,468	1,670	9,138	10,000	-862	additional modules expected
43502	Housing Support	30,000	30,000	(4,250)	2,570	(1,680)	10,000	(11,680)	Implementation of scanning module and still awaiting invoices to clear year end special creditor
43514	LILA	0	0	0	860	860	0	860	Additional support for upgrade
43602	Secure Networking	30,000	30,000	8,089	6,069	14,158	10,000	4,158	Spend relating to Code of Connection
43603	Server Updates	30,000	30,000	0	0	0	10,000	(10,000)	Anticipated to be spend by end of year
43604	Desktop Upgrades	50,000	50,000	16,342	12,819	29,162	16,667	12,495	Anticipated to be spend by end of year
43605	Telephone/Data Communications	0	0	560	2,340	2,900	0	2,900	may need to move some budget here
43606	Misc software	20,000	20,000	2,490	750	3,240	6,667	(3,427)	Anticipated to be spend by end of year
43607	Printing	10,000	10,000	653	11,118	11,771	3,333	8,438	Anticipated to be spend by end of year
	Total	480,000	480,000	42,663	71,473	114,136	83,332	30,804	

Cost Centre	Description	Full Yr Original £	Full Yr Revised £	Actuals YTD £	Commitments £	Total YTD £	Budget YTD £	Actual YTD to Budget £	Comments
Jackie Taylor									
41208	Walled Garden Irrigation	0	28,000	0	27,640	27,640	9,333	18,307	Project to complete in August - £28k spent
41209	Food Waste Collection	0	265,000	0	194,298	194,298	88,333	105,965	Orders have been placed for bins & delivery
41504	Direct Service Vehicle Procure	44,000	44,000	0	48,000	48,000	0	48,000	Vehicle ordered due to arrive September 2011 budget spent
41620	Wheelie Bins	100,000	100,000	0	4,190	4,190	33,333	-29,143	procuring bins through ESPO order to be placed very soon
	Total	144,000	437,000	0	274,128	274,128	130,999	143,129	
Jan Hunt									
41608	HR and Payroll system	60,000	60,000	22,203	27,533	49,736	20,000	29,736	Implementation of the project has started, with the system going live by Jan 2012.
	Total	60,000	60,000	22,203	27,533	49,736	20,000	29,736	
John Foggo									
41404	PA System	0	14,540	0	14,540	14,540	4,847	9,693	Supplementary bid, transfer from reserves at year end.
	Total	0	14,540	0	14,540	14,540	4,847	9,693	
Lee O'Neil									
41314	Air Quality	32,000	32,000	0	0	0	3,334	(3,334)	Driver training has taken place across the Council. Review and Assessment work progressing.
41314	Pollution	(22,000)	(22,000)	0	0	0	0	0	
41315	Cont Land Investigation	57,500	86,100	10,661	48,112	58,773	28,700	30,073	DEFRA grant money to pay for Denman Drive site investigation and remediation work (additional funding is due from DEFRA to pay for the remediation). This budget will be wholly spent.
43307	EHBC Mobile Working	0	39,400	0	4,900	4,900	13,133	-8,233	Smart phone trial being undertaken.
	Total	67,500	135,500	10,661	53,012	63,673	45,167	18,506	
Liz Borthwick									
40103	Community Alarm System	20,000	25,200	8,222	7,154	15,376	8,400	6,976	Try to purchase units in bulk when required
40108	Leisure Centre Fitness Kit	65,000	65,000	0	0	0	0	0	Return on investment over three years
41027	Stanwell DC Cafe	10,000	10,000	0	0	0	0	0	Project not started yet
41035	Bowls Club self management	29,000	41,700	40,841	3,431	44,272	4,233	40,039	Ongoing project
41036	Soft Play Area (BLF)	0	0	10,000	0	10,000	0	10,000	Funded by the Big Lottery fund
	Total	124,000	141,900	59,063	10,585	69,648	12,633	57,015	
Sandy Muirhead									
41203	Tennis Courts	25,000	25,000	0	0	0	0	0	Project about to go out to tender, with the project due to start at the end of September
41309	Critical Ditches	0	20,000	(811)	1,486	675	6,667	(5,992)	Still awaiting invoices to clear year end special creditor
41317	Car Park Improvements	74,000	117,200	9,383	0	9,383	14,400	(5,017)	Project group to meet in September re the implementation of new pay on foot machines.
41625	Tothill Car Park Lighting	0	0	0	0	0	0	0	
41627	Salix Low Carbon M'ment Prog	76,000	76,000	0	0	0	0	0	
41630	Bridge Street CP Lighting	0	0	21,506	0	21,506	0	21,506	Project is completed and is funded by the Salix Fund
41631	Elmsleigh CP Lighting	0	0	36,336	7,919	44,256	0	44,256	Project is completed and is funded by the Salix Fund
42037	Biffa Award Match Funding	0	17,400	0	0	0	5,800	(5,800)	
42040	Allotments	25,000	25,000	(528)	5,875	5,347	8,333	(2,986)	Budget to be spend in full, works allow allotments to increase their customer base
42049	Hawke Park	0	0	(1,479)	1,591	112	0	112	Still awaiting invoices to clear year end special creditor
	Total	200,000	280,600	64,407	16,871	81,278	35,200	46,078	
Terry Collier									
45002	Capital Salaries	50,000	50,000	0	0	0	0	0	Charge to Capital salaries takes place at year end
	Total	50,000	50,000	0	0	0	0	0	
Total For Other		1,125,500	1,599,540	194,997	472,972	667,969	332,178	335,791	0
Grand Total		1,526,400	2,037,440	543,604	463,128	1,006,732	548,178	458,554	

WORKFORCE MONITORING 2011

Overview and Scrutiny Committee 15 September 2011

Resolution required

Report of the Assistant Chief Executive

How does the content of this report improve the quality of life of Borough Residents

Staffing issues affect the recruitment, retention and morale of staff who provide services to the community. If the workforce is representative of the community it can help improve service provision to the wide range of customers.

