

**ROBERTO TAMBINI  
CHIEF EXECUTIVE**

*Please reply to:*

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Our ref: GH/OSCTTEE  
Date: 1 July 2013

**Notice of meeting:**

**Overview and Scrutiny Committee**

**Date: Tuesday 9 July 2013**

**Time: 7.30pm**

**Place: Goddard Room, Council Offices, Knowle Green, Staines**

**To: Members of the Overview and Scrutiny Committee**

P.A. Broom (Chairman)  
D. Patel (Vice-Chairman)  
F. Ayers  
A. Ayub  
C. A. Bannister

M. Bushnell  
C.A. Davis  
R.D. Dunn  
C.M. Frazer  
A.E. Friday

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



## AGENDA

Description	Lead Person	Timings	Page Number
<b>1. Apologies</b>			
To receive any apologies for non-attendance.	Chairman	7.30pm	
<b>2. Disclosures of Interest</b>			
To receive any disclosures of interest from members.	Chairman		
<b>3. Minutes</b>			
To confirm the minutes of the meeting held on 23 May 2013 (copy attached).	Chairman		1
<b>4. Call in of a Leader, Cabinet or Cabinet Member Decision</b>			
No decisions have been called in for Review.	Chairman		
<b>5. Update on Spelthorne's Allotments</b>			
To receive a briefing paper from the Head of Sustainability and Leisure. (copy attached)	Sandy Muirhead, Head of Sustainability and Leisure	7.35pm	2 - 9
<b>6. Housing Issues in Spelthorne during the economic downturn</b>			
To receive a briefing paper from the Joint Heads of Housing and Independent Living. (copy attached)	Karen Sinclair, Joint Head of Housing and Independent Living		10 - 18
<b>7. Update on Economic Strategy programme</b>			
To receive an update report from the Head of Planning and Housing Strategy. (copy attached)	Heather Morgan, Head of Planning and Housing Strategy		19 - 22

Description	Lead Person	Timings	Page Number
<b>8. Planning – TRA review and levels of customer satisfaction</b>			
To receive an update report from the Head of Planning and Housing Strategy. (copy attached)	Heather Morgan, Head of Planning and Housing Strategy		23 - 26
<b>9. Update on Spelthorne's Project Management methodology</b>			
To receive an update report from the Head of Customer Services. (copy attached)	Linda Norman, Head of Customer Services		27 - 40
<b>10. Provisional Capital Outturn 2012/13</b>			
To receive the report of the Chief Finance Officer. (copy attached)	Adrian Flynn, Principal Accountant	7.50pm	41 - 50
<b>11. Treasury Management Annual Report 2012/13</b>			
To receive the report of the Chief Finance Officer. (copy attached)	Terry Collier, Assistant Chief Executive		51 - 59
<b>12. Provisional Revenue Outturn 2012/13</b>			
To receive the report of the Chief Finance Officer. (copy attached)	Adrian Flynn, Principal Accountant		60 - 76
<b>13. Leisure and Culture Strategy</b>			
To consider the report of the Assistant Chief Executive. (copy attached)	Lisa Stonehouse, Leisure Services Manager	8.05pm	77 - 112

Description	Lead Person	Timings	Page Number
<b>14. Overview and Scrutiny Committee Arrangements</b>			
To consider the following matters:	Chairman	8.20pm	113 - 126
(a) The role of the Committee (papers attached) (b) Review of the work undertaken during 2012/13 (c) Task Groups (d) Core areas / themes the committee could look at in the year ahead.			
<b>15. Cabinet Forward Plan</b>			
A copy of the latest forward plan is attached.	Terry Collier, Assistant Chief Executive	9.20pm	127 - 128
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.			
<b>16. Work Programme</b>			
To consider a work programme for the Municipal Year.	Chairman		
<b>17. 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 t.collier@spelthorne.gov.uk 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  
23 May 2013**

**Present:**

Councillors:

F. Ayers	C.A. Davis	I.T.E. Harvey
A. Ayub	R.D. Dunn	M.J. Madams
C.A. Bannister	C.M. Frazer	D. Patel
P.A. Broom	A.E. Friday	M.W. Rough
M. Bushnell	D. Gohil	S.D. Taylor

**146/13 Appointment of Chairman**

**RESOLVED** that Councillor P.A. Broom be appointed Chairman of the Overview and Scrutiny Committee for the Municipal Year 2013/2014.

**147/13 Minutes**

The Minutes of the meeting held on 26 March 2013 were approved as a correct record.

**148/13 Appointment of Vice- Chairman**

**Resolved** that Councillor D. Patel be appointed Vice Chairman of the Overview and Scrutiny Committee for the Municipal Year 2013/14.





**Overview & Scrutiny committee – Tuesday 9 July 2013  
Briefing Paper from the Head of Sustainability and Leisure  
Update on Spelthorne's Allotments**



**1. Background**

- 1.1 Spelthorne have 13 allotment sites in the Borough, 12 of which are directly managed by the Council and 1 is a self-managed allotment.
- 1.2 In terms of size this equates to 43.165 acres of allotments and the sites are reasonably widespread throughout the Borough (Appendix 1 by ward and Appendix 2 as a map).
- 1.3 The sites vary greatly in terms of size, accessibility and site conditions. The largest site is Commercial Road with 261 plots and the smallest is Ashford Close with 12 plots. The sizes of the individual plots vary in sizes for historic reasons and more recently size of plots has reduced as individuals feel they can only realistically work smaller areas. Standard plot sizes tend to be between 5 rods (126 square metres) to larger plots of 10 rods (253 square metres).
- 1.4 Two allotment sites, Shortwood East and Shortwood South are not fully worked due to their inaccessibility. In Shortwood East half the land is used for grazing as the site is remote and not particularly accessible with all plots except one worked at the back of gardens in Shortwood Avenue. Shortwood South is adjacent to the Common and effectively merges with it. There was in the past some discussions about using this area for a Community Orchard.
- 1.5 In late 2011 Runnymede Borough Council approached Spelthorne about the possibility of sharing an officer. It was considered if the then parks strategy officer looking after both allotments and parks could move the parks work responsibility to others then a shared post could be developed. In early 2012 the joint arrangement was put in place and implemented in April 2012. The Officer works 13.7 hours per week in Runnymede and 15.18 hours at Spelthorne as Runnymede did not have resources for quite two full days. The Allotment Officer has introduced the monthly plot inspection into Runnymede, reducing their waiting lists and increasing revenue. Not all sites in Runnymede had site representatives and now have. Also, the officer has been revising Runnymede's Terms and Condition to bring them up to date and these will now include the keeping of bees and chickens on plots. The partnership helps ensure allotments are focused on and delivered more cost effectively for Spelthorne and its residents, with costs for training and attendance at relevant national meetings halved.

**2. Current Position**

- 2.1 In March 2011 the number on the waiting list for allotments was 437, but through proactive promotion of sites this has been reduced to 102 (June 2013 Appendix 3) The waiting list on a day to day basis including issuing of letters confirming assignment of plots is managed by Customer Services. The allotment officer deals with site queries and management of site reps as well as trying to encourage self management.

- 2.2 We have discovered that many of the people on the waiting lists are only interested in a specific plot on a specific site, whilst others are on the waiting lists for multiple sites. It has also become apparent that many people ask to be added to the waiting list because they plan to take an allotment at some point in the future.
- 2.3 There will always be a number of vacant plots across the borough as plots are given up and re-let. At the largest site Commercial road we currently have 18 vacant plots on Commercial Road. It is unusual to have so many plots un-let on this large site as it tends to be popular due to its easy accessibility. To encourage uptake the Allotment Officer has recently advertised the benefits of having an allotment in the Bulletin.
- 2.4 Management has also introduced a tighter regime of monthly plot inspections, throughout the main growing season (April –October). This more pro-active approach has reduced the timescale for identifying and dealing with uncultivated plots and resulted in a higher turnover of plot-holders. In turn this has enabled more people to take up a plot and be removed from the waiting list.
- 2.5 The monthly plot inspections are carried out voluntarily by the site representatives and liaise with the Allotment Officer frequently feeding back site issues. Communications regarding sites predominately come through the site representatives, who are the key people on site and the Council relies on the site representative for their insight and feedback of comments/questions from plot holders. The Allotment Officer carries out monthly inspection of all sites, and on these occasions, often meets with plot holders working plots. These communications ensure feedback is obtained on plot holder requirements. No formal customer satisfaction surveys have taken place and between January and June 2013 no complaints were received relating to allotments. To make the annual payment and allocation of plots easier a more efficient process was introduced last year which has helped deal with customer allocations quicker thus improving customer experience.
- 2.6 Monthly plot inspections help ensure waiting lists steadily deplete and residents are not waiting for a vacant plot for long periods of time. Another reason for recent promotion is that we have seen a dip in demand for allotments over the past year or two with a number of allotment holders voluntarily giving up their plots. Also two to three years ago there was considerable national coverage with a number of relevant programmes on TV and this at the time stimulated uptake of plots. An additional factor may be related to the fact we had a large number of plots worked by older people and a good number of these have recently given up due to failing health.
- 2.7 There is always some fluctuation in the average waiting time, but this is now down to about 6 months compared to more than a year, two years ago.
- 2.8 Over the last few years through increasing uptake on allotments we have increased the income to £34,770 from under £20,000 four years ago.
- 2.9 In 2012 the Council agreed there should be a significant increase (£7 to £10 per rod) in the rental fee as the allotments were not covering costs. The fee does include maintenance on site, an annual skip, general repairs and water usage. Also over the last few years we have seen increasing water bills from the Allotments, which the Council has been subsidising for a number of years and cannot continue to do so.

- 2.10 The increase equates to 96p a week for five rods and prices are comparable to other similar local authorities. For residents over 60 there is a concession price which equates to just a 48p per week increase. With the cost of fruit and vegetables from a supermarket, and taking into account the cost of a packet of seed, the allotment charges still provide good value for money.
- 2.11 Our current rates for 2012/13 are:-
- With water £10 25m<sup>2</sup> (rod) e.g. London Road/Commercial Road
  - Without pipe water £8.50 per 25m<sup>2</sup> (rod) e.g. Shortwood North which has a hand pump.
  - If a resident lives outside the borough it is double the price and
  - there is discount for over 60's of 50%. In the borough we have a high percentage of over 60's.
- 2.12 In Runnymede the cost is £15.75 per 25 m<sup>2</sup> (rod) per year, reduced to £14.20 for payment by direct debit. The 50% discount for over 60's also applies in Runnymede.
- 2.13 The expenditure and income for the last five years on allotments are provided in Appendix 4 and demonstrate that through better management and uptake income has increased so we may in due course be able to reinvest in the allotments. This will improve facilities thus providing a better service which will maintain plot holders (and therefore income) on allotments. This will also allow plot holders to have more of an input on their particular site as from comments made to site representatives there are a range of requests for site improvements.

### **3. Next Steps**

- 3.1 The priorities for 2013 are to reduce the current waiting list through continued advertisement of sites. Continuing promotion of sites and the benefits of "growing your own" should mitigate against any drop off in the greater use of allotments over the last few years.
- 3.2 Review of concession charges in budget process as some have suggested that the age of 60 is too low for a 50% reduction in allotments fees and that 65 or 70 is a more appropriate age for the discount to start. We will also review options for discounts if plot holders pay by direct debit.
- 3.3 It is intended to try and move one allotment association per year over to self management. Under self-management the Council rents the site to an allotment association and the association runs the site independently of the Council. The association sets and collects the fees charged for the plots and retains the income, but also takes on the responsibility for site maintenance and utility bills. Currently the only Council self managed site is Shepperton allotments.
- 3.4 Recently at a larger site some of the plot holders expressed an interest in becoming self-managed. However, a locally organised poll among the plot holders indicated there was no general support for the idea.
- 3.5 There is a small site which has expressed a stronger interest in self management and the officer is working with the plot holder's at the site to

discuss the benefits of self-management and hopefully move the site to self management in the next year.

- 3.6 From experience in moving the bowls clubs to self management we appreciate the difficulties in undertaking this process and persuading individuals to take on responsibility for running the site.
- 3.7 In dealing with the allotment sites and issues that arise there will be a continuing need to monitor, liaise and undertake works at sites to ensure sites can be worked successfully.

**Background papers:**

**Appendices:**

**Appendix 1 - Geographical Map showing locations and Wards**

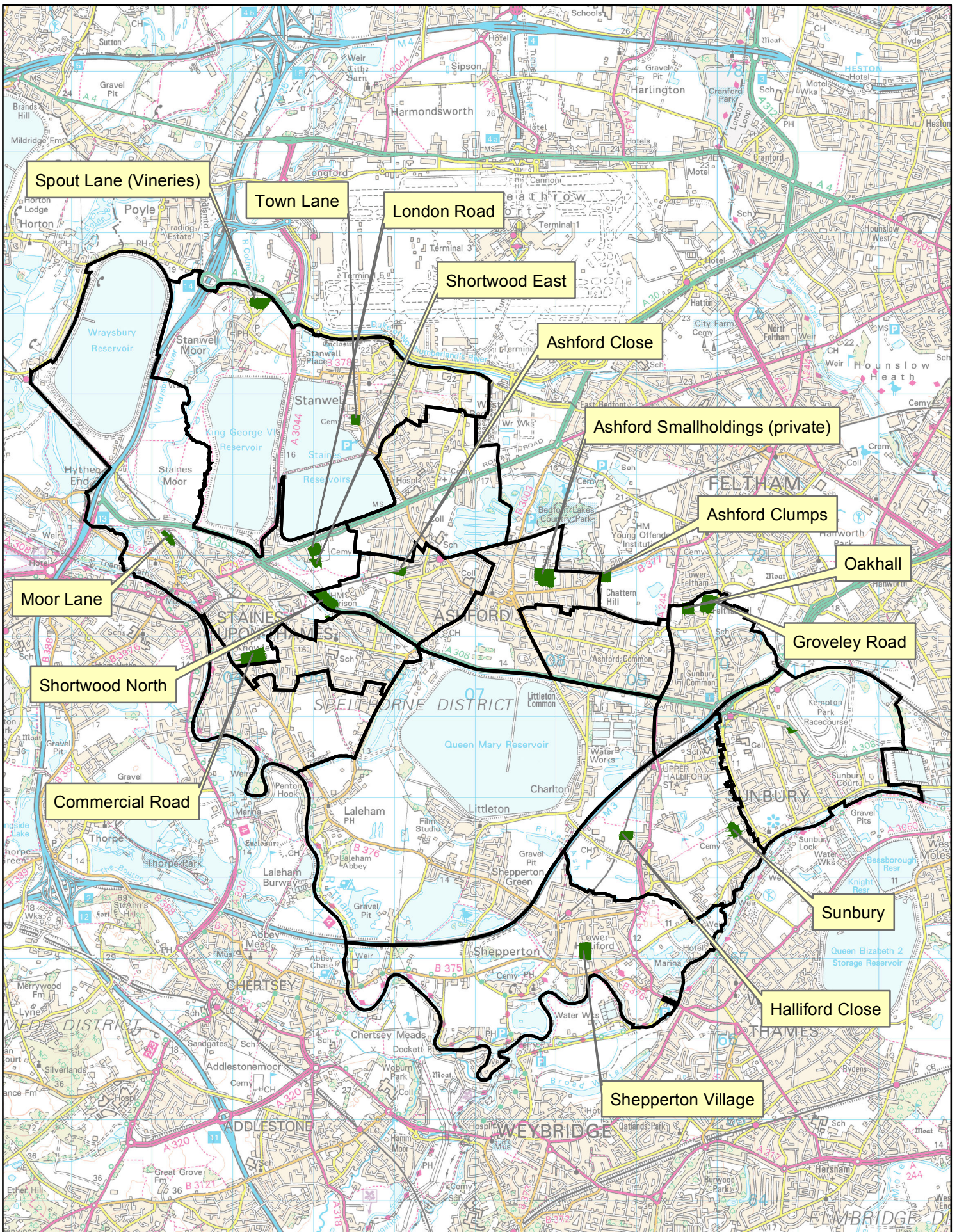
**Appendix 2 - Table showing Wards and Allotments**

