

**ROBERTO TAMBINI
CHIEF EXECUTIVE**

Please reply to:

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Date: 30 June 2014

Notice of meeting:

Overview and Scrutiny Committee

Date: Tuesday 8 July 2014

Time: 7.30pm

Place: Council Chamber, Council Offices, Knowle Green, Staines

To: Members of the Overview and Scrutiny Committee

P.A. Broom (Chairman)
A.E. Friday (Vice-Chairman)
F. Ayers
A. Ayub
M. Bushnell

C.A. Davis
R.D. Dunn
C.M. Frazer
D. Gohil
D.L. Grant

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

AGENDA

Description	Lead Person	Timings	Page Number
1. Apologies			
To receive any apologies for non-attendance.	Chairman	7.30pm	
2. Disclosures of Interest			
To receive any disclosures of interest from members.	Chairman		
3. Minutes			
To confirm the minutes of the meeting held on 20 May 2014. (Copy attached)	Chairman		1 - 2
4. Call in of a Leader, Cabinet or Cabinet Member Decision			
No decisions have been called in for Review.	Chairman		
5. Bus provision in Spelthorne			
To receive a presentation from representatives of Surrey County Council and Abellio on: <ul style="list-style-type: none">• an overview of the current level of bus provision in Spelthorne and the County;• consideration of future bus provision taking into account challenges to local authorities and bus operators over the next 5-10 years and• how the decision was reached to change the 441 route bus service	Chairman	7.35pm	
To discuss how Spelthorne Council can work more closely with the County and bus operators to ensure residents are consulted and their needs addressed.			
6. A2Dominion - plans for Spelthorne			
To receive a presentation from representatives of A2Dominion on how it intends to maintain and develop its large housing portfolio whilst still retaining the ability to respond to residents.	Chairman	8.15pm	
7. Developing a Housing Strategy for Spelthorne			
To receive the recommendations for developing a Housing Strategy for Spelthorne from Bernadette O'Shea, Independent Housing Advisor.	Bernadette O'Shea, Housing Advisor	8.55pm	

Description	Lead Person	Timings	Page Number
8. Provisional Capital Outturn 2013/14			
To receive the report of the Chief Finance Officer. (Copy attached)	Terry Collier, Assistant Chief Executive	9.15pm	3 - 11
9. Treasury Management Annual Report 2013/14			
To receive the report of the Chief Finance Officer. (Copy attached)	Terry Collier, Assistant Chief Executive		12 - 17
10. Provisional Revenue Outturn 2013/14			
To receive the report of the Chief Finance Officer. (Copy attached)	Terry Collier, Assistant Chief Executive		18 - 32
11. Role of Overview and Scrutiny Committee			
To receive a brief refresher on the role of the Committee.	Vice-Chairman	9.35pm	
12. Review of work undertaken by Overview and Scrutiny Committee 2013/14			
To note a review of the work undertaken by this Committee during 2013/14. (Copy attached)	Vice-Chairman		33
13. Cabinet Forward Plan			
A copy of the latest forward plan is attached. 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.	Terry Collier, Assistant Chief Executive		34 - 37
14. Work Programme - identifying issues for the year ahead			
To identify core areas and priority issues for the Committee to include in its work programme for the Municipal Year 2014/15.	Chairman	9.45pm	

Description	Lead Person	Timings	Page Number
<p>15. Any Other Business</p> <p>If any member wishes to raise an issue at the meeting could you please notify Terry Collier, Assistant Chief Executive on 01784 446296 or email t.collier@spelthorne.gov.uk 24 hours prior to the meeting otherwise the request may not be accepted</p>	<p>Terry Collier, Assistant Chief Executive</p>	<p>10.25pm</p>	

**Minutes of the Overview and Scrutiny Committee
20 May 2014**

Present:

Councillors:

F. Ayers	C.A. Davis	D.L. Grant
A. Ayub	R.D. Dunn	I.T.E. Harvey
P.A. Broom	C.M. Frazer	M.J. Madams
M. Bushnell	A.E. Friday	D. Saliagopoulos
	D. Gohil	

Apologies: Councillors M.W. Rough and S.D Taylor

135/14 Appointment of Chairman

Resolved that Councillor P.A. Broom be appointed Chairman of the Overview and Scrutiny Committee for the Municipal Year 2014/2015.

136/14 Minutes

The minutes of the meeting held on 13 May 2014 were approved as a correct record.

137/14 Appointment of Vice-Chairman

Resolved that Councillor A.E. Friday be appointed Vice-Chairman of the Overview and Scrutiny Committee for the Municipal Year 2014/2015.

Overview and Scrutiny Committee

8 July 2014



Title	2013/14 Provisional Capital Outturn Report		
Purpose of the report	Resolution required		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	The committee is asked to note the provisional capital outturn spend for 2013/14.		

1. Key issues

- 1.1 Due to rescheduling on some schemes there will be an under spend for the current financial year of £573k (30%). A large proportion of this will be addressed in the form of carry forwards to 2014/15. There are several factors behind this including
- (a) Constrained resources requiring prioritisation of projects and longer implementation periods including several IT related projects such as Customer Relationship Management, Voice over internet and the housing Locata project.
 - (b) External factors such as the slow down in referrals from Surrey County Council occupational therapists which contributed towards the £120k underspend on Disabled Facilities grants.
 - (c) The severe flooding that occurred in Spelthorne in January and February resulted in resources being diverted to deal with the consequences of the flooding.

Detail of Variances

- 1.2 Attached as appendix A & B is the provisional level of spend as at the 31st March of £1.3m against the revised budget.

Attached as appendix C is the list of £422k worth of carry forwards that MAT have agreed.

The difference between the original budget and the revised budget is £764k. The £764k is broken down as £724k worth of carry forwards from 2012/13 and £40k worth of other adjustments as set out in the table below.

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

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

The following projects are worth noting :

- (a) Staisafe Radio : There was a change in radio type and a tender has been chosen and the radios ordered, but they have not been invoiced for yet. A carry forward request has been made.
- (b) Car Park improvements: Replacement of the parking payment equipment for Elmsleigh Multi storey and surface car parks is delayed as additional funding will be required to complete the project following the tender process. A carry forward request will be made.
- (c) Housing Locata project: Implementation of the Locata housing management software has been complicated. The project is underway and it is expected to go live in July 2014. A carry forward request has been made.
- (d) There has been a slow down in referrals from Surrey County Council occupational therapists which contributed towards the £120k underspend on disabled facilities grants.

2. Options analysis and proposal

- 2.1 The Committee are asked to note the provisional capital outturn position.

3. Financial implications

- 3.1 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.

4. Other considerations

- 4.1 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.

5. Timetable for implementation

- 5.1 Monthly position statements are provided to MAT as an update on the current spend to date position.
- 5.2 All heads of service with capital schemes are provided monthly with system reports which enable them to investigate spend in order to identify any spend which doesn't relate to the scheme.
- 5.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

Background papers: There are none

Appendices: A, B & C

Appendix A

CAPITAL OUTTURN REPORT 2013/14

Portfolio Member	ORIGINAL BUDGET	REVISED BUDGET	ACTUALS YTD	VARIANCE TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing & Ind Living	351,600	347,384	140,589	(206,795)
Cllr Mitchell - Environment	85,000	81,354	45,482	(35,872)
Cllr Gething - Parks and Assets	364,700	816,606	806,626	(9,980)
Cllr Patel - ICT & Parking Services	327,900	602,600	326,315	(276,285)
Cllr Forbes-Forsyth - Comm Safety & Young People	-	45,000	-	(45,000)
	1,129,200	1,892,944	1,319,012	(573,932)