Purpose of Report

To report on the diversity of the workforce and recruitment monitoring for the year 2010/11, to note trends and actions taken.

Key Issues

- Workforce monitoring in accordance with Spelthorne's Single Equality Scheme and legislation
- Make-up of workforce focusing on gender, disability, ethnicity and age
- Monitoring of the recruitment and selection process
- Trends
- Requirement to publish workforce diversity data from January 2012

Financial Implications

- Financial penalties are possible if Spelthorne is found to have discriminated unfairly.

Corporate Priority

All priorities.

Officer Recommendations

The Committee is asked to note the workforce monitoring and trends.

Report Author: Jan Hunt, Head of Human Resources 01784 444264

Area of Responsibility: Brian Harris, Assistant Chief Executive 01784 446249

Cabinet member: Councillor Vivienne Leighton

MAIN REPORT

1. BACKGROUND

- 1.1 The Equality Act 2010 brought together legislation covering discrimination, including protection of employees and applicants against unlawful discrimination on the grounds of gender, race, disability, age, sexual orientation and religion and belief.
- 1.2 Spelthorne has a combined Single Equality Scheme to cover the previous requirements for separate Race, Disability and Gender Equality Schemes. In 2009 Spelthorne was successful in being recognised at level 3 (Achieving) against the Government's Equality and Diversity Standard.
- 1.3 Public authorities are expected to undertake employment monitoring on a wide range of circumstances including numbers of staff, staff subject to disciplinary action, appointments, promotion, grievances from staff and ceasing employment.
- 1.4 We also monitor the appointments process to check that we are continuing to attract applicants from a wide range of backgrounds. Applicants complete an Equal Opportunities Monitoring Questionnaire, which is detached from the application form prior to shortlisting, so that recruitment decisions are made on the basis of objective information relating to qualifications and experience, with more personal information available for monitoring purposes only.
- 1.5 Monitoring results are considered by the officer Equality and Diversity Group and Management Team and are reported for member scrutiny.

2. WORKFORCE MONITORING

- 2.1 Staff numbers. At 31 March 2011 Spelthorne employed 323 people (292.8 full time equivalents). This compared to the establishment of 313.11 full time equivalent if all posts were filled, with a reduction of 11.43 full time equivalent posts in the year to 31.3.11. 231 staff (72%) were at grade 1-6 covering clerical, administrative and operative posts, 75 staff (23%) at M1-SM2, for professional and manager posts and 17 (16 posts) (5%) at head of service and management team.
- 2.2 **Full and Part time working.** 73.7% of the workforce works full time (238 staff) and 26.3% (85 people) work part time. There are similar numbers of male and female staff working full time (51.7% male and 48.3% female), with the majority of part time staff women (84.7% female, 15.3% male). The independent living service has the greater proportion of its workforce working part time, with few full time posts in that area.
- 2.3 **Gender.** The workforce is split between 42.1% male and 57.9% female staff. See **Appendix A.**
- 2.4 A greater proportion of female staff are at the lower levels in the organisation. At grades up to Scale 6 the gender split is 61% female / 39% male. At the professional and managerial grades there is a more even split of 50.7% female and 49.3% male. At senior levels (Management team and heads of service) it is 53% male and 47% female, although with small numbers there is the potential for a single appointment to make a significant difference to the proportions.
- 2.5 **Disability.** 14 staff are noted as having a disability (12 from self-declaration and 2 identified by HR as meeting the criteria for 'automatic' inclusion as disabled). This is 4.3% of the workforce, compared to census data that shows that around

10% of the working age population in Spelthorne is disabled. Thus staff with disabilities are under-represented in our workforce.

- 2.6 **Ethnicity.** Spelthorne uses the ethnic classifications used in the census. The workforce is predominately of white ethnicity, with 93.2% describing themselves as White, with 6.8% from other ethnic backgrounds. See **Appendix B** for details.
- 2.7 These figures can be compared with the population make up of the Borough. The 2001 census figures showed that 94.3% of the local population described themselves as White with 5.7% from other ethnic groups, indicating that the workforce is broadly in line with the ethnic make-up of the population at the previous census. Information from the 2011 census is not yet available but indications are that around 9.5% of the Spelthorne population is now from other ethnic groups.
- 2.8 **Age.** Spelthorne employs people in all age ranges with a high proportion (67%) at 40 years old or over, and 38% of the workforce are age 50 and over. It is encouraging to see that nearly 15% of the workforce are aged 30 or under. See **Appendix C**.
- 2.9 **Length of Service.** Spelthorne has a wide span of service length with 36.5% of staff having under 5 years service and we have a large number of staff (30.5%) with 5-10 years service. Only 13.3% having over 15 years service. The high level of staff with shorter service reflects higher turnover in the early years in part due to people moving on if they decide that working in local government is not for them or leaving for promotion elsewhere. Lower levels of staff with very long service reflects changing employment patterns with flatter structures, fewer people remaining with one employer throughout their working life and the effect of restructures and redundancies. See **Appendix C**.