**Appendix 3 - Current availability – June 2013**

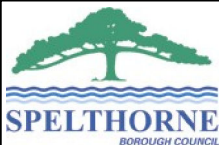
**Appendix 4 – Income and expenditure over 5 years**

## Appendix 1

<b>Allotments</b>	<b>Ward</b>	<b>Number of Plots</b>
Ashford Close	Ashford Town	12
Ashford Clumps	Ashford East	66
Commercial Road	Staines	261
Groveley Road	Sunbury Common	144
Halliford Close	Halliford and Sunbury West	51
London Road Cemetery	Staines	59
Moor Lane	Staines	20
Oakhall	Sunbury Common	67
Shortwood North	Staines	159
Stanwell Cemeteries	Ashford North and Stanwell South	33
Sunbury Cemetery	Halliford and Sunbury West	64
Vineries, Spout Lane	Stanwell North	68



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Title: Spelthorne Borough Council Allotments 2013

Date: 13/06/2013

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## Appendix 3

## Availability June 2013

Site	Vacant plots	Number on waiting list	Availability letters sent 11.06.2013
Ashford Close	0	N/A	0
Ashford Clumps	4	12 (2 specific)	4
Commercial Road	18	19 (7 specific)	10
Groveley Road	5	13 (3 specific)	5
Halliford Close	1	13 (2 specific)	1
London Road Cemetery	8	9 (4 specific)	6
Moor Lane	1	8 (1 specific)	TBC*
Shortwood North	12	7 (2 specific)	5
Stanwell Cemetery	1	18	1
Sunbury Cemetery	0	30 (3 specific)	0
Oakhall	4	13 (4 specific)	4
Vineries	Not to be let	N/A	N/A

## ALLOTMENTS - detailed income and expenditure (Period: 2008/09 to 2012/13)

## Account Codes

General Ledger Codes	Code Description	2012/13	2011/12	2010/11	2009/10	2008/09
154012001	Allotments Responsive Main	0	0	0		1,815
154012201	Allotments Grounds Mtce	581	19,317	350	4,025	994
154012202	Allotments Grds Mtce Cont	0	0	0		13,190
154012401	Allotments Rents	3,000	400	0		
154012402	Allotments Prem fees&Hire	0	0	440	440	770
154012405	Allotments Water Charges	2,285	10,891	9,228	4,461	2,302
154014302	Allotments External Print	185	0	0		
154014501	Allotments Postage Direct	323	0	0		
154014916	Allotments AllotmentComp	492	390	254	522	873
154014979	Allotments Other Expenses	1,325	167	2,883		557
154015903	Allotments Depn	1,928	1,928	0	3,424	23,122
154015904	Allotments Impairment	0	0	63,333		
154016015	Allotments CEC EngClient	0	0	0		
154016023	Allotments CEC Audit	65	0	0		
154016024	Allotments CEC IDS	0	4,875	11,052	9,569	9,447
154016026	Allotments CEC Accy	721	529	400	207	181
154016027	Allotments CEC Payments	0	0	0		
154016029	Allotments CEC Insurance	404	2,462	529	519	356
154016032	Allotments CEC LandManage	0	0	60,003	42,352	47,654
154016033	Allotments CEC Legal	0	0	0		36
154016040	Allotments CEC Cust Serv	21,184	16,414	19,309	20,561	19,021
154016051	Allotments CEC DirectServ	2,250	4,809	6,776	11,027	9,193
<b>Total gross expenditure</b>		<b>34,742</b>	<b>62,181</b>	<b>174,557</b>	<b>97,107</b>	<b>129,511</b>
154017151	Allot. Other Reimburs	-741	-1,262	-1,329	-585	-1,116
154017305	Allotments Other fees	-12,000	-11,888	-12,000	-9,205	-10,000
154017501	Allotments Rents	-30,218	-22,559	-17,695	-14,122	-13,281
154017503	Allotments Licences etc	-1	-1	-1	-1	-1
<b>Total income</b>		<b>-42,960</b>	<b>-35,710</b>	<b>-31,025</b>	<b>-23,913</b>	<b>-24,398</b>
<b>Total net expenditure</b>		<b>-8,218</b>	<b>26,472</b>	<b>143,533</b>	<b>73,194</b>	<b>105,113</b>



# Overview and Scrutiny Committee

9 July 2013



<b>Title</b>	Housing issues in Spelthorne during the economic downturn		
<b>Purpose</b>	For Information		
<b>Report of</b>	Assistant Chief Executive	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Suzy Webb	<b>Key Decision</b>	No
<b>Report Author</b>	Karen Sinclair, Joint Head of Housing and Independent Living and Stuart Wilkins Team Leader Housing Benefits		
<b>Summary and Key Issues</b>	<p>There are four key issues highlighted in this report.</p> <ul style="list-style-type: none"> <li>• The acute shortage of affordable accommodation both in the public and private rented sector</li> <li>• The difficulties being faced by many households as a result of the welfare reform changes</li> <li>• The rising costs to the Council associated with implementing homeless legislation and administering discretionary housing payments</li> <li>• Uncertainty faced by the Housing Benefit staff over their future</li> </ul>		
<b>Financial Implications</b>	<ul style="list-style-type: none"> <li>• Increasing costs of temporary accommodation including bed and breakfast</li> <li>• Managing demand and expectations in relation to discretionary housing payments</li> <li>• Uncertain staffing levels in Housing Benefits linked to Housing Benefit Administration subsidy</li> </ul>		
<b>Corporate Priority</b>	<ul style="list-style-type: none"> <li>*Service delivery</li> <li>*Communication</li> <li>*Efficient use of assets</li> <li>*Supporting independent living</li> </ul>		
<b>Recommendations</b>	To note the report		

## 1. Introduction

The Coalition Government's ongoing welfare reforms are widely acknowledged as the most fundamental change to the welfare system since the Second World War. The Government's aims are to incentivise work, simplify the current system of benefits and promote personal responsibility among claimants. This information paper provides an overview of the critical issues in relation to housing and housing benefit administration in Spelthorne and discusses any action being taken or proposed to mitigate the effects. Many of these issues have been highlighted in the Council's Corporate Risk Register.

### Key issues

## 2 Housing and homelessness

There is an overall shortage of affordable of affordable rented properties both in the social and private rented sector in Spelthorne. The housing register currently has 2200 applicants and last year only 230 were allocated properties under the Search Moves system. The Council is lead partner in the Search Moves scheme which operates between Runnymede, Elmbridge, Spelthorne, Elmbridge Housing Trust and A2D. 30% of the properties available to let are advertised on a cross boundary basis. However Runnymede are, subject to final written confirmation, shortly to withdraw from the cross boundary element of the partnership which will reduce choice for Spelthorne residents. They consider that, as stock holders, they are in a different position to transfer authorities and therefore wish to have complete control over their allocations.

Over the last few years the Housing Options team have sought to prevent homelessness where possible through initiatives in the private rented sector, such as rent bond and rent in advance. Whilst these continue there are fewer landlords prepared to let to clients referred by the Council or to deal with clients on full or partial housing benefit. In addition many London boroughs now refer or place clients in Spelthorne where the rents are comparatively cheap and so the Council faces additional competition for fewer properties.

Under the Localism Act, the Council is now able to discharge its duties towards homeless families by offering them accommodation in the private rented sector. However for the reasons cited above this is seldom a viable option for the Housing Options team.

The Council's use of bed and breakfast accommodation to place homeless families has risen over the last year, a trend mirroring neighbouring authorities and indeed nationally. There are currently 18 families and 6 single person households in bed and breakfast. This accommodation is

both costly and acknowledged as less than ideal in relation to factors such as nutrition, child development, access to health and school services. In addition it is often very difficult to secure bed and breakfast places as there is competition from Surrey and London.

The demand on services from the Council's Housing Options team both in relation to the housing register, homelessness and advice has, and continues to, increase.

## **2.1 Mitigation**

***The Housing Options team have vired money from other budgets to increase the bed and breakfast budget but it is possible that a growth bid will need to be submitted later in the year not only for this but for additional staffing. A growth bid for an additional staff member was approved in 2012-13.***

***Negotiations took place with A2D to return Green Leas Lodge Sunbury into use as temporary accommodation. The property has remained full since re-opening in 2012, demonstrating the need for additional units of accommodation of this nature***

***MAT have agreed a scheme with a local provider, Paradigm Housing, to secure up to ten units for let to the Council for use as temporary accommodation.***

***A report will be presented to Cabinet in July proposing the use of some of the Council's commuted sum money to develop and increase local housing supply options.***

***Two projects have been approved in relation to increasing the supply of affordable private rented accommodation and temporary accommodation. However without additional staffing resources these projects have not been able to progress. A business case for staffing these areas is currently being prepared.***

## **3 Under Occupation of Social Housing**

This rule was introduced in April 2013 whereby anyone in social housing deemed to be under occupying their property receives a cut in housing benefit (often known as 'the bedroom tax'). If a person is under occupying by one bedroom they receive a 14% cut, by two or more bedrooms a 25% cut.

Spelthorne has 335 claims at present affected by this, approximately 300 of which are A2D tenants. Of the 335, 269 are deemed to be in the one bedroom under occupation category and the average benefit loss is £16

per week. The remaining 66 are deemed to be under occupying by 2 bedrooms or more with an average benefit loss of £31 per week.

There is already evidence that these changes are increasing tenant arrears and so increasing the risk of homelessness. The problem is exacerbated by the fact that there is not a supply of alternative social rented accommodation of appropriate size for tenants to downsize to even if they are prepared to consider this option.

### **3.1 Mitigation**

***The Council have worked closely with A2D who have a number of initiatives in place to try and make the best use of their stock. Council housing benefit staff attended two A2D “Money Matters” road shows in Staines and Sunbury to help advise and assist clients. There is however a knock on effect in that where A2D assist tenants to move within their stock it impacts on the type and availability of properties available to clients on the housing register to bid for.***

***The Council has helped with the provision of 51 discretionary housing payments (DHP) to help benefit claimants who have demonstrated valid reasons to prevent them getting into rental arrears. These have generally been granted on family medical grounds or on a short term basis to tenants who have demonstrated they are actively seeking to down size.***

***The DHP budget is £202,000 this financial year. The Council has recently updated its DHP policy. Due to the high demand for assistance from clients in these and other circumstances it is likely that demand will exceed availability and future consideration may need to be given to additional Council funding.***

## **4 Benefit cap**

This has been applied in pilot areas across the UK since April 2013 and will affect Spelthorne residents from 15 July 2013. The Regulations state that a person can only receive a set combined limit of central government benefits per week irrespective of the area of the country. The limits are £350 per week for a single person and £500 for a couple with or without children. Under the system classified benefits such as job seeker's allowance, income support, child tax credit, housing benefit are added together and then capped at the limit. The actual benefit restriction however is made from the household's housing benefit claim which means the burden of administration falls on the Council. Households cannot appeal against the cap set but can appeal against the level of housing benefit awarded.

Each local authority has received data scans from the DWP advising how many claimants are likely to be affected by this rule. Spelthorne's figures are 91 with most in the private rented sector. Figures will vary but 26 of these claims will be restricted by over £100 per week. In addition 81 of these claims have three or more children in the household. Spelthorne is the Surrey authority worst affected in comparison with all others.

The pilot schemes particularly in London have demonstrated that those worst affected are claimants in temporary accommodation, domestic violence victims, households with a full time carer and large families. This has implications for issues such as children living in poverty.

#### **4.1 Mitigation**

***The DWP have written to every claimant affected by this but there is evidence that many have either ignored the correspondence or will not act until the changes have come into effect. There has been a 15% rise in demand for benefit advice from CAB's across Surrey in the last year and the newly commissioned Surrey Welfare Advice Information and Support Service will meet some of the demand. There is general concern from relevant authorities and agencies that the pressure will increase and that advice services will not be able to cope.***

***There is a great deal of proactive work which would ideally be undertaken by the Council to assist clients but the extent of this is dictated by resources. For example many authorities work closely with their local Job Centre Plus whereas Spelthorne still needs to pursue this contact.***

***Spelthorne should interrogate the data available to ascertain whether any families with child protection issues or those in the Supporting Families scheme are likely to be affected and should try to make referrals for advice and assistance.***

***There is a need to consider the advice and assistance already available and to try and prioritise where gaps exist locally. Effective communication is key to this however there are currently staffing issues within the Communications team which are likely to mean they are not able to assist in the short to medium term. However the Strategic Housing Group are in the process of trying to resolve the communication support issue.***

***It is possible to use DHP payments but on a time limited basis and as discussed previously there are a number of demands on this money and its administration.***

## 5 Local Housing Allowance/Rent levels

Local Housing Allowance (LHA) rates are now set on an annual basis and are no longer based on the median or 50<sup>th</sup> percentile of local rent levels but on the 30<sup>th</sup> percentile level of rents charges. Housing Benefit can only be paid up to the LHA limit applicable to each property. In addition, when the LHA rates are updated each April, the Consumer Price Index rather than the Retail Price index is applied which generally results in lower LHA rate increases, not reflective of the local rental market.

The effect of this is that levels of housing benefit paid do not always meet the rent charged by the landlord. Potential tenants are often unable to secure accommodation and are more likely to approach the Council for assistance. Existing tenants on housing benefit are more likely to get into rental arrears and thus face eviction. The Council can assist with applying homelessness legislation however a 'revolving door' of homelessness may be created particularly if the Council ultimately have to place clients back into the private rented sector.

### 5.1 Mitigation

***The Housing Options team operate a Rent Bond/Rent in advance scheme and have good relationships with local landlords although are finding it difficult to attract new landlords. A new staff member has recently been interviewed to work within the team and will be able to assist with this aspect of work.***

***Again the use of DHP is an option but not sustainable as a long term solution.***

***The private sector housing project if adequately resourced would assist with this area of work.***

## 6 Council tax support

The national Council Tax Benefit scheme was abolished in April 2013 and replaced by a local Council Tax Support scheme, administered by Housing Benefits and paid out in the form of council tax discount. Pensioners are protected under the scheme. Spelthorne achieved the Government 10% funding cut by restricting the Council tax support by 8.5% for every working age claimant although those with disabilities have been protected under Spelthorne's scheme.

The effect of this has been that approximately 1700 claimants who previously did not pay anything towards their Council tax bill now have to make up a shortfall of just under £100 per year. This affects the council tax collection rate, with the risk of higher levels of non-payment and increases

the costs of collection for the Council. It is an additional strain on some households, particularly those also affected by housing benefit changes and is likely to increase issues such as child poverty. In terms of recovery there is an impact on resources as a result of collecting small sums from a significant number of additional households.