Appendix B

CAPITAL OUTTURN REPORT 2013/14

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
<u>Housing Investment Programme</u>							
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>							
Lee O'Neil	40203	Disabled Facilities Mandatory	520,000	520,000	399,797	(120,203)	Underspend due to slow down in referrals. Budget for 14/15 has been reduced to £450,000
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	29,600	-	(29,600)	No spend due to slow down in referrals
Lee O'Neil		Less Specified Capital Grant	(285,000)	(289,717)	(289,717)	-	Additional grant of £4,717 received
		Net Cost of Disabled Facilities Grants	264,600	259,883	110,080	(149,803)	
Lee O'Neil	40207	Equity Release Scheme	10,000	10,000	-	(10,000)	Home Improvement Trusts equity release scheme has been closed. Replacement schemes have been looked at but an affordable cost-effective scheme has not been identified. Budget for 14/15 has been removed
Lee O'Neil	40209	Home Improvement Agency grant	27,000	27,000	27,084	84	
		Total	37,000	37,000	27,084	(9,916)	
Total For HIP			301,600	296,883	137,164	(159,719)	
<u>Other Capital Programme</u>							
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>							
Deborah Ashman	42271	Fordbridge Day Centre	-	31,716	11,127	(20,589)	Works to reception area has been delayed due to staff shortages & changes to building regulations. Project anticipated to be completed by June 2014. Carry forward requested
Deborah Ashman		External Funding	-	(14,276)	(11,127)	3,149	
Deborah Ashman	41013	Wellbeing Centre	-	79,644	74,008	(5,636)	Closure report has been signed off. An additional grant of £3500 has been received. Carry forward requested
Deborah Ashman		External Funding	-	(70,583)	(70,583)	-	
Deborah Ashman	42014	Housing Locata	-	24,000	-	(24,000)	Progress of the Implementation of the Locata Housing Management Software has been slow. The project is currently well underway, anticipated go live July 2014. Carry forward requested
Deborah Ashman	40106	Meals on Wheels Vans	50,000	-	-	-	Budget was not required, as contract with Apetito was extended. Therefore avoiding need to purchase vans
		Total	50,000	50,501	3,425	(47,076)	
<u>Cllr Mitchell - Environment</u>							
Jackie Taylor	41502	DCLG Lorry	180,000	180,000	214,246	34,246	Overspend will be funded from DCLG Revenue Grant
Jackie Taylor	41601	DCLG Bins	48,000	48,000	47,500	(500)	Funded by DCLG
Jackie Taylor		DCLG Grant	(228,000)	(261,746)	(261,746)	(0)	
		Total	-	(33,746)	-	33,746	
Lee O'Neil	41314	Air Quality	-	25,100	-	(25,100)	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Currently out to tender. Project expected to be completed by Summer 2015. Carry forward requested
		Total	-	25,100	-	(25,100)	
Sandy Muirhead	40602	HeatingRepairs&DraughtProofing	25,000	25,000	21,982	(3,018)	Budget spent on addressing fuel poverty issues
Sandy Muirhead	41309	Critical Ditches	-	5,000	5,000	-	Felix Lane ditch project has been completed
Sandy Muirhead	42047	Bring Site Initiative	60,000	60,000	18,500	(41,500)	New bins for Bring sites have been put in place. Carry forward requested for additional sites
		Total	85,000	90,000	45,482	(44,518)	
<u>Cllr Gething - Parks and Assets</u>							
Dave Phillips	41028	Fire Alarm Systems	29,000	29,000	26,895	(2,105)	Works on the upgrading of Fire Alarm systems at Greeno & Fordbridge Day Centres has been completed
Dave Phillips	41031	Fencing	64,000	64,000	64,000	(0)	Fencing works at Laleham Park completed
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	(20,000)	The purpose of this project is to renovate and clean up Short Lane open space in order to provide facilities for community and commercial use. Report to be produced highlighting decontamination costs. Carry forward requested
Dave Phillips	42007	Bore hole for Lammas Park	-	35,000	38,350	3,350	Works completed
Dave Phillips	42043	Renewal of Toilet Facilities	20,000	40,000	36,656	(3,344)	Upgrading and renewal of 2nd floor toilets. Works completed in April 2014. Carry forward requested
Dave Phillips	42050	KG Reception & Other Moves	-	45,657	43,513	(2,144)	All office moves completed
Dave Phillips	42053	Knowle Green Heating	-	25,561	32,999	7,438	Works completed to renew old valves at Knowle Green
Dave Phillips	42101	Housing Accommodation Moves	-	70,000	81,363	11,363	Housing Benefits & Housing Options moves completed
		Total	113,000	329,218	323,776	(5,442)	

CAPITAL OUTTURN REPORT 2013/14

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
Lisa Stonehouse	41006	Kenyngton Manor Pavilion	33,000	-	-	-	Project deferred until 2014/15
Lisa Stonehouse	41007	Sunbury Skate Park	18,700	18,700	14,304	(4,396)	Project Complete. Lighting & CCTV has been installed
Lisa Stonehouse	41018	Pool Covers	-	14,500	14,526	26	
Lisa Stonehouse	41202	Loan to SLM	-	300,000	300,000	-	
Lisa Stonehouse	42274	SkatePark+Multi use games area	-	6,000	5,860	(140)	
Total			51,700	339,200	334,690	(4,510)	
Sandy Muirhead	41023	Technical Equipment	-	26,588	26,588	0	Strong leader decision to purchase Christmas lights for Staines Town Centre
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	-	-	Project deferred until 2014/15
Sandy Muirhead	41207	Combined Heat & Power	-	121,600	121,572	(28)	
Sandy Muirhead	42031	M2G Boiler Controls	-	18,350	20,200	1,850	SALIX project monies from SALIX fund completed
Sandy Muirhead		Salix funding	-	(18,350)	(20,200)	(1,850)	
Total			200,000	148,188	148,160	(28)	
Cllr Patel - ICT & Parking Services							
Helen Dunn	43003	New Software	40,000	40,000	37,359	(2,641)	Spend relates to various software enhancements
Helen Dunn	43310	Virtual Desktop (VDI)	100,000	-	-	-	Project will no longer take place as agreed by Cabinet
Helen Dunn	43311	Voice Over Internet (VOIP)	75,000	160,000	95,540	(64,460)	Implementation underway, on target to complete by Summer 2014. Carry Forward requested
Helen Dunn	43314	Integra Upgrade	24,000	24,000	9,605	(14,395)	Phase 1 of 2 of Integra upgrade underway. Phase 2 - eSeries 2 to be done in 2014/15. Carry Forward requested
Helen Dunn	43507	Car Parks Link	12,000	12,000	2,804	(9,196)	Project is complete
Helen Dunn	43601	Remote & Mobile Working, Depot	-	16,000	15,543	(457)	Tablets purchased as a proof of concept
Helen Dunn	43603	Server Updates	30,000	30,000	15,344	(14,656)	Spend relates to various server requirements. Underspend could be used to offset overspends on other ICT projects
Helen Dunn	43604	Desktop Upgrades	10,000	10,000	17,933	7,933	Spend relates to laptops purchased for new employees
Helen Dunn	43608	Other Hardware	10,000	10,000	19,575	9,575	Purchased replacement Digital Film Scanner (Microfiche), new server & scanners
Helen Dunn	43609	ICT Security	26,900	26,900	27,380	480	Project split into Intrusion Detection & Protective Markings. PC Monitoring Endpoint Security took place in 2012/13
Total			327,900	328,900	241,082	(87,818)	
Jan Hunt	41608	HR and Payroll system	-	12,500	278	(12,222)	Phases 1 & 2 complete. Phase 3 (self-service) & Phase 4 (automated workflows & e-recruitment) are in progress. Carry forward requested
Total			-	12,500	278	(12,222)	
Lee O'Neil	43307	EHBC Mobile Working	-	15,600	-	(15,600)	This pilot project has come to an end, with no funds needed from the capital budget
Total			-	15,600	-	(15,600)	
Linda Norman	43505	Customer Relationship Management (CRM) Solution	-	160,000	74,647	(85,353)	Following an extensive selection process, Eden has been appointed and the project is now underway. Project to be completed by March 2015. Carry forward requested
Total			-	160,000	74,647	(85,353)	
Rowena Davison	43304	Website Upgrade	-	15,000	10,308	(4,692)	The project itself was completed in 2012/13, however there is ongoing work with various fixes and bugs etc that are being worked on with GOSS. Carry forward requested
Total			-	15,000	10,308	(4,692)	
Sandy Muirhead	41317	Car Park Improvements	-	70,600	-	(70,600)	Replacement parking payment equipment for Elmsleigh multi storey and surface car parks. Delays in issuing new tender. Additional funding required, report going to Cabinet in June. Carry forward requested. System anticipated to be installed in Summer 2014
Total			-	70,600	-	(70,600)	
Jayne McEwan	43504	Elections IER Equipment	-	-	6,613	6,613	Elections IER (Individual Electoral Registration) Equipment purchased. Funded by government grant
		External Funding	-	-	(6,613)	(6,613)	
Total			-	-	-	-	
Cllr Forbes-Forsyth - Community Safety & Young People							
Keith McGroary	41605	Staisafe Radio	-	53,300	-	(53,300)	There has been a change in radio type & a supplementary estimate of £32k has been agreed by cabinet. A further £8,300 has been transferred from Car Parks for additional Radios. Tender has been chosen & contracts issued. Radios ordered, but not yet invoiced. Carry forward requested
Keith McGroary		Funding from Car Parks	-	(8,300)	-	8,300	
Keith McGroary	41604	Stanwell CCTV	-	78,110	78,110	(0)	Project complete, CCTV cameras installed
Keith McGroary		S106 Funding	-	(78,110)	(78,110)	0	
Total			-	45,000	-	(45,000)	
Total For Other			827,600	1,596,061	1,181,848	(414,213)	
Total Expenditure			1,642,200	2,625,726	2,057,108	(568,618)	
Total Funding			(513,000)	(732,782)	(738,097)	(5,315)	
GRAND TOTAL			1,129,200	1,892,944	1,319,012	(573,932)	

Detailed list of Capital carry forward requests for 2013/14

Appendix C

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Liz Borthwick	Replacement parking payment equipment for Elmsleigh M/S and surface car parks	Sandy Muirhead	42047		£70,600		£70,600	New tenders received but the equipment is more costly so require increased capital funding. Report for extra funding going to Cabinet in June
Liz Borthwick	Fordbridge Day Centre	Janice Lowin	42271		£20,589		£20,589	To allow changes to the reception area at Fordbridge Day centre, so staff at the centre are clearly visible to all members coming through the centre.
Liz Borthwick	Locata Housing System	Jayne Brownlow	42014		£24,000		£24,000	Project process has been slow and although now underway, no payments have being made to the supplier.
Liz Borthwick	Bring site improvements	Lucy Hicks	42047		£37,000		£37,000	Carry forward request made to enable further improvements to be made by installing another 50 units across the borough targeting at least the 10 most difficult sites.
Lee Oneil	Air Quality Improvement work	Tracey Wilmot - French	41314		£25,100		£25,100	Grant money funding from DEFRA - ring fenced for Air quality project.

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Terry Collier	HR and Payroll System	Debbie O'Sullivan	41608		£11,500		£11,500	Remaining committed amount will be required for phase 3 to be finalised and phase 4 to be implemented.
Terry Collier	Short Lane development	Cathy Munro	41618		£20,000		£20,000	Purpose of the project is to renovate and clean up Short Lane open space to provide facilities for community and commercial use.
Terry Collier	Enhancing the Customer Experience	Jayne Brownlow	43505		£85,353		£85,353	The programme is part way through being delivered. The carry forward request is for the balance of the £160k that is still remaining to be spent.
Terry Collier	Voice over Internet project(VOIP)	Al Corkish	43311		£64,460		£64,460	Remaining balance to be carried over.
Terry Collier	Integra financial system upgrade	Al Corkish	43314		£10,000		£10,000	Consultancy costs of implementing the upgrade. Launch date of the product has being delayed by the Supplier (Capita IB) until April/May 2014
Terry Collier	Renewal of Toilet Facilities	Dave Phillips	42043		£3,344		£3,344	Delayed start to the works with the subsequent knock on effect to the completion date which will take the works into the new financial year.

