

**ROBERTO TAMBINI  
CHIEF EXECUTIVE**

**PLEASE NOTE EARLIER  
START TIME OF 7.00PM**

*Please reply to:*  
Contact: Liz Phillis  
Service: Corporate Governance  
Direct line: 01784 446276  
Fax: 01784 446333  
E-mail: [l.phillis@spelthorne.gov.uk](mailto:l.phillis@spelthorne.gov.uk)  
Our ref: LP/OSCTTEE  
Date: 30January 2012

**NOTICE OF MEETING**

**OVERVIEW AND SCRUTINY COMMITTEE**

**DATE: TUESDAY 7 FEBRUARY 2012**

**TIME: 7.00PM**

**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](mailto:l.phillis@spelthorne.gov.uk)

Timing		Agenda item	Lead
7.00pm	1.	<b>Apologies</b> To receive any apologies for non attendance.	Chairman
	2.	<b>Disclosure of interests</b> To receive any disclosure of interests from members in accordance with the Overview and Scrutiny Procedure Rules.	Chairman
	3.	<b>Minutes</b> <b>Page Nos. 4 - 9</b> To confirm the minutes of the meeting held on 10 January 2012 (copy attached)	Chairman
<i>If any member of the committee has any issues arising from the minutes of the meeting held on 10 January 2012 that they wish to raise at the meeting please inform Terry Collier, Assistant Chief Executive 24 hours in advance of the meeting</i>			
	4.	<b>Matters arising from the minutes</b>	Chairman
	5.	<b>Call in of Cabinet decisions</b> No decisions have been called in for review.	Chairman
7.05pm	6.	<b>Budget 2012/13</b> To receive a presentation from Terry Collier, Chief Finance Officer on the issues, challenges and core approach and principles underpinning the 2012-13 budget.	Terry Collier Chief Finance Officer
8.00pm	7.	<b>Revenue Monitoring and Projected Outturns as at December 2011</b> <b>Page Nos. 10 - 26</b> To consider the attached report of the Chief Finance Officer	Adrian Flynn, Senior Accountant
8.25pm	8.	<b>2011/12 Capital Monitoring Report</b> <b>Page Nos. 27 – 33</b> To consider the report of the Chief Finance Officer To follow	Adrian Flynn Senior Accountant
8.55pm	9.	<b>Members' Allowances Scheme</b> <b>Page Nos. 34 - 48</b> To consider the attached report of the Chief Executive	Greg Halliwell, Principal Committee Manager
9.15pm	10	<b>Cabinet Forward Plan</b> <b>Page Nos. 49 - 51</b> A Copy of the latest Forward Plan is attached	Terry Collier Chief Finance Officer
If any members of the committee have any issues contained in the Cabinet Forward Plan they wish to look at please inform Terry Collier, the Assistant Chief Executive 24 hours in advance of the meeting with reasons for the request.			

9.20pm	<b>11</b>	<b>Work programme</b> To consider the work programme	Chairman
9.35pm	<b>12</b>	<b>Any other business</b> If any member wishes to raise an issue at the meeting could you please notify Terry Collier, Assistant Chief Executive on 01784 446296 or email <a href="mailto:t.collier@spelthorne.gov.uk">t.collier@spelthorne.gov.uk</a> 24 hours prior to the meeting otherwise the request may not be accepted	Terry Collier Assistant Chief Executive

**Minutes of the Overview and Scrutiny Committee  
10 January 2012**

**Present:**

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

Councillors:

A. Ayub	Ms M. Bushnell	Mrs I. Napper
Mrs C.A. Bannister	R.D. Dunn	Miss D. Patel
I.J. Beardsmore	D. Gohil	Ms J.R. Sexton

**Apologies:** Councillors M.P.C. Francis, Mrs C.E. Nichols, A.C. Patterson and Ms S. Webb

**In Attendance**

Councillor R. Watts, the Cabinet Member for the Environment, was in attendance and at the invitation of the Chairman took part in the discussion of those items relevant to his Portfolio.

**1/12 Disclosure of Interests**

Councillor Mrs C.A. Bannister declared a personal interest in Agenda item 8 – Sweeps Ditch due to the ditch running through her garden.

**2/12 Minutes**

The minutes of the meeting held on 15 November 2011 and the minutes of the Crime and Disorder Scrutiny Committee meeting held on 15 November 2011 were approved as a correct record.

**3/12 Call in of Cabinet Decisions**

No decisions had been called in.

**4/12 Review of the Petitions Scheme**

The Head of Corporate Governance outlined the main points of his report on how the current petitions scheme which had been required under the Local Democracy, Economic Development and Constructions Act 2009 had operated over the last year.

The committee considered the key elements of the current petition scheme:

- (a) The ability to trigger a debate at an ordinary meeting of the Council with a threshold of at least 1000 signatories for a single ward issue and at least 4500 signatories for an issue affecting two or more wards.
- (b) The ability to hold a senior officer to account at an overview and scrutiny committee with a threshold of at least 300 signatories for a single ward issue and at least 400 signatories for an issue covering two or more wards.
- (c) The ability to trigger a debate at a Cabinet meeting with a threshold of between 20 to 200 signatories for a single ward issue and between 30 to 300 signatories for an issue covering two or more wards.
- (d) There is a right for the lead petitioner to request a review of the Council's response to the petition where the lead petitioner is unhappy with the way the petition has been handled.
- (e) Vexatious, abusive or otherwise in appropriate petitions are excluded from the scheme, together with petitions which relate to individual planning, licensing or other issues where there is a statutory right of appeal.
- (f) The lead petitioner has an option under the scheme of requesting a response from a senior officer rather than taking the petition to a decision making meeting.
- (g) Elected councillors are eligible to sign petitions.
- (h) The scheme allows a wider definition of those who can petition the Council namely any person of any age who lives, works, studies or uses services in Spelthorne.

The committee noted that one of the requirements of the Localism Act 2011 was to remove the need for councils to have a petitions scheme.

The committee discussed the benefits of retaining the scheme and the need to look at any free marketing opportunities available to promote the facilities. The committee identified that the scheme could be promoted via the Borough Bulletin, the Council's notice boards and website as well as asking the local business community to promote through their notice boards and websites.

In considering the matter the committee recognised that e petitions and paper petitions were an important way in which residents could let the Council know of their concerns.

**RESOLVED that**

1. The report of the Head of Corporate Governance be received;
2. The current petitions scheme be retained with a further review of the scheme being undertaken once the Localism Act 2011 is enacted and the legal requirements to have petitions schemes is repealed, and

3. The Head of Corporate Governance to actively promote awareness of the scheme via the Council's Borough Bulletin, notice boards and website and any other free marketing opportunities that are available.

### **5/12 Planning Review**

Mr S. Rough was in attendance and at the invitation of the Chairman invited to comment on the report and his involvement with the review which was undertaken when he was a serving Borough Councillor.

The Committee discussed with Heather Morgan, the Head of Planning and Housing Strategy, the report covering the completion and implementation of the recommendations of the Trevor Roberts Associates review of the planning service, which was undertaken in 2009.

The committee noted that there had been 250 recommendations, which mainly covered processes and customer care issues. As a result a series of action plans had been put in place to prioritise the recommendations. To ensure delivery of the actions a Leaders monitoring group was established in 2011. The members of the group were Councillors Mrs Pinkerton, R.A. Smith-Ainsley and S. Rough with a remit to discuss on a monthly basis the progress being made in implementing the recommendations set out in the action plans.

It was noted that the results of the external satisfaction survey undertaken in November 2011 would be available in February 2012. The survey would provide feedback from the wider community on the changes introduced through the TRA review. The outcome of this survey could also be compared to the survey undertaken in November 2009.

The Committee discussed the setting up of a Post Implementation Review Panel which could:

- Review the project performance
- Identify project achievements
- Identify project failures
- Identify lessons learned
- Identify any areas where the service could benefit from further improvement.
- Look at how Planning Officers could keep Ward Councillors informed

The Chairman thanked Mr S. Rough for attending the meeting and for his contribution to the discussion on this matter.

### **RESOLVED that:**

1. The report of the Assistant Chief Executive be received;
2. A Post Implementation Review Panel be established to assess the effectiveness of the changes implemented following the TRA review

3. The Panel to meet in March/April 2012 and report their findings to a future meeting of this Committee;
4. The Panel to consider and make recommendations on areas where further improvements might be made to the planning service.
5. The Membership of the Panel to be Councillors D. Gohil, Miss D. Patel, Mrs I. Napper, Mrs M. Rough and R. Dunn with any other committee members wishing to serve on the Panel to notify the Chairman.
6. Mr S. Rough be invited to participate in the work of the Post Implementation Review Panel.

### **6/12 Sweeps Ditch**

The Cabinet Member responsible for the Environment, Councillor R. Watts, was in attendance and at the invitation of the Chairman took part in the discussion.

The Committee received a presentation from the Environment Project Officer providing details of the management and maintenance of Sweeps Ditch. The presentation was divided into two parts. The first part covered background information on past management of the ditch, including the historical issues with the flow of water and the work undertaken to rectify the matter. He then went on to cover the financial implications of maintaining a flow to Sweeps Ditch.

The second part of the presentation covered future maintenance arrangements and the options that the officers together with the Cabinet Member responsible for the Environment had been looking into. The committee noted that the new maintenance scheme had been implemented through a one year contract with an option to extend for a longer term.

In support of the presentation members had regard to the briefing paper circulated with the agenda.

At the conclusion of the presentation members took the opportunity to ask questions and receive answers from the officers and the Cabinet Member for the Environment, Councillor R. Watts.

The Chairman reminded the Officers of the importance of keeping Ward Councillors up to date with watercourse management issues.

#### **RESOLVED** that:

1. The presentation on Sweeps Ditch be received;
2. That the current intention to implement the continuation and improvement to the current management scheme be noted and the situation be reviewed in a year's time; and
3. An item be included on the work programme on Project Management.

## **7/12 Food Waste Collection Task Group**

The Lead Member of the Task Group, Councillor Asif Ayub, reported verbally on the findings of the Task Group which had met on five occasions between June and November 2011 with the terms of reference being:

- To ensure that the food waste scheme was fit for purpose
- To ensure effective communications with the end result that residents understand the scheme and are aware and satisfied with it and feel it adds value to them
- To ensure that the councillors can be champions for the schemes.

Supplementary to this the Task Group wanted to ensure that

- Communication plans are developed, implemented and communicated
- Timelines and budgets to be clear
- Monitor progress with residents.

The Lead Member reported that the work undertaken by the Task Group had included reviewing and agreeing the publications to be produced. Discussing with the officers how the waste enforcement policies for side waste associated with rubbish and contamination of recycling would be enforced.

The Task Group had been pleased to note that since the introduction of the enforcement policy in July 2011 there had been an increase in recycling rates by 4% and they hoped that this would increase further with the introduction of the food waste scheme.

The Task Group felt that their overview had helped to ensure the scheme rolled out smoothly, publications were well received and the numbers of complaints were small and that communication with residents on all waste issues would continue.

The Task Group had identified that the tackling of food waste and increasing our recycling rates was not only important to protect the environment but also to reduce cost to our residents through delivering value for money.

The Lead Member placed on record his thanks and appreciation to all members of the Task Group for their commitment to the review. On behalf of the members of the Task Group he placed on record thanks and appreciation to the officer teams for Sustainability and Leisure, Streetscene and Communications for their help and support in undertaking the review.

During the general discussion on the work undertaken by the task group some members commented that they had observed when refuse staff empty food containers into slave bins some food material, but in particular liquid ends up on the road surface. The officers agreed to look into the matter and speak to the Head of Streetscene.



**RESOLVED that:**

1. To agree that the Food Waste Collection Task Group had completed its business;
2. To place on record the Task Groups thanks and appreciation to the officer team covering Sustainability and Leisure, Streetscene and communications;
3. To note that since the introduction of the waste enforcement policy the recycling rates had increased by 4%;
4. That communication with residents on all waste issues would continue; and
5. Ward Councillors be notified of any issues that may arise in their Ward.

**8/12 Parks and Open Spaces Task Group**

The Chairman reported verbally on the work being progressed by the Task Group and identified that the Group would continue to:

- Explore revenue income streams
- Explore external funding opportunities
- Looking at additional developments which could both improve the infrastructure in parks and save money as well as making parks a more welcoming place to visit

**RESOLVED that:**

1. The progress report on the work of the Task Group be noted; and
2. A further report be submitted to a future meeting of the committee.

**9/12 Cabinet Forward Plan**

The Committee received the Cabinet Forward Plan and asked that information on the Members Allowance scheme be made available to members at the meeting on 7 February 2012.

**10/12 Work Programme**

The Chairman invited members of the Committee to submit topics for consideration for inclusion in the work programme.

The Chairman reminded the committee that it had been agreed early in the evening that Project Management be included on the work programme.

**11/12 Any Other business**

The Chairman of the Committee, Councillor Philippa Broom, on behalf of the committee acknowledged that this was Terry Collier first meeting with his additional responsibilities of Lead Officer to the Committee and thanked him for his support.

## **Revenue Monitoring and Projected Outturns as at December 2011**

### **Resolution required**

### **Report of the Chief Finance Officer**

### **REPORT 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 9 month period, April to December 2011.

#### **Purpose of Report**

To provide Members with the revenue spend figures to December 2011

To show the forecasted year end position identifying major anticipated variances.

#### **Key Issues**

- The forecast outturn is £12.721m against the revised budget of £12.387m an over spend of £334k (2.7%). After taking account of the impact of one off transfer from the Business Improvement Reserve for redundancy costs relating to restructuring (£374k) the underlying projected variance is currently £223k adverse (1.8%)
- National Non Domestic Rates overspend
- Increased Asset Management expenditure
- Increased garden waste collection income
- Improved waste recycling
- Increased housing benefit payments over recovery
- Decline in Development Control income
- Reduced Grounds Maintenance expenditure
- Business Improvement reduced expenditure
- Assistant Chief Executive redundancy costs

#### **Financial Implications**

As set out within the report and appendices

**Corporate Priority:** Sustainable financial future

#### **Officer Recommendations**

**Cabinet is asked to note the report.**

**Report Author: Terry Collier Assistant Chief Executive 01784 446296**

**Area of Responsibility: Chief Finance Officer 01784 446296**

**Cabinet member: Councillor Tim Evans**

## MAIN REPORT

### 1. BACKGROUND

- 1.1 The purpose of this report is to update Members on the revenue spend and forecast outturn position as at the 31 December 2011.
- 1.2 To inform Members of the reasons for the variances identified against the budget agreed in February 2011 plus agreed budget carry forwards from 2011/12 for uncompleted works
- 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 to date is £10.321m against the full year revised budget of £12.387m (83%).
- 2.2 The forecast over spend at net expenditure level is £334k (2.7%) of the revised budget. After taking account of the impact of one off transfer from the Business Improvement Reserve of £186k as a partial offset against redundancy costs £374k relating to restructuring the underlying projected variance is currently £223k adverse (1.8%).
- 2.3 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.
- 2.4 Budgets are profiled where there is a normal expected payment date e.g. National Non-Domestic Rates (NNDR) payments are profiled to be paid in May, salaries in 12<sup>ths</sup>, 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. There will always be some timing differences, which do not reflect underlying budget variances.
- 2.5 The major area of spend relates to Housing Benefit payments which are made 4 weekly at varying levels from £1.7m max to £20k minimum. However the grant income received comes in monthly based on estimates agreed at the start of the year. An interim adjustment payment is paid or repaid after the midyear claim is submitted. Timing differences in excess of £1.5m in one month could occur if 2 large benefit payment runs occur within the same month. Currently there is a variance of £873k between income received and expenditure paid out
- 2.6 **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
- 2.7 Officer comments on more significant expenditure/income variances are to be found in **Appendices B1 to B9**. These variances have been analysed between

variances caused in the main by timing differences and variances, where there is an underlying reason.

## 2.8 Major variances identified include

- (a) Housing Benefit payments - increase in recovery of overpayments made by the Housing Benefit Service
- (b) Development Control - reduced planning fee income
- (c) Refuse Collection - increased income from the garden waste scheme plus the supply of bins and bin collections from schools
- (d) Waste Recycling - lower contractor costs and increased alternate weekly collection and green waste tonnages have led to higher recycling credits being received
- (e) Grounds Maintenance - reduced contract expenditure
- (f) Asset Management - budget for partnership costs with Runnymede had been omitted and there is a projected overspend on responsive/planned maintenance,
- (g) Business Improvement – savings due to posts not being filled
- (h) Assistant Chief Executives – increased employee expenditure due to redundancy costs which is being funded from the Business Improvement Reserve transfer and will assist in achieving ongoing restructuring savings for the authority with a payback period of approximately 2 years.
- (i) National Non Domestic Rates – increased rates bills against budget – budget to be realigned in the 2012/13 budget process

2.9 Investment income to date is £277k, with a projected full years income forecast of £356k.

2.10 The anticipated transfer of £186k at year end from the Business Improvement Reserve to partially offset the £374k in year redundancy costs paid when effecting service efficiencies and restructure possibilities to produce ongoing revenue savings.