### **6.1 Mitigation**

***The Council will advise clients where possibly regarding money advice and refers clients to other agencies including the new Surrey wide advice services. However there is concern that the services will not be able to meet demand.***

***There has been a huge uptake in demand for food bank services locally and across Surrey as a result of the combined effect of many of these changes on overall household income, and an increase in applications for debt relief orders and bankruptcy. The Council continues to work with the voluntary sector and encourage and support where possible initiatives in the voluntary sector and local churches. Strategic Housing Group have identified a staff member who will research the organisations able to assist so that these can be included in referrals and communication.***

***Referrals are made where appropriate to clients to apply for assistance through the replacement for Crisis Loans/Community Care grants-Local Assistance Scheme- which is administered on behalf of Surrey County Council through CAB. Runnymede and Spelthorne's CAB are not participating in the scheme- as they felt they were not adequately resourced with volunteers for the level of work required and Spelthorne residents have to travel in person to Walton CAB to apply.***

***Rather than going straight to the enforcement stage of recovery, the Council Tax team are undertaking a door knocking exercise through bailiffs for approximately 300 people who have not yet paid anything, to avoid court costs in the first instance.***

***There is also a hardship fund administered by the Council Tax team which can be considered in some instances. Surrey County Council have given a £26,000 contribution towards this.***

## **7 Universal Credit**

From October 2013 Universal Credit is being phased in to replace a number of existing benefits including housing benefit. This means that the housing benefit function will gradually be removed from local authority control. All housing benefit claims are scheduled to be transferred to Universal Credit by October 2017.

Although the exact timetable is still unclear there may be a slight reduction in caseload from either October 2013 or April 2014 (DWP still to advise), when any new claims for housing benefit will be under the new regime administered by DWP. Thereafter there will be a transfer of other claims ending in 2017.

The Council currently receives £495,000 per annum subsidy to administer Housing Benefit and Council tax support and budgets for £425,000 income as a result of housing benefit overpayments created. The changes will therefore impact on the Council's budgets. It is not yet clear how much subsidy is likely to remain either during the transitional years or after 2017 to administer residual functions such as DHP and some front line services for clients. The Council's medium budget projections have assumed the phased loss of this net income by 2017-18, which is a significant factor in the projected deficits for the next few years.

There is likely to be considerable impact on residents, not only financially but also as the DWP aim for Universal Credit to be 'Digital as appropriate' whereby they envisage that the vast majority of claimants will apply on line and regularly input any relevant changes to their circumstances. Spelthorne has a relatively high number of residents who cannot read and write and do not use computers therefore this is likely to be an issue.

### **7.1 Mitigation**

***A Council project has been created to consider Universal Credit and its impacts which include communication. However the project is reliant on information being provided by the DWP regarding timescales, IT requirements, budgets etc. This has not been readily forthcoming and even where timescales are given they have often slipped.***

***The extent the Council can practically assist will largely be driven by the amount of administration subsidy received. There is no indication regarding the rate the subsidy will be removed between 2014 and 2017, which would help future planning. The subsidy for 2013/14 was announced in December 2012 which is relatively late in the budgetary process to assist with planning.***

## **8 Staffing**

The introduction of Universal Credit will mean that the role of many of the Housing Benefit staff (currently 21.3 fte) will no longer be required. As discussed, timescales are not clear, although there may be some reduction in roles during this financial year, with full transfer of the function by 2017. The DWP do not envisage any staff transfer from local authorities



to themselves as they will be largely reliant on online applications. There are likely to be redundancy implications for the majority of the staff.

Changes also affect the Housing Benefit fraud team members, (included within the 21.3 figure above), whose function is going as a result of the new Single Fraud Inspectorate service.

Staff within the Housing Options and Housing Benefits teams are already subject to very high levels of pressure as a result of the workloads and managing expectations in light of increasing demand for fewer resources from the public. This pressure is increasing.

### **8.1 Mitigation**

***Staff are kept advised through managers, team briefings etc as to any relevant DWP information which may affect the future timescales. A project group has been established. The Heads of Service have arranged to meet with the Human Resources team with a view to ring fencing some future Council vacancies so that Housing Benefit staff have first opportunity to apply. Secondments will also be considered to help staff increase their skills whilst employed. Consideration will also be given to formalising staff retention payments previously agreed to in principle.***

***A project group meets in relation to the Single Fraud Inspectorate Service which is considering other roles such as in relation to Corporate fraud functions and assisting social housing fraud.***

***Maintaining morale is difficult at times. All staff have had appraisals and have the opportunity to discuss concerns with managers. Staff counselling is available.***





# Overview and Scrutiny Committee

9 July 2013

<b>Title</b>	Update on Economic Strategy programme		
<b>Purpose</b>	For Information		
<b>Report of</b>	Assistant Chief Executive	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Nick Gething	<b>Key Decision</b>	No
<b>Report Author</b>	Heather Morgan – Head of Planning and Housing Strategy		
<b>Summary</b>	<p>Sets out actions to date to prepare an Economic Strategy</p> <p>Sets out work completed to date and the future programme:</p> <ul style="list-style-type: none"> <li>• development of a draft Economic Strategy – July/August</li> <li>• Public consultation – September/October</li> <li>• Adoption of Economic Strategy – December</li> </ul>		
<b>Financial Implications</b>	Local Economic Assessment and Economic Strategy will be funded from within existing budgets		
<b>Corporate Priority</b>	Efficient use of assets and economic development		
<b>Recommendations</b>	Overview and Scrutiny Committee to note the programme and timetable		

## **1. Background**

- 1.1 The Overview and Scrutiny Committee at its meetings on 4 December 2012 and 15 January 2013 considered reports on 'Developing the Borough – maximising our assets and opportunities' and 'Developing the Borough – how our assets support voluntary and community groups'. In the context of both items the Committee recommended to Cabinet the urgent need for an Economic Strategy.
- 1.2 In parallel with this Committee's consideration of the subject the Local Plan Working Party (responsible for advising Cabinet on all planning policy matters) had been considering the implications of the Government's National Planning Policy Framework.
- 1.3 On 7 January 2013 a detailed report was considered by the Local Plan Working Party on the need for up to date robust evidence. 'Key' background evidence includes work on Economy and Employment, Retail Needs, Housing Needs and Housing Land Availability. Work on Economy and Employment was identified as the first piece of work given the corporate priorities agreed by Council on 13 December which included the need to prepare a Local Economic Assessment and then an Economic Strategy.
- 1.4 The review of the 'key' evidence base has also been made a 'flagship project' as part of the Council's new arrangement for project management.
- 1.5 Overview and Scrutiny may also wish to note that the Chairman of this Committee, the Cabinet Member for Economic Development and Fixed Assets and the Leader are members of the Local Plan Working Party

## **2. Key issues**

- 2.1 Any Economic Strategy and any future changes to planning policy need to be based on robust evidence, and the Local Economic Assessment is a critical forerunner to the preparation of the strategy itself.
- 2.2 In order to be successful an Economic Strategy should be subject appropriate public consultation to ensure it best meets the identified needs and expectations of businesses in the Borough. It should also be inclusive and involve partner organisations who will be critical to delivering and implementing some elements of the Strategy. Consultation will need to include the Spelthorne Business Forum and SEED.

## **3. Update on progress to date**

- 3.1 The Local Economic Assessment was agreed at the Local Plan Working Party on 9 April and approved for the purposes of public consultation by Cabinet on 30 April. In parallel, a business survey is being conducted to ascertain the current experiences and future plans for businesses in the borough.
- 3.2 Both the public consultation exercise and the business surveys commenced on 8 May and closed on 17 June. Methods of consultation included:
  - Presentation to Planning Agents Quarterly Meeting (local businesses in the main) and surveys handed out
  - Presentation to Residents Association Quarterly Meeting and surveys handed out

- Presentation to the Local Strategic Partnership half day event and surveys handed out
- Presentation to Spelthorne Business Breakfast and surveys handed out
- On-line survey form on the website (and publicised on home page of the web site, in the e newsletter and via Facebook and Twitter)
- Survey forms emailed to over 750 local businesses who are signed up to the Spelthorne Business Forum including survey forms to all the Chambers of Trade and Commerce in the borough
- Discussions at quarterly meetings between the Chief Executive and Local Chambers representatives.

3.3 The results of the surveys are currently being analysed

#### **4. Next Steps**

4.1 The next stages are set out below:

- Finalise and publish the Local Economic Assessment (including the results of the business survey) – July
- Draft the Economic Strategy (including work by the Economic Development Leaders Working Party) – July/August
- Draft Strategy to Overview and Scrutiny for comment – early September
- Local Plan Working Party and Cabinet agree the draft Economic Strategy for public consultation – early September
- Public consultation on the draft Economic Strategy – September/October
- Revisions to draft Economic Strategy – November
- Final Strategy to overview and Scrutiny for comment – November
- Adoption of Economic Strategy by Cabinet and Council – December

#### **5. Financial implications**

5.1 Cost of preparing the Local Economic Assessment and other planning policy related work has been considered by the Local Plan Working Party and agreed by Cabinet. Costs of public consultation on the Local Economic Assessment and the Economic Strategy will come from existing budgets.

5.2 Ensuring a prosperous local economy has a number of positive financial impacts on the council particularly under the new business rates retention regime.

#### **6. Other considerations**

6.1 There are none.

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

7.1 The Local Plan Working Party and Cabinet has considered the risks of this and related planning policy work not being sufficiently resourced and has made appropriate budget provision for additional staff and other costs.

7.2 Planning was unsuccessful in appointing a Senior Planning Officer in May but has since re-advertised. The Economic Strategy is recognised by the planning service as the highest priority and work will continue on this. It will however result in some slippage on other work on updating the key evidence base for the Local Plan.

7.3 The Community Safety and Economic Development Manager is currently looking to recruit an Apprentice to assist in developing the Strategy and to undertake other economic development work.

## **8. Timetable for implementation**

8.1 See Section 4 above.

### **Background papers:**

None

### **Appendices:**

None

# Overview and Scrutiny Committee

9 July 2013



<b>Title</b>	Planning – TRA review and levels of customer satisfaction		
<b>Purpose</b>	For Information		
<b>Report of</b>	Assistant Chief Executive	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Suzy Webb	<b>Key Decision</b>	No
<b>Report Author</b>	Heather Morgan, Head of Planning and Housing Strategy		
<b>Summary and Key Issues</b>	<p>The planning service underwent a review in late 2011 and the 250 recommendations implemented in 2010/11</p> <p>A customer satisfaction survey in late 2011 showed higher levels of customer satisfaction</p> <p>The areas for improvement which were highlighted as part of this survey have also been addressed</p>		
<b>Financial Implications</b>	None		
<b>Corporate Priority</b>	Planning and Housing		
<b>Recommendations</b>	<b>Overview and Scrutiny Committee to note the successful ‘bedding down’ of the TRA review in planning</b>		

## 1. Background

- 1.1 Trevor Roberts Associates (TRA) were selected and employed to undertake an external review of the planning service in late 2009, as a result of a desire by the then Leader to seek to improve the services offered to the local community. TRA undertook a comprehensive review of the service and wider aspects of planning within the Council. At the same time as the review was being undertaken the Council undertook a series of surveys to gain an external view of the service.
- 1.2 The final report was received on 12 March 2010, and there were some 250 recommendations, principally covering processes and customer care issues. As a result, a series of action plans were put in place and a Leader's Monitoring Group was set up to monitor implementation. A report went to Cabinet in September 2011 which noted and agreed that the recommendations had been implemented.
- 1.3 A report was considered by the Overview and Scrutiny Committee in January 2012 which set up a Post Implementation Review Panel.
- 1.4 It has now been some two and a half years since that last report. During that intervening period a further customer satisfaction survey has been undertaken (residents associations, applicants, agents, contributors and councillors).

## 2. Key issues

- 2.1 How the planning service is now perceived by the customers who use the service and by other external organisations.
- 2.2 Whether there is any further work which the Overview and Scrutiny Committee need to be involved in.

## 3. Update

- 3.1 The planning service undertook a customer satisfaction survey in November 2011 (two years after the surveys undertaken for the TRA review). The key results in terms of customer satisfaction are set out below. The figures in brackets are the 2009 percentages)

	<b>Councillors (Q6)</b>	<b>Residents Associations (Q3)</b>	<b>Applicants/ Agents (Q15)</b>	<b>Contributors (Q23)</b>
<b>Very satisfied</b>	24% (17)	38% (33)	36% (935)	24% (27)
<b>Fairly satisfied</b>	53% (33)	25% (17)	44% (38)	41% (42)
<b>Neither satisfied nor dissatisfied</b>	18% (33)	12% (0)	7% (13)	19% (12)
<b>Fairly dissatisfied</b>	0% (8)	12% (0)	8% (9)	6% (8)
<b>Very dissatisfied</b>	0%	12% (0)	5% (4)	7% (11)
<b>Don't know</b>	6% (8)	0% (0)	0% (0)	4% (0)
<b>Base response/Total response</b>	<b>17</b>	<b>8 of 9</b>	<b>59 of 60</b>	<b>106 of 112</b>



- 3.2 These figures as a whole show a clear improvement in overall satisfaction with the planning service. In every group at least two-thirds of people are 'very satisfied' or 'fairly satisfied'. The overall percentage of satisfaction is 76%.
- 3.3 The survey did conclude that we needed to keep groups better informed of specific proposals, we needed to look at staff availability, we needed to deal with correspondence in a more timely manner, we needed to ensure consistency of advice and we needed to give more information on the outcome of applications.
- 3.4 All of these areas for improvement have been considered and addressed.
- 3.5 For example, we have received complimentary emails from various councillors and residents groups about our efforts to keep them up to speed on key sites, to inform them of upcoming controversial applications and to invite them in for meetings to discuss their concerns. We have recently introduced web links to applications from the electronic weekly list (suggestion from Cllr Taylor).
- 3.6 Correspondence turn round times are monitored but applicants and agents accept that sometimes we need to give a higher priority to applications. We are advising and keeping them informed if there is a significant delay in getting back to them. We have also reviewed staff availability and are ensuring that staff return voicemail messages in particular (which is the main concern of applicants).
- 3.7 On the issue of consistency, 1-2-1s are now held weekly between staff and their team leaders to ensure issues are ironed out as far as possible at an early stage to avoid a mixed message going out to applicants and agents.
- 3.8 Explaining the outcome of applications is always problematic but we are now giving out more information at the decision stage. Previously our letter simply stated that an application had been approved or refused. This has been altered to give more information about the fact we did consider their comments, if we approved a scheme where conditions have been imposed and if a scheme is refused we give an indication why.
- 3.9 Another measure of satisfaction/how well a service is doing is to look at the number of stage 3 service complaints (i.e. those investigated by the Head of Corporate Governance) and those matters referred to the Local Government Ombudsman. The table below sets out some key information

	2009/10	2010/11	2011/12	2012/13
<b>Ombudsman complaints</b>	2	0	0	0
<b>Stage 3 complaints</b>	7	5	5	0

- 3.10 It is evident that there has been a decrease in the number of complaints which are being investigated by the Council or the Local Government Ombudsman. Whilst it cannot be inferred from this that there are no issues from a service delivery point of view, those complaints that the service does get are largely being dealt with at Stage 1 (officer level).

3.11 Feedback from our regular quarterly meetings with planning agents and residents associations continues to be positive and whilst there are inevitable issues on specific sites we have held meetings with those groups to understand those issues and to explain what we can and cannot do within planning to help them.