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Terry Collier	Staisafe Radios	Keith McGroary	41605		£45,000		£45,000	Product on order, but not yet invoiced.
R.Tambini	Website Development	M.Biney	43304		£4,690		£4,690	Continuing development of our websites both external and internal to meet the needs of our residents and businesses.
	Value to Approve:				£421,636			
	Valued Approved						£421,636	

Overview and Scrutiny Committee

8 July 2014



Title	Treasury Management Annual Report 2013-14		
Purpose of the report	To note		
Report Author	Jo Hanger		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Creating opportunity and prosperity for our borough		
Cabinet Values	Self-Reliance and Accountability		
Recommendations	Overview and Scrutiny Committee is asked to note the contents of this report		

1. Key issues

- 1.1 The purpose of this report is to inform members of treasury performance during 2013/14 and to meet one of the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management, namely the annual review report on treasury management activities for the financial year 2013/14.

Compliance with Treasury Limits

- 1.2 During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement. The outturn Prudential Indicators for 2013/14 are shown in Appendix A.

Strategy for the Year 2013/14

- 1.3 The key principle of the Council's treasury strategy is the prudent investment of its treasury balances with a view to maximise returns but with commensurate levels of security and liquidity and minimum risk to capital. Bank of England bank rate has been 0.5% for over five years with most forecasters predicting that it will stay at this level until 2016 and given Spelthorne's dependency on investment returns to balance the budget, the treasury strategy is regularly reviewed.
- 1.4 Investments are managed in house and in 2012/13 the Council took the decision to place part of its core investment portfolio in pooled investment funds to achieve higher returns. By the end March 2013 a total of £7.5m had been invested in a range of equity, property and corporate bond funds.
- 1.5 The new strategy was in place for all of 2013/14 and the income returns on this element of the overall portfolio was an average of around 5% which is

significantly higher than current returns available for cash and fixed term deposits. This outcome supports the decision to widen the strategy and has generated over £200k more in investment returns to support the revenue budget. In addition, there are significant capital gains of £816k as at the end of March 2014 and a breakdown of these is shown in paragraph 2.11 below.

- 1.6 Although the risk to capital is higher with these types of investments, the intention is that these will be held for the longer term, around 5 to 7 years. Having a good mix of different asset classes also helps to mitigate risk to capital.
- 1.7 Other surplus cash flow funds have been placed in our instant access accounts, money market fund and with the UK Debt Management Office (DMO). Rates on these accounts range from 0.25% to 0.40% and wherever possible maturities are extended to improve returns where cash flow requirements permit.

2. Options analysis and proposal

Performance in 2013/14

- 2.1 Borrowing - With our borrowing needs restricted to meeting daily cash flow requirements, activity here is limited at the present time.
- 2.2 Investments – The Council manages its investments in-house and invests with the most highly rated counterparties. During the year all investments were made in full compliance with the Council’s treasury management policies and practices and in consultation with our treasury advisors, Arlingclose.
- 2.3 As at 31st March 2014 the net investment portfolio was £14.013m which is set out below. Full details of all investments held as at 31/3/14 are set out in Appendix B.

Investment Type	Amount	Average Rate
Pooled Equity & Bond Funds	7,500,000	5.12%
Fixed Term Deposits	3,500,000	0.37%
Call Account Deposits	3,013,000	0.37%
Total Investment Portfolio at 31/3/14	14,013,000	2.06%

- 2.4 The net overall return on investments was 2.06% for 2013/14 which is 1.61% higher than the benchmark average 3 month London Inter-Bank Bid rate (LIBID) of 0.45% for the year. This is an improvement of 0.44% over the 1.62% earned in the previous year and is a good performance against a background of continuing low interest rates and slow economic recovery in the UK.
- 2.5 The original estimate for net investment income to be credited to the General Fund in 2013/14 was £345k although the outturn for the year was £474k, a surplus of £129k, reflecting a full year of the new strategy. The pooled funds performed well and returns exceeded expectations with the outturn for these funds producing an average return of 5.12% against a budgeted 4%.
- 2.6 The average return on cash flow and other short term funds was 0.37%. The effect of taking longer maturities has had some benefit for our overall return. However, it has been challenging generating much of a return with cash

investments as rates have been reduced further over the past year due to the government's funding for lending scheme.

- 2.7 The actual interest outturn for the year was £474,057 made up as follows:

Investment Income	Actual £	Budget £
Temporary Investments & Cash Deposits	86,280	48,000
Pooled Equity & Bond Funds	384,089	295,000
Total Investment Income	470,369	343,000
Other net Interest	3,696	3,000
Total Gross Investment Income	474,065	346,000
Interest paid on temporary borrowing	(7)	(1,000)
Credited to General Fund	474,058	345,000

Investment Performance Monitoring

- 2.8 Regular quarterly meetings of officers and the Portfolio holder are held with Arlingclose, our treasury management advisors, and in-house performance is monitored monthly. The Council is heavily dependent on investment returns to support the General Fund and the stability of those returns is an important part of our ongoing financial objectives.
- 2.9 Creditworthiness is also monitored regularly. The Council uses Arlingclose's suggested criteria to assist in the selection of suitable investment counterparties. This is based on credit ratings, including sovereign ratings, provided by the three main ratings agencies and supplemented by additional market data including rating outlooks, credit default swaps, bank equity prices etc to assist the Council in making more informed decisions about which counterparties to invest with. However, the final selection decision always rests with the Council.

Conclusions for 2013/14 and Prospects for 2014-15

- 2.10 Market interest rates are likely to remain low for a while yet and Arlingclose believe that bank rate will remain at the historically low level of 0.5% until at least 2016 before starting to rise again. The return on investments this year has been very good considering the recovering economic climate and low level of interest rates, and is largely due to the change of strategy and investment in pooled funds.
- 2.11 As at 31st March 2014 the Council had £7.5m invested in these longer term investments to achieve a higher return. As the global financial situation has improved and risk appetite has continued to return to the market, global equities in particulate have risen over the past year. As at 31/3/14 there was a capital gain of £816k on the pooled investment funds and this is detailed in the table below. These funds have helped supplement the loss of interest as our European Investment Bank bonds matured and provide a good spread of asset classes.

Pooled Fund Asset Class	Original Investment	Market Value at 31/3/14
Equity Funds	£3.0m	£3.521m
Corporate Bond Funds	£3.0m	£3.164m
Property Funds	£1.5m	£1.631m
Total Investment	£7.5m	£8.316m

- 2.12 Capital gains can vary on a daily basis and cannot be realised unless the investments are sold. Past performance is also no guide to the future but no treasury management activity is without risk so a balanced portfolio containing a good mix of asset classes can help to mitigate and manage risk effectively.
- 2.13 The Council's portfolio will continue to be kept under constant review in consultation with our treasury advisors to optimise investment performance whilst keeping risk to a minimum. The Council is proactive in its treasury management strategy so that it can act quickly when market conditions change.
- 2.14 In April 2014 the Council made a further investment of £1m in the CCLA property fund and also invested £1m in a covered bond issued by the Yorkshire Building Society. This bond matures in 2016 and is linked to 3 month London interbank borrowing rate (LIBOR) which will also provide a hedge against any rise in bank rate over the next 2 years.

3. Financial implications

4. This report is a review of past investment performance and the financial implications are as set out in this report. The ability of the Council to generate maximum net investment returns with minimal risk provides significant resources for funding the Council's services.

5. Other considerations

- 5.1 There are none.

6. Timetable for implementation

- 6.1 Treasury management is an ongoing activity and there is no specific timetable for implementation.

Background papers: There are none.

Appendices:

- A – Prudential Indicators 2013/14
B – Investments Held at 31/3/14

Appendix A

PRUDENTIAL INDICATORS
ACTUALS 2013/14

Capital Expenditure Prudential Indicators	2012/13 Actual Outturn	2013/14 Original Estimate	2013/14 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Capital Expenditure	1,224	1,861	1,319
Ratio Financing Costs to Net Revenue Stream	(3.53)	(2.99)	(4.11)
Net Longer-term Borrowing	£0	£0	£0
In year Capital Financing Requirement	£0	£0	£0
Capital Financing Requirement as at 31.3	£0	£0	£0
Affordable Borrowing Limit	£12,000	£12,000	£12,000

Treasury Management Prudential Indicators	2012/13 Actual	2013/14 Original Estimate	2013/14 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Authorised Limit for external debt	12,000	12,000	12,000
Operational Boundary for external debt	10,000	10,000	10,000
Gross Debt to Capital Finance Requirement	£0	£0	£0
Upper limit for fixed rate exposure	100%	100%	100%
Upper limit on variable rate exposure	100%	100%	100%
Upper limit principal invested for over 364 days	15,000	15,000	15,000

Maturity structure of fixed rate borrowing	Upper limit	Lower limit
Under 12 months	£12,000,000	£Nil
12 months but within 24 months	£Nil	£Nil
24 months but within 5 years	£Nil	£Nil
5 years but within 10 years	£Nil	£Nil
10 years and above	£Nil	£Nil

Actual External Debt as at 31.3.14	£28,728 (all short term borrowings)
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Appendix B