3. MONITORING OF THE RECRUITMENT PROCESS

- 3.1 Applications for advertised vacancies are monitored for gender, ethnicity, disability and age. The results of recruitment monitoring for the year April 2010 to March 2011 are shown in **Appendix D**.
- 3.2 Monitoring shows the number of applications received, numbers shortlisted and appointments made. There were no complaints of unfair discrimination or treatment received in the period under review, and there is no evidence to suggest that any differences are due to unfair discrimination on any grounds other than suitability for the post applied for.
- 3.3 All vacancies advertised externally are advertised on www.surreyjobs.info a specialist e-recruitment portal developed with other public sector partners in Surrey which links to the www.jobsgopublic.com national recruitment network, with traditional press media now used in few cases.
- 3.4 There were fewer posts advertised externally in the year, contrasting with the situation in previous years where the majority of posts have been advertised externally. There were a total of 590 applications for 22 adverts with 21 appointments made.
- 3.5 **Gender.** Applications were received from 297 men (50.3% of applicants) and 281 women (47.6% of applicants), with a number of applicants declining to provide any monitoring information. There was a slightly greater proportion of female applicants shortlisted and appointed than applied (and slightly lower

proportion of men), with 52.4% of female applicants appointed compared to 47.6% of applicants.

- 3.6 **Disability.** We continue to receive small numbers of applications from applicants declaring a disability, with 19 applications (3.2% of applications). 2 of these applicants were shortlisted, with no appointments
- 3.7 **Ethnic minority.** Overall 31.8% of applicants (188 applications) were from ethnic minority applicants. Of these 28 (31.1% of shortlisted applicants) were shortlisted and 4 appointed (19% of all appointments). The proportion of ethnic minority applicants appointed was therefore less than the proportion of applications received. There is no evidence of any unfair discrimination.
- 3.8 **Age.** Applications were received from all age ranges, with all ages shortlisted and appointments in all age ranges except the 31-35 years old age bracket. It is encouraging to see that a third of appointments were of younger people between 18 and 30 years old, helping to balance the age of the workforce.
- 3.9 **Promotion.** Existing staff can apply for all vacancies, with some restricted to internal applicants only. During the year 2010-11 5 staff were promoted 1 was male and 4 female, all of the staff promoted were from a White British background.
- 3.10 **Secondment.** A member of staff from the asset management service completed a secondment to Surrey County Council, where she assisted with the review of public sector assets.

4. OTHER EMPLOYMENT MONITORING

- 4.1 **Grievance proceedings.** There were no formal grievances.
- 4.2 **Disciplinary proceedings.** There were 8 formal disciplinary cases, 6 were White British (75%) with 1 from a White and Black African background (12.5%) and 1 from an Asian background (12.5%).
- 4.3 **Leaving employment.** Turnover in 2010/11 was at 9.6% of the workforce, with 31 permanent/long term staff leaving Spelthorne. See **Appendix E** for comparison with earlier years. Most were from a White British background (93.5%), with 2 describing themselves as Asian (6.5%). The majority (17) of leavers resigned voluntarily to take up opportunities elsewhere, a voluntary turnover rate of 5.3%.
- 4.4 **'Managed' turnover** includes dismissals including redundancies, ill-health and planned retirements. Managed turnover was at 4 % with 1 retirement at age 65, 6 redundancies and 4 end of temporary contracts. There was 1 death in service.
- 4.5 **Requests to work beyond Normal Retirement Age.** 9 staff requested to remain at work beyond age 65, 8 of which were agreed. This is a slight decrease compared to 10 requests in 2009/10 and 4 in 2008/9.
- 4.6 **Employment Tribunal cases.** There was one employment tribunal case lodged in 2010/11, which was subsequently withdrawn.
- 4.7 **Workforce monitoring not currently undertaken.** We do not currently collect data or monitor for religion / belief or sexuality.

5. REQUIREMENT TO PUBLISH WORKFORCE DIVERSITY DATA

- 5.1 The Equality Act 2010 (Specific Duties) Regulations 2011 are expected to be debated in the House of Lords in September and will come into effect following

parliamentary approval. The regulations require that public authorities publish information to demonstrate compliance with the public sector equality duty. The new equality duty replaces the three previous public sector equality duties for race, disability and gender, and now covers the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race, including ethnic or national origins, colour or nationality
- Religion or belief
- Sex
- Sexual orientation

5.2 As currently drafted the regulations require that information, including on employees who share a relevant protected characteristic, is published by 31 January 2012 and then annually. When guidance is available the officer Equality and Diversity Group will be considering whether any additional workforce monitoring is required in addition to the information set out in this report.