**4. Financial implications**

4.1 None. Report is for information only.

**5. Other considerations**

5.1 None. Report is for information only.

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

6.1 None. Report is for information only.

**7. Timetable for implementation**

7.1 None. Report is for information only.

**Background papers:**

## Overview & Scrutiny committee – Tuesday 9 July 2013

### Briefing Paper from the Head of Customer Services

#### Update on Spelthorne's Project Management Methodology

##### 1. Background

- 1.1 Following on from the first Dashboard report in January 2013, MAT have reviewed existing resources within the Council and seconded staff into roles where their skills can be maximised to the benefit of the whole Council.
- 1.2 The Cabinet have now identified the Council's 6 Priority Flagship Projects which have been incorporated into the July Dashboard monitoring report (see Appendix 1).
- 1.3 The Project Office is now working with the ACX responsible for the Corporate Plan to ensure corporate priorities are aligned to the project process.

##### 2. Current position

- 2.1 There are now 24 Flagship Projects in total with 8 new projects due to commence in the coming months including 4 Priority Flagship Projects.
- 2.2 This is still a large number to manage within the current staffing resources at Spelthorne.
- 2.3 6 of the Flagship Projects were at Red as at 15 April 2013 with issues around collaborative working, resources, benefits realisation, and budgets. However, as at 25 June 2013, they are now at Green or Amber.
- 2.4 There are significant risks which need to be considered around the delivery of 50% of the Priority flagship projects as they are partnership projects and not wholly within the Council's direct control.
- 2.5 These projects include the Stanwell programme (3 projects) being managed by A2D and 3 of the 5 Staines-upon-Thames Redevelopment projects, being in partnership with Clerical Medical, BAA and Surrey CC. These projects need to be closely tracked for benefits realisation and progress against milestones.
- 2.6 The Head of Planning and Housing Strategy has been appointed as Programme Manager for the Staines Upon Thames Redevelopment Programme.
- 2.7 The Programme Brief is being developed and work streams for Staines-upon-Thames Redevelopment Programme have been identified. This will be presented to Cabinet on 19 June 2013 for discussion (see Appendix 2).
- 2.8 Steps have now been taken to address the resource issues in Housing and the Corporate Project Manager is now responsible for the delivery of the Housing Projects.
- 2.9 There is still a risk around the large number of Housing Projects. Although in general the overall Housing programme is amber, the direction of travel is firmly towards green.
- 2.10 Issues still exist with unclear timeframes, the knock on effect on the Housing service and the extent of the changes. The programme is being managed through the Housing and Community board and high level tracking is in place to pick up issues and knock on effects.
- 2.11 To address the resource issues in Asset Management, Cathy Munro has been seconded to Asset Management as a joint Head of Service to concentrate on the wide number of asset related projects.
- 2.12 £200,000 has been identified in the 2013/14 budget to cover a number of feasibility studies around the asset related projects. This will be treated as an 'invest to save' initiative to enable priority and flagship projects to progress.
- 2.13 Dashboard reports have been created for each of the internal project boards to report on Flagship and High level projects.

- 2.14 Further training has been booked for 20 & 21 June 2013 to enable the remaining Heads of Service and MAT to undertake the Project Management training focusing on the role of the project sponsor. This will ensure all levels of staff involved in delivering projects are clear as to their roles and responsibilities in the process.
- 2.15 The leader has now issued the Councillor's Working Parties and this is being mapped to the internal project boards (see Appendix 3).
- 2.16 The next Dashboard report is due to be presented to MAT on 25 June 2013 and to Cabinet on 1 July 2013.

### **3. Next Steps**

- 3.1 All Dashboards reports will be placed on SpelNet under 'Projects Made Simple' once they have been approved by the relevant boards.
- 3.2 An e-mail link will be sent to all Councillors to notify them of the publication of the reports. For those Councillors who require additional information, they can contact the Project Office in the first instance.
- 3.3 The Project Assurance Officer will be issuing templates to all Project Manager's to identify their resource requirements for projects (See Appendix 4).
- 3.4 The Project Assurance Officer will then be collating resource requirements for all projects to identify risks around specialist staff.
- 3.5 The Project Risk Register will be collated and published on SpelNet under 'Projects Made Simple'
- 3.6 A Lessons learned log will be created from Closure reports and published on SpelNet under 'Projects Made Simple'
- 3.7 The Project Assurance will be collating Flagship project communication engagement strategies and providing updates on the Council's website on a quarterly basis.

**Linda Norman - Head of Customer Service 017844 446375**

**Appendix 1 July Dashboard**

**Appendix 2 Staines-upon-Thames Redevelopment**

**Appendix 3 Councillors Working Party's pictorial**

**Appendix 4 Resource Requirements**

## Corporate – Priority and Statutory Project Status dashboard

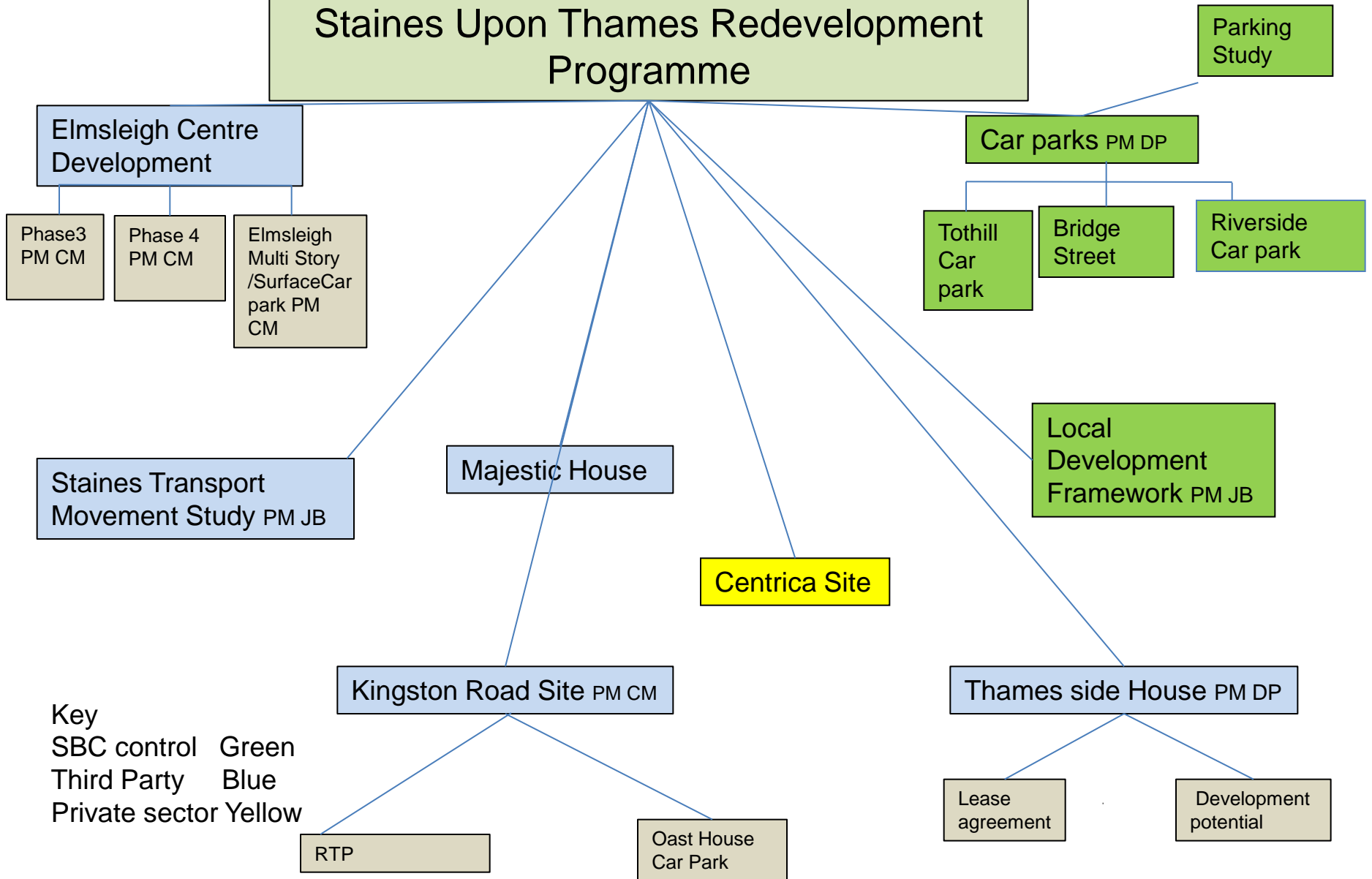
## Appendix 1

Priority Flagship Projects – Asset Management Board										
Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks & Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated Completion Date	Project Status
Laleham Park Regeneration (Priority 1)	Green	Green	Green	Green	Green	Green	SM	LB	Oct-13	<b>Project status: Green</b> - Latest highlight report received 10/06/13. Cabinet approved spend for Master plan development , park user survey and appointment of Chris Bland Associates.
Knowle Green – Public Sector Hub & accommodation (Priority 2)	Green	Green	Green	Amber	Green	Green	DP	TC	Completion of feasibility study Oct 14	<b>Project Status: Green</b> - Latest highlight report received 07/06/13. Approval obtained from both this Council and Surrey County Council to carry out a feasibility study. Initial funding of £100k approved and split between Spelthorne and Surrey CC 70/30%.
Knowle Green Office Accommodation	Green	Green	Green	Green	Green	Green	LC	DP	Dec-13	<b>Project Status: Green</b> – Latest highlight report received 07/06/13. Plans for Steria/ICT move submitted to Building control for approval. Housing Options/Benefits plans submitted for consultation. The work on the second floor toilets in the West Wing will start on 15 July 2013 and be completed within 5 weeks. The Police kitchen refurbishment will start on 7 July 2013 and last two weeks.
Staines Town Redevelopment Development – Kingston Road PRT*** (Priority 3)										<b>Project status: not started</b> A Cabinet Briefing session is being held on 19 June (with a meeting prior to that with the relevant cabinet members) to determine which Staines upon Thames projects will be prioritised and which will/will not be carried forward. Following this, the project implementation documents and businesses cases will be developed and presented to the appropriate Boards
Staines Town Redevelopment Riverside Car Park (Priority 3)										<b>Project status: not started</b> – Phase 1 flood risk assessment. The Project Board for this project would normally be the AMB but as the matter is being considered by the Local Plan Working Party this will also act as the Project Board.
Staines Town Redevelopment Sale and Development of Bridge Street Car Park (Priority 3)										<b>Project status: not started</b> A Cabinet Briefing session is being held on 19 June (with a meeting prior to that with the relevant cabinet members) to determine which Staines upon Thames projects will be prioritised and which will/will not be carried forward. Following this, the project implementation documents and businesses cases will be developed and presented to the appropriate Boards

Priority Flagship Projects – Asset Management Board Cont...										
Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks & Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated Completion Date	Project Status
Staines Town Redevelopment – Kingston Road Car Park** * (Priority 3)										<b>Project status: not started.</b> A Cabinet Briefing session is being held on 19 June (with a meeting prior to that with the relevant cabinet members) to determine which Staines upon Thames projects will be prioritised and which will/will not be carried forward. Following this, the project implementation documents and businesses cases will be developed and presented to the appropriate Boards
Staines Town Redevelopment – Phase 4 of the Elmsleigh Centre (Priority 3)										<b>Project status: not started</b> A Cabinet Briefing session is being held on 19 June (with a meeting prior to that with the relevant cabinet members) to determine which Staines upon Thames projects will be prioritised and which will/will not be carried forward. Following this, the project implementation documents and businesses cases will be developed and presented to the appropriate Boards
Ashford Town Development Multi Storey Car Park (Priority 4)	Green	Green	Green	Green	Green	Green	CM	TC	Mar-15	<b>Project Status: Green - Business</b> Case, PID and Kick Off consideration document produced for the review and plan the future use of the site. Any future plans for the site will take into account any plans that Brooklands College may have as well as any market interest that is made to the council.
Priority Flagship Projects – Waste Management Board										
Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks and Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated Completion Date	Project Status
DCLG Waste Collection Project (Priority 5)	Green	Green	Green	Green	Green	Green	JH	JT	Mar-15	<b>Project Status: Green</b> –Latest Highlight report received 11/06/2013. Total number of properties on weekly rubbish, recycling and food waste collection is now 173. First month of collections produced 900kg of recycling being diverted and 400kg of food waste.

Priority Flagship Projects – Strategic Housing and Community Board										
Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks & Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated Completion Date	Project Status
Stanwell New Start*** (Priority 6)	Green	Green	Amber	Amber	Green	Green	KS	LB	2014	<b>Project status: Green</b> –Phase 1 affordable housing and open spaces delivered. Phase 2 community centre and extra care hand over being arranged to take place in June 2013. Phase 4 viability study and submission of detailed planning application to be completed by summer 2013. Risks around staff resources and viability of phase 4 – does not produce all affordable housing and open space for whole scheme agreed through outline planning permission.
Stanwell – Open Spaces*** (Priority 6)	Green	Green	Amber	Amber	Green	Green	CM	LB	2014	As above
Stanwell – Community Halls*** (Priority 6)	Green	Green	Amber	Amber	Green	Green	LS	LB	2014	As above
Statutory Flagship Projects – Strategic Housing and Community Board										
Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated project Completion Date	Project Status
Welfare Reform Universal Credit	Green	Green	Green	Green	Green	Green	JDB	DA	Fully implemented by 2017	<b>Project status: Green</b> – Project team identified and kick off meeting held. Kick off and consideration document Business Case developed. Background research on-going on DWP timetable and requirements for roll out of Universal Credit. Council website updated with Welfare Reform and Universal Credit information.
Welfare Reform Single Fraud Inspectorate	Green	Green	Green	Green	Green	Green	JDB	KS	Apr-15 (Approx)	<b>Project status: Green</b> –DWP have revised timetable for handover from April 2013 to after April 2015 and is still subject to change. Joint DCLG match funding bid was unsuccessful. Other options being investigated include a joint fraud hub service or sharing expertise with Runnymede and Elmbridge BC to cover corporate fraud.
Project Completed										
<b>Project Name</b>									<b>Date Flagship Project Delivered</b>	
Welfare Reform – Localisation of Council Tax Benefit									Project closure report received	