Breakdown of Investments Held at 31/3/14

Investment Type	Amount Invested	Interest rate	Start Date	Maturity Date
<i>Pooled Fund Investments</i>				
Charteris Elite Income Fund	1,000,000		11-May-12	
Cazenove UK Corporate Bond Fund	1,500,000		11-May-12	
M&G Strategic Coporate Bond Fund	1,500,000		30-May-12	
M&G Global Dividend Fund	1,000,000		27-Jun-12	
Schroders Income Maximiser Fund	1,000,000		06-Jul-12	
CCLA Property Fund	1,500,000		31-Mar-13	
	7,500,000	5.12%		
<i>Fixed Rate Deposits</i>				
Bank of Scotland	1,000,000	0.75%	04-Oct-13	04-Apr-14
Nationwide Building Society	1,000,000	0.70%	01-Aug-13	01-Aug-14
Barclays Bank	1,500,000	0.85%	04-Oct-13	03-Oct-14
	3,500,000			
<i>Cash Flow Investments</i>				
Santander Call Account	1,300,000	0.40%		Instant
Goldman Sachs Money Market Fund	1,713,000	0.37%		Instant
Total - Cash Flow Investments	3,013,000			
Total value of Investments	14,013,000			

Overview and Scrutiny Committee

8 July 2014



Title	2013/14 Provisional Revenue Outturn Report		
Purpose of the report	To make a decision		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	The Committee is asked to note the provisional revenue outturn for 2013/14		

1. Key issues

- 1.1 The summary on appendix A shows that we have spent £12.100m against the full year revised budget of £12.397m (a 2.5% underspend). Taking into account the use of carry forwards, investment income and business rates retention the net underspend is approximately £493k
- 1.2 Appendix B summarises spend across portfolios by service areas broken down in employees, other expenditure and income.
- 1.3 Appendices C1 to C9 give a breakdown by service of spend against the revised budget plus comments on various variances.
- 1.4 There is an end of year accounting adjustment relating to the accounting requirements to replace cash pension transactions with notional accounting values in accordance with accounting standards. This has resulted in the historic pension deficit charge from the Surrey Pension fund on the central overheads cost centre being reversed out and incorporated in a recharge across all services. This has resulted in a favourable variance of £674k on the central overheads cost centre.
- 1.5 The financial year 2013-14 represented the first year of the new business rates regime. As a new regime it was difficult to project the impact of properties coming off the valuation list, the length of time it is taking the Valuation agency to add new developments onto the list (the DNATA sites is still not added) and impact of successful appeals against valuations. After paying a 50% levy we retained an additional £43k more than we budgeted.
- 1.6 The severe flooding that occurred in Spelthorne in January and February resulted in resources being diverted to deal with the consequences of the flooding and resulted in extra expenditure being incurred in many areas across the authority including staff overtime, emergency accommodation,

sandbags and porta loos etc. Some of this expenditure will be recovered from the Government via the Bellwin Scheme.

The flooding also adversely impacted on some of the Council's car parks resulting in lower parking income than would have otherwise have been the case.

Investment Income

- 1.7 Interest earned on our investments amounted to £474k which was £129k above the original budget. The main reason was better than expected performance from the pooled funds and confirms the benefits of the Council diversifying its investment strategy.

Transfers to and from Reserves

- 1.8 A transfer relating to the Interest Equalisation reserve (£70k) was originally budgeted. As a result of the underspend it will not be necessary to use this contribution, thereby helping to protect the balance on the reserve, in turn this will give the Council more flexibility when setting future year's budget's.

- 1.9 Additional transfers to reserves are proposed relating to:

Carry forward reserve: an amount of £147k- This can be accommodated within the under spend. It is proposed to transfer to reserves in relation to work underway but not completed in 2013-14 – this schemes are identified in appendix D.

As budgeted £56k will be transferred from Reserves to help fund some of the Automatic Public Convenience termination costs.

It is proposed that we create a Business Rates Equalisation reserve to act as a cushion against future business rates volatility and set aside the additional £43k retained business rates.

2. Options analysis and proposal

- 2.1 The Committee are asked to note the provisional revenue outturn position and list of carry forwards provisionally approved by MAT.

3. Financial implications

- 3.1 There are no on-going financial implications in the report but variances which have occurred will be investigated to see if they are on-going and should be incorporated into future year budget deficit/surplus projection calculations.

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

- 5.1 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

- 5.2 Monthly system generated summary reports with drill down facilities are sent to MAT, heads of service and cabinet members.

Background papers: There are none

Appendices: A, B, C1 to C9 and D

APPENDIX A

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

	13/14	13/14	13/14	13/14
	Budget		Total	Variance
	Original	Revised	Actuals	to Revised
	£	£	£	£
Gross Expenditure	51,897,500	52,201,500	53,437,932	1,236,432
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	51,897,500	52,201,500	53,437,932	1,236,432
Less Benefits Income	(30,988,000)	(30,988,000)	(31,247,831)	(259,831)
Less Specific fees and charges income	(8,590,400)	(8,575,900)	(10,089,812)	(1,513,912)
Net Expenditure - broken down as below	12,319,100	12,637,600	12,100,289	(537,311)
Leader	250,500	250,500	297,712	47,212
Parking Services and ICT	(91,300)	(67,900)	(67,888)	12
Planning and Corporate Development	1,735,400	1,765,700	1,854,592	88,892
Housing, Health, Wellbeing and Independent Living Environment	2,396,300	2,452,200	2,387,832	(64,368)
Community Safety, Young People, Leisure and Culture	4,120,500	4,083,100	4,092,349	9,249
Finance	183,800	254,800	263,590	8,790
Communications	2,809,500	2,859,000	2,372,276	(486,724)
Economic Development and Fixed Assets	265,300	261,400	221,676	(39,724)
	649,100	778,800	678,151	(100,649)
NET EXPENDITURE AT SERVICE LEVEL	12,319,100	12,637,600	12,100,289	(537,311)
Salary expenditure - vacancy monitoring	(160,000)	(160,000)		160,000
Salary Savings efficiencies				-
Restructuring Savings	(40,000)	(40,000)		40,000
Partnership Savings	(40,000)	(40,000)		40,000
				-
NET EXPENDITURE	12,079,100	12,397,600	12,100,289	(297,311)
NET EXPENDITURE	12,079,100	12,397,600	12,100,289	(297,311)
Interest earnings	(345,000)	(345,000)	(474,058)	(129,058)
Extraordinary Item				-
Appropriation from Reserves:				
Feasibility Study for Knowle Green Hub	(70,000)	(70,000)	-	70,000
Spend to Save (APC's)	(56,500)	(56,500)	(56,500)	-
Interest Equalisation reserve	(70,048)	(70,048)	-	70,048
BUDGET REQUIREMENT	11,537,552	11,856,052	11,569,731	(286,321)
Baseline NNDR Funding	(1,685,030)	(1,685,030)	(1,728,343)	(43,313)
Revenue Support grant	(2,532,841)	(2,532,841)	(2,532,841)	-
New Homes Bonus	(910,300)	(910,300)	(910,300)	-
DCLG Transitional LCTSS grant	(16,000)	(16,000)	(16,000)	-
NET BUDGET REQUIREMENT	6,393,381	6,711,881	6,382,247	(329,634)
Collection Fund Surplus/(deficit)	28,800	28,800	28,800	-
CHARGE TO COLLECTION FUND	6,422,181	6,740,681	6,411,047	(329,634)
2012/13 Revenue carryforward			(164,290)	(164,290)
Net Position				(493,924)

Appendix B			
REVENUE MONITORING 2013/14			
EXPENDITURE AND INCOME SUMMARY 31 MARCH 2014			
Results to 31-Mar-14	Budget	Actual	Variance
	Revised	YTD	to Revised
	£	£	£
Leader			
Employees	263,900	304,726	40,826
Other Expenditure	28,800	36,377	7,577
Income	(42,200)	(43,391)	(1,191)
	250,500	297,712	47,212
Parking Services and ICT			
Employees	1,044,400	1,088,129	43,729
Other Expenditure	1,561,200	1,833,422	272,222
Income	(2,673,500)	(2,989,438)	(315,938)
	(67,900)	(67,888)	12
Planning and Corporate Development			
Employees	1,678,700	1,752,058	73,358
Other Expenditure	784,400	901,087	116,687
Income	(697,400)	(798,553)	(101,153)
	1,765,700	1,854,592	88,892
Housing, Health, Wellbeing and Independent Living			
Employees	2,759,500	2,981,167	221,667
Other Expenditure	32,359,000	33,030,236	671,236
Income	(32,666,300)	(33,623,571)	(957,271)
	2,452,200	2,387,832	(64,368)
Environment			
Employees	2,634,000	2,614,000	(20,000)
Other Expenditure	3,413,400	3,658,757	245,357
Income	(1,964,300)	(2,180,409)	(216,109)
	4,083,100	4,092,349	9,249
Community Safety, Young People, Leisure and Culture			
Employees	407,300	533,148	125,848
Other Expenditure	433,600	414,500	(19,100)
Income	(586,100)	(684,058)	(97,958)
	254,800	263,590	8,790
Finance			
Employees	2,597,200	2,051,545	(545,655)
Other Expenditure	593,600	696,166	102,566
Income	(331,800)	(375,436)	(43,636)
	2,859,000	2,372,276	(486,724)
Communications			
Employees	173,000	149,011	(23,989)
Other Expenditure	88,400	72,667	(15,733)
Income	0	(2)	(2)
	261,400	221,676	(39,724)
Economic Development and Fixed Assets			
Employees	216,300	226,429	10,129
Other Expenditure	1,164,800	1,094,507	(70,293)
Income	(602,300)	(642,786)	(40,486)
	778,800	678,151	(100,649)
NET EXPENDITURE AT SERVICE LEVEL	12,637,600	12,100,289	(537,311)
Total Employees	11,774,300	11,700,211	(74,089)
Total Other Expenditure	40,427,200	41,737,721	1,310,521
Total Income	(39,563,900)	(41,337,643)	(1,773,743)
	12,637,600	12,100,289	(537,311)
Total Expenditure	52,201,500	53,437,932	1,236,432
Total Income	(39,563,900)	(41,337,643)	(1,773,743)
Net	12,637,600	12,100,289	(537,311)