## 3. PROPOSALS

3.1 Cabinet is asked to note the current revenue spend and forecast outturn 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 Authors:** David Lawrence Chief Accountant 01784 446471 and Adrian Flynn Senior Accountant 01784 444268

**Background Papers:** There are none

Results to 31-Dec-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	0	
Other Expenditure	469,500	469,500	372,000	352,754	0	352,754			497,600	481,773	397,600	
Income	0	0	0	(11,392)	0	(11,392)			0	0	0	
<b>General Grants</b>	<b>469,500</b>	<b>469,500</b>	<b>372,000</b>	<b>341,362</b>	<b>0</b>	<b>341,362</b>	<b>0</b>	<b>0</b>	<b>497,600</b>	<b>481,773</b>	<b>397,600</b>	
Employees	169,100	169,100	126,800	124,348	0	124,348			162,900	166,265	123,221	
Other Expenditure	107,600	107,600	65,840	40,649	3,360	44,009			147,600	42,723	30,769	
Income	0	0	0	(22,407)	0	(22,407)			0	0	0	
<b>Communications</b>	<b>276,700</b>	<b>276,700</b>	<b>192,640</b>	<b>142,589</b>	<b>3,360</b>	<b>145,949</b>	<b>0</b>	<b>0</b>	<b>310,500</b>	<b>208,988</b>	<b>153,990</b>	
Employees	199,900	199,900	148,725	182,914	(0)	182,914			236,700	255,680	184,911	
Other Expenditure	169,100	169,100	141,800	151,256	900	152,156			172,200	206,775	117,640	
Income	(44,400)	(44,400)	(33,200)	(70,538)	0	(70,538)			(102,900)	(132,009)	(76,735)	
<b>Community Safety</b>	<b>324,600</b>	<b>324,600</b>	<b>257,325</b>	<b>263,632</b>	<b>900</b>	<b>264,532</b>	<b>0</b>	<b>0</b>	<b>306,000</b>	<b>330,446</b>	<b>225,816</b>	
Employees	109,000	109,000	77,775	89,583	0	89,583			109,000	108,906	84,290	
Other Expenditure	138,498	138,498	87,231	103,039	0	103,039			43,900	51,984	27,562	
Income	(1,000)	(1,000)	(800)	(2,213)	0	(2,213)			(1,000)	(12,574)	(2,272)	
<b>Electoral Services</b>	<b>246,498</b>	<b>246,498</b>	<b>164,206</b>	<b>190,410</b>	<b>0</b>	<b>190,410</b>	<b>0</b>	<b>0</b>	<b>151,900</b>	<b>148,326</b>	<b>109,579</b>	
Employees	0	0	0	0	0	0			0	0	0	
Other Expenditure	21,505	21,505	12,460	6,303	0	6,303			32,200	22,397	12,846	
Income	0	0	0	0	0	0			0	0	0	
<b>People &amp; Partnerships</b>	<b>21,505</b>	<b>21,505</b>	<b>12,460</b>	<b>6,303</b>	<b>0</b>	<b>6,303</b>	<b>0</b>	<b>0</b>	<b>32,200</b>	<b>22,397</b>	<b>12,846</b>	
Employees	265,200	265,200	196,550	216,069	0	216,069			254,400	264,817	188,862	
Other Expenditure	16,904	16,904	10,365	15,234	0	15,234			11,600	11,106	10,143	
Income	(42,204)	(42,204)	(31,653)	(35,966)	0	(35,966)			0	(17,657)	(10,608)	
<b>Human Resources</b>	<b>239,900</b>	<b>239,900</b>	<b>175,262</b>	<b>195,737</b>	<b>0</b>	<b>195,737</b>	<b>0</b>	<b>0</b>	<b>266,000</b>	<b>259,266</b>	<b>188,398</b>	
Employees	90,900	90,900	67,350	2,752	0	2,752			159,700	174,986	108,134	
Other Expenditure	16,400	16,400	11,800	359	(0)	359			16,700	3,927	3,736	
Income	0	0	0	0	0	0			0	(500)	(300)	
<b>Policy &amp; Business Review</b>	<b>107,300</b>	<b>107,300</b>	<b>79,150</b>	<b>3,111</b>	<b>(0)</b>	<b>3,111</b>	<b>0</b>	<b>0</b>	<b>176,400</b>	<b>178,413</b>	<b>111,570</b>	
Employees	714,700	714,700	529,800	540,193	10,160	550,352			665,100	790,897	584,864	
Other Expenditure	1,264,206	1,264,206	1,061,290	1,236,316	101,923	1,338,239			1,322,100	1,192,915	944,076	
Income	(2,729,096)	(2,729,096)	(2,038,255)	(1,919,255)	0	(1,919,255)			(2,628,200)	(2,715,927)	(2,012,996)	
<b>Sustainability</b>	<b>(750,190)</b>	<b>(750,190)</b>	<b>(447,165)</b>	<b>(142,747)</b>	<b>112,083</b>	<b>(30,663)</b>	<b>0</b>	<b>0</b>	<b>(641,000)</b>	<b>(732,116)</b>	<b>(484,056)</b>	
Employees	743,200	743,200	552,900	559,053	0	559,053			693,200	765,649	558,145	
Other Expenditure	96,904	96,904	69,487	39,557	7,966	47,523			100,100	91,424	35,667	
Income	(144,300)	(144,300)	(3,000)	(616)	0	(616)			(144,300)	(141,765)	(5,322)	
<b>Customer Service</b>	<b>695,804</b>	<b>695,804</b>	<b>619,387</b>	<b>597,994</b>	<b>7,966</b>	<b>605,960</b>	<b>0</b>	<b>0</b>	<b>649,000</b>	<b>715,308</b>	<b>588,489</b>	
Employees	49,000	49,000	36,275	35,593	549	36,142			35,700	46,060	33,536	
Other Expenditure	249,800	249,800	189,600	217,556	427	217,984			257,800	261,549	199,939	
Income	0	0	0	(244)	0	(244)			0	(11,580)	(9,472)	
<b>Democratic Rep &amp; Management</b>	<b>298,800</b>	<b>298,800</b>	<b>225,875</b>	<b>252,905</b>	<b>976</b>	<b>253,882</b>	<b>0</b>	<b>0</b>	<b>293,500</b>	<b>296,029</b>	<b>224,003</b>	
Employees	2,235,200	2,235,200	1,687,700	1,610,039	3,197	1,613,236			2,376,100	2,230,327	1,608,009	
Other Expenditure	3,265,696	3,265,696	2,390,237	2,229,883	233,035	2,462,918			3,258,500	3,221,443	2,099,079	
Income	(1,772,100)	(1,772,100)	(1,459,436)	(1,481,709)	719	(1,480,990)			(1,654,000)	(1,856,775)	(1,308,633)	
<b>Street Scene</b>	<b>3,728,796</b>	<b>3,728,796</b>	<b>2,618,501</b>	<b>2,358,212</b>	<b>236,951</b>	<b>2,595,163</b>	<b>0</b>	<b>0</b>	<b>3,980,600</b>	<b>3,594,994</b>	<b>2,398,455</b>	
Employees	543,000	543,000	404,800	402,983	0	402,983			559,100	550,303	408,215	
Other Expenditure	40,401	40,401	23,804	12,763	5,792	18,555			47,300	74,674	53,297	
Income	(131,200)	(131,200)	(98,400)	(148,714)	0	(148,714)			(121,200)	(250,675)	(172,671)	
<b>Corporate Governance</b>	<b>452,201</b>	<b>452,201</b>	<b>330,204</b>	<b>267,032</b>	<b>5,792</b>	<b>272,824</b>	<b>0</b>	<b>0</b>	<b>485,200</b>	<b>374,302</b>	<b>288,841</b>	
Employees	813,900	813,900	611,600	604,158	0	604,158			857,200	871,601	629,953	
Other Expenditure	171,200	171,200	128,700	145,450	41,847	187,296			134,000	179,296	107,030	
Income	(344,800)	(344,800)	(258,900)	(199,345)	0	(199,345)			(539,500)	(391,487)	(264,248)	
<b>Planning/Housing</b>	<b>640,300</b>	<b>640,300</b>	<b>481,400</b>	<b>550,262</b>	<b>41,847</b>	<b>592,109</b>	<b>0</b>	<b>0</b>	<b>451,700</b>	<b>659,410</b>	<b>472,735</b>	
Employees	164,400	164,400	122,475	119,988	0	119,988			178,800	160,385	115,195	
Other Expenditure	20,700	20,700	15,373	5,843	0	5,843			5,900	17,966	5,326	
Income	(41,200)	(41,200)	(30,900)	(24,087)	0	(24,087)			(64,200)	(35,102)	(30,802)	
<b>Audit Services</b>	<b>143,900</b>	<b>143,900</b>	<b>106,948</b>	<b>101,745</b>	<b>0</b>	<b>101,745</b>	<b>0</b>	<b>0</b>	<b>120,500</b>	<b>143,248</b>	<b>89,718</b>	
Employees	93,600	93,600	70,200	118,016	0	118,016			217,600	305,528	160,380	
Other Expenditure	450,900	450,900	330,900	421,004	376,252	797,256			415,700	604,061	340,218	
Income	(21,800)	(21,800)	(16,000)	(49,812)	0	(49,812)			(16,500)	(86,834)	(20,108)	
<b>Asset Management</b>	<b>522,700</b>	<b>522,700</b>	<b>385,100</b>	<b>489,208</b>	<b>376,252</b>	<b>865,461</b>	<b>0</b>	<b>0</b>	<b>616,800</b>	<b>822,754</b>	<b>480,490</b>	
Employees	0	0	0	0	(0)	(0)			0	0	0	
Other Expenditure	10,000	10,000	0	7,198	0	7,198			10,000	(31,172)	1	
Income	0	0	0	0	0	0			0	0	0	
<b>Misc Expenses</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>7,198</b>	<b>0</b>	<b>7,198</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>(31,172)</b>	<b>1</b>	
Employees	685,400	685,400	513,605	432,515	920	433,435			685,100	(8,281,517)	398,385	







REVENUE MONITORING 2011/12									
EXPENDITURE AND INCOME SUMMARY 31 DECEMBER 2011									
Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual
	Original	Revised	YTD						
	£	£	£	£	£	£	£	£	£
Employees	664,600	664,600	491,950	499,136	549	657,500	(7,100)	646,000	498,921
Other Expenditure	597,300	597,300	464,960	555,006	14,326	609,700	12,400	530,900	440,145
Income	(760,200)	(760,200)	(564,958)	(604,701)	0	(818,800)	(58,600)	(758,200)	(616,339)
<b>Economic Development</b>	<b>501,700</b>	<b>501,700</b>	<b>391,952</b>	<b>449,441</b>	<b>14,875</b>	<b>448,400</b>	<b>(53,300)</b>	<b>418,700</b>	<b>322,726</b>
Employees	2,095,100	2,095,100	1,575,600	1,524,385	4,200	2,093,800	(1,300)	2,149,900	1,576,807
Other Expenditure	35,579,100	35,579,100	26,714,231	27,405,191	155,457	35,675,100	96,000	34,997,100	26,604,958
Income	(35,550,900)	(35,550,900)	(26,666,650)	(26,372,969)	0	(35,717,200)	(166,300)	(35,054,000)	(26,931,967)
<b>Planning and Housing</b>	<b>2,123,300</b>	<b>2,123,300</b>	<b>1,623,181</b>	<b>2,556,606</b>	<b>159,657</b>	<b>2,051,700</b>	<b>(71,600)</b>	<b>2,093,000</b>	<b>1,249,798</b>
Employees	1,456,400	1,456,400	1,088,675	1,054,941	15,051	1,427,500	(28,900)	1,435,800	1,072,065
Other Expenditure	532,200	612,700	404,322	374,819	43,631	549,600	(63,100)	1,100,600	455,375
Income	(827,800)	(827,800)	(591,981)	(556,492)	199	(814,100)	13,700	(909,700)	(665,399)
<b>Older People and Health Liaison</b>	<b>1,160,800</b>	<b>1,241,300</b>	<b>901,016</b>	<b>873,268</b>	<b>58,880</b>	<b>1,163,000</b>	<b>(78,300)</b>	<b>1,626,700</b>	<b>862,040</b>
Employees	2,610,300	2,610,300	1,970,450	1,895,521	3,197	2,545,580	(64,720)	2,697,500	1,912,290
Other Expenditure	1,769,200	1,785,200	1,269,510	1,193,727	183,788	1,659,400	(125,800)	1,825,000	1,171,186
Income	(1,336,300)	(1,336,300)	(1,075,300)	(1,079,122)	719	(1,500,200)	(163,900)	(1,226,400)	(968,274)
<b>Environment</b>	<b>3,043,200</b>	<b>3,059,200</b>	<b>2,164,660</b>	<b>2,010,126</b>	<b>187,703</b>	<b>2,704,780</b>	<b>(354,420)</b>	<b>3,296,100</b>	<b>2,115,202</b>
Employees	367,600	367,600	275,074	274,318	58	363,900	(3,700)	413,100	266,123
Other Expenditure	2,094,900	2,107,900	1,548,038	1,477,499	81,455	2,001,100	(106,800)	2,092,300	1,219,069
Income	(1,014,500)	(1,014,500)	(835,131)	(815,122)	0	(1,001,600)	12,900	(1,017,200)	(799,933)
<b>Parks and Leisure</b>	<b>1,448,000</b>	<b>1,461,000</b>	<b>987,981</b>	<b>936,695</b>	<b>81,513</b>	<b>1,363,400</b>	<b>(97,600)</b>	<b>1,488,200</b>	<b>685,259</b>
Employees	281,600	281,600	210,900	209,325	(0)	260,800	(20,800)	272,200	207,318
Other Expenditure	599,600	649,600	451,615	397,386	4,041	619,700	(29,900)	669,100	435,745
Income	(76,000)	(76,000)	(57,000)	(84,623)	843	(112,300)	(36,300)	(76,000)	(53,412)
<b>Communications</b>	<b>805,200</b>	<b>855,200</b>	<b>605,515</b>	<b>522,088</b>	<b>4,885</b>	<b>768,200</b>	<b>(87,000)</b>	<b>865,300</b>	<b>589,651</b>
Employees	468,800	468,800	351,175	463,595	0	585,000	116,200	658,900	486,606
Other Expenditure	1,025,000	1,135,000	835,731	965,999	415,690	1,600,400	465,400	1,088,800	887,543
Income	(432,900)	(432,900)	(369,000)	(426,174)	0	(465,100)	(32,200)	(421,500)	(409,681)
<b>Community Safety and Assets</b>	<b>1,060,900</b>	<b>1,170,900</b>	<b>817,906</b>	<b>1,003,420</b>	<b>415,690</b>	<b>1,720,300</b>	<b>549,400</b>	<b>1,326,200</b>	<b>964,469</b>
Employees	3,467,300	3,467,300	2,604,464	2,446,752	15,169	3,409,300	(58,000)	3,490,200	2,646,903
Other Expenditure	1,518,700	1,518,700	983,210	1,061,146	194,858	1,471,500	(47,200)	1,652,400	1,008,914
Income	(2,466,200)	(2,466,200)	(1,552,100)	(1,538,368)	0	(2,379,400)	86,800	(2,405,800)	(1,538,863)
<b>Finance</b>	<b>2,519,800</b>	<b>2,519,800</b>	<b>2,035,574</b>	<b>1,969,530</b>	<b>210,026</b>	<b>2,501,400</b>	<b>(18,400)</b>	<b>2,736,800</b>	<b>2,116,954</b>
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>12,662,900</b>	<b>12,932,400</b>	<b>9,527,785</b>	<b>10,321,174</b>	<b>1,133,230</b>	<b>12,721,180</b>	<b>(211,220)</b>	<b>13,851,000</b>	<b>8,906,099</b>
Total Employees	11,411,700	11,411,700	8,568,288	8,367,973	38,223	11,343,380	(68,320)	11,763,600	8,667,032
Total Other Expenditure	43,716,000	43,985,500	32,671,617	33,430,772	1,093,245	44,186,500	201,000	43,956,200	32,222,936
Total Income	(42,464,800)	(42,464,800)	(31,712,120)	(31,477,571)	1,761	(42,808,700)	(343,900)	(41,868,800)	(31,983,869)
	12,662,900	12,932,400	9,527,785	10,321,174	1,133,230	12,721,180	(211,220)	13,851,000	8,906,099