6. WORKFORCE TRENDS

6.1 The overall proportion of male / female staff remains similar to previous years with the proportion of female staff at senior levels remaining above average (compared with the national BVPI data published up to March 2008).

6.2 The proportion of disabled people in the workforce remains low. There appears to be a reluctance to declare a disability, even in those cases that could be automatically considered disabled, such as cancer and MS.

6.3 The number of staff from an ethnic minority background has remained in line with the working age population of Spelthorne from the last census. However this is no longer in line with current population projections which show that almost 10% of the Spelthorne population is now from an ethnic minority background

6.4 Spelthorne continues to employ people in all age ranges, with an overall ageing workforce, although an encouraging number of younger staff continue to be appointed.

6.5 An increasing number of staff wish to remain at work beyond age 65. This trend is likely to continue as the removal of the default retirement age later this year and rising state retirement ages change expectations on the length of the working life. This could have a significant effect on employment patterns in the future and the age range of staff. Spelthorne will be unable to compulsorily retire staff after the end of September 2011 and from October it will be unlawful to prevent an individual from working beyond age 65 and employments will continue until the individual chooses to retire or the employer takes formal action to bring it to an end (e.g. on grounds of redundancy, capability or ill health).

6.6 Voluntary turnover was low, reflecting reduced opportunities due to the economic downturn and individuals' preference not to seek alternative employment in these circumstances.

- 6.7 Managed turnover at 4% reflected the level of organisational change as Spelthorne reconfigures the organisation structure and the way services are provided in order to achieve savings.
- 6.8 Management Team continue to manage the establishment and vacancies to maximise the opportunities for budget reductions. There has been a significant change in recruitment patterns due to the council's financial situation and the external economic downturn. The proportion of posts advertised internally only and filled from within the existing workforce has increased, providing opportunities for development and succession.
- 6.9 Almost all (around 95%) applications received are now submitted electronically as applicants increasingly expect to pick up adverts and apply for positions online. Use of e-recruitment enables us to attract applications from a wide background while continuing to contain advertising expenditure.

7. OPTIONS ANALYSIS

- 7.1 No options – report is for information.

8. PROPOSALS

- 8.1 To note the monitoring data and workforce statistics in this report, the action taken and trends.

9. BENEFITS AND SUSTAINABILITY

- 9.1 A diverse workforce reflects the community and ensures Spelthorne has access to a wide range of experiences and backgrounds to assist service delivery.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no financial implications of this report, although there are resource implications from the recruitment activity and for gathering monitoring data. There could be financial penalties if Spelthorne is found to have discriminated unfairly.

11. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 11.1 Spelthorne must comply with the requirements of all employment legislation and with specific public sector equality duties. Spelthorne has achieved level 3 of the Equality Standard, which requires that effective monitoring and review of diversity is undertaken.
- 11.2 Applicants or employees who believe that they have been unfairly discriminated against or have suffered a detriment on the grounds of their race, gender, disability, age, sexual orientation, religion / belief or working arrangements can claim against Spelthorne at Employment Tribunal. Equal opportunities awards are potentially unlimited and the Council's reputation could be damaged in the event of any successful claims.

12. RISKS AND HOW THEY WILL BE MITIGATED

- 12.1 The risk of discrimination claims is mitigated by training, development and briefing of staff involved in recruitment, selection and the management of staff, and by ensuring that employment procedures set out requirements and expectations.