Appendix C1				
Leader				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	18,500	25,127	6,627	Neighbourhood allocations were higher as Leader has requested the same level of allocations as previous year
Income	0	0	0	
People & Partnerships	18,500	25,127	6,627	
Employees	213,500	247,868	34,368	One temporary member of staff's contract extended by MAT up to March 2014
Other Expenditure	9,300	9,903	603	Printing costs are higher than budget
Income	(42,200)	(43,371)	(1,171)	
HR	180,600	214,400	33,800	
Employees	50,400	56,858	6,458	
Other Expenditure	1,000	1,348	348	Printing costs are higher than budget
Income	0	(20)	(20)	
Payroll	51,400	58,185	6,785	
Total Employees	263,900	304,726	40,826	
Total Other Expenditure	28,800	36,377	7,577	
Total Income	(42,200)	(43,391)	(1,191)	
	250,500	297,712	47,212	

Appendix C2				
<u>Parking Services and ICT</u>				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	458,100	427,257	(30,843)	Underspent due to unfilled vacancies
Other Expenditure	605,400	593,559	(11,841)	Underspent due to: 1. Housing Needs software was £10K underspent as Locata costs were paid for from a different budget. 2. There is an underspend of £16K on Inform Communications as they did not charge us for 13/14. 3. There is an underspend on Goss of approx. £6K as Runnymede appear to have been charged for items that SBC have not yet been invoiced for. 4. The remaining underspend is on the general development code which wasn't fully utilised last year
Income	(48,400)	(105,601)	(57,201)	This is recharged invoices (RBC website project) rather than income, so is offset by higher costs for SBC
Information & Comms Technology	1,015,100	915,214	(99,886)	
Employees	328,500	353,436	24,936	Temp Staff costs
Other Expenditure	849,700	1,030,505	180,805	Increased Mgt fees,Electricity,Business rates and Misc expenses costs
Income	(2,017,000)	(1,990,551)	26,449	Over recovery of Penalty Charge Notices and pay and display income, partially offset by losses at Laleham (re removal of barbeques), Tothill multi storey decreases and Season tickets shortfall due to Centricia not renewing their annual permits. Income will be affected by the recent flooding.
Car Parks	(838,800)	(606,610)	232,190	
Employees	0	30,102	30,102	Overtime and National insurance costs
Other Expenditure	8,000	77,890	69,890	Flooding expenditure
Income	0	(222,894)	(222,894)	Flooding expenditure miscoded
Emergency Planning	8,000	(114,903)	(122,903)	
Employees	257,800	277,334	19,534	Temporary staff costs expected to be higher than budget to cover vacant post
Other Expenditure	13,400	14,571	1,171	
Income	(308,100)	(358,219)	(50,119)	Income is higher due to more activity
Building Control	(36,900)	(66,313)	(29,413)	
Employees	0	0	0	
Other Expenditure	84,700	116,897	32,197	Management costs and electricity higher than budget
Income	(300,000)	(312,173)	(12,173)	Increased demand for pitches
Staines Market	(215,300)	(195,276)	20,024	
Total Employees	1,044,400	1,088,129	43,729	
Total Other Expenditure	1,561,200	1,833,422	272,222	
Total Income	(2,673,500)	(2,989,438)	(315,938)	
	(67,900)	(67,888)	12	

Appendix C3				
Planning and Corporate Development				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	273,900	287,007	13,107	
Other Expenditure	23,200	32,099	8,899	
Income	(1,200)	(52,024)	(50,824)	Legal costs reimbursed and fees for services
Legal	295,900	267,082	(28,818)	
Employees	90,300	95,272	4,972	
Other Expenditure	0	11,652	11,652	
Income	0	(9,360)	(9,360)	
Corporate Governance	90,300	97,564	7,264	
Employees	145,800	117,440	(28,360)	Internal secondment partially offset by temporary staff costs
Other Expenditure	27,500	4,514	(22,986)	Reduction in other expenses and Internal printing costs
Income	0	0	0	
Committee Services	173,300	121,955	(51,345)	
Employees	56,500	63,720	7,220	
Other Expenditure	1,600	114,384	112,784	Compensation paid as a result of legal action taken against local authorities nationally
Income	(180,000)	(205,116)	(25,116)	Higher Activity
Land Charges	(121,900)	(27,011)	94,889	In year restructure of staffing budget offset by over recovery of income.
Employees	0	0	0	
Other Expenditure	82,900	108,585	25,685	Overspent due to Photocopier Lease costs higher than budgeted
Income	0	(42)	(42)	
Print Unit	82,900	108,544	25,644	
Employees	172,000	208,876	36,876	Increase in overtime, due to heating works at weekends. Post filled at higher grade than budgeted
Other Expenditure	448,200	482,161	33,961	Overspends in Business Rates & office cleaning
Income	(144,900)	(159,409)	(14,509)	Additional income received
Knowle Green	475,300	531,628	56,328	
Employees	167,700	176,380	8,680	
Other Expenditure	110,800	32,803	(77,997)	Savings against consultants budget as work has been delayed due to a vacant post. Carried forward of £13,300 to be included in the revised budget
Income	(1,000)	(26,390)	(25,390)	Additional hardship funding re: Council tax localisation from Surrey County Council
Planning Policy	277,500	182,793	(94,707)	
Employees	656,600	679,554	22,954	Current Service Pensions costs are higher
Other Expenditure	53,700	78,635	24,935	Expenditure of £13k relating to Sheep Walk with no budget and consultants costs are also expected to be higher
Income	(369,300)	(333,430)	35,870	Only one large application is received by end of this year instead of two anticipated earlier
Planning Development Control	341,000	424,758	83,758	
Employees	0	0	0	
Other Expenditure	0	2,688	2,688	
Income	0	0	0	
Staines Upon Thames Programme	0	2,688	2,688	
Employees	0	5,357	5,357	
Other Expenditure	10,900	8,173	(2,727)	
Income	0	0	0	
Elections	10,900	13,530	2,630	Total By - election costs are higher than the budget
Employees	115,900	118,452	2,552	
Other Expenditure	25,600	25,393	(207)	
Income	(1,000)	(12,783)	(11,783)	Govt Grant relating to 'Individual Electoral Registration' scheme. It will be requested to be carried forwarded into next year
Electoral Registration	140,500	131,061	(9,439)	
Total Employees	1,678,700	1,752,058	73,358	
Total Other Expenditure	784,400	901,087	116,687	
Total Income	(697,400)	(798,553)	(101,153)	
	1,765,700	1,854,592	88,892	

Appendix C4				
Housing, Health, Wellbeing and Independent Living				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	-	
Other Expenditure	309,000	249,485	(59,515)	Higher grants payments than the budget
Income	0	(1,500)	(1,500)	Carried forward Stanwell Hub income to off set the costs
General Grants	309,000	247,985	(61,015)	
Employees	89,900	119,153	29,253	Additional payments to one of the temporary staff approved by MAT with no original budget and one other post made full time to be funded through Personalisation Prevention Partnership Fund
Other Expenditure	10,500	15,337	4,837	
Income	0	(15,360)	(15,360)	Additional funding through Personalisation Prevention Partnership Fund
Com Care Administration	100,400	119,130	18,730	
Employees	572,800	633,137	60,337	Salary costs are higher due to additional payments relating to 'High Needs Group' and temporary contracts extended to run the service
Other Expenditure	193,400	277,010	83,610	Overall higher utility costs and one electricity bill backdated to 3 years for Staines Community Centre and other expenditure relating to 'Spelthorne Troubled Families' funded through grant income
Income	(432,200)	(686,632)	(254,432)	Higher due to carried forward income of £46k from previous year, £39k additional funding allocated in the current year relating to personalisation and prevention Partnership fund. Additional income of £90k expected relating to 'High Needs Group', Additional funding of £20k relating to 'spelthorne Troubled families to off set the costs and the remainder relates to increased activity
Day Centres	334,000	223,515	(110,485)	
Employees	67,800	70,653	2,853	Higher overtime payments are expected due to increased Meals on wheels provision at weekends
Other Expenditure	86,800	91,455	4,655	Higher food costs expected due to increased MOW provision at weekends
Income	(185,800)	(201,323)	(15,523)	Additional funding of £7k from personalisation and prevention Partnership fund to increase MOW provision for weekend and remainder due to higher income for sale of food due to increased MOW provision at weekends
Meals On Wheels	(31,200)	(39,215)	(8,015)	
Employees	87,400	98,680	11,280	One member of staff is paid on higher grade than the budget and higher out of hours payments
Other Expenditure	67,800	108,451	40,651	Additional expenditure on SPAN - telecare equipment funded by additional grant income
Income	(280,100)	(306,513)	(26,413)	Additional 'Preventative Technology Grant' income to off set the additional costs for new Telecare equipment
Span	(124,900)	(99,382)	25,518	
Employees	0	0	0	
Other Expenditure	20,100	17,845	(2,255)	
Income	(2,000)	(5,143)	(3,143)	Higher collection fees for control of stray dogs
Rodent & Pest Control	18,100	12,703	(5,397)	
Employees	111,500	136,105	24,605	Employment of a temporary member of staff
Other Expenditure	51,400	51,173	(227)	
Income	(113,800)	(131,352)	(17,552)	Extra grant income received from Surrey CC
SAT	49,100	55,925	6,825	
Employees	716,900	749,524	32,624	Currently a vacant post and one postholder on maternity leave covered by agency staff
Other Expenditure	31,500	33,382	1,882	Expenditure on Warmer homes
Income	(10,500)	(15,224)	(4,724)	No income expected, budget has to be removed. Carried forward income of £28k relating to warmer homes' - only £8 is expected to be utilised in the current year, the balance may again be requested to be carried forward in the next year.
Environmental Health Admin	737,900	767,682	29,782	
Employees	0	0	0	
Other Expenditure	12,000	10,447	(1,553)	
Income	(5,100)	(4,656)	445	
Environmental Protection Act	6,900	5,791	(1,109)	
Employees	0	0	0	
Other Expenditure	1,300	1,285	(15)	
Income	(3,000)	(2,301)	699	
Food Safety	(1,700)	(1,016)	684	
Employees	0	132	132	
Other Expenditure	5,400	13,157	7,757	Additional costs relating to Health & Safety off set by higher income
Income	(8,900)	(18,316)	(9,416)	Higher external recharges against Health & Safety costs
Public Health	(3,500)	(5,027)	(1,527)	
Employees	18,400	23,271	4,871	National insurance saving
Other Expenditure	251,600	255,377	3,777	Overspend mainly due to reimbursement to Members for home internet partially offset by underspend on conference expenses
Income	0	0	0	
Democratic Rep & Management	270,000	278,648	8,648	
Employees	556,400	600,915	44,515	Increased current service pension costs
Other Expenditure	55,200	38,683	(16,517)	Underspend on Backscanning project
Income	(2,200)	(2,245)	(45)	
Housing Needs	609,400	637,353	27,953	
Employees	0	0	0	
Other Expenditure	327,300	649,373	322,073	Overspend due to increased usage of Bed & Breakfast
Income	(139,400)	(491,051)	(351,651)	Higher than budgeted income due to increased usage of Bed & Breakfast
Homelessness	187,900	158,322	(29,578)	Overall underspent due to homelessness grant received. Rent deposit scheme underspent due to payments made using DHP allocation
Employees	538,400	549,597	11,197	Increased current service pension costs
Other Expenditure	52,700	71,322	18,622	Overspent due to no budget for subscriptions & higher than budgeted printing costs
Income	(495,300)	(494,125)	1,175	
Housing Benefits Admin	95,800	126,795	30,995	
Employees	0	0	0	
Other Expenditure	30,883,000	31,146,454	263,454	
Income	(30,988,000)	(31,247,831)	(259,831)	
Housing Benefits Payments	(105,000)	(101,377)	3,623	
Total Employees	2,759,500	2,981,167	221,667	
Total Other Expenditure	32,359,000	33,030,236	671,236	
Total Income	(32,666,300)	(33,623,571)	(957,271)	
	2,452,200	2,387,832	(64,368)	