**Economic Development : Cabinet Member - Cllr Colin Davis**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD							
	£	£	£							
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	23,500	23,500	22,600	24,043	0	25,300	1,800	23,500	24,112	Business rates are higher than the budget
Income	0	0	0	0	0	0	0	0	0	
<b>Bus Station</b>	<b>23,500</b>	<b>23,500</b>	<b>22,600</b>	<b>24,043</b>	<b>0</b>	<b>25,300</b>	<b>1,800</b>	<b>23,500</b>	<b>24,112</b>	
Employees	18,700	18,700	13,900	12,861	0	17,700	(1,000)	0	13,786	
Other Expenditure	120,000	120,000	120,000	176,751	6,957	188,800	68,800	120,000	122,536	Service charges on Spelthorne's share of the running cost of the Elmsleigh Centre is expected to be higher by £41k than the budget. Remainder relates to annual consultancy fees expenditure relating to Staines Town Centre Management with no budget.
Income	(581,000)	(581,000)	(430,458)	(428,513)	0	(580,500)	500	(520,000)	(440,312)	
<b>Staines Town Centre Management</b>	<b>(442,300)</b>	<b>(442,300)</b>	<b>(296,558)</b>	<b>(238,900)</b>	<b>6,957</b>	<b>(374,000)</b>	<b>68,300</b>	<b>(400,000)</b>	<b>(303,990)</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	20,800	20,800	18,125	14,365	100	20,000	(800)	35,800	11,122	
Income	(177,000)	(177,000)	(132,800)	(163,338)	0	(223,000)	(46,000)	(177,000)	(129,414)	Increased income due to extra market on a Friday and taking the market back in-house
<b>Staines Market</b>	<b>(156,200)</b>	<b>(156,200)</b>	<b>(114,675)</b>	<b>(148,974)</b>	<b>100</b>	<b>(203,000)</b>	<b>(46,800)</b>	<b>(141,200)</b>	<b>(118,292)</b>	
Employees	140,000	140,000	103,700	93,759	0	130,000	(10,000)	163,600	113,475	Underspend due to in year vacancy - post now filled.
Other Expenditure	17,000	17,000	8,500	3,637	15	6,500	(10,500)	22,600	7,075	Savings on internal printing
Income	0	0	0	0	0	0	0	(10,000)	(5,866)	
<b>Committee Services</b>	<b>157,000</b>	<b>157,000</b>	<b>112,200</b>	<b>97,395</b>	<b>15</b>	<b>136,500</b>	<b>(20,500)</b>	<b>176,200</b>	<b>114,684</b>	
Employees	89,600	89,600	67,000	67,018	0	89,300	(300)	88,500	66,391	
Other Expenditure	0	0	0	1,533	0	1,600	1,600	200	66	
Income	0	0	0	0	0	0	0	0	0	
<b>Corporate Governance</b>	<b>89,600</b>	<b>89,600</b>	<b>67,000</b>	<b>68,551</b>	<b>0</b>	<b>90,900</b>	<b>1,300</b>	<b>88,700</b>	<b>66,457</b>	
Employees	258,300	258,300	193,300	200,323	0	260,800	2,500	249,200	187,443	Maternity cover cost expected to reduce following maternity submission to Dept Work Pensions
Other Expenditure	21,700	21,700	14,404	9,249	5,777	16,800	(4,900)	22,100	45,249	Expenditure on books reduced
Income	(1,200)	(1,200)	(900)	(8,394)	0	(10,500)	(9,300)	(1,200)	(28,504)	Income is higher than the budget due to more activity
<b>Legal</b>	<b>278,800</b>	<b>278,800</b>	<b>206,804</b>	<b>201,178</b>	<b>5,777</b>	<b>267,100</b>	<b>(11,700)</b>	<b>270,100</b>	<b>204,188</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	6,000	6,000	4,500	4,833	1,050	5,600	(400)	5,000	2,485	
Income	0	0	0	(2,000)	0	(2,000)	(2,000)	(49,000)	(500)	
<b>Economic Development</b>	<b>6,000</b>	<b>6,000</b>	<b>4,500</b>	<b>2,833</b>	<b>1,050</b>	<b>3,600</b>	<b>(2,400)</b>	<b>(44,000)</b>	<b>1,985</b>	
Employees	0	0	0	6,637	0	6,700	6,700	0	0	
Other Expenditure	105,800	105,800	66,650	77,222	0	77,200	(28,600)	11,000	3,030	No more expenditure on elections is expected unless there is a by-election
Income	0	0	0	0	0	0	0	0	0	
<b>Elections</b>	<b>105,800</b>	<b>105,800</b>	<b>66,650</b>	<b>83,859</b>	<b>0</b>	<b>83,900</b>	<b>(21,900)</b>	<b>11,000</b>	<b>3,030</b>	
Employees	109,000	109,000	77,775	82,946	0	105,000	(4,000)	109,000	84,290	Savings expected against temporary staff budget
Other Expenditure	32,700	32,700	20,581	25,818	0	27,900	(4,800)	32,900	24,532	Savings expected mainly on Electoral Registration Phone Response costs
Income	(1,000)	(1,000)	(800)	(2,213)	0	(2,500)	(1,500)	(1,000)	(2,272)	More sale of Electoral Register than expected
<b>Electoral Registration</b>	<b>140,700</b>	<b>140,700</b>	<b>97,556</b>	<b>106,551</b>	<b>0</b>	<b>130,400</b>	<b>(10,300)</b>	<b>140,900</b>	<b>106,549</b>	
Employees	49,000	49,000	36,275	35,593	549	48,000	(1,000)	35,700	33,536	
Other Expenditure	249,800	249,800	189,600	217,556	427	240,000	(9,800)	257,800	199,939	Additional expenditure of £17k on new computer equipment and broadband lines for members not originally budgeted for.
Income	0	0	0	(244)	0	(300)	(300)	0	(9,472)	
<b>Democratic Rep &amp; Management</b>	<b>298,800</b>	<b>298,800</b>	<b>225,875</b>	<b>252,905</b>	<b>976</b>	<b>287,700</b>	<b>(11,100)</b>	<b>293,500</b>	<b>224,003</b>	
<b>Total Employees</b>	<b>664,600</b>	<b>664,600</b>	<b>491,950</b>	<b>499,136</b>	<b>549</b>	<b>657,500</b>	<b>(7,100)</b>	<b>646,000</b>	<b>498,921</b>	
<b>Total Other Expenditure</b>	<b>597,300</b>	<b>597,300</b>	<b>464,960</b>	<b>555,006</b>	<b>14,326</b>	<b>609,700</b>	<b>12,400</b>	<b>530,900</b>	<b>440,145</b>	
<b>Total Income</b>	<b>(760,200)</b>	<b>(760,200)</b>	<b>(564,958)</b>	<b>(604,701)</b>	<b>0</b>	<b>(818,800)</b>	<b>(58,600)</b>	<b>(758,200)</b>	<b>(616,339)</b>	
	<b>501,700</b>	<b>501,700</b>	<b>391,952</b>	<b>449,441</b>	<b>14,875</b>	<b>448,400</b>	<b>(53,300)</b>	<b>418,700</b>	<b>322,726</b>	

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

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD							
	£	£	£							
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	270,300	270,300	205,000	157,717	5,622	258,300	(12,000)	275,300	167,725	In year savings on bed and breakfast costs
Income	(89,400)	(89,400)	(79,400)	(104,636)	0	(89,400)	0	(74,400)	(71,389)	
<b>Homelessness</b>	<b>180,900</b>	<b>180,900</b>	<b>125,600</b>	<b>53,080</b>	<b>5,622</b>	<b>168,900</b>	<b>(12,000)</b>	<b>200,900</b>	<b>96,336</b>	
Employees	541,200	541,200	411,000	366,727	0	520,000	(21,200)	596,300	416,741	Offsetting savings being made on housing needs salaries
Other Expenditure	36,500	36,500	27,500	18,537	2,556	36,500	0	40,900	25,462	
Income	(581,300)	(581,300)	(436,100)	(435,964)	0	(581,300)	0	(619,300)	(444,611)	
<b>Housing Benefits Admin</b>	<b>(3,600)</b>	<b>(3,600)</b>	<b>2,400</b>	<b>(50,701)</b>	<b>2,556</b>	<b>(24,800)</b>	<b>(21,200)</b>	<b>17,900</b>	<b>(2,408)</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	34,043,800	34,043,800	25,532,900	26,333,827	0	34,043,800	0	33,469,500	25,603,783	
Income	(34,243,800)	(34,243,800)	(25,676,800)	(25,460,464)	0	(34,443,800)	(200,000)	(33,669,500)	(25,983,344)	increased level of housing benefit overpayments recovered
<b>Housing Benefits Payments</b>	<b>(200,000)</b>	<b>(200,000)</b>	<b>(143,900)</b>	<b>873,364</b>	<b>0</b>	<b>(400,000)</b>	<b>(200,000)</b>	<b>(200,000)</b>	<b>(379,561)</b>	
Employees	475,300	475,300	356,300	345,974	4,200	495,000	19,700	435,100	338,784	Increased workloads require additional staffing but offset by savings on housing benefits salaries
Other Expenditure	29,800	29,800	19,500	13,529	287	29,800	0	28,200	14,107	
Income	(54,600)	(54,600)	(37,700)	(108)	0	(54,600)	0	(10,300)	(672)	
<b>Housing Needs</b>	<b>450,500</b>	<b>450,500</b>	<b>338,100</b>	<b>359,395</b>	<b>4,487</b>	<b>470,200</b>	<b>19,700</b>	<b>453,000</b>	<b>352,219</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	100,000	100,000	75,000	0	0	90,000	(10,000)	126,000	(40)	
Income	(80,000)	(80,000)	(60,000)	0	0	(80,000)	0	(80,000)	(29,901)	
<b>PSL</b>	<b>20,000</b>	<b>20,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>(10,000)</b>	<b>46,000</b>	<b>(29,941)</b>	
Employees	55,100	55,100	40,800	41,883	0	55,800	700	57,800	40,906	
Other Expenditure	1,700	1,700	900	(1,656)	0	500	(1,200)	2,400	908	Surrey County Council contracts
Income	(130,000)	(130,000)	(97,500)	(140,320)	0	(168,000)	(38,000)	(110,000)	(138,301)	Income is higher due to greater activity throughout the first half of the year, however rate of searches has now slowed as will rate of recovery.
<b>Land Charges</b>	<b>(73,200)</b>	<b>(73,200)</b>	<b>(55,800)</b>	<b>(100,092)</b>	<b>0</b>	<b>(111,700)</b>	<b>(38,500)</b>	<b>(49,800)</b>	<b>(96,488)</b>	
Employees	607,400	607,400	456,000	454,609	0	605,700	(1,700)	641,600	477,512	
Other Expenditure	63,900	63,900	47,900	64,971	38,197	105,000	41,100	72,700	89,443	London Irish enquiry costs and statute advertisement costs.
Income	(343,800)	(343,800)	(257,900)	(197,270)	0	(250,000)	93,800	(489,500)	(246,466)	Unlikely to achieve Planning Applications income target due to external elements but additional large schemes are anticipated which will hopefully mitigate some of the under achievement of income.
<b>Planning Development Control</b>	<b>327,500</b>	<b>327,500</b>	<b>246,000</b>	<b>322,310</b>	<b>38,197</b>	<b>460,700</b>	<b>133,200</b>	<b>224,800</b>	<b>320,489</b>	
Employees	206,500	206,500	155,600	149,549	0	195,700	(10,800)	215,600	152,440	
Other Expenditure	101,300	101,300	76,300	75,646	2,600	83,200	(18,100)	56,300	15,102	
Income	(1,000)	(1,000)	(1,000)	(75)	0	(100)	900	(1,000)	(17,281)	Low sales as available online
<b>Planning Policy</b>	<b>306,800</b>	<b>306,800</b>	<b>230,900</b>	<b>225,120</b>	<b>2,600</b>	<b>278,800</b>	<b>(28,000)</b>	<b>270,900</b>	<b>150,261</b>	
Employees	209,600	209,600	155,900	165,643	0	221,600	12,000	203,500	150,424	Offset by additional income
Other Expenditure	931,800	931,800	729,231	742,620	106,195	1,028,000	96,200	925,800	688,468	Includes Price adjustments not budgeted and Capital Items that will need charging to Revenue
Income	(27,000)	(27,000)	(20,250)	(34,133)	0	(50,000)	(23,000)	0	0	Additional income from leased computers and greater reimbursement from Runnymede for Head of ICT
<b>E Government Services</b>	<b>1,114,400</b>	<b>1,114,400</b>	<b>864,881</b>	<b>874,130</b>	<b>106,195</b>	<b>1,199,600</b>	<b>85,200</b>	<b>1,129,300</b>	<b>838,892</b>	
<b>Total Employees</b>	<b>2,095,100</b>	<b>2,095,100</b>	<b>1,575,600</b>	<b>1,524,385</b>	<b>4,200</b>	<b>2,093,800</b>	<b>(1,300)</b>	<b>2,149,900</b>	<b>1,576,807</b>	
<b>Total Other Expenditure</b>	<b>35,579,100</b>	<b>35,579,100</b>	<b>26,714,231</b>	<b>27,405,191</b>	<b>155,457</b>	<b>35,675,100</b>	<b>96,000</b>	<b>34,997,100</b>	<b>26,604,958</b>	
<b>Total Income</b>	<b>(35,550,900)</b>	<b>(35,550,900)</b>	<b>(26,666,650)</b>	<b>(26,372,969)</b>	<b>0</b>	<b>(35,717,200)</b>	<b>(166,300)</b>	<b>(35,054,000)</b>	<b>(26,931,967)</b>	
	<b>2,123,300</b>	<b>2,123,300</b>	<b>1,623,181</b>	<b>2,556,606</b>	<b>159,657</b>	<b>2,051,700</b>	<b>(71,600)</b>	<b>2,093,000</b>	<b>1,249,798</b>	

**Older People and Health Liaison : Cabinet Member - Cllr Jean Pinkerton**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD							
	£	£	£							
Employees	91,400	91,400	67,850	69,682	0	95,100	3,700	91,100	76,412	Increase of hours for one member of staff during the year not budgeted for.
Other Expenditure	15,600	27,800	11,425	14,770	5,006	23,200	(4,600)	19,700	5,217	Anticipated expenditure of £8,700 as against the carried forward agreed for £12,200 specifically for older people's services under Local Public Service Agreement (LPSA) and the balance may again be required to be carried forward. Savings anticipated mainly against consultants fees Budget.
Income	0	0	0	0	0	0	0	(37,400)	(12,157)	
<b>Com Care Administration</b>	<b>107,000</b>	<b>119,200</b>	<b>79,275</b>	<b>84,452</b>	<b>5,006</b>	<b>118,300</b>	<b>(900)</b>	<b>73,400</b>	<b>69,473</b>	
Employees	316,700	316,700	236,850	229,832	0	309,700	(7,000)	339,200	244,608	Savings expected mainly due to lower expenditure against Temporary staff budget
Other Expenditure	259,900	259,900	202,775	156,607	21,094	243,400	(16,500)	237,700	156,508	Savings expected mainly against food purchases, Operational equipment maintenance and Utility Budgets
Income	(254,200)	(254,200)	(169,401)	(151,482)	0	(238,100)	16,100	(202,700)	(158,284)	Overall Day Centres Membership fees income is expected to be lower than the budget and no sale of food income against budget on Benwell Day Centre due to transfer of budget from old Churchill Day Centre as they do not do any food sales.
<b>Day Centres</b>	<b>322,400</b>	<b>322,400</b>	<b>270,224</b>	<b>234,957</b>	<b>21,094</b>	<b>315,000</b>	<b>(7,400)</b>	<b>374,200</b>	<b>242,832</b>	
Employees	68,800	68,800	50,725	48,419	50	66,500	(2,300)	59,900	51,622	
Other Expenditure	95,400	95,400	71,625	61,888	5,220	81,800	(13,600)	95,400	61,989	Mainly actual commercial vehicle lease payments are lower than the budget
Income	(167,000)	(167,000)	(95,100)	(105,130)	0	(184,300)	(17,300)	(167,000)	(105,220)	Sale of food income is expected to be higher by £10k and Critical/Substantial Needs contribution income from Surrey County Council is higher by £7k than the budget
<b>Meals On Wheels</b>	<b>(2,800)</b>	<b>(2,800)</b>	<b>27,250</b>	<b>5,177</b>	<b>5,270</b>	<b>(36,000)</b>	<b>(33,200)</b>	<b>(11,700)</b>	<b>8,392</b>	
Employees	86,300	86,300	63,700	56,392	0	79,000	(7,300)	51,000	56,616	One member of staff on maternity leave being covered by temporary staff on lower grade. Lower expenditure expected against Temporary staff Budget
Other Expenditure	30,100	65,400	21,975	50,851	4,559	75,200	9,800	33,200	31,440	Community Alarms Capital costs of £20k has now been moved here following recommended reclassification by Council's external auditors KPMG and external telecare monitoring contract payments expected to be higher by £4k than the Budget. Expected expenditure of £20k (incl. £5k to be returned to SCC) as against total agreed carried forward of £35k and remainder of £15k may again required to be carried forward into next year specific to Supporting People project work.
Income	(289,800)	(289,800)	(230,400)	(213,631)	0	(273,100)	16,700	(317,400)	(232,565)	Mainly charges for services income is expected to be lower than the budget
<b>Span</b>	<b>(173,400)</b>	<b>(138,100)</b>	<b>(144,725)</b>	<b>(106,388)</b>	<b>4,559</b>	<b>(118,900)</b>	<b>19,200</b>	<b>(233,200)</b>	<b>(144,510)</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	904	0	900	900	595,400	126,558	
Income	0	0	0	(52)	0	(100)	(100)	(102,500)	(77,482)	
<b>Concessionary Fares</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>852</b>	<b>0</b>	<b>800</b>	<b>800</b>	<b>492,900</b>	<b>49,076</b>	
Employees	112,600	112,600	83,650	88,526	0	114,600	2,000	123,100	92,541	
Other Expenditure	44,400	44,400	34,022	37,304	200	47,500	3,100	16,000	23,721	Increased fuel costs due to higher usage of the service
Income	(79,800)	(79,800)	(74,080)	(75,971)	0	(94,000)	(14,200)	(64,200)	(66,730)	Increased usage of the service by the public
<b>SAT</b>	<b>77,200</b>	<b>77,200</b>	<b>43,592</b>	<b>49,859</b>	<b>200</b>	<b>68,100</b>	<b>(9,100)</b>	<b>74,900</b>	<b>49,531</b>	
Employees	780,600	780,600	585,900	560,696	15,001	761,200	(19,400)	771,500	550,264	Staffing vacancy saving
Other Expenditure	33,600	33,600	25,500	22,252	162	28,600	(5,000)	34,000	24,925	Contractor costs
Income	(18,500)	(18,500)	(6,000)	(414)	0	(10,400)	8,100	0	(267)	Income not achievable, £8k Contaminated land budget duplicated. Disabled Facilities Grant funds to transfer at year end for officer in post
<b>Environmental Health Admin</b>	<b>795,700</b>	<b>795,700</b>	<b>605,400</b>	<b>582,535</b>	<b>15,163</b>	<b>779,400</b>	<b>(16,300)</b>	<b>805,500</b>	<b>574,923</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	25,800	58,800	17,900	7,588	3,468	15,300	(43,500)	39,800	5,984	
Income	(8,600)	(8,600)	(8,600)	(5,068)	0	(8,600)	0	(8,600)	(4,313)	
<b>Environmental Protection Act</b>	<b>17,200</b>	<b>50,200</b>	<b>9,300</b>	<b>2,521</b>	<b>3,468</b>	<b>6,700</b>	<b>(43,500)</b>	<b>31,200</b>	<b>1,671</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	2,500	2,500	600	1,320	26	2,700	200	2,500	1,748	
Income	(4,000)	(4,000)	(3,000)	(1,274)	0	(1,500)	2,500	(4,000)	(3,047)	Low uptake of food safety courses, bookings made for future periods
<b>Food Safety</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>(2,400)</b>	<b>46</b>	<b>26</b>	<b>1,200</b>	<b>2,700</b>	<b>(1,500)</b>	<b>(1,299)</b>	
Employees	0	0	0	1,395	0	1,400	1,400	0	0	Costs to be reclaimed for temp from Surrey Future Jobs Fund
Other Expenditure	5,400	5,400	3,800	3,877	622	6,000	600	5,400	6,971	Fewer burials requiring funding, one currently waiting to be cremated.
Income	(3,900)	(3,900)	(3,900)	(4,390)	188	(4,400)	(500)	(3,900)	(1,361)	Additional non budgeted income generated from First Aid courses
<b>Public Health</b>	<b>1,500</b>	<b>1,500</b>	<b>(100)</b>	<b>882</b>	<b>810</b>	<b>3,000</b>	<b>1,500</b>	<b>1,500</b>	<b>5,610</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	19,500	19,500	14,700	17,457	3,274	25,000	5,500	21,500	10,314	Increased collection of stray dogs. Outstanding invoices still due in from Kennels & Contractors
Income	(2,000)	(2,000)	(1,500)	(4,992)	11	(5,500)	(3,500)	(2,000)	(3,973)	Increased income from the return of stray dogs to their owners
<b>Rodent &amp; Pest Control</b>	<b>17,500</b>	<b>17,500</b>	<b>13,200</b>	<b>12,464</b>	<b>3,285</b>	<b>19,500</b>	<b>2,000</b>	<b>19,500</b>	<b>6,341</b>	
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	5,911	0	5,900	5,900	0	0	Write off of outstanding debts
<b>Gypsy sites</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,911</b>	<b>0</b>	<b>5,900</b>	<b>5,900</b>	<b>0</b>	<b>0</b>	
<b>Total Employees</b>	<b>1,456,400</b>	<b>1,456,400</b>	<b>1,088,675</b>	<b>1,054,941</b>	<b>15,051</b>	<b>1,427,500</b>	<b>(28,900)</b>	<b>1,435,800</b>	<b>1,072,065</b>	
<b>Total Other Expenditure</b>	<b>532,200</b>	<b>612,700</b>	<b>404,322</b>	<b>374,819</b>	<b>43,631</b>	<b>549,600</b>	<b>(63,100)</b>	<b>1,100,600</b>	<b>455,375</b>	
<b>Total Income</b>	<b>(827,800)</b>	<b>(827,800)</b>	<b>(591,981)</b>	<b>(556,492)</b>	<b>199</b>	<b>(814,100)</b>	<b>13,700</b>	<b>(909,700)</b>	<b>(665,399)</b>	
	<b>1,160,800</b>	<b>1,241,300</b>	<b>901,016</b>	<b>873,268</b>	<b>58,880</b>	<b>1,163,000</b>	<b>(78,300)</b>	<b>1,626,700</b>	<b>862,040</b>	