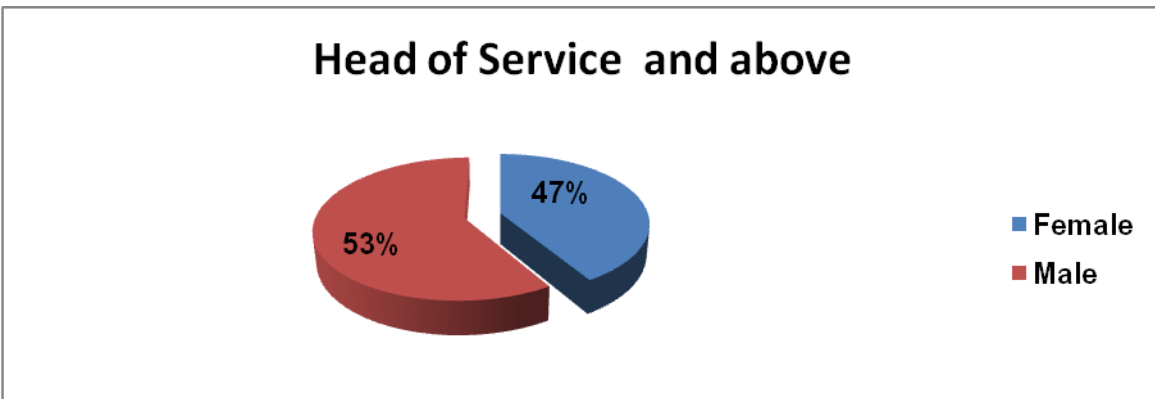
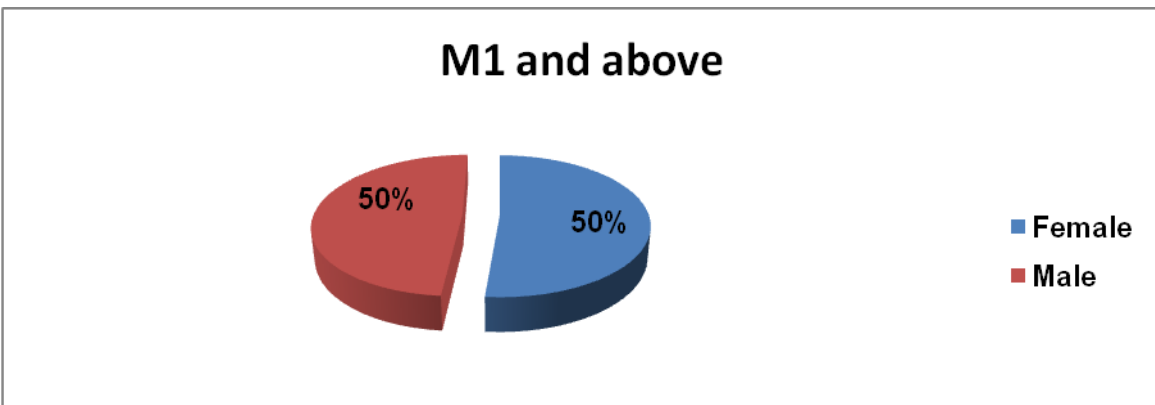
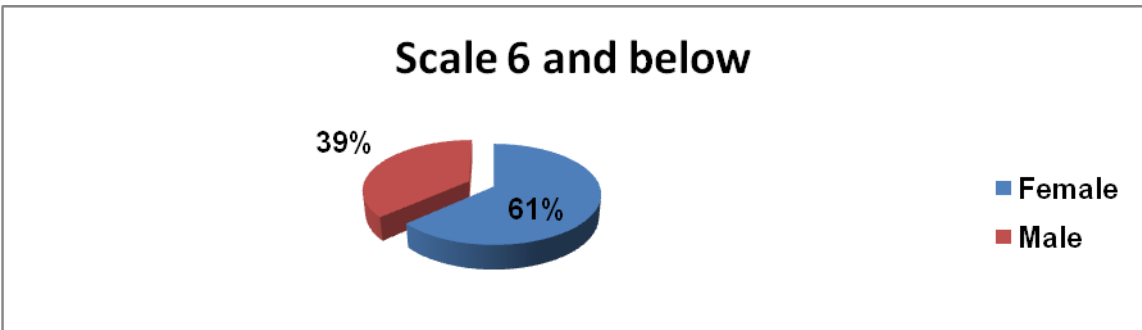
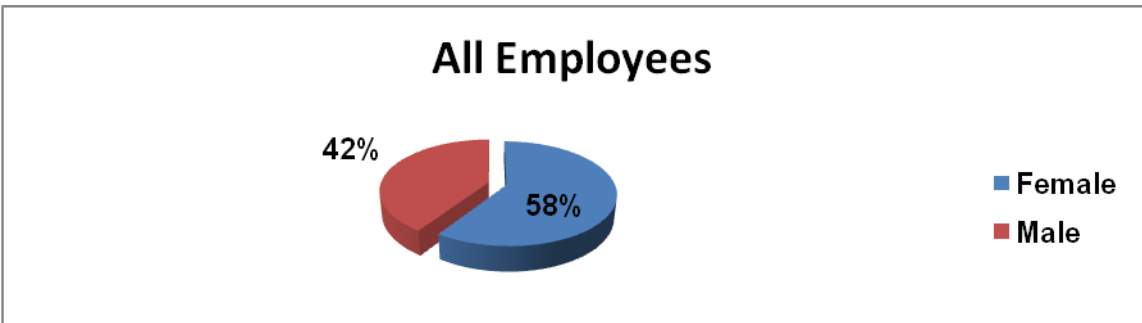
13. TIMETABLE FOR IMPLEMENTATION

- 13.1 Employment monitoring and the actions above are ongoing.