Appendix C5				
				Environment
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	500	0	(500)	
Income	0	0	0	
Abandoned Vehicles	500	0	(500)	
Employees	0	0	0	
Other Expenditure	57,500	67,981	10,481	Increased electricity and business rates costs and renting of the vending machine.
Income	0	(720)	(720)	Income from rent of land at Commercial Road
Depot	57,500	67,261	9,761	
Employees	531,400	512,028	(19,372)	Staines Market manager post vacant which has been deleted in the 2014/15 budget.
Other Expenditure	61,500	76,488	14,988	Increased Legal and Court costs, fuel and telephone costs and leased vehicle costs
Income	(21,200)	(24,177)	(2,977)	
DS Management & Support	571,700	564,339	(7,361)	
Employees	1,045,700	1,062,652	16,952	Increased current service pension costs
Other Expenditure	786,300	904,454	118,154	Reduced hired transport and maintenance costs offset by increased fuel and lease costs
Income	(537,400)	(663,992)	(126,592)	Increased Bulky waste and school collection services income, offset by reduction in income from DCLG project
Refuse Collection	1,294,600	1,303,115	8,515	
Employees	0	0	0	
Other Expenditure	9,500	8,913	(587)	
Income	0	0	0	
Energy Initiatives	9,500	8,913	(587)	
Employees	0	0	0	
Other Expenditure	15,300	41,632	26,332	Higher Level Stewardship grant expenditure
Income	0	(33,200)	(33,200)	Higher Level Stewardship grant income (Agricultural monies from Natural England)
Environmental Enhancements	15,300	8,432	(6,868)	
Employees	312,800	321,582	8,782	Increased Current service pension costs
Other Expenditure	28,000	37,707	9,707	Insurance claim
Income	(34,100)	(24,922)	9,178	
Enviro Services Administration	306,700	334,366	27,666	
Employees	615,800	571,247	(44,553)	Reduced salary & superannuation costs, offset by increased temp staff costs.
Other Expenditure	318,600	289,647	(28,953)	Reduced expenditure on fuel, lease of vehicles, operational materials
Income	(47,700)	(46,409)	1,291	
Street Cleaning	886,700	814,485	(72,215)	
Employees	0	0	0	
Other Expenditure	190,800	165,958	(24,842)	Reduction in gate fees for disposal of waste
Income	(651,000)	(656,460)	(5,460)	
Waste Recycling	(460,200)	(490,501)	(30,301)	
Employees	0	0	0	
Other Expenditure	500	6,783	6,283	Christmas lights expenditure
Income	0	(5,714)	(5,714)	Income received from Members grants towards cost of lights
Technical Projects	500	1,069	569	
Employees	0	0	0	
Other Expenditure	101,700	184,569	82,869	Overspending due to termination charges in relation to JC Decaux contract. A transfer of £56k will be funded from reserves at year end.
Income	0	(1,004)	(1,004)	
Public Conveniences	101,700	183,565	81,865	
Employees	0	0	0	
Other Expenditure	6,200	14,410	8,210	Essential grounds maintenance work
Income	(43,200)	(38,024)	5,176	Non payment of allotment income at Vinery Lane due to potential for airport parking
Allotments	(37,000)	(23,615)	13,385	
Employees	0	0	0	
Other Expenditure	110,600	131,522	20,922	Increases in business rates and utility charges
Income	(117,700)	(69,646)	48,054	Delay in letting of Beresford House , reduced licence , letting , football and funfair income
Parks Strategy	(7,100)	61,876	68,976	
Employees	0	0	0	
Other Expenditure	21,100	37,753	16,653	Increased grounds maintenance cost's. Eg tree works
Income	(321,400)	(384,875)	(63,475)	Increased number of larger burials taking place in the 1st half of the year.
Cemeteries	(300,300)	(347,122)	(46,822)	
Employees	0	0	0	
Other Expenditure	17,000	15,925	(1,075)	
Income	0	0	0	
Staines Metro Commons	17,000	15,925	(1,075)	
Employees	128,300	146,491	18,191	Increased temp staff and current service pension costs
Other Expenditure	1,682,800	1,671,373	(11,427)	Reduced Maintenance and operational equipment costs
Income	(190,600)	(230,149)	(39,549)	Increased sponsorship income and income from County
Grounds Maintenance	1,620,500	1,587,715	(32,785)	
Employees	0	0	0	
Other Expenditure	5,500	3,643	(1,857)	
Income	0	0	0	
Water Courses & Land Drainage	5,500	3,643	(1,857)	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	0	(1,118)	(1,118)	
Gypsy Sites	0	(1,118)	(1,118)	
Total Employees	2,634,000	2,614,000	(20,000)	
Total Other Expenditure	3,413,400	3,658,757	245,357	
Total Income	(1,964,300)	(2,180,409)	(216,109)	
	4,083,100	4,092,349	9,249	

Appendix C6				
Community Safety, Young People, Leisure and Culture				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	-	
Other Expenditure	45,100	36,450	(8,650)	
Income	(1,000)	(2,640)	(1,640)	External grant funding for skatepark ramps etc.
Youth	44,100	33,810	(10,290)	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(44,000)	(44,000)	-	
Riverside Arts Centre	(44,000)	(44,000)	0	
Employees	0	3,172	3,172	Temporary employee costs to be transferred from Parks Strategy
Other Expenditure	60,000	38,221	(21,779)	Project in progress
Income	0	(8,223)	(8,223)	
Laleham Park Project	60,000	33,170	(26,830)	
Employees	1,500	0	(1,500)	
Other Expenditure	0	1,000	1,000	
Income	0	0	-	
Safeguarding	1,500	1,000	(500)	
Employees	5,100	13,313	8,213	Future options for cost reductions under consideration
Other Expenditure	4,200	3,319	(881)	
Income	(6,300)	(4,278)	2,022	
Resource Centre	3,000	12,354	9,354	
Employees	0	726	726	
Other Expenditure	4,000	6,032	2,032	
Income	(500)	(3,768)	(3,268)	
Active Lifestyle	3,500	2,990	(510)	
Employees	5,100	4,056	(1,044)	
Other Expenditure	18,200	28,975	10,775	Increased expenditure on externally funded projects offset by additional funding for these events.
Income	(6,000)	(14,073)	(8,073)	Additional external funding and income from events
Sports Development	17,300	18,958	1,658	
Employees	2,600	3,765	1,165	
Other Expenditure	15,500	17,801	2,301	
Income	(3,000)	(5,535)	(2,535)	
Arts Development	15,100	16,032	932	
Employees	5,000	1,951	(3,049)	
Other Expenditure	2,800	2,553	(248)	
Income	0	0	-	
Events	7,800	4,503	(3,297)	
Employees	207,800	241,800	34,000	Flexi (overtime) payment made to one staff member earlier in the year, plus Current service pension costs are higher than budget.
Other Expenditure	10,400	9,257	(1,143)	
Income	0	0	-	
Leisure Administration	218,200	251,058	32,858	
Employees	0	0	-	
Other Expenditure	3,000	3,265	265	
Income	(200)	0	200	
Leisure Development	2,800	3,265	465	
Employees	0	0	-	
Other Expenditure	19,000	19,274	274	
Income	0	0	-	
Leisure Grants	19,000	19,274	274	
Employees	0	0	-	
Other Expenditure	4,400	4,053	(347)	
Income	(8,000)	(8,000)	-	
Museum	(3,600)	(3,947)	(347)	
Employees	0	2,615	2,615	
Other Expenditure	7,800	7,201	(599)	
Income	(45,700)	(60,114)	(14,414)	Increase in income from lettings plus backdated rent for playgroup
Public Halls	(37,900)	(50,298)	(12,398)	
Employees	0	0	-	
Other Expenditure	51,000	12,835	(38,165)	Budget for Energy costs was underspent.
Income	(237,600)	(237,573)	27	
Spelthorne Leisure Centre	(186,600)	(224,738)	(38,138)	
Employees	0	0	0	
Other Expenditure	8,300	10,079	1,779	Business Rates charge higher than budget
Income	0	0	0	
Sunbury Leisure Centre	8,300	10,079	1,779	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(42,200)	(46,159)	(3,959)	Increase in amount of profit share
Sunbury Golf Club	(42,200)	(46,159)	(3,959)	
Employees	84,100	96,206	12,106	Two members of staff are being paid on higher grade than the original budget
Other Expenditure	3,900	8,200	4,300	Increased legal costs with no budget
Income	(100,600)	(103,844)	(3,244)	
Licensing	(12,600)	562	13,162	
Employees	0	0	0	
Other Expenditure	2,700	5,450	2,750	
Income	(76,000)	(82,465)	(6,465)	
Taxi Licensing	(73,300)	(77,015)	(3,715)	