**Environment : Cabinet Member - Cllr Robert Watts**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual		Comments
	Original	Revised	YTD						Outturn	YTD	
	£	£	£						£	£	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	3,000	3,000	0	0	0	500	(2,500)	3,000	630	0	DVLA now pick up the majority of vehicles due to car tax issues
Income	0	0	0	0	0	0	0	0	0	0	
<b>Abandoned Vehicles</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>(2,500)</b>	<b>3,000</b>	<b>630</b>	<b>0</b>	
Employees	0	0	0	80	0	80	80	0	40	40	
Other Expenditure	46,000	46,000	38,990	55,335	2,343	59,000	13,000	45,800	61,309	55,107	Increased business rates payable on the depot and the cost of security patrols
Income	0	0	0	(720)	709	(1,000)	(1,000)	0	1,280	(1,440)	
<b>Depot</b>	<b>46,000</b>	<b>46,000</b>	<b>38,990</b>	<b>54,695</b>	<b>3,052</b>	<b>58,080</b>	<b>12,080</b>	<b>45,800</b>	<b>62,629</b>	<b>53,707</b>	
Employees	551,800	551,800	408,950	409,927	0	541,000	(10,800)	599,100	553,898	403,531	
Other Expenditure	47,500	47,500	25,600	21,268	9,397	26,300	(21,200)	43,900	28,515	19,908	
Income	(17,000)	(17,000)	0	(532)	0	(600)	16,400	0	(18,423)	(18,320)	Income is no longer receivable as the post holder has left the authority
<b>DS Management &amp; Support</b>	<b>582,300</b>	<b>582,300</b>	<b>434,550</b>	<b>430,664</b>	<b>9,397</b>	<b>566,700</b>	<b>(15,600)</b>	<b>643,000</b>	<b>563,990</b>	<b>405,119</b>	
Employees	833,600	833,600	626,400	582,359	3,197	795,000	(38,600)	874,600	816,175	587,182	
Other Expenditure	756,300	756,300	513,500	542,403	81,674	786,000	29,700	786,300	704,048	496,063	Increase in fuel costs
Income	(355,000)	(355,000)	(346,300)	(434,676)	11	(444,000)	(89,000)	(250,000)	(322,800)	(315,159)	Increased income from the garden waste scheme, the supply of bins and bin collections from schools.
<b>Refuse Collection</b>	<b>1,234,900</b>	<b>1,234,900</b>	<b>793,600</b>	<b>690,087</b>	<b>84,882</b>	<b>1,137,000</b>	<b>(97,900)</b>	<b>1,410,900</b>	<b>1,197,423</b>	<b>766,087</b>	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	9,500	9,500	6,140	5,646	271	7,900	(1,600)	9,500	6,277	3,708	Savings expected against Consultants fees Budget
Income	0	0	0	0	0	0	0	0	0	0	
<b>Energy Initiatives</b>	<b>9,500</b>	<b>9,500</b>	<b>6,140</b>	<b>5,646</b>	<b>271</b>	<b>7,900</b>	<b>(1,600)</b>	<b>9,500</b>	<b>6,277</b>	<b>3,708</b>	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	28,000	44,000	22,050	28,232	2,875	28,000	(16,000)	48,000	44,301	23,187	Carried forward of £16k from previous year is not expected to be used as no 'Surveys and associated works' are carried out due to a vacant post and further delay in filling that post. Overpayment of Civic Pride grant (£1800) is also being moved from here.
Income	0	0	0	0	0	0	0	0	0	0	
<b>Environmental Enhancements</b>	<b>28,000</b>	<b>44,000</b>	<b>22,050</b>	<b>28,232</b>	<b>2,875</b>	<b>28,000</b>	<b>(16,000)</b>	<b>48,000</b>	<b>44,301</b>	<b>23,187</b>	
Employees	355,500	355,500	263,300	254,916	0	341,500	(14,000)	330,200	348,018	250,431	Actual expenditure expected to be lower against the budget due to a vacant post
Other Expenditure	16,500	16,500	12,200	10,560	0	15,300	(1,200)	17,000	21,104	13,757	
Income	(20,000)	(20,000)	(10,000)	(15,296)	0	(25,600)	(5,600)	0	(25,067)	(865)	
<b>Enviro Services Administration</b>	<b>352,000</b>	<b>352,000</b>	<b>265,500</b>	<b>250,180</b>	<b>0</b>	<b>331,200</b>	<b>(20,800)</b>	<b>347,200</b>	<b>344,055</b>	<b>263,323</b>	
Employees	615,100	615,100	476,700	448,169	0	613,000	(2,100)	619,600	634,805	451,139	
Other Expenditure	313,600	313,600	228,600	206,636	21,274	278,000	(35,600)	298,600	321,655	227,181	Reduced expenditure on leasing of operational equipment, materials and supplies, vehicle maintenance and replacement transport and plant.
Income	(47,700)	(47,700)	(47,700)	(54,736)	0	(55,000)	(7,300)	(47,700)	(53,494)	(46,371)	Extra income received as a result of work on the 2011 local elections
<b>Street Cleaning</b>	<b>881,000</b>	<b>881,000</b>	<b>657,600</b>	<b>600,069</b>	<b>21,274</b>	<b>836,000</b>	<b>(45,000)</b>	<b>870,500</b>	<b>902,965</b>	<b>631,950</b>	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	0	0	0	0	
Income	0	0	0	0	0	0	0	0	0	0	
<b>Street Scene Enforcement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	370,800	370,800	278,100	180,148	65,459	282,000	(88,800)	370,800	381,882	213,415	Lower contractor costs for disposal of the waste
Income	(603,600)	(603,600)	(451,700)	(354,462)	0	(694,000)	(90,400)	(625,700)	(735,674)	(357,835)	Increased alternative weekly collection and green waste tonnages, have led to higher recycling credits being received.
<b>Waste Recycling</b>	<b>(232,800)</b>	<b>(232,800)</b>	<b>(173,600)</b>	<b>(174,314)</b>	<b>65,459</b>	<b>(412,000)</b>	<b>(179,200)</b>	<b>(254,900)</b>	<b>(353,791)</b>	<b>(144,420)</b>	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	32,100	32,100	32,100	31,333	0	31,400	(700)	34,100	33,184	32,409	
Income	0	0	0	0	0	0	0	0	(250)	0	
<b>Technical Projects</b>	<b>32,100</b>	<b>32,100</b>	<b>32,100</b>	<b>31,333</b>	<b>0</b>	<b>31,400</b>	<b>(700)</b>	<b>34,100</b>	<b>32,934</b>	<b>32,409</b>	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	101,200	101,200	77,225	78,149	(0)	103,100	1,900	102,700	101,797	67,495	
Income	0	0	0	0	0	0	0	0	0	0	
<b>Public Conveniences</b>	<b>101,200</b>	<b>101,200</b>	<b>77,225</b>	<b>78,149</b>	<b>(0)</b>	<b>103,100</b>	<b>1,900</b>	<b>102,700</b>	<b>101,797</b>	<b>67,495</b>	
Employees	0	0	0	0	0	0	0	0	0	0	
Other Expenditure	9,400	9,400	7,100	6,207	79	9,400	0	7,400	6,256	5,151	
Income	0	0	0	0	0	0	0	0	0	0	
<b>Emergency Planning</b>	<b>9,400</b>	<b>9,400</b>	<b>7,100</b>	<b>6,207</b>	<b>79</b>	<b>9,400</b>	<b>0</b>	<b>7,400</b>	<b>6,256</b>	<b>5,151</b>	

**Environment : Cabinet Member - Cllr Robert Watts**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual		Comments
	Original	Revised	YTD						Outturn	YTD	
	£	£	£						£	£	
Employees	0	0	0	0	(0)		0	0	0		
Other Expenditure	3,000	3,000	2,100	0	(0)	0	(3,000)	3,000	0		
Income	(3,000)	(3,000)	(2,100)	0	0	0	3,000	(3,000)	0		
<b>Waste Recycling Marketing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0		0	0	0		
Other Expenditure	9,100	9,100	7,505	20,979	414	23,000	13,900	26,100	21,817	4,656	Critical ditches capital costs of £14k has now been moved here following recommended reclassification by Council's external auditors KPMG.
Income	0	0	0	0	0		0	0	0	0	
<b>Water Courses &amp; Land Drainage</b>	<b>9,100</b>	<b>9,100</b>	<b>7,505</b>	<b>20,979</b>	<b>414</b>	<b>23,000</b>	<b>13,900</b>	<b>26,100</b>	<b>21,817</b>	<b>4,656</b>	
Employees	254,300	254,300	195,100	200,070	0	255,000	700	274,000	303,311	219,966	Under budget due to savings made following vacancy of trainee post.
Other Expenditure	23,200	23,200	18,300	6,830	0	9,500	(13,700)	28,800	15,731	9,149	Expenditure low as consultant not used, and Microfilming not carried out.
Income	(290,000)	(290,000)	(217,500)	(218,701)	0	(280,000)	10,000	(300,000)	(291,518)	(228,284)	Up on last year to date, expected that some work being taken by 'Competent Persons' instead of SBC.
<b>Building Control</b>	<b>(12,500)</b>	<b>(12,500)</b>	<b>(4,100)</b>	<b>(11,801)</b>	<b>0</b>	<b>(15,500)</b>	<b>(3,000)</b>	<b>2,800</b>	<b>27,524</b>	<b>831</b>	
Total Employees	<b>2,610,300</b>	<b>2,610,300</b>	<b>1,970,450</b>	<b>1,895,521</b>	<b>3,197</b>	<b>2,545,580</b>	<b>(64,720)</b>	<b>2,697,500</b>	<b>2,656,247</b>	<b>1,912,290</b>	
Total Other Expenditure	<b>1,769,200</b>	<b>1,785,200</b>	<b>1,269,510</b>	<b>1,193,727</b>	<b>183,788</b>	<b>1,659,400</b>	<b>(125,800)</b>	<b>1,825,000</b>	<b>1,748,506</b>	<b>1,171,186</b>	
Total Income	<b>(1,336,300)</b>	<b>(1,336,300)</b>	<b>(1,075,300)</b>	<b>(1,079,122)</b>	<b>719</b>	<b>(1,500,200)</b>	<b>(163,900)</b>	<b>(1,226,400)</b>	<b>(1,445,946)</b>	<b>(968,274)</b>	
	<b>3,043,200</b>	<b>3,059,200</b>	<b>2,164,660</b>	<b>2,010,126</b>	<b>187,703</b>	<b>2,704,780</b>	<b>(354,420)</b>	<b>3,296,100</b>	<b>2,958,806</b>	<b>2,115,202</b>	

**Parks and Leisure : Cabinet Member - Cllr Penny Forbes-Forsyth**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD							
	£	£	£							
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	6,500	6,500	5,100	21,141	0	22,500	16,000	6,500	8,008	Allotments capital costs of £11k has now been moved here following recommended reclassification by Council's external auditors KPMG. Water charges are expected to be higher by £5k than the budget.
Income	(22,700)	(22,700)	(22,700)	(36,366)	0	(36,400)	(13,700)	(22,700)	(30,992)	Increased usage resulting in better income figures
<b>Allotments</b>	<b>(16,200)</b>	<b>(16,200)</b>	<b>(17,600)</b>	<b>(15,225)</b>	<b>0</b>	<b>(13,900)</b>	<b>2,300</b>	<b>(16,200)</b>	<b>(22,984)</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	35,900	35,900	19,100	9,240	3,092	24,300	(11,600)	35,900	23,185	Savings expected against site improvements budget
Income	0	0	0	0	0	0	0	0	0	
<b>Staines Metro Commons</b>	<b>35,900</b>	<b>35,900</b>	<b>19,100</b>	<b>9,240</b>	<b>3,092</b>	<b>24,300</b>	<b>(11,600)</b>	<b>35,900</b>	<b>23,185</b>	
Employees	122,100	122,100	92,000	80,978	0	107,000	8,700	159,700	73,576	Savings due to vacant posts
Other Expenditure	1,643,400	1,656,400	1,234,000	1,149,773	50,377	1,529,000	(127,400)	1,638,400	1,031,731	
Income	(190,600)	(190,600)	(178,100)	(194,881)	0	(199,000)	(8,400)	(228,000)	(186,362)	Increased income from sponsorship for Spelthorne in bloom, civic floral displays and advertising.
<b>Grounds Maintenance</b>	<b>1,574,900</b>	<b>1,587,900</b>	<b>1,147,900</b>	<b>1,035,870</b>	<b>50,377</b>	<b>1,437,000</b>	<b>(127,100)</b>	<b>1,570,100</b>	<b>918,944</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	141,300	141,300	120,270	112,412	12,963	130,800	(10,500)	141,300	44,650	Mainly savings expected against electricity budget
Income	(111,500)	(111,500)	(86,450)	(55,167)	0	(70,200)	41,300	(132,800)	(68,231)	Loss of rental income (£18k) for Fordbridge Park due to surrender of lease this year. Other Grants, Reimbursement, football, lettings, Filming & Refreshment Rights income are also expected to be lower than the budget
<b>Parks Strategy</b>	<b>29,800</b>	<b>29,800</b>	<b>33,820</b>	<b>57,245</b>	<b>12,963</b>	<b>60,600</b>	<b>30,800</b>	<b>8,500</b>	<b>(23,581)</b>	
Employees	2,600	2,600	2,549	5,177	0	5,200	2,600	2,600	4,208	
Other Expenditure	19,400	19,400	14,365	12,415	350	18,100	(1,300)	21,400	11,315	
Income	(47,000)	(47,000)	(46,300)	(46,339)	0	(47,000)	0	(44,000)	(47,544)	
<b>Arts Development</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(29,386)</b>	<b>(28,747)</b>	<b>350</b>	<b>(23,700)</b>	<b>1,300</b>	<b>(20,000)</b>	<b>(32,022)</b>	
Employees	5,000	5,000	3,800	3,070	0	4,300	(700)	5,000	3,446	
Other Expenditure	2,800	2,800	2,300	3,875	1,206	9,200	6,400	2,800	4,544	Additional contribution of £4k to SCC towards 'Olympics look 2012 banners' and more events happened this year than expected
Income	0	0	0	(242)	0	(300)	(300)	0	(1,267)	
<b>Festivals</b>	<b>7,800</b>	<b>7,800</b>	<b>6,100</b>	<b>6,704</b>	<b>1,206</b>	<b>13,200</b>	<b>5,400</b>	<b>7,800</b>	<b>6,724</b>	
Employees	223,300	223,300	165,825	166,334	0	223,800	500	213,000	163,723	
Other Expenditure	15,700	15,700	11,825	9,527	0	13,700	(2,000)	15,400	9,626	
Income	0	0	0	0	0	0	0	0	0	
<b>Leisure Administration</b>	<b>239,000</b>	<b>239,000</b>	<b>177,650</b>	<b>175,862</b>	<b>0</b>	<b>237,500</b>	<b>(1,500)</b>	<b>228,400</b>	<b>173,349</b>	
Employees	14,600	14,600	10,900	9,709	0	11,900	(2,700)	14,600	1,373	
Other Expenditure	24,500	24,500	18,625	45,624	5,283	52,600	28,100	24,500	28,177	Bowls Clubs capital costs of £30k has now been moved here following recommended reclassification by Council's external auditors KPMG, partly off set by savings expected against other budgets.
Income	(12,100)	(12,100)	(9,050)	(12,046)	0	(14,500)	(2,400)	(11,600)	(12,878)	
<b>Leisure Development</b>	<b>27,000</b>	<b>27,000</b>	<b>20,475</b>	<b>43,288</b>	<b>5,283</b>	<b>50,000</b>	<b>23,000</b>	<b>27,500</b>	<b>16,672</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	27,400	27,400	19,903	20,114	0	27,600	200	29,300	18,805	
Income	0	0	0	0	0	0	0	0	0	
<b>Leisure Grants</b>	<b>27,400</b>	<b>27,400</b>	<b>19,903</b>	<b>20,114</b>	<b>0</b>	<b>27,600</b>	<b>200</b>	<b>29,300</b>	<b>18,805</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	0	0	5,400	0	
Income	(47,500)	(47,500)	(7,400)	(8,545)	0	(40,500)	7,000	(40,500)	(7,400)	Profit share income from Crown Golf at Sunbury Ltd. is expected to be lower than the budget
<b>Leisure Promotions</b>	<b>(47,500)</b>	<b>(47,500)</b>	<b>(7,400)</b>	<b>(8,545)</b>	<b>0</b>	<b>(40,500)</b>	<b>7,000</b>	<b>(35,100)</b>	<b>(7,400)</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	1,200	1,200	900	3,863	75	4,200	3,000	1,200	(8,259)	Business Rates of £3k with no budget
Income	0	0	0	(15,000)	0	(15,000)	(15,000)	0	0	Museum internal transfer of grant income with no budget.
<b>Museum</b>	<b>1,200</b>	<b>1,200</b>	<b>900</b>	<b>(11,137)</b>	<b>75</b>	<b>(10,800)</b>	<b>(12,000)</b>	<b>1,200</b>	<b>(8,259)</b>	
Employees	0	0	0	699	0	700	700	18,200	15,993	
Other Expenditure	24,700	24,700	21,900	11,321	2,612	15,200	(9,500)	24,700	8,071	Savings expected mainly against budget for contribution to R&R Funds.
Income	(42,500)	(42,500)	(34,575)	(28,159)	0	(37,700)	4,800	(42,500)	(37,253)	Rental income is expected to be lower due to St. Martins lease was terminated with Jean Bamforth School of Dance and income from new lease with Kings Community Church will start next year.
<b>Public Halls</b>	<b>(17,800)</b>	<b>(17,800)</b>	<b>(12,675)</b>	<b>(16,140)</b>	<b>2,612</b>	<b>(21,800)</b>	<b>(4,000)</b>	<b>400</b>	<b>(13,189)</b>	