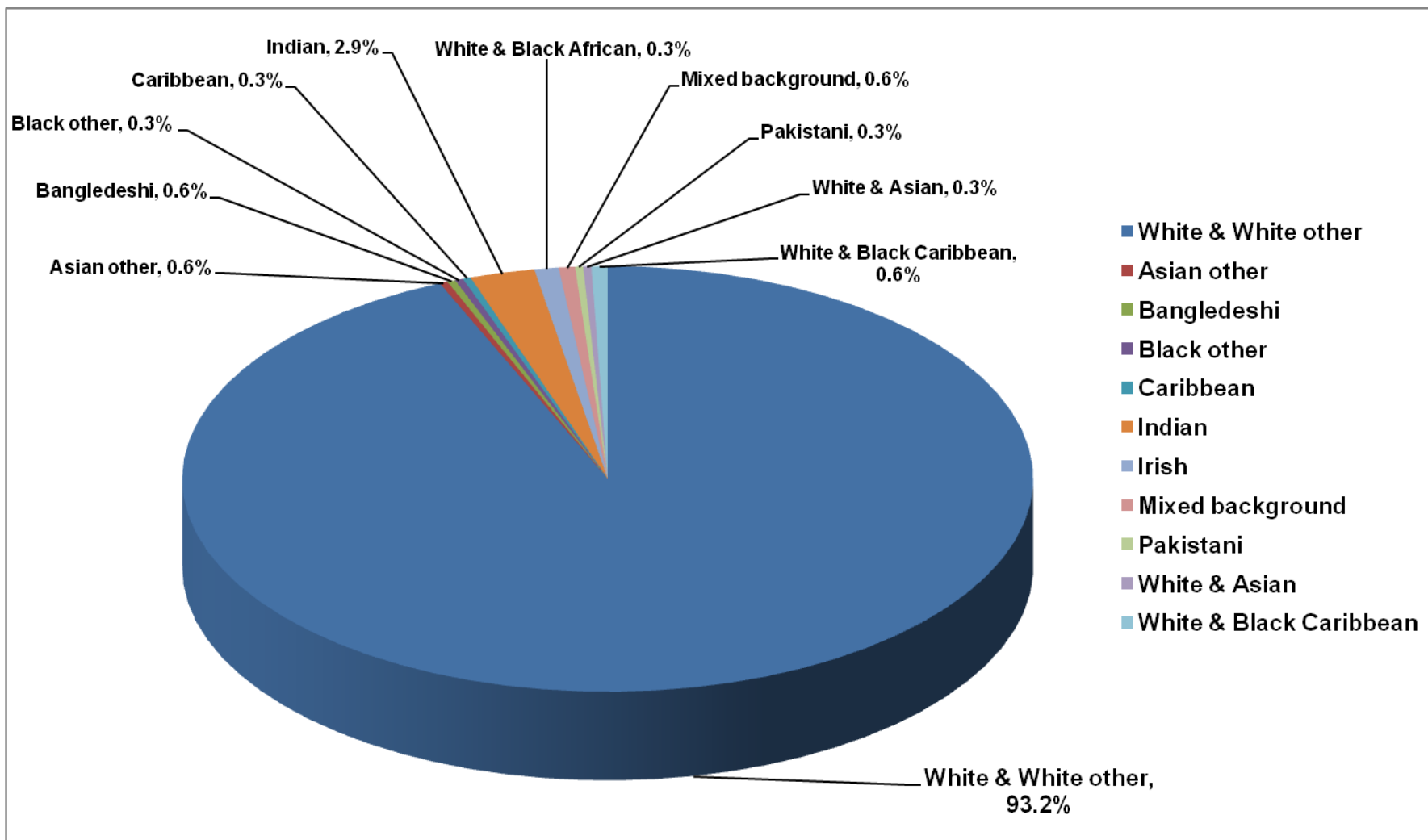
Report Author: Jan Hunt, Head of Human Resources

Background Papers: There are none.

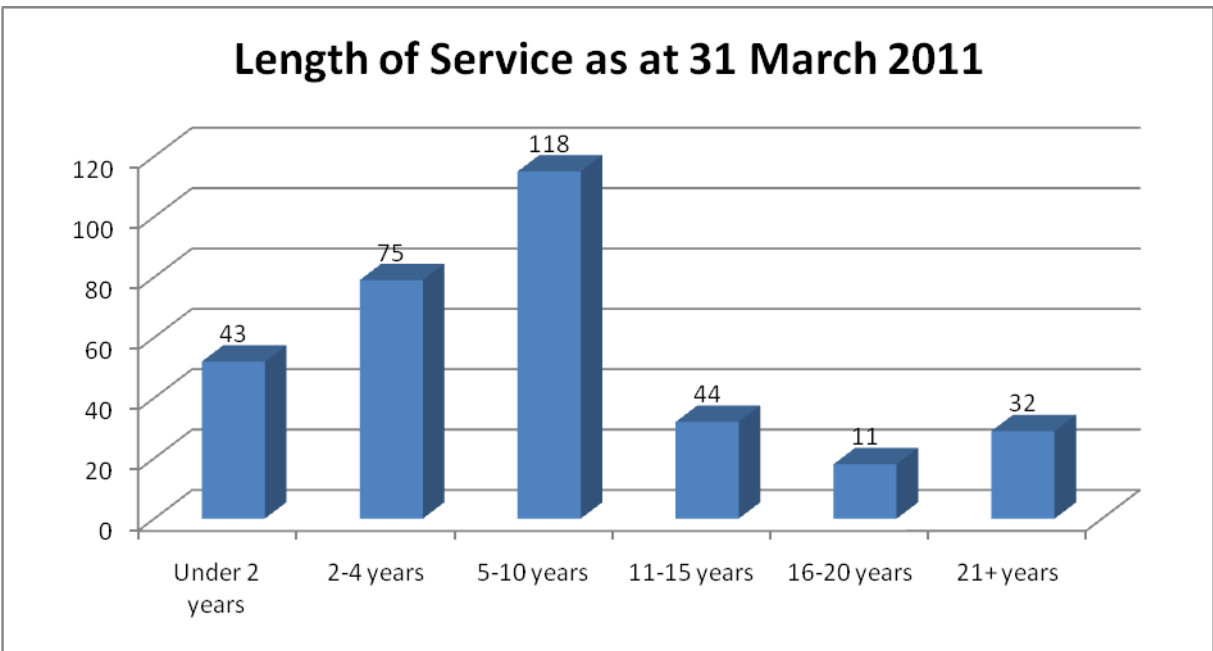
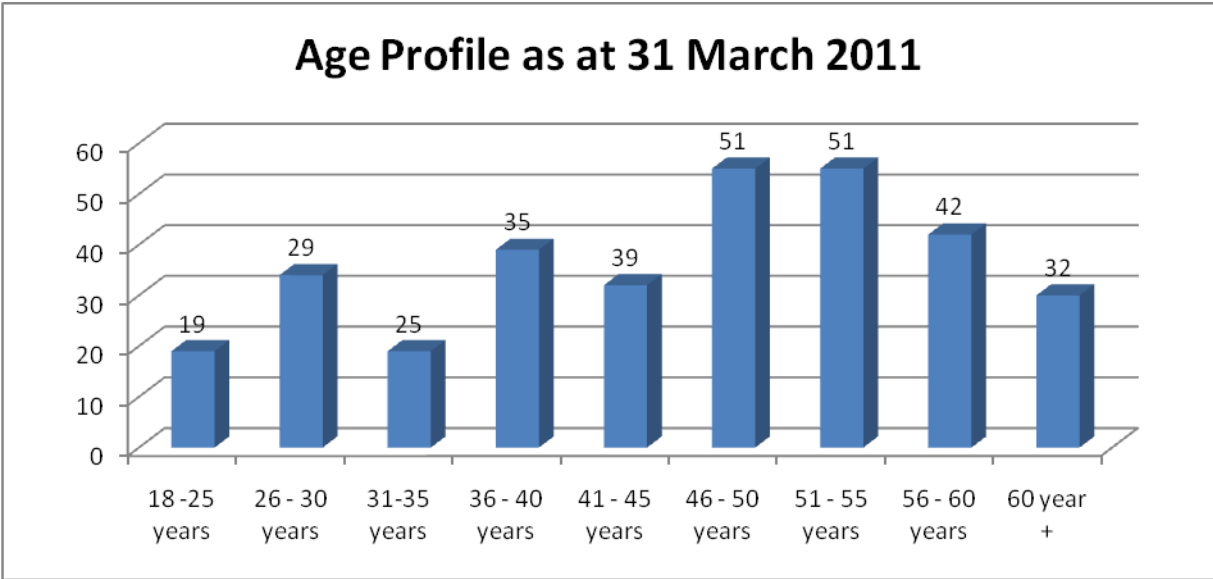
Gender Split of Spelthorne Employee