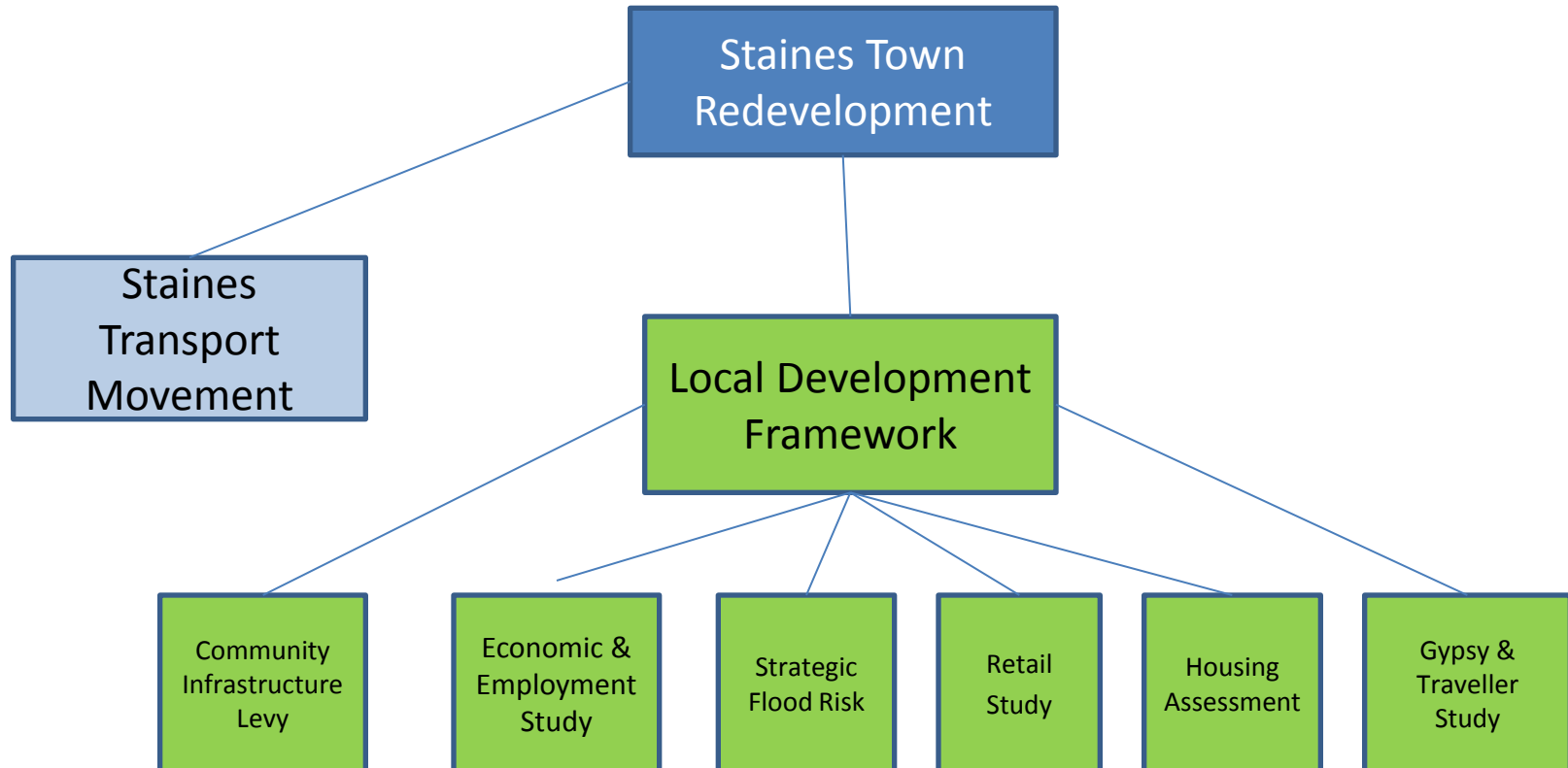
# Staines Upon Thames Redevelopment Programme



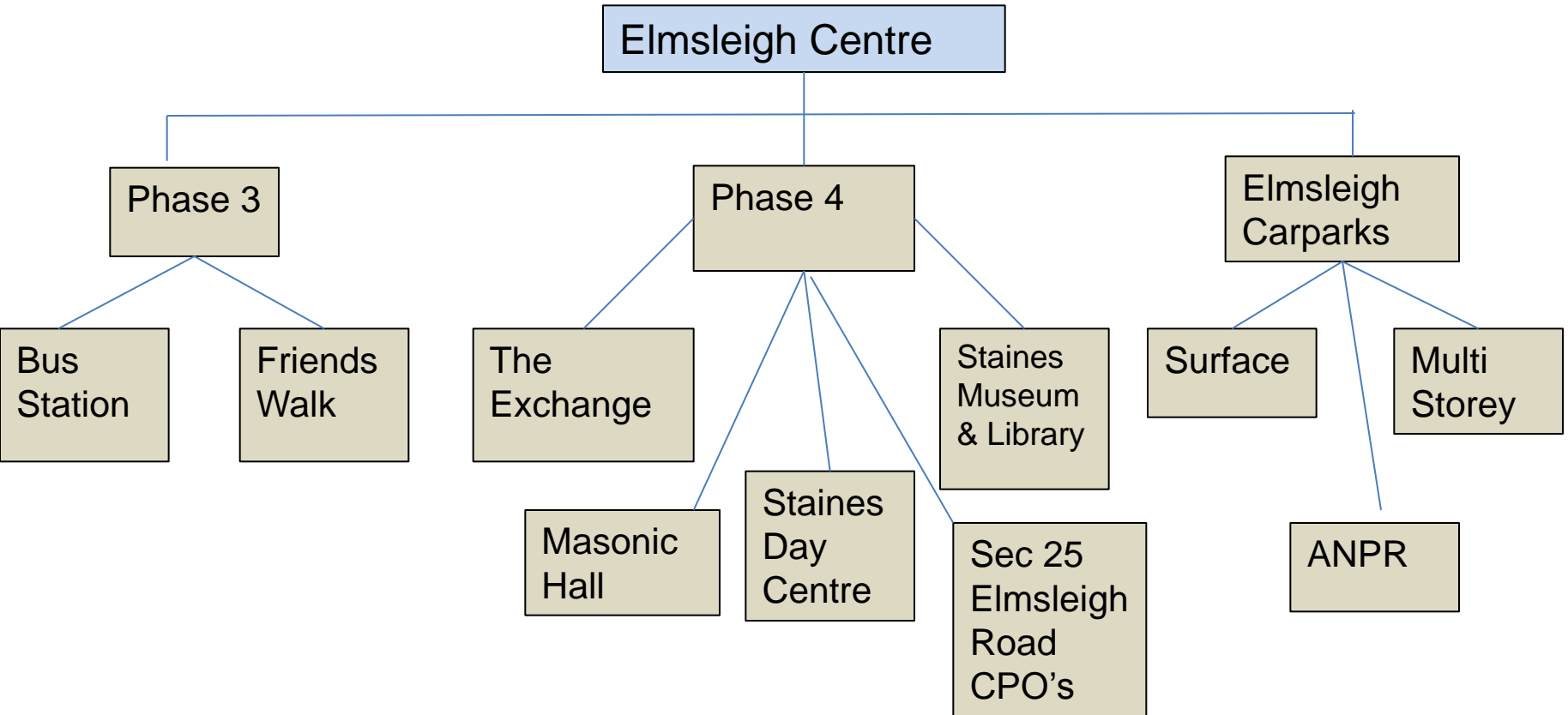
Key  
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 Third Party Blue  
 Private sector Yellow



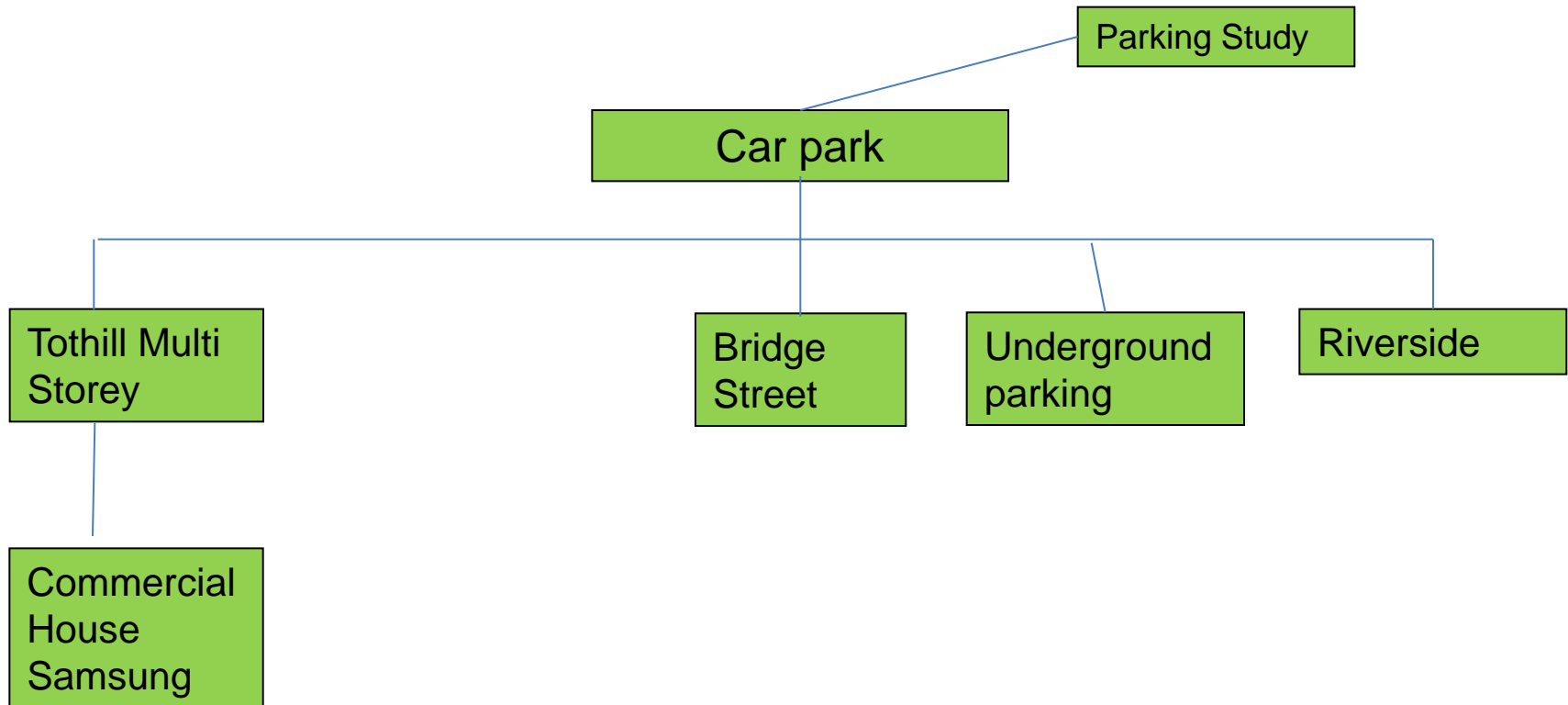
# Work stream 1 – Staines Town Transport and Economic Development Strategies



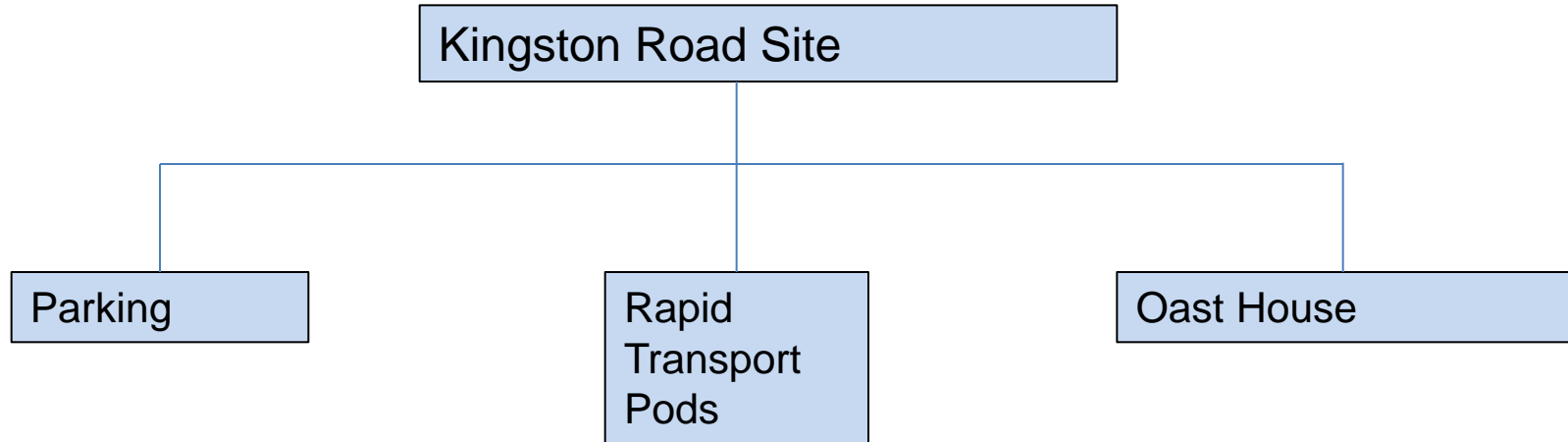
# Work stream 2 – Elmsleigh Centre Redevelopment



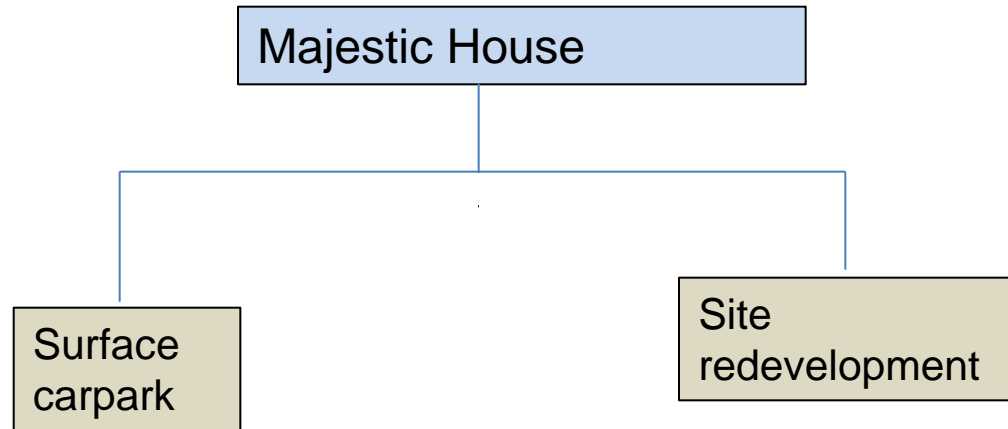
## Work stream 3 – Car park developments