**Parks and Leisure : Cabinet Member - Cllr Penny Forbes-Forsyth**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD							
	£	£	£							
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	71,000	71,000	11,000	11,799	339	71,800	800	61,000	(339)	
Income	(227,600)	(227,600)	(219,150)	(212,135)	0	(219,500)	8,100	(222,600)	(200,823)	SLM annual contract income is lower than the budget
<b>Spelthorne Leisure Centre</b>	<b>(156,600)</b>	<b>(156,600)</b>	<b>(208,150)</b>	<b>(200,336)</b>	<b>339</b>	<b>(147,700)</b>	<b>8,900</b>	<b>(161,600)</b>	<b>(201,162)</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	12,100	12,100	11,150	9,266	(0)	10,200	(1,900)	12,100	0	
Income	(3,000)	(3,000)	(2,250)	0	0	(800)	2,200	(3,000)	0	
<b>Sunbury Leisure Centre</b>	<b>9,100</b>	<b>9,100</b>	<b>8,900</b>	<b>9,266</b>	<b>(0)</b>	<b>9,400</b>	<b>300</b>	<b>9,100</b>	<b>0</b>	
Employees	0	0	0	8,350	58	11,000	11,000	0	3,805	Temporary staff expenditure with no budget. It was agreed by MAT to fund small projects relating to the youth active lifestyle. External funding received of £7800 in previous year was agreed to be carried forward to be used in this year on various projects
Other Expenditure	49,100	49,100	38,300	34,477	2,949	45,900	(3,200)	52,500	18,725	
Income	(8,600)	(8,600)	(400)	(3,848)	0	(12,700)	(4,100)	(8,100)	(20,182)	Youth- Active Lifestyles other reimbursements income is expected to be higher than budget
<b>Youth</b>	<b>40,500</b>	<b>40,500</b>	<b>37,900</b>	<b>38,979</b>	<b>3,007</b>	<b>44,200</b>	<b>3,700</b>	<b>44,400</b>	<b>2,348</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	19,900	19,900	19,300	22,651	2,210	26,000	6,100	19,900	20,832	
Income	(301,400)	(301,400)	(228,756)	(202,394)	0	(308,000)	(6,600)	(261,400)	(187,002)	
<b>Cemeteries</b>	<b>(281,500)</b>	<b>(281,500)</b>	<b>(209,456)</b>	<b>(179,744)</b>	<b>2,210</b>	<b>(282,000)</b>	<b>(500)</b>	<b>(241,500)</b>	<b>(166,170)</b>	
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	
<b>Nursery</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Employees</b>	<b>367,600</b>	<b>367,600</b>	<b>275,074</b>	<b>274,318</b>	<b>58</b>	<b>363,900</b>	<b>20,100</b>	<b>413,100</b>	<b>266,123</b>	
<b>Total Other Expenditure</b>	<b>2,094,900</b>	<b>2,107,900</b>	<b>1,548,038</b>	<b>1,477,499</b>	<b>81,455</b>	<b>2,001,100</b>	<b>(106,800)</b>	<b>2,092,300</b>	<b>1,219,069</b>	
<b>Total Income</b>	<b>(1,014,500)</b>	<b>(1,014,500)</b>	<b>(835,131)</b>	<b>(815,122)</b>	<b>0</b>	<b>(1,001,600)</b>	<b>12,900</b>	<b>(1,017,200)</b>	<b>(799,933)</b>	
	<b>1,448,000</b>	<b>1,461,000</b>	<b>987,981</b>	<b>936,695</b>	<b>81,513</b>	<b>1,363,400</b>	<b>(73,800)</b>	<b>1,488,200</b>	<b>685,259</b>	



**Communications : Cabinet Member - Cllr Nick Gething**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance to Revised	10/11 Budget	10/11 Actual YTD	Comments
	Original	Revised	YTD							
	£	£	£							
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	469,500	469,500	372,000	352,754	0	469,500	-	497,600	397,600	All grants expected to be distributed by year end aside from CAB Staines which has 20k to carry forward to Housing Options budget for 2012/13 as per BH.
Income	0	0	0	(11,392)	0	(11,400)	(11,400)	0	0	Unbudgeted sponsorship income
<b>General Grants</b>	<b>469,500</b>	<b>469,500</b>	<b>372,000</b>	<b>341,362</b>	<b>0</b>	<b>458,100</b>	<b>(11,400)</b>	<b>497,600</b>	<b>397,600</b>	
Employees	112,500	112,500	84,100	84,978	(0)	95,200	(17,300)	109,300	84,097	Savings expected following one member of staff's retirement.
Other Expenditure	5,400	5,400	3,175	1,088	(0)	3,400	(2,000)	5,300	2,524	Savings expected against Printing and Postage budgets.
Income	0	0	0	(16)	0	0	-	0	(10)	
<b>Corporate Service</b>	<b>117,900</b>	<b>117,900</b>	<b>87,275</b>	<b>86,050</b>	<b>(0)</b>	<b>98,600</b>	<b>(19,300)</b>	<b>114,600</b>	<b>86,611</b>	
Employees	169,100	169,100	126,800	124,348	0	165,600	(3,500)	162,900	123,221	
Other Expenditure	107,600	157,600	65,840	40,649	3,360	144,500	(13,100)	147,600	30,769	Savings expected on the borough newspaper
Income	0	0	0	(22,407)	0	(24,900)	(24,900)	0	0	50% of Head of Communication costs are being recharged to Runnymede BC due to partnership arrangements w.e.f.June 2011 with no budget
<b>Corporate Publicity</b>	<b>276,700</b>	<b>326,700</b>	<b>192,640</b>	<b>142,589</b>	<b>3,360</b>	<b>285,200</b>	<b>(41,500)</b>	<b>310,500</b>	<b>153,990</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	13,800	13,800	10,400	0	0	0	(13,800)	14,300	2,599	
Income	0	0	0	0	0	0	-	0	0	
<b>Research &amp; Consultation</b>	<b>13,800</b>	<b>13,800</b>	<b>10,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(13,800)</b>	<b>14,300</b>	<b>2,599</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	3,300	3,300	200	2,895	682	2,300	(1,000)	4,300	2,254	
Income	(76,000)	(76,000)	(57,000)	(50,808)	843	(76,000)	-	(76,000)	(53,402)	This is expected to reach budget
<b>Taxi Licensing</b>	<b>(72,700)</b>	<b>(72,700)</b>	<b>(56,800)</b>	<b>(47,913)</b>	<b>1,525</b>	<b>0</b>	<b>(1,000)</b>	<b>(71,700)</b>	<b>(51,148)</b>	
<b>Total Employees</b>	<b>281,600</b>	<b>281,600</b>	<b>210,900</b>	<b>209,325</b>	<b>(0)</b>	<b>260,800</b>	<b>(20,800)</b>	<b>272,200</b>	<b>207,318</b>	
<b>Total Other Expenditure</b>	<b>599,600</b>	<b>649,600</b>	<b>451,615</b>	<b>397,386</b>	<b>4,041</b>	<b>619,700</b>	<b>(29,900)</b>	<b>669,100</b>	<b>435,745</b>	
<b>Total Income</b>	<b>(76,000)</b>	<b>(76,000)</b>	<b>(57,000)</b>	<b>(84,623)</b>	<b>843</b>	<b>(112,300)</b>	<b>(36,300)</b>	<b>(76,000)</b>	<b>(53,412)</b>	
	<b>805,200</b>	<b>855,200</b>	<b>605,515</b>	<b>522,088</b>	<b>4,885</b>	<b>841,900</b>	<b>(87,000)</b>	<b>865,300</b>	<b>589,651</b>	

**Community Safety and Assets : Cabinet Member - Cllr Frank Ayers**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD							
	£	£	£							
Employees	93,600	93,600	70,200	118,016	0	138,900	45,300	217,600	160,380	Redundancy costs not in budgeted - to be funded from the Business Improvement Reserve at year end. Additional temp costs
Other Expenditure	17,494	37,494	12,700	114,246	8,937	164,200	126,706	62,300	36,992	Purchase order raised for Asbestos survey, Runnymede partnership costs
Income	0	0	0	0	0	0	-	0	(361)	
<b>Asset Mgn Administration</b>	<b>111,094</b>	<b>131,094</b>	<b>82,900</b>	<b>232,263</b>	<b>8,937</b>	<b>303,100</b>	<b>172,006</b>	<b>279,900</b>	<b>197,011</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	0	0	0	26,798	12,235	40,000	40,000	0	21,242	Expenditure relates to hire and insurance of portacabins and the cost of a feasibility study.
Income	0	0	0	0	0	0	-	0	0	
<b>Sea Cadets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,798</b>	<b>12,235</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>21,242</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	56,200	56,200	42,100	14,982	35,514	149,000	92,800	56,200	22,316	Profiling of Ridge consultants budget, Electrical testing/inspections. Forthcoming overspend on Esso site works to be financed by insurance monies. Forthcoming Surrey First overspend as agreed by Cabinet.
Income	(21,800)	(21,800)	(16,000)	(49,812)	0	(50,000)	(28,200)	(16,500)	(19,421)	Surrender of lease on Beresford House generated additional £22500, and grazing licences receipts not foreseen.
<b>General Property Expenses</b>	<b>34,400</b>	<b>34,400</b>	<b>26,100</b>	<b>(34,830)</b>	<b>35,514</b>	<b>99,000</b>	<b>64,600</b>	<b>39,700</b>	<b>2,895</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	20,000	20,000	8,000	(22,350)	0	10,000	(10,000)	20,000	147	Repair and replacement of plant room, fittings etc ('Reflections'). RBC have been consulted and we are awaiting their quote.
Income	0	0	0	0	0	0	-	0	0	
<b>Memorial Gardens</b>	<b>20,000</b>	<b>20,000</b>	<b>8,000</b>	<b>(22,350)</b>	<b>0</b>	<b>10,000</b>	<b>(10,000)</b>	<b>20,000</b>	<b>147</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	1,200	1,200	1,200	0	(0)	0	(1,200)	1,200	125	Offered as a saving in 12/13 budget
Income	0	0	0	0	0	0	-	0	0	
<b>War Memorials</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>(1,200)</b>	<b>1,200</b>	<b>125</b>	
Employees	87,400	87,400	64,625	97,937	0	130,600	43,200	127,400	100,814	Additional salary costs as 3 members of staff not budgeted for, off set by grant contributions.
Other Expenditure	163,700	163,700	138,625	150,168	900	176,700	13,000	166,900	115,116	Telephone maintenance and CCTV monitoring payments to BT and Runnymede are expected to be higher than the budget
Income	(44,400)	(44,400)	(33,200)	(70,522)	0	(93,200)	(48,800)	(102,900)	(76,725)	CDRP/SSSP contributions to off set additional Salary expenditure.
<b>Community Safety</b>	<b>206,700</b>	<b>206,700</b>	<b>170,050</b>	<b>177,583</b>	<b>900</b>	<b>214,100</b>	<b>7,400</b>	<b>191,400</b>	<b>139,205</b>	
Employees	99,600	99,600	74,700	73,349	0	97,000	(2,600)	103,500	66,512	
Other Expenditure	3,900	3,900	2,900	3,282	750	4,000	100	2,400	2,031	
Income	(101,600)	(101,600)	(81,300)	(89,757)	0	(100,000)	1,600	(101,600)	(84,684)	Dependent on any market fluctuations throughout the year.
<b>Licensing</b>	<b>1,900</b>	<b>1,900</b>	<b>(3,700)</b>	<b>(13,126)</b>	<b>750</b>	<b>1,000</b>	<b>(900)</b>	<b>4,300</b>	<b>(16,141)</b>	
Employees	188,200	188,200	141,650	174,293	0	218,500	30,300	210,400	158,900	Over budget due to: Redundancy of £22,600, Overtime of £5,715 and labour of £700
Other Expenditure	406,506	406,506	363,306	410,437	37,787	498,600	92,094	503,800	430,178	
Income	(265,100)	(265,100)	(238,500)	(216,083)	0	(221,900)	43,200	(200,500)	(228,163)	Air track Inquiry income will not be achieved. Rental income from SCDT will also not be achieved due to cessation of the contract.
<b>Knowle Green</b>	<b>329,606</b>	<b>329,606</b>	<b>266,456</b>	<b>368,647</b>	<b>37,787</b>	<b>495,200</b>	<b>165,594</b>	<b>513,700</b>	<b>360,914</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	126,000	446,000	266,900	260,521	311,010	550,000	104,000	126,000	66,118	Additional works identified as part of the Runnymede Contract
Income	0	0	0	0	0	0	-	0	(327)	
<b>Planned Maintenance Programme</b>	<b>126,000</b>	<b>446,000</b>	<b>266,900</b>	<b>260,521</b>	<b>311,010</b>	<b>550,000</b>	<b>104,000</b>	<b>126,000</b>	<b>65,791</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	230,000	0	0	7,913	8,556	7,900	7,900	150,000	193,279	Budget transferred to Planned Maintenance as Runnymede partnership works.
Income	0	0	0	0	0	0	-	0	0	
<b>Responsive Maintenance Program</b>	<b>230,000</b>	<b>0</b>	<b>0</b>	<b>7,913</b>	<b>8,556</b>	<b>7,900</b>	<b>7,900</b>	<b>150,000</b>	<b>193,279</b>	
Total Employees	<b>468,800</b>	<b>468,800</b>	<b>351,175</b>	<b>463,595</b>	<b>0</b>	<b>585,000</b>	<b>116,200</b>	<b>658,900</b>	<b>486,606</b>	
Total Other Expenditure	<b>1,025,000</b>	<b>1,135,000</b>	<b>835,731</b>	<b>965,999</b>	<b>415,690</b>	<b>1,600,400</b>	<b>465,400</b>	<b>1,088,800</b>	<b>887,543</b>	
Total Income	<b>(432,900)</b>	<b>(432,900)</b>	<b>(369,000)</b>	<b>(426,174)</b>	<b>0</b>	<b>(465,100)</b>	<b>(32,200)</b>	<b>(421,500)</b>	<b>(409,681)</b>	
	<b>1,060,900</b>	<b>1,170,900</b>	<b>817,906</b>	<b>1,003,420</b>	<b>415,690</b>	<b>1,720,300</b>	<b>549,400</b>	<b>1,326,200</b>	<b>964,469</b>	