Ethnic Background of Spelthorne Employees – 31 March 2011



Age Profile and Length of Service



Appendix D Equal Opportunities Monitoring
 Recruitment within Spelthorne Borough Council

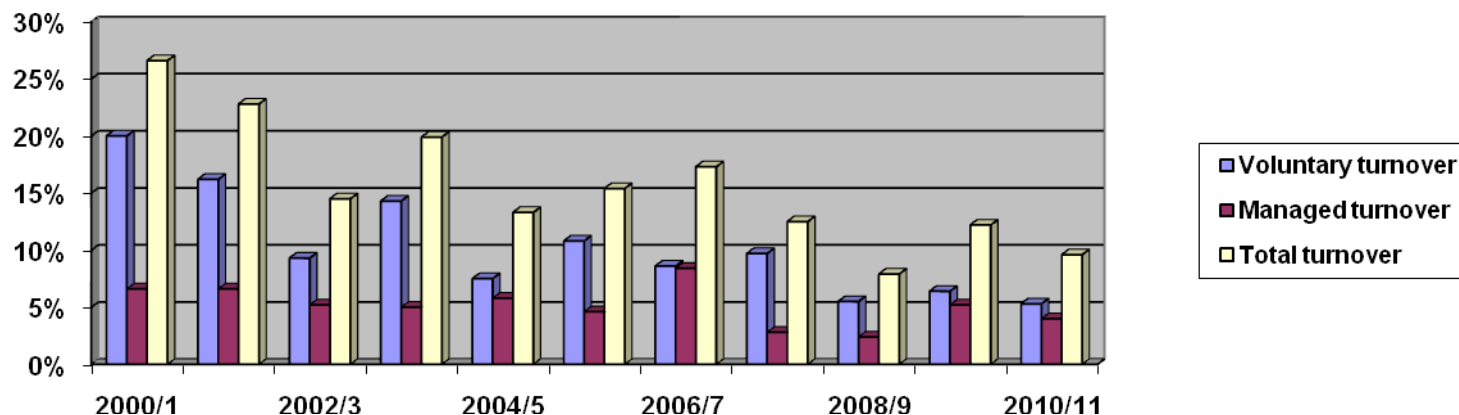
2010/11

Grade	No Jobs	APPLICANTS					SHORTLISTED					APPOINTED				
		Total	Ethnic Minority	Disabled	Male	Female	Total	Ethnic Minority	Disabled	Male	Female	Total	Ethnic Minority	Disabled	Male	Female
1 - 6	19	556	164 (29.4%)	19 (3.4%)	274 (49.3%)	270 (48.6%)	77	22 (28.6%)	2 (2.6%)	30 (39%)	42 (54.5%)	20	4 (20%)	0	9 (45%)	10 (50%)
M1 - 3	3	34	24 (70.6%)	0	23 (67.6%)	11 (32.3%)	13	6 (46.1%)	0	6 (46.1%)	7 (53.8%)	1	0	0	0	1 (100%)
SM+	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total All Staff	22	590	188 (31.8%)	19 (3.2%)	297 (50.3%)	281 (47.6%)	90	28 (31.1%)	2 (2.2%)	36 (40%)	49 (54%)	21	4 (19%)	0	9 (42.8%)	11 (52.4%)