Community Safety, Young People, Leisure and Culture

Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	96,100	165,544	69,444	Salary costs are higher as two additional members of staff funded through 'Crime & Disorder Reduction Partnership fund' and one member of staff's costs are charged here although 50% budgeted on different department
Other Expenditure	173,300	200,534	27,234	CCTV maintenace & monitoring costs higher than the budget due to more units being installed during the year.
Income	(15,000)	(63,386)	(48,386)	Income higher as additional funding from 'Crime & Disorder Reduction Partnership fund' to off set the above salary costs.
Community Safety	254,400	302,692	48,292	
Total Employees	407,300	533,148	125,848	
Total Other Expenditure	433,600	414,500	(19,100)	
Total Income	(586,100)	(684,058)	(97,958)	
	254,800	263,590	8,790	

Appendix C7				
Finance				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	-	
Other Expenditure	222,700	219,908	(2,792)	Authorities share of MMI liability
Income	0	(897)	(897)	
Insurance	222,700	219,011	(3,689)	
Employees	164,300	171,273	6,973	
Other Expenditure	17,600	15,336	(2,264)	
Income	(42,200)	(36,973)	5,227	
Audit	139,700	149,636	9,936	
Employees	381,600	356,385	(25,215)	Vacant post
Other Expenditure	8,900	17,926	9,026	
Income	0	(10)	(10)	
Accountancy	390,500	374,301	(16,199)	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(2,000)	0	2,000	We no longer have any mortgages, the budget is now deleted
Mortgages	(2,000)	0	2,000	
Employees	112,800	121,533	8,733	
Other Expenditure	5,800	2,398	(3,402)	
Income	0	0	-	
MaT Secretariat & Support	118,600	123,932	5,332	
Employees	304,900	324,834	19,934	Increased Current service pension costs
Other Expenditure	6,600	7,194	594	
Income	0	(60)	(60)	
Assistant Chief Executives	311,500	331,969	20,469	
Employees	204,800	212,938	8,138	Increased current service pension costs and Staines upon Thames regeneration salary costs
Other Expenditure	8,000	6,638	(1,362)	
Income	0	(49)	(49)	
Chief Executive	212,800	219,528	6,728	
Employees	47,200	95,813	48,613	One additional post of Project Assurance Officer with no budget, plus Increased Current service pension costs
Other Expenditure	162,800	265,320	102,520	Increased Treasury advisory fees, audit fees , bank fees, consultants fees and South east employer association costs
Income	(9,100)	(1,302)	7,798	
Corporate Management	200,900	359,831	158,931	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(139,700)	(140,115)	(415)	
Business Rates	(139,700)	(140,115)	(415)	
Employees	701,400	762,907	61,507	Salary costs are expected to be higher to run the service more efficiently and to provide cover for the shared post off set by additional reimbursement for shared post of Recovery manager
Other Expenditure	99,500	127,470	27,970	Expected to be higher mainly due to Corporate debt work (call credit Project) with no budget
Income	(130,300)	(196,030)	(65,730)	Additional reimbursement of salary costs from Elmbridge Borough Council for shared post of Recovery Manager
CServ Management & Support	670,600	694,347	23,747	
Employees	0	0	0	
Other Expenditure	10,000	(12,775)	(22,775)	
Income	(8,500)	0	8,500	
Misc Expenses	1,500	(12,775)	(14,275)	
Employees	680,200	5,862	(674,338)	
Other Expenditure	51,700	46,749	(4,951)	
Income	0	0	0	
Unapportionable CentralIO/Heads	731,900	52,612	(679,288)	
Total Employees	2,597,200	2,051,545	(545,655)	
Total Other Expenditure	593,600	696,166	102,566	
Total Income	(331,800)	(375,436)	(43,636)	
	2,859,000	2,372,276	(486,724)	

Appendix C8				
Communications and Procurement				
Results to 31-Mar-14				
	Budget	Actual	Variance	Comments
	Revised	YTD	to Revised	
	£	£	£	
Employees	173,000	149,011	(23,989)	Two members of staff moved to other departments, one member reduced contracted hours and no expenditure expected against tempoarry staff budget
Other Expenditure	75,400	67,130	(8,270)	
Income	0	(2)	(2)	
Corporate Publicity	248,400	216,139	(32,261)	
Employees	0	0	-	
Other Expenditure	13,000	5,537	(7,463)	Underspend on Citizens panel consultation
Income	0	0	-	
Research & Consultation	13,000	5,537	(7,463)	
Total Employees	173,000	149,011	(23,989)	
Total Other Expenditure	88,400	72,667	(15,733)	
Total Income	0	(2)	(2)	
	261,400	221,676	(39,724)	

Appendix C9				
Economic Development and Fixed Assets				
Results to	Budget	Actual	Variance	Comments
31-Mar-14	Revised	YTD	to Revised	
	£	£	£	
Employees	170,300	171,796	1,496	Vacant post - Arts & Young People Officer, this was a joint post with Leisure Services
Other Expenditure	119,800	57,026	(62,774)	£70k KG Hub Feasibility Study to take place in 2014/15, carry forward to be requested
Income	0	0	-	
Asset Mgn Administration	290,100	228,821	(61,279)	
Employees	0	0	-	
Other Expenditure	2,200	5,634	3,434	Business rates & storage costs
Income	0	0	-	
Sea Cadets	2,200	5,634	3,434	
Employees	0	0	-	
Other Expenditure	107,000	29,630	(77,370)	£15k for Fire Risk Assessments to take place in 2014/15, carry forward to be requested
Income	(21,800)	(52,218)	(30,418)	Additional rental income received as new leases were awarded
General Property Expenses	85,200	(22,588)	(107,788)	Carry forwards of £15k for Fire Risk Assessments & £27k for Bereford House
Employees	0	0	0	
Other Expenditure	34,500	5,100	(29,400)	
Income	0	0	0	
Memorial Gardens	34,500	5,100	(29,400)	Carry forward of £24,500
Employees	26,600	34,482	7,882	One additional Temporary post of Apprentice approved by MAT
Other Expenditure	11,600	25,927	14,327	Expenditure relating to Staines upon Thames Day
Income	0	(22,909)	(22,909)	Sponsorship Income to off set the above costs
Economic Development	38,200	37,500	(700)	
Employees	0	0	-	
Other Expenditure	546,800	645,238	98,438	Overspent due to additional responsive works & reduction in capital budget
Income	0	(3,251)	(3,251)	
Planned Maintenance Programm	546,800	641,987	95,187	
Employees	0	0	-	
Other Expenditure	155,500	156,822	1,322	Responsive maintenance budget to be used fully by year end in partnership with Runnymede BC
Income	0	0	-	
Responsive Maintenance Progra	155,500	156,822	1,322	
Employees	0	0	0	
Other Expenditure	27,400	26,819	(581)	
Income	0	0	0	
Bus Station	27,400	26,819	(581)	
Employees	19,400	20,152	752	
Other Expenditure	160,000	142,310	(17,690)	
Income	(580,500)	(564,407)	16,093	
Staines Town Centre Manageme	(401,100)	(401,945)	(845)	
Total Employees	216,300	226,429	10,129	
Total Other Expenditure	1,164,800	1,094,507	(70,293)	
Total Income	(602,300)	(642,786)	(40,486)	
	778,800	678,151	(100,649)	

Detailed list of Revenue carry forward requests

Appendix D

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Terry Collier	Knowle Green Hub	Dave Phillips	30132	4979	£70,000			Original budget was approved to carry out a feasibility study, but County have now cancelled the project as they have changed scope. Project may continue with SCC/Other Partnership or SBC to go it alone.
Terry Collier	Fire Risk Assessments	Dave Phillips	31002	4979	£15,000			Statutory Surveys must be carried out every two years and arrangements have been made with our colleagues in Runnymede to carry out the surveys.
Terry Collier	Beresford House	Dave Phillips	31002	4979	£27,000			Money was originally obtained as part of the settlement of the outgoing tenancy. The money needs to be carried over until the new lease has started as we may have expenditure due to vandalism to the site.
Lee Oneil	Warmer Homes Fund	Tracey Willmot French	10102	7151	£20,000			Outstanding underspent grant obtained from DCLG to prevent excess winter deaths of vulnerable people caused by excessively cold homes.
Liz Borthwick	Weed Spraying	Jackie Taylor	45402	2231	£15,000			Weed spraying delayed till April as a result of the flooding and bad weather
	Value to approve				£147,000			
	Value Approved:							