**Finance : Cabinet Member - Cllr Tim Evans**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD							
	£	£	£							
Employees	164,400	164,400	122,475	119,988	0	158,800	(5,600)	178,800	115,195	
Other Expenditure	20,700	20,700	15,373	5,843	0	12,000	(8,700)	5,900	5,326	
Income	(41,200)	(41,200)	(30,900)	(24,087)	0	(32,700)	8,500	(64,200)	(30,802)	Budget includes £5k income from Woking BC for Audit work will be achieved at the end of year.
<b>Audit</b>	<b>143,900</b>	<b>143,900</b>	<b>106,948</b>	<b>101,745</b>	<b>0</b>	<b>138,100</b>	<b>(5,800)</b>	<b>120,500</b>	<b>89,718</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	88,400	88,400	67,450	74,943	66,867	80,000	(8,400)	88,100	77,063	
Income	0	0	0	0	0	0	-	0	0	
<b>Print Unit</b>	<b>88,400</b>	<b>88,400</b>	<b>67,450</b>	<b>74,943</b>	<b>66,867</b>	<b>80,000</b>	<b>(8,400)</b>	<b>88,100</b>	<b>77,063</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	21,500	21,500	12,460	6,303	0	15,000	(6,500)	32,200	12,846	
Income	0	0	0	0	0	0	-	0	0	
<b>People &amp; Partnerships</b>	<b>21,500</b>	<b>21,500</b>	<b>12,460</b>	<b>6,303</b>	<b>0</b>	<b>15,000</b>	<b>(6,500)</b>	<b>32,200</b>	<b>12,846</b>	
Employees	111,100	111,100	84,900	134,377	150	146,800	35,700	82,900	67,234	Redundancy payments to two members of staff
Other Expenditure	6,200	6,200	4,600	849	0	1,200	(5,000)	6,200	2,217	Savings on stationary and printing
Income	0	0	0	0	0	0	-	0	(15)	
<b>MaT Secretariat &amp; Support</b>	<b>117,300</b>	<b>117,300</b>	<b>89,500</b>	<b>135,226</b>	<b>150</b>	<b>148,000</b>	<b>30,700</b>	<b>89,100</b>	<b>69,436</b>	
Employees	259,500	259,500	212,100	132,385	0	338,000	78,500	288,300	242,550	Includes redundancy payments to be funded through the Business Improvement Reserve
Other Expenditure	21,200	21,200	16,000	14,154	0	17,500	(3,700)	23,200	6,837	Underspend on conference expenses
Income	0	0	0	(79)	0	(100)	(100)	0	(106)	
<b>Assistant Chief Executives</b>	<b>280,700</b>	<b>280,700</b>	<b>228,100</b>	<b>146,459</b>	<b>0</b>	<b>355,400</b>	<b>74,700</b>	<b>311,500</b>	<b>249,281</b>	
Employees	326,300	326,300	244,600	193,131	3,938	245,200	(81,100)	326,600	234,796	Deputy CX has left the authority, plus a under spend on the training budget
Other Expenditure	16,600	16,600	13,500	8,476	77	9,500	(7,100)	16,600	7,645	Under spend on public transport budget
Income	0	0	0	(221)	0	(300)	(300)	0	(178)	
<b>Chief Executive</b>	<b>342,900</b>	<b>342,900</b>	<b>258,100</b>	<b>201,386</b>	<b>4,015</b>	<b>254,400</b>	<b>(88,500)</b>	<b>343,200</b>	<b>242,264</b>	
Employees	90,900	90,900	67,350	2,752	0	2,800	(88,100)	159,700	108,134	vacant post
Other Expenditure	2,600	2,600	1,400	359	(0)	400	(2,200)	2,400	1,138	
Income	0	0	0	0	0	0	-	0	(300)	
<b>Business Improvement</b>	<b>93,500</b>	<b>93,500</b>	<b>68,750</b>	<b>3,111</b>	<b>(0)</b>	<b>3,200</b>	<b>(90,300)</b>	<b>162,100</b>	<b>108,972</b>	
Employees	214,600	214,600	160,300	177,894	0	240,000	25,400	204,400	153,237	Staffing cover to accrued for
Other Expenditure	14,700	14,700	8,965	12,801	0	16,400	1,700	9,400	7,418	Leased car to be spread over three years
Income	(42,200)	(42,200)	(31,653)	(35,566)	0	(42,200)	-	0	(10,598)	
<b>HR</b>	<b>187,100</b>	<b>187,100</b>	<b>137,612</b>	<b>155,129</b>	<b>0</b>	<b>214,200</b>	<b>27,100</b>	<b>213,800</b>	<b>150,057</b>	
Employees	50,600	50,600	36,250	38,175	0	50,600	-	50,000	35,626	
Other Expenditure	2,200	2,200	1,400	2,433	0	2,200	-	2,200	2,725	
Income	0	0	0	0	0	0	-	0	(10)	
<b>Payroll</b>	<b>52,800</b>	<b>52,800</b>	<b>37,650</b>	<b>40,608</b>	<b>0</b>	<b>52,800</b>	<b>0</b>	<b>52,200</b>	<b>38,341</b>	
Employees	0	0	0	0	0	0	-	0	0	
Other Expenditure	0	0	0	129	0	200	200	0	1,424	One off Payment to consultant
Income	(2,000)	(2,000)	0	0	0	0	2,000	(2,000)	0	
<b>Mortgages</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>0</b>	<b>129</b>	<b>0</b>	<b>200</b>	<b>2,200</b>	<b>(2,000)</b>	<b>1,424</b>	
Employees	0	0	0	5,835	0	5,800	5,800	0	0	Surrey jobs subscription payment
Other Expenditure	211,200	211,200	111,375	137,859	12,508	211,200	0	239,400	236,279	2nd instalment of 2010-11 external Audit fees of £55k is still outstanding
Income	(100,000)	(100,000)	0	(92,968)	0	(100,000)	0	(100,000)	(18,000)	Charge to A2 Dominion for sponsorship of services
<b>Corporate Management</b>	<b>111,200</b>	<b>111,200</b>	<b>111,375</b>	<b>50,726</b>	<b>12,508</b>	<b>117,000</b>	<b>5,800</b>	<b>139,400</b>	<b>218,279</b>	
Employees	0	0	0	0	(0)	0	0	0	0	
Other Expenditure	10,000	10,000	0	7,198	0	10,000	0	10,000	1	Legal Services write off claim with Havensilver agreed by Cabinet- 20/01/11 with no budget
Income	0	0	0	0	0	0	0	0	0	
<b>Misc Expenses</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>7,198</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>1</b>	
Employees	685,400	685,400	513,605	432,515	920	682,100	(3,300)	685,100	398,385	Various Spelthorne Achievement Awards payments of £3k with no budget. Pension added years payments to SCC are lower than budget
Other Expenditure	51,700	51,700	40,000	19,907	32,393	47,000	(4,700)	53,900	22,897	In-house training expenditure is lower than year to date budget but expected to be breakeven if commitments are included.
Income	0	0	0	0	0	0	0	0	0	
<b>Unapportionable CentralO/Heads</b>	<b>737,100</b>	<b>737,100</b>	<b>553,605</b>	<b>452,422</b>	<b>33,314</b>	<b>729,100</b>	<b>(8,000)</b>	<b>739,000</b>	<b>421,282</b>	
Employees	288,600	288,600	214,434	238,341	0	320,600	32,000	286,800	255,553	£23k reduction in salary budget at the beginning of the year. Overtime payment (£2k) and Temporary staff (£8k) with no budget.
Other Expenditure	12,100	12,100	9,000	11,217	(0)	12,100	0	12,500	9,860	CIPFA subscription payment (£6.6k) with no budget.
Income	0	0	0	(5)	0	0	0	0	(5)	
<b>Accountancy</b>	<b>300,700</b>	<b>300,700</b>	<b>223,434</b>	<b>249,553</b>	<b>0</b>	<b>332,700</b>	<b>32,000</b>	<b>299,300</b>	<b>265,408</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	0	0	0	729	0	1,000	1,000	0	33	Summons costs with no budget
Income	(145,600)	(145,600)	0	0	0	(145,600)	0	(145,600)	0	
<b>Business Rates</b>	<b>(145,600)</b>	<b>(145,600)</b>	<b>0</b>	<b>729</b>	<b>0</b>	<b>(144,600)</b>	<b>1,000</b>	<b>(145,600)</b>	<b>33</b>	

**Finance : Cabinet Member - Cllr Tim Evans**

Results to 31-Dec-11	Budget			Actual	Commitments	Forecast	Variance	10/11	10/11 Actual	Comments
	Original	Revised	YTD			Outturn	to Revised	Budget	YTD	
	£	£	£	£	£	£	£	£	£	
Employees	743,200	743,200	552,900	559,053	0	666,700	(76,500)	693,200	558,145	Overall savings of £76.5k are expected following customer services review. As part of review process, £40k redundancy costs charged here to be funded through BIP funds.
Other Expenditure	96,900	96,900	69,487	39,557	7,966	95,700	(1,200)	100,100	35,667	
Income	(144,300)	(144,300)	(3,000)	(616)	0	(131,600)	12,700	(144,300)	(5,322)	Overall Legal costs and other reimbursements income is expected to be lower than the budget.
<b>CServ Management &amp; Support</b>	<b>695,800</b>	<b>695,800</b>	<b>619,387</b>	<b>597,994</b>	<b>7,966</b>	<b>630,800</b>	<b>(65,000)</b>	<b>649,000</b>	<b>588,489</b>	
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	
<b>Council Tax</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	192,200	192,200	142,950	139,890	0	190,900	(1,300)	199,500	157,401	
Other Expenditure	6,900	6,900	4,400	5,954	0	6,500	(400)	6,800	8,316	
Income	0	0	0	(15)	0	0	0	0	(40)	
<b>Financial Support</b>	<b>199,100</b>	<b>199,100</b>	<b>147,350</b>	<b>145,829</b>	<b>0</b>	<b>197,400</b>	<b>(1,700)</b>	<b>206,300</b>	<b>165,677</b>	
Employees	0	0	0	0	0	0	0	0	0	
Other Expenditure	207,600	207,600	0	814	0	177,600	(30,000)	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. Savings due to renegotiated contract awarded after budget set which achieved £30k more than anticipated
Income	0	0	0	(897)	0	(900)	(900)	0	(891)	
<b>Insurance</b>	<b>207,600</b>	<b>207,600</b>	<b>0</b>	<b>(83)</b>	<b>0</b>	<b>176,700</b>	<b>(30,900)</b>	<b>296,400</b>	<b>(891)</b>	
Employees	340,500	340,500	252,600	272,416	10,160	361,000	20,500	334,900	320,648	Cost of employing agency staff to cover for vacant posts
Other Expenditure	728,200	728,200	607,800	711,622	75,047	756,000	27,800	747,100	571,222	Duplicate Purchase orders raised for Cash security services
Income	(1,990,900)	(1,990,900)	(1,486,547)	(1,383,913)	0	(1,926,000)	64,900	(1,949,700)	(1,472,596)	Pay and display income down slightly on the budget, Large drop in Rental income in Tothill car park, as a result of Bupa giving up a number of car parking spaces
<b>Car Parks</b>	<b>(922,200)</b>	<b>(922,200)</b>	<b>(626,147)</b>	<b>(399,876)</b>	<b>85,207</b>	<b>(809,000)</b>	<b>113,200</b>	<b>(867,700)</b>	<b>(580,726)</b>	
Total Employees	<b>3,467,300</b>	<b>3,467,300</b>	<b>2,604,464</b>	<b>2,446,752</b>	<b>15,169</b>	<b>3,409,300</b>	<b>(58,000)</b>	<b>3,490,200</b>	<b>2,646,903</b>	
Total Other Expenditure	<b>1,518,700</b>	<b>1,518,700</b>	<b>983,210</b>	<b>1,061,146</b>	<b>194,858</b>	<b>1,471,500</b>	<b>(47,200)</b>	<b>1,652,400</b>	<b>1,008,914</b>	
Total Income	<b>(2,466,200)</b>	<b>(2,466,200)</b>	<b>(1,552,100)</b>	<b>(1,538,368)</b>	<b>0</b>	<b>(2,379,400)</b>	<b>86,800</b>	<b>(2,405,800)</b>	<b>(1,538,863)</b>	
	<b>2,519,800</b>	<b>2,519,800</b>	<b>2,035,574</b>	<b>1,969,530</b>	<b>210,026</b>	<b>2,501,400</b>	<b>(18,400)</b>	<b>2,736,800</b>	<b>2,116,954</b>	

## **2011/12 Capital Monitoring Report**

### **Resolution Required**

### **Report of the Chief Finance Officer**

### **REPORT 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 December 2011 on the Capital Programme.

#### **Key Issues**

- The projected outturn shows that we are anticipating to spend by the financial year end, £1,559,500 which represents 79% of the revised budget.

#### **Financial Implications**

As set out within the report and appendices

#### **Corporate Priority**

A sustainable financial future.

#### **Officer Recommendations**

**Cabinet is asked to note the report.**

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

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

**Cabinet Member: Councillor 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 December 2011.
- (b) For the period ending 31 December 2011, capital expenditure was £1.359m (89%) of the original budget and (69%) of the revised budget.
- (c) The equivalent spend in the corresponding period of the previous year was also £1.297m (62%) of the original budget and (49%) of the revised budget.
- (d) The projected outturn shows that we are anticipating to spend by the financial year end, £1,559m, which represents (78%) of the revised budget.
- (e) The difference between the original budget and the revised budget is £437,040. The £437,040 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

A £74,000 adjustment has been made to the revised 11/12 budget as a result of the original DFG grant budget being overstated by £45,000 and receiving extra DFG grant funding from the DCLG of £29,000.

#### 2.2 The following projects are worth noting:

- (a) Home Improvement Agency Grant – There is likely to be a significant under spend of £9,000 this year, due to A2Dominion only requiring us to pay them £26,300 to provide this service in the current year. This sum will increase next year by at least Retail Prices Index.
- (b) Housing Enabling Fund – Payment made to A2 Dominion in relation to affordable housing at Windmill lodge, Sunbury.
- (c) Car Park Improvements – The Automatic number plate reader machine project has been delayed with the tender not expected to be issued until March 2012, as a result a carry forward request will be made at year end.

- (d) HR and Payroll System – Phase one of the project will be completed by the end of March and phase two will take place in the next financial year; as a result a carry forward request will be made at year end.
- (e) Capital Salaries – It is very unlikely that there will be any use of this budget during the current and future financial years, as the criteria for capitalising salaries as capital expenditure has tighten as a result of new accounting standards.
- (f) Transactions involving all the projects, but particularly critical ditches, allotments, bowls club self management and IT are being reviewed on a regular basis throughout, the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital definition will be transferred to revenue.

### **3. PROPOSALS**

- 3.1 Cabinet are 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.**

AS AT END OF SEPTEMBER

CAPITAL BUDGET MONITORING 2011/12

SCHEME	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATES	REVISED BUDGET	ACTUAL TO DATE	COMMITMENTS	TOTAL YTD	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
	£	£	£	£	£	£	£	£	£
Housing Investment Programme	355,900	37,000	-	392,900	394,587	19,482	414,068	386,700	(6,200)
New Schemes Fund	-	-	-	-	64,385	(33,029)	31,356	44,000	44,000
Other Services Programme	1,125,500	166,500	307,540	1,599,540	331,369	516,679	848,048	1,481,700	(132,300)
<b>CAPITAL PROGRAMME TOTAL</b>	<b>1,481,400</b>	<b>203,500</b>	<b>307,540</b>	<b>1,992,440</b>	<b>790,341</b>	<b>503,132</b>	<b>1,293,473</b>	<b>1,912,400</b>	<b>(94,500)</b>

5000                      -100000  
 Loan by TC    SCC match funding not in budget