# Work stream 4 – Kingston Road



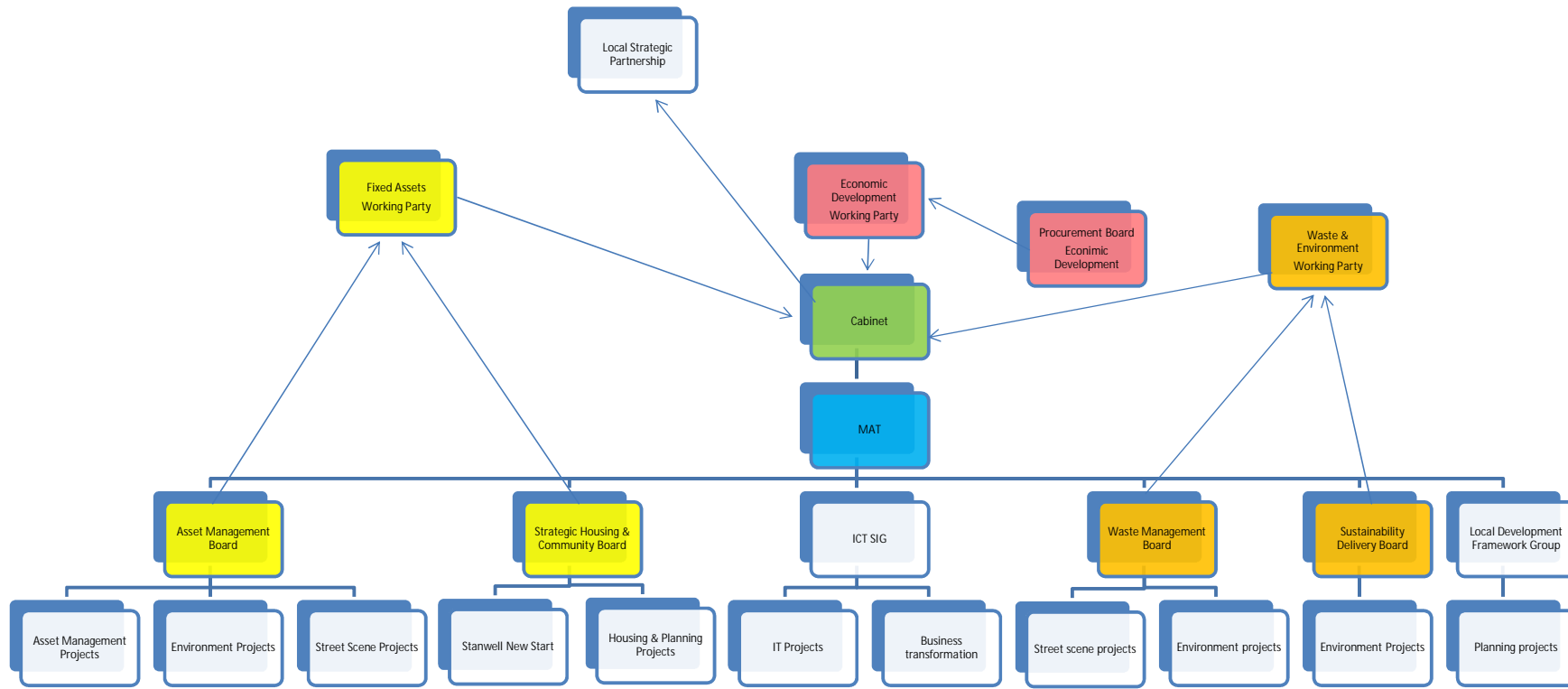
## Work stream 5 – Majestic House



## Work stream 5 – Centrica

Centrica

Project Management Reporting Map







# Overview and Scrutiny

## 9 July 2013



<b>Title</b>	2012/13 Provisional Capital Outturn Report		
<b>Purpose</b>	Resolution required		
<b>Report of</b>	Chief Finance Officer	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Key Decision</b>	No
<b>Report Author</b>	Adrian Flynn		
<b>Summary and Key Issues</b>	<p>To advise Cabinet of the provisional spend on the capital programme for 2012/13 and to identify major variances.</p> <p>The outturn shows that we spent at the financial year end, £634k which represents 36 % of the revised budget of £1.753m.</p>		
<b>Financial Implications</b>	<p>The provisional capital spend in 2012/13 is £ 634k</p> <p>Revised budget including carry forwards was £1.753m</p> <p>Outturn variance is £1.119m under spent.</p>		
<b>Corporate Priority</b>	<ul style="list-style-type: none"> <li>*Service delivery</li> <li>*Communication</li> <li>*Efficient use of assets</li> <li>*Reducing crime and antisocial behaviour</li> <li>*Supporting independent living</li> </ul>		
<b>Recommendations</b>	The Committee is asked to note the provisional capital outturn spend for 2012/13.		

**1. Background**

- 1.1 The purpose of this report is to update the Committee on the spend as at 31<sup>st</sup> March against the 2012/13 capital programme agreed at Full council in February 2012.

**2. Key issues**

- 2.1 Due to rescheduling on some schemes there will be an under spend for the current financial year of £1.119m (64%). A large proportion of this will be addressed in the form of carry forwards to 2013/14. There are several factors behind this including:
- (a) External factors such as the slow down in referrals from Surrey County Council occupational therapists which contributed towards the £173k underspend on Disabled Facilities Grants
  - (b) Implementation of Combined Heat and Power (CHP) by the Council's partner SLM slipped into 2013-14 resulting in £122k variance
  - (c) Constrained resources requiring prioritisation of projects and deferral of some projects including several IT related projects such as Telephony/Voice over Internet and Customer Relationship Management
  - (d) Legal issues encountered with respect to barrierless Automatic Number Plate Recognition system for parking

**Detail of variances**

- 2.2 Attached, as appendix A & B is the provisional level of spend as at the 31<sup>st</sup> March of £623k against the revised budget.
- 2.3 Attached as appendix C is the list of £882k worth of carry forwards that MAT have agreed.
- 2.4 The difference between the original budget and the revised budget is £202,210. The £202,210 is broken down as £158,000 worth of carry forwards from 2011/12 and £44,210 worth of other adjustments as set out in the table below.

	£	£
Schemes reduced in value		
Contaminated Land Investigation	-13,000	
Environmental Health Mobile working	-20,000	
HR and payroll system	-27,600	
		-60,600
Additional Disabled Facilities Grant funding		-57,590
Supplementary Capital Estimates approved during the year		162,400
Total Change		44,210

2.5 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.

2.6 The following projects are worth noting:

(a) Combined Heat and Power – Installation of the project was completed in May 2013, therefore a carry forward request was made at the end of the financial year.

(b) Car Park Improvements – The automated number plate reader (ANPR) project has had to be abandoned due to issues around the issuing of tickets in a barrier less system were brought to our attention.

Alternative systems are being looked at and a carry forward request has been made at the end of the financial year in order to fund a much needed system to provide a better customer experience and attract more customers to a Spelthorne car park.

(c) A number of IT projects (Voice over internet and Customer Relationship Manager (CRM) Solution) have been postponed and will commence during 2013/14 therefore a number of carry forward requests have been made.

2.7 **Options analysis and proposal**

2.8 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. Risks and how they will be mitigated**

5.1 Explain the risks involved with pursuing each of the options and how these risks will be mitigated.

**6. Timetable for implementation**

6.1 Monthly position statements are provided to MAT as an update on the current spend to date position.

6.2 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.

6.3 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 2012/13**

<b>Portfolio Member</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Actuals</b>	<b>Variance to Revised Budget</b>
<b>Cllr Webb - Planning &amp; Housing</b>	306,600	249,010	64,168	184,842
<b>Cllr Pinkerton - Health Wellbeing &amp; Ind Living</b>	35,000	100,100	23,788	76,312
<b>Cllr Mitchell - Environment</b>	88,000	93,700	93,036	664
<b>Cllr Gething - Parks and Assets</b>	641,700	723,100	343,442	379,658
<b>Cllr Sexton - Communications</b>	444,700	468,700	85,398	383,302
<b>Cllr Forbes-Forsyth - Comm Safety &amp; Young People</b>	-	13,000	-	13,000
<b>Cllr Evans - Finance &amp; Resources</b>	35,000	105,600	24,263	81,337
	<b>1,551,000</b>	<b>1,753,210</b>	<b>634,095</b>	<b>1,119,115</b>

Appendix B

**CAPITAL OUTTURN REPORT 2012/13**

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals	Variance to Revised Budget	Comments
<b>Housing Investment Programme</b>							
<b>CLlr Webb - Planning &amp; Housing</b>							
Lee O'Neil	40203	Disabled Facilities Mandatory	505,000	505,000	362,306	142,694	Underspend due to slow down in referrals received from SCC's Occupational Therapists
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	29,600	-	29,600	No spend due to slow down in referrals received from SCC's Occupational Therapists
Lee O'Neil		Less Specified Capital Grant	(295,000)	(342,590)	(342,590)	-	Additional grant of £57,590 received
		<b>Net Cost of Disabled Facilities Grants</b>	<b>249,600</b>	<b>192,010</b>	<b>19,716</b>	<b>172,294</b>	
Lee O'Neil	40205	Decent Homes Grant	20,000	20,000	21,132	(1,132)	
Lee O'Neil	40207	Equity Release Scheme	10,000	10,000	(2,000)	12,000	Home Improvement Trust's equity release scheme has been closed. Replacement scheme being sought. Refund for £2k received
Lee O'Neil	40209	Home Improvement Agency grant	27,000	27,000	25,320	1,680	
		<b>Total</b>	<b>57,000</b>	<b>57,000</b>	<b>44,452</b>	<b>12,548</b>	
<b>Total For HIP</b>			<b>306,600</b>	<b>249,010</b>	<b>64,168</b>	<b>184,842</b>	
<b>Other Capital Programme</b>							
<b>CLlr Pinkerton - Health Wellbeing &amp; Independent Living</b>							
Deborah Ashman	42012	Greeno Centre Development	35,000	35,000	23,789	11,211	Works on patio has now been finished. Carry forward requested for work on front of bulding & shower room
Deborah Ashman	42271	Fordbridge Day Centre	-	38,000	16,724	21,276	Works completed. Awaiting invoice, carry forward requested
Deborah Ashman		SCC Contribution	-	(20,000)	(16,724)	(3,276)	Contribution from SCC for MOW Garage Relocation
Deborah Ashman	41013	Wellbeing Centre	-	73,000	14,917	58,083	Looking to complete works by 17th May 2013, carry forward requested
Deborah Ashman		External Funding	-	(55,000)	-	(55,000)	Funds to be transferred upon payment of invoices
Deborah Ashman		SCC Contribution	-	(20,000)	(14,917)	(5,083)	Contribution from SCC for Wellbeing Centre
Deborah Ashman	42014	Housing Locata	-	24,000	-	24,000	Delay due to issues on choice based letting partnership and housing allocation policy. Expected to be completed by Sept 13. Carry forward requested
		<b>Total</b>	<b>35,000</b>	<b>75,000</b>	<b>23,788</b>	<b>51,212</b>	
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. This money will be spent in 2013/14. Carry forward requested
		<b>Total</b>	<b>-</b>	<b>25,100</b>	<b>-</b>	<b>25,100</b>	
Sandy Muirhead	41629	Day Centre EE Lighting	-	-	7,848	(7,848)	SALIX project monies from SALIX fund completed
Sandy Muirhead	41633	Staines DC Lighting	-	-	6,035	(6,035)	SALIX project monies from SALIX fund completed
Sandy Muirhead		SALIX Funding	-	-	(13,882)	13,882	
		<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>CLlr Mitchell - Environment</b>							
Jackie Taylor	41620	Wheellie Bins	50,000	50,000	49,388	612	
Jackie Taylor	41501	DCLG Car	-	17,000	16,079	921	Funded by DCLG
Jackie Taylor		External Funding	-	(17,000)	(16,079)	(921)	
		<b>Total</b>	<b>50,000</b>	<b>50,000</b>	<b>49,388</b>	<b>612</b>	
Lee O'Neil	41315	Cont Land Investigation	13,000	-	-	-	Project completed DEFRA grant for repayment of officer time removed from the Programme.
		<b>Total</b>	<b>13,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Sandy Muirhead	40601	Wall/Loft Insulation	25,000	25,000	24,280	720	
Sandy Muirhead	41309	Critical Ditches	-	10,000	4,735	5,265	Carry forward requested, so work can be completed on Sweeps Ditch
Sandy Muirhead	42037	Biffa Award Match Funding	-	8,700	31,300	(22,600)	Work completed on Shortwood pond in Jan 2013, funded by external match funding as part of improving ponds SSSI status
Sandy Muirhead		Biffa Match Funding	-	-	(16,667)	16,667	
Sandy Muirhead	41632	White House depot lighting	-	-	19,823	(19,823)	SALIX project monies from SALIX fund completed
Sandy Muirhead		SALIX Funding	-	-	(19,823)	19,823	
		<b>Total</b>	<b>25,000</b>	<b>43,700</b>	<b>43,648</b>	<b>52</b>	
<b>CLlr Gething - Parks and Assets</b>							
Dave Phillips	41325	Lammas Sea Cadet	-	40,000	46,312	(6,312)	Portacabins purchased for Lammas Sea Cadets
Dave Phillips	41618	Esso Site Stanwell	20,000	20,000	-	20,000	Gravel Extraction company agreed to work in partnership with SBC to clean site. Delay in progressing as Streeters wish to complete Hengrove before starting on site.
Dave Phillips	42007	Lammas Park Water Mains	35,000	35,000	-	35,000	Carry forward requested
Dave Phillips	42043	Accommodation Changes	20,000	20,000	-	20,000	Work commencing & will be completed in April 2013. Carry forward requested
Dave Phillips	42050	Knowle Green reception	75,000	75,000	29,343	45,657	Work to 2nd floor toilets committed to start in April/May 2013. Carry forward requested
Dave Phillips	42053	Knowle Green Heating	220,000	240,000	202,396	37,604	Work in progress. Carry forward requested
Dave Phillips	41015	Runnymede Estates	55,600	55,600	17,200	38,400	Upgrading of new boilers, new valves & Police system. Installation complete - final commission being carried out. Carry forward requested
		<b>Total</b>	<b>425,600</b>	<b>485,600</b>	<b>295,251</b>	<b>190,349</b>	Planned Maintenance did not meet definition of capital expenditure
Lee O'Neil	43307	EHBC Mobile Working	20,000	20,000	-	20,000	Trial progressing, carry forward requested
		<b>Total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals	Variance to Revised Budget	Comments
Lisa Stonehouse	41018	Pool Covers	14,500	14,500	-	14,500	Linked to Combined Heat & Power project. Pool covers have been ordered. Carry forward requested
Lisa Stonehouse	42274	SkatePark+Multi use games area	85,000	130,000	121,790	8,210	Skate Park & Multi Use games area is complete
Lisa Stonehouse		External Funding	(50,000)	(50,000)	(50,000)	-	Funding received from the Youth Council for the Skate Park
Lisa Stonehouse		External Funding	-	(45,000)	(45,000)	-	Funding received from the Surrey County Council for MUGA
		<b>Total</b>	<b>49,500</b>	<b>49,500</b>	<b>26,790</b>	<b>22,710</b>	
Liz Borthwick	40108	Leisure Centre Fitness Kit	-	21,400	21,400	-	
		<b>Total</b>	<b>-</b>	<b>21,400</b>	<b>21,400</b>	<b>-</b>	
Sandy Muirhead	41206	Ashford Rec Playground Upgrade	25,000	25,000	-	25,000	Bid was for fencing at the new playground, but trialed without fencing with no complaints, therefore carry forward requested to be used towards ANPR system
Sandy Muirhead	41207	Combined Heat & Power	121,600	121,600	-	121,600	CHP installed on 3rd May 2013 at SLM. Carry forward requested
Sandy Muirhead	42049	Hawke Park	-	10,000	9,036	964	
Sandy Muirhead		External Funding	-	(10,000)	(9,036)	(964)	Funding received from Surrey County Council
Sandy Muirhead	42030	KG additional boiler and TRV's	-	-	29,870	(29,870)	SALIX project monies from SALIX fund completed
Sandy Muirhead		SALIX Funding	-	-	(29,870)	29,870	
		<b>Total</b>	<b>146,600</b>	<b>146,600</b>	<b>(0)</b>	<b>146,600</b>	
<b>Cllr Sexton - Communications</b>							
Helen Dunn	43003	New Software	10,000	10,000	3,650	6,350	Underspend could be used to fund overspends on other ICT projects
Helen Dunn	43004	Application Upgrades	10,000	10,000	-	10,000	Underspend could be used to fund overspends on other ICT projects
Helen Dunn	43302	Payroll/HR	15,000	15,000	-	15,000	Carry forward requested, to allow phase 2 to be completed & for phase 3 to be implemented
Helen Dunn	43305	SharePoint	40,000	40,000	325	39,675	Governance Tool, Migrator, Workflow tool and ad hoc consultancy still to be purchased. Carry forward requested
Helen Dunn	43310	Virtual Desktop (VDI)	50,000	50,000	3,000	47,000	Feasibility study has taken place, but main project is delayed until 13/14. Carry forward requested
Helen Dunn	43311	Voice Over Internet (VOIP)	85,000	85,000	-	85,000	Current phone system is past end life. Initial research still to be done. Carry forward requested
Helen Dunn	43313	Out of Hours Telephony	21,700	21,700	21,650	50	
Helen Dunn	43501	Revenues & Benefits	-	28,000	5,499	22,501	Automated voice recognition module - project complete. Cabinet approved Customer Services Strategy report in Dec 2011, hence supplementary estimate
Helen Dunn	43601	Remote & Mobile Working, Depot	20,000	20,000	3,908	16,092	Various devices are being looked at. Carry forward requested
Helen Dunn	43603	Server Updates	30,000	30,000	20,198	9,802	Migration to and replacement of SQL Servers
Helen Dunn	43604	Desktop Upgrades	20,000	20,000	38,245	(18,245)	Desktop Refresh for Windows 7. The overspend could be funded by other ICT Project under spends
Helen Dunn	43605	Telephone/Data Communications	20,000	20,000	9,137	10,863	Additional items for CTI upgrade
Helen Dunn	43606	Misc software	-	-	(9,749)	9,749	DocBinder licence for 3 years coded to capital in 11/12, moved to revenue in 12/13
		<b>Total</b>	<b>321,700</b>	<b>349,700</b>	<b>95,863</b>	<b>253,837</b>	
Jan Hunt	41608	HR and Payroll system	18,000	14,000	10,857	3,143	Phase 2 progressing
		<b>Total</b>	<b>18,000</b>	<b>14,000</b>	<b>10,857</b>	<b>3,143</b>	
Linda Norman	43505	CRM Solution	80,000	80,000	-	80,000	3 systems have now been seen & preferred option to be mapped out by the end of March 2013. Carry forward requested
		<b>Total</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>	
Rowena Davison	43304	GOSS - Website Upgrade	25,000	25,000	(21,323)	46,323	Carry forward requested
		<b>Total</b>	<b>25,000</b>	<b>25,000</b>	<b>(21,323)</b>	<b>46,323</b>	
<b>Cllr Forbes-Forsyth - Community Safety &amp; Young People</b>							
Keith McGroary	41605	Staisafe Radio	-	13,000	-	13,000	Alternative solution to be used. Revised bid to be submitted & Carry forward requested
Keith McGroary	41604	CCTV Stanwell	60,000	60,000	-	60,000	Funding to be received on completion of Phase 2. Currently in the planning stage of this project. Target is to have the cameras in place & operational by September 2013. Carry forward requested
Keith McGroary		S106 Funding	(60,000)	(60,000)	-	(60,000)	
		<b>Total</b>	<b>-</b>	<b>13,000</b>	<b>-</b>	<b>13,000</b>	
<b>Cllr Evans - Finance &amp; Resources</b>							
Sandy Muirhead	41302	Parking Handhelds	35,000	35,000	24,263	10,737	Carry forward requested to be used towards ANPR system
Sandy Muirhead	41317	Car Park Improvements	-	70,600	-	70,600	ANPR system implementation cancelled due to issues that have been drawn to our attention around legalities of barrierless systems. A carry forward to be requested to allow alternative systems to be looked at.
Sandy Muirhead	41631	Elmsleigh CP Lighting	-	-	2,600	(2,600)	SALIX project monies from SALIX fund completed
Sandy Muirhead	41634	Elmsleigh Surface C/P LED's	-	-	12,405	(12,405)	SALIX project monies from SALIX fund completed
Sandy Muirhead		SALIX Funding	-	-	(15,005)	15,005	
		<b>Total</b>	<b>35,000</b>	<b>105,600</b>	<b>24,263</b>	<b>81,337</b>	
<b>Total For Other</b>			<b>1,244,400</b>	<b>1,504,200</b>	<b>569,927</b>	<b>934,273</b>	
<b>GRAND TOTAL</b>			<b>1,551,000</b>	<b>1,753,210</b>	<b>634,095</b>	<b>1,119,115</b>	