Grade	No Jobs	APPLICANTS - 60 not stated									SHORTLISTED - 4 not stated								APPOINTED									
		18-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	60+	18-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	60+	18-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	60+
1 - 6	19	110	87	49	53	45	68	39	36	11	7	12	10	11	7	9	9	4	4	3	4	0	2	2	5	1	2	1
M1 - 3	3	4	2	6	3	4	6	5	2	0	1	1	3	2	2	3	1	0	0	0	0	0	0	0	1	0	0	0
SM+		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total All Staff	22	114	89	55	56	49	74	44	38	11	8	13	13	13	9	12	10	4	4	3	4	0	2	2	6	1	2	1

Turnover

Turnover up to 31 March 2011 was 9.6%, with 5.3% voluntary turnover, 4% managed turnover and 0.3% death in service. This is a reduction in overall turnover. Voluntary turnover remains low.



There were 31 leavers in 2010/11, 17 voluntary leavers, 13 managed leavers (1 retirements at age 65, 6 redundancies, 2 dismissals, 4 end of temporary contracts), and 1 death in service. Permanent staff and longer term temporary posts/staff are included in the figures, but not short term temporary cover.

Voluntary turnover rates are the more significant indicator, representing the loss of staff that we would have expected to continue working for us, and now need to replace. The current level of voluntary turnover remains low, with concern when it approaches 15%.

Managed turnover is where Spelthorne has taken action to end the employment and includes redundancies, efficiencies, retirements and other dismissals.

OVERVIEW AND SCRUTINY COMMITTEE - DRAFT WORK PROGRAMME

DATE OF MEETING	SUBJECT
15 November 2011	Capital and Revenue Monitoring Reports (6 th month)
	To review the e petition scheme after one year in operation
	Standard items: Minutes, Matters arising, Cabinet Forward Plan/ Task Groups
	Work Programme
Followed by	Crime and Disorder Scrutiny Committee meeting
7 February 2012	Capital and Revenue Monitoring reports (9 th month)
	Standard items: Minutes, Matters arising, Cabinet Forward Plan/ Task Groups
	Work Programme

OVERVIEW & SCRUTINY COMMITTEE

ISSUES IDENTIFIED AT MEETING ON 14 JUNE 2011

Cabinet Member and Area of Responsibility	Topic and number of times identified	Action Task Group = TG
Councillor Mrs Leighton – Strategy and Staff	HR/Staffing/Development x 3	Human Resources TG
	Partnership x 1	Recently considered by O&S
Councillor Smith-Ainsley – Planning and Housing	Supplementary Planning Guidance x 1	Local Development Framework
	Telephone masts x 1	
	Housing & Independence x 2 (also Councillor Pinkerton)	O&S Committee – 13 September
	Housing Associations (only one in borough) x 1	O&S Committee – 13 September
Councillor Mrs Pinkerton – Older People and Health Liaison	Older People x 3	
	Housing & Independence x 2 (also Councillor Smith-Ainsley)	O&S Committee – 13 September
	Ashford & St Peter’s Hospitals x 1	Seminar - 6 September
Councillor Ayers - Community Safety and Assets	Crime and disorder x 1	? Crime and Disorder Scrutiny Committee in November
	Racist anti-social behaviour x1	
	Business Community x 1 (also Cllr Davis)	Parks & Open Spaces TG including use of assets
Councillor Davis - Economic Development	Taxi licensing x 1	Parks & Open Spaces TG
	Business community x 1 (also Cllr Ayers)	Parks & Open Spaces TG including Economic Development
	Corporate Governance x 1	
	On street parking x 1	SCC Function
Councillor Evans - Finance	Value For Money	

Councillor Forbes-Forsyth - Parks & Leisure (and Young People)	Parks and open spaces x 5	Parks & Open Spaces TG
	Cutting trees / bushes x 1	Parks & Open Spaces TG
	Grass cutting frequency x 1	Parks & Open Spaces TG
	Leisure Centre x 1	Parks & Open Spaces TG
	Cemeteries x 1	Parks & Open Spaces TG
	Playgrounds x 1	Parks & Open Spaces TG
	Youth activities x 1	Parks & Open Spaces TG (inc. Disabled Youth)
Councillor Gething - Communications	Customer Services x 1	
	Paperwork (committee papers) x 1	
Councillor Watts - Environment	Pavements / pathways / potholes x 4	SCC Function
	Gravel extraction x 1	
	Incinerator x 1	
	Recycling/refuse disposal, especially flats x 1	
	Speeding / Traffic / Zebra crossings x 3 (Surrey County Council)	
	Waste management x 1	
	Food waste x 2	Food Waste TG
	Flooding (on Watersplash Road) x1	
	Streetscene x 1	
	Flytipping x 1	
	Litter in Laleham x 1	

Task Groups:

- a) Food Waste
- b) Allotments
- c) Elections
- d) Parks & Open Spaces
- e) Human Resources

1 September 2011