September (P6) Capital Monitoring Report 2011/12

Cost Centre	Description	Full Yr Original budget	Full Yr Revised budget	Actuals YTD	Commitments	Total YTD	Managers Projected Outturn	Managers Projected Outturn to Full Yr Revised budget	Comments
		£	£	£	£	£		£	
<b>Housing Investment Programme</b>									
<b>Lee O'Neil</b>									
40203	Disabled Facilities Mandatory	452,000	452,000	282,924	0	282,924	452,000	0	285k grant from DCLG awarded, Total budget grant for financial year is £452,000. We will continue to monitor to ensure against significant overspend
	Less Specified Capital Grant	(285,000)	(285,000)	0	0	0 -	285,000	0	
40204	Disabled Facilities Discretion	29,600	29,600	6,020	0	6,020	29,600	0	We will spend all of this available budget by the end of the financial year
	Net Cost of Disabled Facilities Grants	196,600	196,600	288,944	0	288,944	196,600	0	
40205	Decent Homes Grant	89,000	126,000	82,172	16,303	98,475	133,800	7,800	This budget is likely to be overspent by approximately £7,800 this year. This is due to a delay in employing new Grant Officer which was caused by the Polices being slow to complete the CRB check for this post. This meant the contractor who was doing the work having to be retained until the Grant officer was in post. - £37k c/f
40207	Equity Release Scheme	10,000	10,000	0	0	0	5,000	-5,000	This budget is likely to be underspent this year (this is likely to be due to reluctance of homeowners to release equity in their homes/take out loans during this financial downtime). Spending on this budget may increase in the coming years if the Home repair assistance grant is withdrawn;  This budget will be underspent this year by about £9,000 (We expect to pay A2D in the region of £25,500 for this financial year. This sum will increase in the next financial year by at least the RPI %. There is a need to maintain this budget at the £35,300 level in light of increasing demand in service, and pending the outcome of the HIA financial provision review by SCC for 2012/13 and future years.
40209	Home Improvement Agency grant	35,300	35,300	0	0	0	26,300	-9,000	
<b>Sandy Muirhead</b>									
40601	Wall/Loft Insulation	25,000	25,000	23,471	3,178	26,649	25,000	0	Demand is high & the budget will be spent in full, a commitment of £1649 is not valid & will be removed in Oct.
	<b>Total</b>	<b>159,300</b>	<b>196,300</b>	<b>105,643</b>	<b>19,482</b>	<b>125,124</b>	<b>190,100</b>	<b>-6,200</b>	
<b>Total For HIP</b>		<b>355,900</b>	<b>392,900</b>	<b>394,587</b>	<b>19,482</b>	<b>414,068</b>	<b>386,700</b>	<b>-6,200</b>	
<b>New Schemes fund</b>									
<b>Nigel Lynn</b>									
41326	Sunbury Improvement Project	0	0	50,467	63,446	113,913	114,000	114,000	Final phase payment for the skatepark and the commitment is under investigtion to see if it is valid.
41327	Shepperton Improvement Project	0	0	-	0	-	0	0	
41328	Ashford Improvement Project	0	0	13,919	3,525	17,444	30,000	30,000	Invoices relate to works that have been completed during April and May 2011
	SCC Match Funding	0	0	0	-100,000	-100,000 -	100,000	-100,000	Early payment has been requested from SCC, no response as yet.
	Net Cost of Improvement Projects	0	0	64,385	-33,029	31,356	44,000	44,000	
<b>Total For NSF</b>		<b>0</b>	<b>0</b>	<b>64,385</b>	<b>-33,029</b>	<b>31,356</b>	<b>44,000</b>	<b>44,000</b>	
<b>Other Services Programme</b>									
<b>Dave Phillips</b>									
41325	Lammas Sea Cadets Relocation	0	0	(4,000)	0	(4,000)	0	0	Balance to be cleared in October
41612	Clockhouse Lane	0	0	0	1,430	1,430	1,500	1,500	Retainer from refurbishment works
41618	Esso Site Stanwell	0	0	0	3,400	3,400	3,400	3,400	To provide consultancy services on the development of the site, the commitment is under investigation to confirm if it is valid
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>-4,000</b>	<b>4,830</b>	<b>830</b>	<b>4,900</b>	<b>4,900 0</b>	
<b>Helen Dunn</b>									
43001	Web & Intranet General	10,000	10,000	0	0	0	10,000	0	Anticipated to be spent by end of year
43002	Website Enhancement	10,000	10,000	0	0	0	10,000	0	Anticipated to be spent by end of year
43101	Contract/Doc Mangmt	10,000	10,000	0	0	0	10,000	0	Anticipated to be spent by end of year
43201	Payments	0	0	(7,328)	0	(7,328)	7,400	7,400	Special creditor has being overstated
43301	Finance Suite	10,000	10,000	4,250	0	4,250	10,000	0	Anticipated to be spent by end of year
43302	Payroll/HR	10,000	10,000	0	0	0	0	-10,000	Not required for 2011/12 as new HR payroll system being implemented
43305	SharePoint	160,000	160,000	20,865	21,750	42,615	160,000	0	Anticipated to be spend by end of year
43306	Geographical Info System	0	0	(3,100)	2,635	(465)	500	500	Awaiting invoices to clear year end Special Creditor
43401	Planning	0	0	2,375	4,625	7,000	7,000	7,000	Minor amends to on-line planning portal
43501	Revenues & Benefits	30,000	30,000	8,638	1,000	9,638	30,000	0	Additional modules expected

September (P6) Capital Monitoring Report 2011/12

Cost Centre	Description	Full Yr Original budget	Full Yr Revised budget	Actuals YTD	Commitments	Total YTD	Managers Projected Outturn	Managers Projected Outturn to Full Yr Revised budget	Comments
43502	Housing Support	30,000	30,000	(1,680)	20	(1,660)	30,000	0	Implementation of scanning module and still awaiting invoices to clear year end special creditor
43508	Elections	0	0	-	4,949	4,949	0	0	Anticipated to be spent by end of year
43602	Secure Networking	30,000	30,000	19,689	2,680	22,370	30,000	0	Spend relating to Code of Connection
43603	Server Updates	30,000	30,000	0	860	860	30,000	0	Anticipated to be spent by end of year
43604	Desktop Upgrades	50,000	50,000	29,162	0	29,162	50,000	0	Anticipated to be spent by end of year
43605	Telephone/Data Communications	0	0	560	2,488	3,048	3,100	3,100	May need to move some budget here
43606	Misc software	20,000	20,000	4,317	0	4,317	20,000	0	Anticipated to be spent by end of year
43607	Printing	10,000	10,000	653	11,118	11,771	10,000	0	Anticipated to be spent by end of year
	<b>Total</b>	<b>410,000</b>	<b>410,000</b>	<b>78,402</b>	<b>52,125</b>	<b>130,526</b>	<b>418,000</b>	<b>8,000</b>	
Cost Centre	Description	Full Yr Original budget	Full Yr Revised budget	Actuals YTD	Commitments	Total YTD	Manager's Projected Outturn	Managers Projected Outturn to Full yr Revised budget	Comments
		£	£	£	£	£	£	£	£
<b>Jackie Taylor</b>									
41208	Walled Garden Irrigation	0	28,000	27,640	0	27,640	28,000	0	Project completed. £28000 carry forward budget
41209	Food Waste Collection	0	265,000	0	196,748	196,748	207,000	-58,000	Orders have been placed for bins & delivery, vehicle budget duplicated so £58k underspend here. £265000 carry forward budget
41504	Direct Service Vehicle Procure	44,000	44,000	0	48,000	48,000	0	-44,000	Vehicle ordered due to arrive September 2011, included in Food waste budget.
41620	Wheelie Bins	100,000	100,000	9,695	29,078	38,773	100,000	0	Procuring bins through ESPO order to be placed very soon
	<b>Total</b>	<b>144,000</b>	<b>437,000</b>	<b>37,335</b>	<b>273,826</b>	<b>311,161</b>	<b>335,000</b>	<b>-102,000</b>	
<b>Jan Hunt</b>									
41608	HR and Payroll system	60,000	60,000	22,578	27,158	49,736	60,000	0	Implementation of the project has started, with the system going live by Jan 2012.
	<b>Total</b>	<b>60,000</b>	<b>60,000</b>	<b>22,578</b>	<b>27,158</b>	<b>49,736</b>	<b>60,000</b>	<b>0</b>	
<b>John Foggo</b>									
41404	PA System	0	14,540	14,540	0	14,540	14,500	-14,500	Supplementary bid, transfer from reserves at year end.
42043	Accommodation Changes	0	0	0	17,681	17,681	18,300	18,300	1st Floor toilet refurb, agreed by the council leader
	<b>Total</b>	<b>0</b>	<b>14,540</b>	<b>14,540</b>	<b>17,681</b>	<b>32,221</b>	<b>32,800</b>	<b>3,800</b>	
<b>Lee O'Neil</b>									
41314	Air Quality	32,000	32,000	0	0	0	5,000	-27,000	Driver training has taken place across the Council. Review and Assessment work progressing. Grant to be utilised or returned to DEFRA
41314	Pollution	(22,000)	(22,000)	0	0	0	-5,000	17,000	
41315	Cont Land Investigation	57,500	86,100	18,484	114,710	133,194	114,700	28,600	DEFRA grant money to pay for concluded Denman Drive site investigation and remediation work (additional funding is due from DEFRA to pay for the remediation for £110,483) £89,625.30 received in October. This budget will be wholly spent. £28600 carry forward budget
43307	EHBC Mobile Working	0	39,400	4,400	0	4,400	5,000	-34,400	Smart phone trial being undertaken. £39400 carry forward budget
	<b>Total</b>	<b>67,500</b>	<b>135,500</b>	<b>22,884</b>	<b>114,710</b>	<b>137,594</b>	<b>119,700</b>	<b>-15,800</b>	
<b>Liz Borthwick</b>									
40103	Community Alarm System	20,000	25,200	15,405	1	15,406	20,000	-5,200	Try to purchase units in bulk when required - £5200 carry forward budget
40108	Leisure Centre Fitness Kit	65,000	65,000	0	0	0	65,000	0	Spend in Jan, additional £19,000 per annum on our management fee income for 2011/12 - 2014/15
41027	Stanwell DC Cafe	10,000	10,000	5,556	0	5,556	10,000	0	Construction of Café in Stanwell Day Centre
41035	Bowls Club self management	29,000	41,700	40,841	3,431	44,272	44,300	2,600	Ongoing project. £12700 carry forward budget
41036	Soft Play Area (BLF)	0	0	10,000	0	10,000	10,000	10,000	Funded by the Big Lottery fund
	<b>Total</b>	<b>124,000</b>	<b>141,900</b>	<b>71,802</b>	<b>3,432</b>	<b>75,234</b>	<b>149,300</b>	<b>7,400</b>	
<b>Rowena Davison</b>									
43306	GOSS - Website Upgrade	70,000	70,000	1,800	0	1,800	50,000	-20,000	Project started in July, carry forward underspend in to 2012/13
	<b>Total</b>	<b>70,000</b>	<b>70,000</b>	<b>1,800</b>	<b>0</b>	<b>1,800</b>	<b>50,000</b>	<b>-20,000</b>	
<b>Sandy Muirhead</b>									
41203	Tennis Courts	25,000	25,000	0	0	0	25,000	0	Project due to start at the end of September, anticipated overspend to be met from Livability budget
41309	Critical Ditches	0	20,000	309	1,361	1,670	20,000	0	£20000 carry forward budget
41317	Car Park Improvements	74,000	117,200	10,683	0	10,683	91,000	-26,200	Project group to meet in September re the implementation of new pay on foot machines. £43200 carry forward budget
41627	Salix Low Carbon M'ment Prog	76,000	76,000	0	0	0	76,000	0	Funded by Salix fund
41630	Bridge Street CP Lighting	0	0	21,506	0	21,506	21,500	21,500	Project is completed and is funded by the Salix Fund
41631	Elmsleigh CP Lighting	0	0	44,256	0	44,256	44,300	44,300	Project is completed and is funded by the Salix Fund
42037	Biffa Award Match Funding	0	17,400	0	19,967	19,967	8,700	-8,700	We were awarded a Biffa Grant which was match funded to undertake work over 3 years to Shortwood Pond to ensure its value for rare plants under our duty on biodiversity remained, as well as providing an enhanced historic feature for the community - £17400 carry forward budget to be spent over an additional 2 year period

September (P6) Capital Monitoring Report 2011/12

<u>Cost Centre</u>	<u>Description</u>	<u>Full Yr Original budget</u>	<u>Full Yr Revised budget</u>	<u>Actuals YTD</u>	<u>Commitments</u>	<u>Total YTD</u>	<u>Managers Projected Outturn</u>	<u>Managers Projected Outturn to Full Yr Revised budget</u>	<u>Comments</u>
42040	Allotments	25,000	25,000	10,324	0	10,324	25,000	0	Budget to be spend in full, works allow allotments to increase their customer base
42049	Hawke Park	0	0	(1,049)	1,591	542	500	500	Still awaiting invoices to clear year end special creditor
<b>Total</b>		<b>200,000</b>	<b>280,600</b>	<b>86,028</b>	<b>22,919</b>	<b>108,947</b>	<b>312,000</b>	<b>31,400</b>	
<b>Terry Collier</b>									
45002	Capital Salaries	50,000	50,000	0	0	0	0	-50,000	Charge to Capital salaries takes place at year end
<b>Total</b>		<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-50,000</b>	
<b>Total For Other</b>		<b>1,125,500</b>	<b>1,599,540</b>	<b>331,369</b>	<b>516,679</b>	<b>848,048</b>	<b>1,481,700</b>	<b>-132,300</b>	<b>0</b>
<b>Grand Total</b>		<b>1,481,400</b>	<b>1,992,440</b>	<b>790,341</b>	<b>503,132</b>	<b>1,293,473</b>	<b>1,912,400</b>	<b>-94,500</b>	

## **Members' Allowances Scheme**

### **Recommendation required**

### **Report of the Chief Executive Executive Summary**

#### **Purpose of report**

To inform members about the process for reviewing the members' allowances scheme by the Independent Review Panel (IRP).

#### **Key issues**

- To review the travel expenses scheme in the context of the 'Approved Duties' list.
- To review the level of the basic allowance.
- To review the level and number of the Special Responsibility Allowances (SRAs).

#### **Financial implications**

- Council to decide on the basis of the IRP's recommendations.

#### **Officer recommendations**

The Cabinet is asked to recommend to Council that, subject to the advice of the IRP, the changes outlined in Appendix 5 (revised) be accepted, and that the Members' Allowance Scheme be updated accordingly.

**Report author: Greg Halliwell, Principal Committee Manager (01784) 446267**

**Area of responsibility: Roberto Tambini, Chief Executive (01784) 446250**

**Cabinet member: Councillor Mrs. Vivienne Leighton**

## MAIN REPORT

### 1. Background

- 1.1 The last time the IRP met was on 5 February 2009 and they submitted their final report to Council on 26 February 2009.
- 1.2 The Panel made four recommendations, one of which was that there should not be an increase in members' basic allowance and SRAs for the year 2009-2010, with the exception of new SRAs for the Chairman and vice-Chairman of Standards Committee, and the Chairman of Audit Committee.
- 1.3 14 councillors now receive an SRA (see **Appendix 1**)
- 1.4 Due to the economic downturn prevailing in 2009, and its intention to achieve a balanced budget, the Council accepted the IRP's recommendations at its meeting on 26 February 2009.
- 1.5 There was no meeting of the IRP for the years 2010-11 and 2011-12.

### 2. Key issues

- 2.1 The Statutory Guidance on the Regulations for Local Authority Allowances (England) (ODPM 2003) highlights what members could claim for their travel and subsistence.
- 2.2 The guidance emphasises the discretion which IRPs have in determining the Council's own travelling and subsistence scheme.
- 2.3 The current Spelthorne scheme lists which internal meetings and meetings of external bodies are designated as approved duties for the payment of travel and subsistence (**Appendix 5 of the IRP Briefing note**).
- 2.4 "Claims are required for travel.....incurred in respect of approved duties."
- 2.5 "The activities that shall be approved duties include: meetings of the Council, Cabinet and committees, including Task Groups and Panels."
- 2.6 The scheme also lists those duties which do not qualify for travel expenses, including "...visits by members to the Council offices and surgeries."
- 2.7 It is normal practice for officers to set up meetings to brief councillors in their appointed roles on specific issues, such briefings being integral to the democratic process, e.g. meetings between Assistant Chief Executives and portfolio holders, and meetings set up by officers to brief councillors on specific issues such as in relation to Planning, Licensing.
- 2.8 The level of the members' basic allowance has remained unchanged since April 2009.
- 2.9 In his speech to Council on 25 February 2010, the Leader recommended that ".....Councillors.....forgo any annual increase in allowances" for the year 2010-11.
- 2.10 In his speech to Council on 24 February 2011, the Leader recommended that ".....Councillors.....forgo any annual increase in allowances" for the year 2011-12.
- 2.11 Following the result of the May 2011 local election, the new Leader appointed two deputies, both of whom now receive the Special Responsibility Allowance which goes with that role.

### **3. Proposals**

- 3.1 The proposals will be set out in the IRP's final recommendations to Council in February 2012.

### **4. Financial implications**

- 4.1 The total cost of the members' expenses budget for 2011-12 is £232,300
- 4.2 Within that total £5,000 is for car mileage (an average of £128 per councillor per year); £163,600 is for the Basic Allowance; and £37,600 for SRAs.

### **5. Legal implications/other considerations**

- 5.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 state that an authority "...shall have regard to the recommendations made in relation to the members' allowances scheme by an independent remuneration panel." Part 4 Section 19 (1) and (2).

### **6. Risks and how they will be mitigated**

- 6.1 The Council will need to assess the potential risks to the budget involved in whatever recommendations the IRP makes.

### **7. Timetable for implementation**

- 7.1 Subject to consideration at the Council meeting on 23 February 2012, any changes to the Members' Allowances scheme agreed by Council will take effect from 1 April 2012.

## A review of the Members' Allowances Scheme in 2011-12

### Briefing note for the Independent Remuneration Panel

#### Background to the current review

1. The last time the Independent Remuneration Panel (IRP) met was on 5 February 2009 and they submitted their final report to Council on 26 February 2009 (**Appendix 2**).
2. The Panel made four recommendations, one of which was that there should not be an increase in councillors' Basic and Special Responsibility Allowances (SRAs) for the year 2009-2010.
3. Due to the economic downturn prevailing in 2009, and its intention to achieve a balanced budget, the Council decided at its meeting on 26 February 2009 to accept the recommendation that members' basic allowance and SRAs would not be increased for the year 2009-10.
4. However, the Council did accept the IRP's recommendations that the Chairman and vice-Chairman of Standards Committee and the Chairman of Audit Committee should each be given an SRA.
5. In his speech to Council on 25 February 2010, the Leader recommended that "...Councillors.....forgo any annual increase in allowances..." for the year 2010-11.
6. In his speech to Council on 24 February 2011, the Leader made the same recommendation for the year 2011-12.
7. Following the result of the May 2011 local election, the new Leader appointed two deputies, both of whom now receive the SRA which goes with that role.
8. In addition to their allowances, the Council provides a members' IT scheme which allows councillors to access the Council's network to enable Council business to be carried out more effectively.
9. The scheme was approved in August 2011 and has two options to it:
  - (a). The Council supplies a laptop and printer, and gives councillors an allowance of £500 to purchase their own broadband for the four years of this Council (2011-15). Six councillors chose this option.
  - (b). The second element of the scheme was **introduced to save costs** and gives councillors £1500 to cover the costs of broadband, computer equipment and supplies over the lifetime of the Council (2011-15). Councillors had the choice of either taking the full allowance up-front or an initial, up-front payment with the balance paid monthly over 48 months. Thirty-three councillors chose this option.
10. The Council will supply printer ink only to those Councillors for whom we have supplied the equipment.



11. Supplies of white A4 paper for councillors' printing requirements at home are still made available.
12. All councillors have their own business cards.
13. The nine Cabinet councillors are supplied with an iPhone to enable them to answer e-mails whilst mobile. The Council covers the cost of these phones but the individual councillor pays for personal calls. The Council, via the members' room facilities and the in-house printing service, provides councillors with an internal postal collection facility. There is a weekly mail-out of any relevant papers and documents to all councillors. Cabinet papers are always couriered to the nine Cabinet members.