## Detailed list of Capital carry forward requests for 2012/13

## Appendix C

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Liz Borthwick	Pool Covers	Lisa Stonehouse	41018	8252	£ 14,500	1	£ 14,500	The pool covers are linked to the combined heat and power project at Spelthorne Leisure Centre. The covers have been ordered but have not yet been delivered.
Liz Borthwick	Well Being Centre	Niky Rentall	41013	8225	£ 58,083	1	£ 58,083	The estimated completion date is approx 22nd May
Liz Borthwick	Greeno Centre Development	Niky Rentall	42012	8225	£ 11,061	1	£ 11,061	The work to the front of the building was completed in April 2013. The project is in conjunction with the Well being centre.
Liz Borthwick	Relocation of meals on wheels to the Fordbridge Centre	Niky Rentall	42271	8225	£ 20,716	1	£ 20,716	The majority of the project has been completed, just the works to the car park remain outstanding.
Liz Borthwick	Car Park Improvements	Sandy Muirhead	41317	8252	£ 70,600	1	£ 70,600	Original APNR project has been closed and an alternative system is being looked at. As costs are greater than initial estimates provided from suppliers monies are being pooled from two other carry forwards as replacement of designia machines will result in maintenance and staffing savings
Liz Borthwick	Handhelds	Sandy Muirhead	41302	8252	£ 10,000	1	£ 10,000	Underspend would like to be carried forward to be used as part of car park improvement project
Liz Borthwick	Ashford Playground	Sandy Muirhead	41206	8225	£ 25,000	1	£ 25,000	Underspend would like to be carried forward to be used as part of car park improvement project
Liz Borthwick	Critical Ditches	Sandy Muirhead	41309	8225	£ 5,000	1	£ 5,000	To Complete the work started to re- route Sweeps Ditch.



Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Liz Borthwick	Housing needs Software/System replacement	Karen Sinclair	42014	8252	£ 24,000	1	£ 24,000	Locata project has been put back re issues on choice based letting partnership and housing allocation policy and is expected to be completed by Sept 13
Terry Collier	SharePoint	Helen Dunn	43305	8252	£ 39,500	1	£ -	There is no plan at the present time to spend this sum of money and after speaking to the Deputy ICT Manager, the best course of action would be to turn down this request and allow ICT to bid again when they have a plan to spend the money on.
Terry Collier	Virtual Desktop (VDI)	Heln Dunn	43310	8252	£ 47,000	1	£ 47,000	Feasibility study has being completed, but further work is required to ensure that VDI fits in with the needs of the organisation.
Terry Collier	Voice over Internet (VOIP)	Helen Dunn	43311	8252	£ 85,000	1	£ 85,000	Project has commenced with all work completed by March 2014.
Terry Collier	Remote Working (Depot)	Helen Dunn	43601	8252	£ 16,000	1	£ 16,000	To allow the pilot project to continue into 2013/14.
Lee Oneil	Air Quality Improvement Work	Tracey Wilmott French	41314	8239	£ 25,100	1	£ 25,100	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. This money will be spent in 2013/14.
Lee Oneil	Remote Working	Tracey Wilmott French	43307	8252	£ 15,600	1	£ 15,600	To allow the pilot project to continue into 2013/14.
Terry Collier	CCTV Stanwell	Keith McGroary	41604	8252	£ 60,000	1	£ 60,000	The camera's are expected to be installed by late summer.
Terry Collier	Esso Site	Dave Phillips	41618	8225	£ 20,000	1	£ 20,000	Project delayed due to resource issues.
Terry Collier	Lammas Park Water Mains	Dave Phillips	42007	8252	£ 35,000	1	£ 35,000	Works commenced in April 2013
Terry Collier	Knowle Green Toilets	Dave Phillips	42043	8225	£ 20,000	1	£ 20,000	Works due to commence by end of May 2013

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Terry Collier	Knowle Green Reception	Dave Phillips	42050	8225	£ 45,657	1	£ 45,657	Work continuing regarding new work areas for Housing options and ICT. Completion date estimated to be end of August 2013
Terry Collier	Knowle Green Heating	Dave Phillips	42053	8225	£ 25,561	1	£ 25,561	Remainder of the budget to renew old valves and for a boiler in the police area of Knowle Green. Work commenced in May 2013
Terry Collier	CRM Solution	Linda Norman	43505	8253	£ 80,000	1	£ 80,000	Options analysis being finalised and expected to procure preferred system in July 2013 with a expected completion date of March 2014
Terry Collier	HR and Payroll system	Debbie O'Sullivan	43302	8252	£ 12,500	1	£ 12,500	To allow phase 2 to be completed and for phase 3 to be implemented
Liz Borthwick	Combined heat and Power Project (CHP)	Sandy Muirhead	41207		£ 121,600	1	£ 121,600	SLM have advised that the CHP was installed on the 3rd May 2013
Roberto Tambini	Goss Website project	Rowena Davison	43304	8253	£ 15,000	1	£ 15,000	To allow for increased functionality including the search area.
Terry Collier	Staisafe Radios	Keith McGroary	41605	8252	£ 13,000	1	£ 13,000	Due to changes in the type of radio device that will be used, the purchase is now expected to take place by October 2013.
Liz Borthwick	Shepperton Skate Park	Lisa Stonehouse	42274	8252	£ 6,000	1	£ 6,000	Retention payment on the contract due to be paid in August
	<b>Value to Approve:</b>				<b>£ 921,478</b>			
	<b>Value Approved</b>						<b>£ 881,978</b>	

# Overview and Scrutiny Committee

9 July 2013



<b>Title</b>	Treasury Management Annual Report 2012-13		
<b>Purpose</b>	For Information		
<b>Report of</b>	Assistant Chief Executive	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Key Decision</b>	No
<b>Report Author</b>	Jo Hanger, Principal Accountant		
<b>Summary and Key Issues</b>	<p>This report is to inform Members of the treasury performance for 2012/13 and specifically:</p> <ul style="list-style-type: none"> <li>• To note the outturn treasury position achieved against prevailing interest rate and economic backgrounds operating in 2012/13</li> <li>• To note the borrowing and investment strategies followed during 2012/13 and the policy for managing the Council's investments.</li> <li>• To note the outturn Prudential Indicators for 2012/13.</li> </ul>		
<b>Financial Implications</b>	The report is to update members on past treasury performance so there are no financial implications.		
<b>Corporate Priority</b>	<p>Service delivery</p> <p>Efficient use of assets</p>		
<b>Recommendations</b>	The Committee is asked to note the report for 2012/13.		

## MAIN REPORT

### 1. Background

- 1.1 Treasury Management is “the management of the Council’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 1.2 The primary requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management include the creation of a Treasury Management Policy Statement and Practices to implement the policy. A Treasury Management Strategy Statement must be approved annually by full Council including an annual investment strategy report for the year ahead. In addition a mid year review and an annual review report must be presented to Members.
- 1.3 The Council is required to delegate responsibilities for implementing and monitoring treasury activities and also to delegate the role of scrutiny to a named body. These roles have been delegated to the Overview and Scrutiny Committee and Overview and Scrutiny Committee.
- 1.4 The purpose of this report is to meet one of the requirements of the CIPFA Code above, namely the annual review report of treasury management activities for the financial year 2012/13.

### 2. Key issues

- 2.1 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.
- 2.2 The Council’s investments are managed in house. Interest rates have been at historically low levels and the Bank of England bank rate has been 0.5% for over three years with most forecasters predicting that it would stay at this level until at least 2016.
- 2.3 Given Spelthorne’s dependency on investment returns to balance the budget it was considered appropriate to evaluate alternative investment options with a view to achieving higher returns into the future. An appropriate new strategy was developed during the year and has now been fully implemented which has delivered healthy initial returns.
- 2.4 **Strategy for the Year 2012/13**
- 2.5 In consultation with our treasury advisors, Arlingclose, alternative investment options were carefully evaluated and the Council’s strategy was to place part of the core investment funds in pooled bond, equity and property funds to achieve higher returns. Implementing the strategy began in May 2012 and was complete by the end of March 2013 and during that time a total of £7.5m was invested in a range of equity, property and corporate bond funds.
- 2.6 The investment returns on these types of funds are significantly higher than those currently available for cash and fixed term deposits and although the risk to capital associated with such investments is also higher, the intention is that the investments will be held for the longer term, around 5 to 7 years.
- 2.7 The Council has also taken the decision to fund its capital investment from available capital receipts rather than using prudential borrowing, although this may

be considered for individual projects on a scheme by scheme basis. Borrowing activity is thus limited to managing our daily cash flow needs and our strategy is therefore simply to borrow at the lowest available rates for the minimum period required.

## 2.8 **Economic Background**

- 2.9 The global outlook stabilised mainly due to central banks maintaining low interest rates and expansionary monetary policy for an extended period. Equity market assets recovered sharply with the FTSE 100 registering a 9.1% increase over the year and this was despite economic growth in the G-7 nations being either muted or disappointing.
- 2.10 In the UK the economy shrank in the first, second and fourth quarters of 2012. It was the impressive 0.9% growth in the third quarter, aided by the summer Olympic Games, which allowed growth to register 0.2% over the calendar year 2012. The expected boost to net trade from the fall in the value of sterling did not materialise, but raised the price of imports although a 'triple-dip' recession was avoided.
- 2.11 Household financial conditions and purchasing power were constrained as wage growth remained subdued at 1.2% and was outstripped by inflation. Annual CPI dipped below 3%, falling to 2.4% in June before ticking up to 2.8% in March 2013. Higher food and energy prices and higher transport costs were some of the principal contributors to inflation remaining above the Bank of England's 2% CPI target.
- 2.12 The lack of growth and the fall in inflation were persuasive enough for the Bank of England to maintain the Bank Rate at 0.5% and also sanction additional £50 billion asset purchases (QE) in July, taking total QE to £375 billion. The possibility of a rate cut was discussed at some of Bank's Monetary Policy Committee meetings, but was not implemented as the potential drawbacks outweighed the benefits of a reduction in the Bank Rate. In the March Budget the Bank's policy was revised to include the 2% CPI inflation remit alongside the flexibility to commit to intermediate targets.
- 2.13 The Chancellor largely stuck to his fiscal plans with the austerity drive extending into 2018. In March the Office for Budgetary Responsibility (OBR) halved its forecast growth in 2013 to 0.6% which then resulted in the lowering of the forecast for tax revenues and an increase in the budget deficit. The government is now expected to borrow an additional £146bn and sees gross debt rising above 100% of GDP by 2015-16. The fall in debt as a percentage of GDP, which the coalition had targeted for 2015-16, was pushed two years beyond this horizon. With the national debt metrics out of kilter with a triple-A rating, it was not surprising that the UK's sovereign rating was downgraded by Moody's to Aa1. The AAA status was maintained by Fitch and S&P, albeit with a Rating Watch Negative and with a Negative Outlook respectively.
- 2.14 The government's Funding for Lending (FLS) initiative commenced in August which gave banks access to cheaper funding on the basis that it would then result in them passing this advantage to the wider economy. There was an improvement in the flow of credit to mortgagees, but was still below expectation for SMEs. One of the consequences of the FLS was the sharp drop in investment rates offered to local authorities as banks were able to obtain cheaper funding directly from the Bank of England. This is a key reason why our outturn return was a little below budget for 2012-13.