Review of Work undertaken by Overview and Scrutiny in 2013-14

Meeting date	Topic
July 2013	Allotments - update
	Housing Issues – briefing paper
	Economic Strategy programme - update
	Planning – TRA review and levels of customer satisfaction - update
	Leisure and Culture Strategy 2013-2016 - presentation
September 2013	Health and Wellbeing Strategy – briefing paper
	Planning Enforcement Policy and Draft Local Enforcement Plan
	Social Media Policy
	Remote Working – presentation and update
	Leisure and Culture Strategy – 2 nd draft
November 2013	Remote working - update
	Local Council Tax Support Scheme and Council Tax Discounts and Premia 2014/15 onwards – pre-scrutiny
	Emergency Plan - update
	Replacement telephony system - update
	Localism Act – impact on Service Areas
	Streetscene - update
January 2014	Customer Relationship Management procurement - update
	Budget 2014-2015
March 2014	Leaders' Task Groups – review after one year
	Planning Enforcement - update
	Housing Issues – update
	Localism Act – report of working party
May 2014	Residents' Associations – engagement with key Council services and opportunities for involvement
	Rail Transport - update
	Budget issues
	Waste Strategy and Management – update
June 2014	Community Flood meeting with all agencies at Spelthorne Leisure Centre

Spelthorne Borough Council - Forward Plan - 30/06/2014

	B	C	D	E	F	G	H	I	J	K	L	M
1												
2	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
3	Bailiff Contract Review	LNorman	TE			27-May	01-Jul	15-Jul				
4	Review of Discretionary Compensation Policy	JHunt	RW			03-Jun	01-Jul	15-Jul				17-Jul
5	Housing Development briefing	LBorthwick	JP			17-Jun	01-Jul	15-Jul				
6	Economic Development LGA update	KMcGroary	NG			17-Jun	01-Jul	15-Jul				
7	Contract for the monitoring of calls from the Spelthorne Alarm Network (SPAN)	Jlowin	JP			17-Jun	01-Jul	15-Jul				
8	Energy Procurement - Laser	FNesbitt	AM			17-Jun	01-Jul	15-Jul				
9	Leisure Centre Needs Analysis	CMoore	PFF			24-Jun	01-Jul	15-Jul				
10	Replacement payment system for Elmsleigh surface and multi-storey car park	SMuirhead	DP	Key		24-Jun	01-Jul	15-Jul				17-Jul
11	Leisure Team re-structure	LBorthwick	PFF			08-Jul						
12	Summary from Appraisal Feedback	JHunt	RW			29-Jul						
13	Draft training plan for 2014-15	Jhunt	RW			29-Jul						
14	Christmas opening for 2014	JHunt	RW			29-Jul						
15	Capital monitoring	AFlynn				02-Sep	15-Sep	30-Sep				
16	Revenue monitoring	AFlynn				02-Sep	15-Sep	30-Sep				
17	Employment monitoring	JHunt	RW			02-Sep	15-Sep	30-Sep				
18	Project Management Dashboard update	JBrownlow	RW			02-Sep	15-Sep			04-Nov		
19	Sundry Debt Recovery Policy	NSmith	TE			02-Sep	15-Sep	30-Sep				
20	Recovery Policy for Customer Services	NSmith	TE			02-Sep	15-Sep	30-Sep				
21	Workforce Monitoring					August						
22	Effectiveness of system of Internal Audit	Dharris				02-Sep					18-Sep	
23	Annual Governance Statement	DHarris				02-Sep					18-Sep	
24	Corporate Risk Management	DHarris				02-Sep					18-Sep	
25	External Audit report on audit and statement of accounts	TCollier				02-Sep					18-Sep	
26	Project Management update	JBrownlow	RW			14-Oct				04-Nov		
27	6 month Capital monitoring and projected outturn	AFlynn				21-Oct	03-Nov	18-Nov				
28	6 month Revenue monitoring and projected outturn	AFlynn				21-Oct	03-Nov	18-Nov				
29	Introduction of cows to Sunbury Park - review of pilot	SMuirhead				21-Oct	03-Nov	18-Nov				
30	Parking fees and charges review					21-Oct	03-Nov	18-Nov				
31	Review of Members Allowances					21-Oct	03-Nov	18-Nov				
32	Project Management Dashboard update	JBrownlow	RW			18-Nov	01-Dec			20-Jan		
33	Capital programme 2015-2016 1st draft	TCollier				18-Nov	01-Dec	16-Dec				
34	Outline Budget 2015-2016	TCollier		Yes		18-Nov	01-Dec	16-Dec				26-Feb
35	Corporate Enforcement Policy	JBramley/LON	RW			18-Nov	01-Dec	16-Dec				
36	Audit Services interim report	DHarris				25-Nov					11-Dec	
37	Confidential Reporting Code	DHarris				25-Nov					11-Dec	
38	Anti-Fraud, Bribery and Corruption Strategy	DHarris				25-Nov					11-Dec	
39	Corporate Risk Management	DHarris				25-Nov					11-Dec	

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2												
40	Annual review of recruitment & retention allowances	JHunt	RW			09-Dec						
41	2015											
42	Project Management update	JBrownlow	RW			16/12/014				20-Jan		
43	Revenue Budget 2015-2016 1st draft					18-Dec-14	12-Jan	27-Jan				
44	Review of Designated Public Place Order	KMcGroary / LO'Neil	RW			18-Dec-14	12-Jan	27-Jan				
45	Capital programme 2015-2016 2nd draft					18-Dec-14	12-Jan	27-Jan				
46	Fees and Charges 2015-2016			Yes		18-Dec-14	12-Jan	27-Jan				
47	Homelessness Strategy	JHesbrook	JP			18-Dec-14	12-Jan	27-Jan				
48	Treasury Management Strategy			Yes		18-Dec-14	12-Jan	27-Jan				26-Feb
49	Pay Policy Statement for 2015/16.	JHunt				18-Dec-14	12-Jan	27-Jan				26-Feb
50	Recommendation from Audit on Corporate Risk Management					18-Dec-14	12-Jan	27-Jan				
51	Calendar of meetings 2015-2016					18-Dec-14	12-Jan	27-Jan				
52	Revenue Budget 2015-2016 final			Yes		27-Jan	09-Feb	24-Feb				26-Feb
53	Capital Programme 2015-2016 final			Yes		27-Jan	09-Feb	24-Feb				26-Feb
54	Capital monitoring					27-Jan	09-Feb	24-Feb				
55	Revenue monitoring					27-Jan	09-Feb	24-Feb				
56	Food and Health and Safety Service Plans					27-Jan	09-Feb	24-Feb				
57	Discretionary Rate Relief					27-Jan	09-Feb	24-Feb				
58	Capital monitoring					24-Feb	09-Mar	24-Mar				
59	Revenue monitoring					24-Feb	09-Mar	24-Mar				
60	Annual Grants Awards 2015-16					24-Feb	09-Mar	24-Mar				
61	Project Management Dashboard update	JBrownlow				24-Feb	09-Mar			17-Mar		
62	External Auditors report					10-Mar					26-Mar	
63	Corporate Risk Management report					10-Mar					26-Mar	
64	Internal Audit Annual Plan					10-Mar					26-Mar	
65	Appraisal Timetable 2015	Jhunt				March						
66	Hackney carriage and private hire Licence fees					31-Mar	14-Apr	28-Apr				
67	Annual sickness monitoring to 31 March 2015	Jhunt				May						
68	Annual turnover, recruitment and establishment changes monitoring to 31 March 2015	JHunt				May						
69	Revenue monitoring	AFlynn				May		June				
70	Capital monitoring	AFlynn				May		June				
71	Treasury Management Strategy - half yearly report	JHanger		Yes		May		June				
72	Discretionary Housing Payments Policy					May		June				
73	Appointments to outside bodies					May		June				
74	Internal Audit Annual report					June					June	
75	Corporate Risk Management report					June					June	
76	Capital Outturn	AFlynn				June		July				
77	Revenue Outturn	AFlynn				June		July				

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2												
78	Summary from Appraisal Feedback	JHunt				July						
79	Draft training plan 2015-16	Jhunt				July						
80	Christmas opening for 2015	Jhunt				July						
81	Workforce Monitoring					August						
82	Capital monitoring	AFlynn				August		Sep				
83	Revenue monitoring	AFlynn				August		Sep				
84	Effectiveness of system of Internal Audit	Dharris				Sep					Sep	
85	Annual Governance Statement	DHarris				Sep					Sep	
86	Corporate Risk Management	DHarris				Sep					Sep	
87	External Audit report on audit and statement of accounts	Tcollier				Sep					Sep	
88	6 month Capital monitoring and projected outturn	AFlynn				Oct		Nov				
89	6 month Revenue monitoring and projected outturn	AFlynn				Oct		Nov				
90	Parking fees and charges review			Yes		Oct		Nov				
91	Review of Members Allowances					Oct		Nov				
92	Project Management Dashboard update	JBrownlow				Nov				Jan		
93	Capital programme 2015-2016 1st draft	Tcollier				Nov		Dec				
94	Outline Budget 2015-2016	Tcollier		Yes		Nov		Dec				Feb
95	Corporate Plan			Yes		Nov		Dec				
96	Internal Audit Interim report	DHarris				Nov					Dec	
97	Confidential Reporting Code	DHarris				Nov					Dec	
98	Anti-Fraud, Bribery and Corruption Strategy	DHarris				Nov					Dec	
99	Corporate Risk Management	DHarris				Nov					Dec	
100	Annual review of recruitment & retention allowances	JHunt				Dec						
101	2016											
102	Leisure and Culture Strategy 2016 -			Yes		May		June				
103	Gambling Act Policy 2016 -			Yes		Oct		Nov				
104	External Auditors report					March					March	
105	Corporate Risk Management report					March					March	
106	Internal Audit Annual Plan					March					March	
107	Internal Audit Annual report					June					June	
108	Corporate Risk Management report					June					June	
109	Effectiveness of system of Internal Audit	Dharris				Sep					Sep	
110	Annual Governance Statement	DHarris				Sep					Sep	
111	Corporate Risk Management	DHarris				Sep					Sep	
112	External Audit report on audit and statement of accounts	Tcollier				Sep					Sep	
113												
114	2017											
115												

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2												
116	2018											
117	Playing Pitch Strategy 2018 -			Yes		June		July				
118												
119	A = Annual report											