## **Current Allowances**

### Basic allowance

14. The current, annual basic allowance for 2011-12 is £3938 which is paid to all councillors in monthly instalments.

### Special Responsibility Allowances (SRAs)

15. The SRAs can be paid to councillors (or Co-optees, where applicable) whose work falls within certain categories.
16. At Spelthorne, 14 councillors receive an SRA and the individual figures for 2011-12 are as follows (**Appendix 1**):

Leader of the Council	£9037
2 Deputy Leaders of the Council	£6001
Executive Members (6) (excluding the Leader and the 2 Deputy Leaders)	£3012
Chairmen of Overview and Scrutiny and Audit Committees (2)	£3012
Chairmen of Planning and Licensing Committees (2)	£3012
Opposition Group Leader	£3012

17. The independent Chairman of Standards committee receives £1000 a year and the deputy Chairman receives £500.
18. Comparable figures for all the Surrey authorities are attached at (**Appendix 3**).
19. The total budget for members' expenses for 2011-12 is £232,300. Within that figure £5,000 is for car mileage (an average of £128 per councillor per year); £163,600 is for the Basic Allowance; and £37,600 is for SRAs.

20. As at the end of October 2011, the car mileage budget was under-spent by £402.

#### Dependants' Carers' Allowance (DCA)

21. The Council's scheme allows for those councillors with carer responsibilities for dependant adults and/or children to claim a dependants' carers' allowance. The scheme does not set a specific amount for DCA payments. Councillors who make claims are simply reimbursed the actual costs incurred, subject to submission of receipts and/or invoices in support of their claims.

22. No claims have been made for this allowance in the past three years (09-10, 10-11, and to date in 11-12)

23. In January 2008, the IRP reviewed Spelthorne's approach to the payment of dependants' carers' allowance. In the light of claims submitted by councillors up to that point, and a review of the amounts paid out, the Panel concluded that there was no need to change the current approach to the payment of the DCA.

#### Travel and subsistence

24. This is payable at the same rate as Council officers receive, as previously recommended by the IRP. The rates of car allowances for 2009-10, 2010-11 and 2011-12 (as 10-11) are attached as **Appendices 4** and **4a**. Councillors claim the casual users' rates.

25. **The arrival of 23 newly-elected councillors has highlighted queries regarding which meetings at the Council offices councillors can claim travel expenses for attending.**

26. **With the old scheme, councillors could claim attendance allowance for each meeting they attended. The new scheme introduced a basic allowance for all councillors which was intended to cover their basic day-to-day expenses and included claiming for attendance at some specified meetings but not others.**

27. Under the current list of 'Approved duties' (**Appendix 5**), councillors can claim for attending Council, Cabinet, Committees, Task Groups, **Outside Bodies' meetings** and Panels. Most other Surrey authorities have the same or a similar list.

28. There is also a list of duties in **Appendix 5** which do **not** qualify for travel expenses, including "...visits by members to the Council offices....."

29. **Since the change-over to the new scheme, some councillors have claimed travel expenses whilst most didn't realize that they could claim anything at all.**

30. The Local Authorities (Members' Allowances) (England) Regulations 2003 (**Appendix 6**) do not actually specify which meetings and duties councillors can

claim travel expenses for other than attendance at Council, committees, and “.....carrying out any other duty approved by the authority, or any duty of a class so approved.....” (Part 2 Section 8 (a) (b) and (h)).

31. Examples of claims allowed under other Surrey authorities’ schemes are as follows: “pre-arranged meetings between the portfolio holders and officers” (Waverley BC); “Executive members and meetings with officers” (Reigate and Banstead BC); “meetings and duties for which travel expenses can be claimed in accordance with The Local Authorities (Members’ Allowances) (England) Regulations 2003” (Runnymede BC).

### **The basis of the current scheme**

32. The level of basic and special allowances at Spelthorne is based on an IRP report to Council in February 2000. A copy of the report is attached at **Appendices 7** and **7a**.
33. Essentially, the levels of payment are based on a matrix of the time councillors estimated they spent on council work multiplied by average salary levels.
34. The IRP report to Council in February 2000 concluded that it was reasonable to assume that the average Spelthorne councillor spent a minimum of eight hours or one working day a week on council work. It then discounted this by 33% to reflect the voluntary principle. The current, basic allowance is therefore based on 34 days’ council work a year multiplied by the daily average earnings of employees across all occupations in the South-East of England, which stood at £115 in 2010 (New Earnings Survey 2010), equivalent to £3910 a year.
35. Again at its January 2008 review, the Panel felt that, on reflection, the information available from the 2004 questionnaire survey of councillors was still valid, and that it still provided sufficient evidence to assist the Panel in its deliberations. Furthermore, the Panel were given up-to-date information contained in the Register of councillors’ attendance at Council, Executive, Committee, sub-Committee and Task Group meetings etc.
36. During the course of this review of the members’ allowances’ scheme, the Council completed a South East Employers’ (SEE) survey on members’ allowances in which one of the questions related to the average number of hours worked each week on Council business by the Leader and Cabinet members. The Leader stated 36 hours a week, and the average number of hours for the remaining Cabinet members was 23 (6 out of 8 replied).

### **Issues to explore and make recommendations on**

37. The Panel will need to consider the following issues:
- The basis of the scheme – is it still sound, i.e. the minimum time needed to fulfill the basic role of councillor?

- Discounting a percentage of time spent by councillors to reflect the voluntary principle of the role – is this still appropriate?
- Basing the allowance on the daily average earnings of employees in the South East – is this still a relevant criterion?
- The basic allowance – does it need to be increased or kept at the current level?
- Special Responsibility Allowance – does the level of payment need to be increased or kept at the current level?
- Does the list of ‘Approved duties’ need to state explicitly which meetings and duties, other than the formal ones, councillors can claim travel expenses for?
- Following the invitation to respond to the issues raised in this Briefing note, Councillors made the following comments on the current allowances’ scheme:
  - Councillors are spending much more time now than before on council business, e.g. dealing with the increased volume of e-mails; more meetings at Knowle Green.
  - **Councillors visiting the Knowle Green offices on an ‘ad hoc’ basis, e.g. just popping in, would not claim for such journeys. There is a difference between ward work, e.g. popping in to view a planning application for a resident, and being briefed on decisions to be taken at Council.**
  - **Consideration to be given to making pre-arranged meetings between officers and a portfolio holder/Chairman eligible for travel expenses.**
  - **Similarly, officer-initiated meetings with chairmen and vice-chairmen of the main committees, e.g. Licensing, Planning, to brief them ahead of the committee meeting where that briefing is held on a different day to the committee itself.**
  - **Consideration to be given to making meetings between a portfolio holder and a manager at the latter’s main place of work which is not the Knowle Green offices, e.g. the depot, eligible for travel expenses.**
  - Those who have opted for a lump sum payment for IT equipment might have to incur more expenses in relation to the upkeep of the equipment.
  - The IT allowance is taxable.
  - The list of meetings and conferences is out-of-date (**now updated in Appendix 5 revised**).

38. In response to councillors’ comments above, we have amended Appendix 5 accordingly (**Appendix 5 revised** is attached) for the Panel’s consideration in the context of the overall scheme.

**Greg Halliwell**  
Principal Committee Manager  
**Spelthorne Borough Council**  
31 January 2012

Spelthorne Borough Council  
**Members' Allowances Scheme 2011-2012**

<b>Basic Allowance:</b> Paid to all 39 councillors only	£3,938 from 1 April 2011
<b>Special Responsibility Allowances (SRA):</b>	
Leader of the Council – Councillor Mrs. V.L. Leighton	£9,037 from 1 April 2011
Deputy Council Leader - Councillor R.A. Smith-Ainsley	£6,001 from 1 April 2011
Deputy Council Leader – Councillor Mrs. J. Pinkerton	£6,001 from 1 April 2011
Executive Members (6): Councillor F. Ayers Councillor T. J. M. Evans Councillor C.A. Davis Councillor P. Forbes-Forsyth Councillor N. St. J. Gething Councillor R. L. Watts	£3,012 from 1 April 2009
Chairman of Overview & Scrutiny Committee Councillor Ms. P.A. Broom	£3,012 from 1 April 2009
Chairman of Audit Committee Councillor Mrs. M.J. Madams	£3,012 from 1 April 2009
Chairman of Licensing Committee Councillor R.W. Sider	£3,012 from 1 April 2009
Chairman of Planning Committee Councillor G.E. Forsbrey	£3,012 from 1 April 2009
<i>Chairman of Standards Committee Mr. M. Litvak</i>	<i>£1,000 from 1 January 2009 [*No Basic Allowance]</i>
<i>Vice-Chairman of Standards Committee Miss S. Faulkner</i>	<i>£500 from 1 January 2009 [*No Basic Allowance]</i>
Opposition Group Leader Councillor Ian J. Beardsmore	£3,012 from 1 April 2009
Dependant's Carer's Allowance including child care	Actual costs incurred
***Travel and subsistence including a cycle allowance	Same rate as payable to staff

**\*\*\*Payment of travel and subsistence to include co-optees**

## Surrey Districts' Members' Allowances 2011-2012

## Appendix 3

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Local Authority	Basic Allowance [Paid to all Councillors] £	Leader Special Responsibility Allowance [SRA] £	Deputy Leader [SRA] £	Executive Members [SRA] £	Overview and Scrutiny Chairmen [SRA] £	Planning Committee Chairman [SRA] £	Licensing Committee Chairman [SRA] £	Audit	Minority Group Leader [SRA] £	Independent Standards Committee Chairman [SRA] £
Elmbridge BC	4245	12000	n/a	6,000	6000	5,000	4075	See Standards	n/a	3590
Epsom & Ewell BC	3308	1654	n/a	n/a	1654	2316	992		800	992
Guildford BC	4655	4896	1224	3672	3060	3672	3060		3672	765
Mole Valley DC	4098	6500	3000	3000	Under review	2400	250	Under review	3500	500
Reigate & Banstead BC	5072	12590	10282	8394	2813	4842	500 (sub-Cttee. chair)		n/a	500
Runnymede BC	2335	4670	1168	n/a	2335	4086	1168		1751	779
<b>Spelthorne BC</b>	<b>3938</b>	<b>9037</b>	<b>6001</b>	<b>3012</b>	<b>3012</b>	<b>3012</b>	<b>3012</b>	<b>3012</b>	<b>3012</b>	<b>1000 (500 for Vice-chair)</b>
Surrey Heath BC	4752	12948	n/a	4320	3456	3456	3456		4320	1728
Tandridge DC	3840	2789	1395	n/a	2789	2789	n/a		2789	n/a
Waverley BC	2406	6156	525	2085	2085	783	1563		4098	525
Woking BC	7115	n/a	n/a	n/a	n/a	n/a	n/a		n/a	343

Dated: 10 November 2011

## Revised List of approved duties for 2012-13

### 1. Meetings:

The activities that shall be approved duties include:

- Meetings of the Council, Cabinet and Committees including Task Groups and Panels.
- Visits to the Council offices by Cabinet members and Committee chairmen and vice-chairmen for briefings with officers.
- Ward councillors attending a committee meeting, e.g. Planning, to speak on behalf of residents.
- Visits by councillors, other than the committee members themselves, to a committee meeting only at the invitation of the Chairman.
- Deputations, delegations or other representation at meetings with a government department or another local authority.
- Training seminars organised by the Council, including members' inductions.
- Presentations to councillors by government departments, statutory undertakers, utility or private companies, in respect of proposals in or affecting the Borough, as well as meetings of the organisations external to the Council listed below.
- Opening of tenders where Standing Orders require one or more members to be present.

### 2. Meetings with organisations

Meetings of the following organisations **have been approved** by the Council or Cabinet for travel/expenses claims:

- 
- 
- BAA Local Focus Forum
- Colne Valley Partnership
- Heathrow Airport Consultative Committee [HACC]
- 
- 
- Local Authorities Aircraft Noise Council [LAANC]
- London 2012 Olympics Steering Group for Surrey councillors
- Management Committee of Mediation North Surrey
- 
- 
- 
- South East Employers [SEE]
- 
- South West Middlesex Crematorium Board
- Spelthorne Mental Health Association Management Committee - Trustee
- Spelthorne Riverside Project Joint Task Group

- Spelthorne Safer, Stronger Partnership Board
- Strategic Aviation Special Interest Group [LGA]
- Surrey County Council Local Committee in Spelthorne
- Surrey First Joint Committee
- Surrey High Sherriff Youth Awards Council
- Surrey Waste Partnership
- 
- Surrey Leaders Group
- Surrey Museums Consultative Committee
- Surrey Procurement Group
- Surrey Traveller Community Relations Forum
- 
- The Traffic Penalty Tribunal
- Voluntary Action in Spelthorne [VAIS] Trustee

### 3. List of authorised conferences:

The following have been prescribed under Section 175 of the Local Government Act 1972 for the payment of travel and expenses claims.

- 
- 
- 
- Chartered Institute of Public Finance and Accountancy [CIPFA]
- Chartered Institute of Housing
- Chief Leisure Officers' Association (CLOA & LGA) National Conference
- Institute of Building Control
- 
- 
- 
- 
- Institute of Waste Management
- Local Government Association Annual Conference
- Local Government Association Annual Housing Conference
- 
- 
- National Housing and Town Planning Conference
- 
- Royal Town Planning Institute (RTPI)
- South East Employers
- Surrey Heritage Strategy Annual Conference

### 4. List of duties not approved:

The following is a list of those organisations external to the Council to which the Council makes appointments, but which **do not qualify** for any travel/expenses allowances:



- Management Board A2Dominion
- Spelthorne Business Forum
- 
- Spelthorne Citizens' Advice Bureau
- Spelthorne Community Mediation Service
- Spelthorne and Sunbury Leisure Centres Customer Forum
- Staines Town Centre Partnership Board
- 
- Sunbury Leisure Centre and Sunbury Manor school Joint Liaison Group
- Surrey Access Forum
- Surrey Chamber of Commerce
- 

The following duties have **not** been approved by the Council:

Social occasions, receptions, official openings, sporting occasions, surgeries, visits by members to the Council offices, other than those specified in section 1 above.

Updated (draft) version: **24 January 2012**

## List of approved duties:

### Meetings:

The activities that shall be approved duties include:

- meetings of the Council, Cabinet and committees including Task Groups and Panels.
- deputations, delegations or other representation at meetings with a government department or another local authority.
- training seminars organised by the Council, including members' inductions.
- presentations to councillors by government departments, statutory undertakers, utility or private companies, in respect of proposals in or affecting the Borough, as well as meetings of the organisations external to the Council listed below.
- opening of tenders where Standing Orders require one or more members to be present.

To qualify as an approved duty, such meetings, seminars and presentations need to be authorised by the Council, Cabinet or a Committee and representatives of more than one political group must be invited.

### Meetings with organisations

Meetings of the following organisations **have been approved** by the Council or Cabinet for travel/expenses claims:

- Airtrack Joint Member Working Group
- AMIIS
- Colne Valley Park Standing Conference
- Heathrow Airport Consultative Committee [HAAC]
- Heathrow Airport Focus Forum
- Heathrow Airport Ltd - Annual Meeting with Spelthorne Borough Council
- Local Authority Aircraft Noise Council [LAANC]
- Local Authorities' Central Railways Consortium
- Management Committee of Mediation North Surrey
- M25 Consortium
- On Street Parking Partnership (OSPP) Joint Task Group
- River Thames Alliance
- Shepperton Red Cross Building Management Committee Steering Group
- South East Employers [SEE]
- South East England Regional Assembly (SEERA)
- South East England Regional Assembly (SEERA) Sub Regional Study Area Group
- South West Middlesex Crematorium Board
- Spelthorne Mental Health Association Management Committee - Trustee
- Spelthorne Riverside Project Joint Task Group
- Spelthorne Safer, Stronger Partnership Board
- Strategic Aviation Special Interest Group [LGA]
- Surrey Joint Waste Strategy Consultative Board
- Surrey Local Government Association
- Surrey Museums Consultative Committee
- Surrey Traveller Community Relations Forum

- Thames Flood Forum
- The Traffic Penalty Tribunal
- Voluntary Action in Spelthorne [VAIS] Trustee

#### **List of authorised conferences:**

The following have been prescribed under Section 175 of the Local Government Act 1972 for the payment of travel and expenses claims.

- AME Conference (Engineering)
- Annual County Transport Forum
- Chartered Institute of Environmental Health Congress
- Chartered Institute of Public Finance and Accountancy [CIPFA]
- Institute of Building Control
- Institute of Housing
- Institute of Leisure and Amenity Management (ILAM)
- Institute of Revenues, Rating and Valuation
- Institute of Town Planning
- Institute of Waste Management
- Local Government Association Annual Conference
- Local Government Association Annual Housing Conference
- Local Government Management Board (LGMB)
- National Cycle Network Annual Conference
- National Housing and Town Planning Conference
- Society of Chief Personnel Officers (SOCPO)
- South East Employers
- Standards Board Annual Assembly
- Surrey Heritage Strategy Annual Conference

#### **List of not approved duties:**

The following is a list of those organisations external to the Council to which the Council makes appointments, but which **do not qualify** for any travel/expense allowances:

- Drugline Spelthorne - Management Committee
- Management Board A2Dominion Housing Association
- Spelthorne Business Forum
- Spelthorne Chamber of Commerce
- Spelthorne Citizens' Advice Bureau
- Spelthorne Community Mediation Service
- Spelthorne Leisure Centre Customer Forum
- Spelthorne/Melun Twinning Scheme
- Staines Town Centre Partnership Board
- Sunbury Leisure Centre Customer Forum
- Sunbury Leisure Centre Joint Liaison Group
- Surrey Access Forum
- Thornbridge Housing Association Limited

The following duties have **not** been approved by the Council:

Social occasions, receptions, official openings, sporting occasions, visits by members to the Council offices and surgeries.