- 2.15 The big four banks in the UK – Barclays, RBS, Lloyds and HSBC – and several other global institutions including JP Morgan, Citibank, Rabobank, UBS, Credit Suisse and Deutsche Bank came under investigation in the Libor rigging scandal which led to fines by and settlements with UK and US regulators. Banks' share prices recovered after the initial setback when the news first hit the headlines.
- 2.16 The Euro region suffered a further period of stress when Italian and Spanish government borrowing costs rose sharply and Spain was also forced to officially seek a bailout for its domestic banks. Markets were becalmed after the ECB's declaration that it would do whatever it takes to stabilise the Eurozone and the central bank's announcement in September of its Outright Monetary Transactions (OMT) facility, buying time for the necessary fiscal adjustments required. Neither the Italian elections which resulted in political gridlock nor the poorly-managed bailout of Cyprus which necessitated 'bailing-in' non-guaranteed depositors proved sufficient for a market downturn. Growth was hindered by the rebalancing processes under way in Eurozone economies, most of which contracted in Q4 2012.
- 2.17 The US Federal Reserve extended quantitative easing through 'Operation Twist', in which it buys longer-dated bonds with the proceeds of shorter-dated US Treasuries. The Federal Reserve shifted policy to focus on the jobless rate with a pledge to keep rates low until unemployment falls below 6.5%. The country's extended fiscal and debt ceiling negotiations remained unresolved.
- 2.18 Against this backdrop, the Council implemented its strategy of maximising returns within the unsettled environment, focusing on maintaining high levels of security and liquidity.
- 2.19 **Compliance with Treasury Limits**
- 2.20 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 2012/13 are shown in **Appendix A**.
- 3. Options analysis and proposal**
- 3.1 **Performance in 2012/13**
- 3.2 **Borrowing** - With our borrowing needs restricted to meeting daily cash flow requirements, activity here is limited at the present time.
- 3.3 Although the Council's income is significantly reduced during February and March because no instalment monies are received for Council Tax and Business Rates, no borrowing was required during year because cash flow funds were readily available. Market conditions resulted in a greater turnover of our overall investment portfolio as we had shorter maturities due to the increased credit risk in the market. Outstanding borrowing as at 31/3/13 was only £29k in respect of small loans from charitable and voluntary groups.
- 3.4 **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. At the start of 2012/13, the Council's net investment portfolio was £14.414m made up as follows:-

Investment Type	Amount	Average Rate
Euro-Sterling Bonds	3,000,000	4.65%

Fixed Term Deposits	5,000,000	0.91%
Money Market Funds	1,000,000	0.61%
Call Account Deposits	5,414,000	0.78%
<b>Total Investment Portfolio at 1/4/12</b>	<b>14,414,000</b>	<b>1.59%</b>

- 3.5 As at 31<sup>st</sup> March 2013 the net investment portfolio was £18.038m and is set out below and full details of all investments held as at 31/3/13 are set out in Appendix B.

<b>Investment Type</b>	<b>Amount</b>	<b>Average Rate</b>
Pooled Equity & Bond Funds	7,500,000	3.34%
Fixed Term Deposits	7,000,000	0.77%
Call Account Deposits	3,538,000	0.77%
<b>Total Investment Portfolio at 31/3/13</b>	<b>18,038,000</b>	<b>1.62%</b>

- 3.6 The increase between years of £3.6m is due to the timing of cash flow investments. These investments were used for funding expenditure in early April and do not form part of the Council's core investment portfolio.
- 3.7 The net overall return on investments was 1.62% for 2012/13 which is 1% higher than the benchmark average 3 month (London Inter-Bank Bid) LIBID rate of 0.62% for the year. It is also slightly better than the return for the previous year. The performance reflects the implementation of our new strategy against a background of continuing low interest rates, economic gloom in the UK and the European sovereign debt crisis.
- 3.8 The actual interest outturn for the year was £382,240 made up as follows:

<b>Investment Income</b>	<b>Actual £</b>	<b>Budget £</b>
Temporary Investments & Cash Deposits	92,980	116,000
Pooled Equity & Bond Funds	200,172	220,000
Euro-Sterling Bonds	85,198	85,000
<b>Total Investment Income</b>	<b>377,650</b>	<b>421,000</b>
Other net Interest	4,597	3,000
<b>Total Gross Investment Income</b>	<b>382,247</b>	<b>424,000</b>
Interest paid on temporary borrowing	(7)	(1,600)
<b>Credited to General Fund</b>	<b>382,240</b>	<b>422,400</b>

- 3.9 The original estimate for net investment income to be credited to the General Fund in 2012/13 was £422k although the outturn for the year was £382k, a shortfall of £40k. This reflects the market conditions we have had to operate within this year. The introduction of government initiatives, particularly the Funding for Lending Scheme, resulted in a significant fall in investment rates during the second half of the year.

- 3.10 The pooled funds performed well and in line with expectations although there were some administrative timing delays when the original purchases were made. Despite this the outturn for these funds produced a return of 3.34% whilst the return on cash flow and other funds was 0.77%.
- 3.11 **Investment Performance Monitoring**
- 3.12 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 benefits from the investment returns to support the General Fund and the stability of those returns is an important part of our ongoing financial objectives.
- 3.13 Creditworthiness is also monitored regularly. The Council uses Arlingclose's suggested criteria to assist in the selection of suitable investment counter-parties. 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 counter-parties to invest with. However, the final selection decision rests with the Council.
- 3.14 **Conclusions for 2012/13 and Prospects for 2013-14**
- 3.15 Arlingclose believes that bank rates 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 good considering the current economic climate and low level of interest rates, mainly due to the change of strategy and investment in pooled funds.
- 3.16 The Council has invested £7.5m in these longer term investments to achieve a higher return. Although the risk to capital can be higher with these types of investments global equity markets have risen significantly over the past months as risk appetite has returned and as at 31/3/13 there was a capital gain of £674k as outlined in the table below. However, this gain cannot be realised until the funds are sold.

<b>Pooled Fund Asset Class</b>	<b>Original Investment</b>	<b>Market Value at 31/3/13</b>
Equity Funds	£3.0m	£3.496m
Corporate Bond Funds	£3.0m	£3.178m
Property Funds	£1.5m	£1.500m
<b>Total Investment</b>	<b>£7.5m</b>	<b>£8.174m</b>

- 3.17 These investment funds have helped mitigate the loss of interest as our European Investment Bank bonds have matured and provide a good spread of asset classes which should mitigate some of the risk in the future.
- 3.18 No treasury management activity is without risk but a balanced portfolio containing a good mix of asset classes can help to mitigate and manage risk effectively. 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.



**4. Financial implications**

- 4.1 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. Risks and how they will be mitigated**

- 6.1 Risks are identified and mitigated within the Council's Treasury Policy.

**7. Timetable for implementation**

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

**Background papers:**

**Appendices:**

- A – Prudential Indicators 2012/13  
B – Investments Held at 31/3/13

## Appendix A

## PRUDENTIAL INDICATORS

## ACTUALS 2012/13

<b>Capital Expenditure Prudential Indicators</b>	<b>2011/ 12 Actual Outturn</b>	<b>2012/ 13 Original Estimate</b>	<b>2012/ 13 Actual Outturn</b>
Prudential Indicator	£'000	£'000	£'000
Capital Expenditure (gross)	1,862	1,836	1,224
Ratio Financing Costs to Net Revenue Stream	(3.08)	(3.90)	(3.53)
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

<b>Treasury Management Prudential Indicators</b>	<b>2011/12 Actual</b>	<b>2012/13 Original Estimate</b>	<b>2012/13 Actual Outturn</b>
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
Net Borrowing/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

<b>Maturity structure of fixed rate borrowing</b>	<b>Upper limit</b>	<b>Lower limit</b>
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

<b>Actual External Debt as at 31.3.13</b>	£29,428 (all short term borrowings)
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### Appendix B

#### Breakdown of Investments Held at 31/3/13

<b>Investment Type</b>	<b>Amount</b>	<b>Interest rate</b>	<b>Start Date</b>	<b>Maturity Date</b>
<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 Coprorate 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	3.34%		
<i>Fixed Rate Deposits</i>				
Standard Chartered CD	1,000,000	0.44%	19-Feb-13	19-Aug-13
Barclays	1,000,000	1.00%	03-Dec-12	03-Dec-13
Barclays	1,000,000	0.45%	15-Jan-13	15-Apr-13
Bank of Scotland	1,000,000	1.60%	02-Nov-12	02-May-13
Bank of Scotland	1,000,000	0.80%	15-Feb-13	15-Aug-13
Nationwide Building Society	1,000,000	0.80%	03-Dec-12	03-Sep-13
Nationwide Building Society	1,000,000	0.65%	01-Nov-12	01-May-13
	7,000,000			
<i>Cash Flow Investments</i>				
Santander Call Account	2,800,000	0.80%		Instant
Co-Op Bank Reserve Account	738,000	0.36%		Instant
Total - Cash Flow Investments	3,538,000			
<b>Total value of Investments</b>	<b>18,038,000</b>			



# Overview and Scrutiny Committee

9 July 2013



<b>Title</b>	2012/13 Provisional Revenue Outturn Report		
<b>Purpose</b>	Resolution required		
<b>Report of</b>	Chief Finance Officer	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Key Decision</b>	No
<b>Report Author</b>	Adrian Flynn		
<b>Summary and Key Issues</b>	<p>To Provide the Committee with details of the provisional outturn spend on the revenue budget in 2012/13 and to identify major variances.</p> <ul style="list-style-type: none"> <li>• The actual spend at year end against the revised budget of £12.371m was £11.707m. (5%) underspend against the budget.</li> <li>• The Interest earned on our investments was £382k</li> <li>• After investment income, planned use of reserves and taking into account the use of carry forwards there is a £682k Net under spend.</li> <li>• The largest single factor contributing toward the favourable outturn was that the Council's fees and charges income outturn was more than £300k better than budget</li> <li>• The favourable outturn enables the Council to protect its balance sheet position by not using Interest Equalisation Reserve in 2012-13, accommodate carry forwards of £164k into 2013-14 and to replenish invest to save reserves</li> </ul>		
<b>Financial Implications</b>	<ul style="list-style-type: none"> <li>• £664k underspend against budget at service level</li> <li>• £40k Lower investment income than the original budget</li> <li>• The under spend at service level enables us not to use the budgeted use of interest equalisation reserve helping to preserve our reserve balances.</li> <li>• The residual underspend enables £164k of revenue carry forwards to be accommodated.</li> </ul>		
<b>Corporate Priority</b>	<ul style="list-style-type: none"> <li>*Service delivery</li> <li>*Communication</li> <li>*Efficient use of assets</li> <li>*Reducing crime and antisocial behaviour</li> <li>*Supporting independent living</li> </ul>		
<b>Recommendations</b>	The Committee is asked to note the provisional Revenue outturn for 2012/13.		

## 1. Background

- 1.1 The purpose of this report is to update cabinet on the provisional revenue outturn (prior to audit) spend for 2012/13.
- 1.2 To advise the Committee of the reasons for variances identified against the original budget approved in February 2012.

## 2. Key issues

- 2.1 The Summary on Appendix A shows that we have spent £11.707m against the full year budget of £12.371m. Taking into account the use of carry forwards, the net underspend is approximately £682k.
- 2.2 Appendix B summarises spend across portfolios by service areas broken down in employees, other expenditure and income.
- 2.3 Appendices C1 to C9 give a breakdown by service of spend against the revised budget plus comments on various variances.
- 2.4 There are a couple of accounting treatment issues which create apparent variances. As reported in previous monitoring reports with the ending of the previous VAIS accommodation arrangements we have ceased to make an accounting transfer of £130k charging to General Grants and treating as income within Knowle Green. This change creates an apparent favourable variance of £130k for General Grant and an apparent adverse variance of £130k on Knowle Green, but with no underlying net impact.
- 2.5 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 results in a favourable variance of £690k on the central overheads cost centre.
- 2.6 Appendix E highlights the budget variances on our main fees and charges income streams (budget totalling £4.8m) on which it can be seen there was a favourable variance of £316k. Given the challenging the economic situation this is a very positive outcome. The single most important contribution to this was the £104k favourable variance on planning fees relating to several large scale planning applications being received towards the year end. The favourable income variance accounted for approximately 43% of the net underspend

### Investment Income

- 2.7 Interest earned on our investments amounted to £382k which was £40k below the original budget. The main reason was because of low interest rates due to the effects of the government's Funding for Lending Scheme.

### Transfers to and from Reserves

- 2.8 Transfers to and from reserves relating to the Interest Equalisation fund (£200k) was originally budgeted. As a result of the under spend it will not be

necessary to use this contribution, thereby helping to project the balance on the reserve, and in turn this will give the Council more flexibility when setting future year's budgets..

2.9 Additional transfers to reserves are proposed relating to:

Carry forward reserve: an amount of £164k - This can be accommodated within the under spend. It is proposed to transfer to reserves in relation to work underway but not completed in 2012/13 - these schemes are identified in appendix D.

This will leave approximately £100k available to replenish spend to save reserves.

**3. Options analysis and proposal**

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

**4. Financial implications**

- 4.1 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.

**5. Other considerations**

- 5.1 There are none.

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

- 6.1 Careful monitoring of the budgets on a monthly basis ensures that any problems or anomalies are identified and investigated at an early stage.
- 6.2 Any necessary corrective action on major budget variations, which cannot be remedied within the service, are reported to MAT immediately in order to ensure that as much time and opportunity is had to enable the position to be rectified within the current financial year.

**7. Timetable for implementation**

- 7.1 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.
- 7.2 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 & D, E**

## APPENDIX A

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

	12/13		12/13	12/13
	Budget		Total	Variance
	Original	Revised	Actuals	to Revised
	£	£	£	£
Gross Expenditure	54,905,799	55,147,599	57,521,335	2,323,736
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	54,905,799	55,147,599	57,521,335	2,323,736
Less Specific fees and charges income	(42,462,499)	(42,462,499)	(45,814,544)	(3,352,045)
Net Expenditure - broken down as below	12,443,300	12,685,100	11,706,791	(1,028,309)
Economic Development	(577,800)	(577,800)	(527,911)	49,889
Corporate Governance	1,564,306	1,579,506	1,574,476	(5,030)
Planning and Housing	874,200	874,200	817,451	(56,749)
Health Wellbeing and Independent Living	1,541,194	1,609,294	1,498,754	(110,540)
Environment	2,945,500	2,945,500	2,755,493	(190,007)
Parks and Assets	2,705,400	2,832,900	2,780,005	(52,895)
Communications	1,479,400	1,479,400	1,383,026	(96,374)
Community Safety and Young People	212,504	219,504	238,733	19,229
Finance and Resources	1,698,596	1,722,596	1,186,763	(535,833)
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>12,443,300</b>	<b>12,685,100</b>	<b>11,706,791</b>	<b>(978,309)</b>
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	0	300,000
Restructuring Savings	(40,000)	(40,000)	0	40,000
Partnership Savings	(40,000)	(40,000)	0	40,000
Resources to address project management issues	90,200	66,200	0	(66,200)
<b>NET EXPENDITURE</b>	<b>12,153,500</b>	<b>12,371,300</b>	<b>11,706,791</b>	<b>(664,509)</b>
<b>NET EXPENDITURE</b>	<b>12,153,500</b>	<b>12,371,300</b>	<b>11,706,791</b>	<b>(664,509)</b>
Interest earnings	(422,400)	(382,000)	(382,000)	-
<b>Extraordinary Item</b>				-
<b>Appropriation from Reserves:</b>				
Reserves - General			-	-
Reserves - New Schemes Fund / HIF			-	-
Interest Equalisation reserve	(200,072)	(200,072)	-	200,072
Air track			-	-
Area Based Grant			-	-
LPSA reward grant : general budget	-	-	-	-
Carryforward reserve transfer			-	-
Business Improvement Reserve			-	-
<b>BUDGET REQUIREMENT</b>	<b>11,531,028</b>	<b>11,789,228</b>	<b>11,324,791</b>	<b>(464,437)</b>
National non domestic rates	(3,732,806)	(3,732,806)	(3,732,806)	-
Revenue Support grant	(75,636)	(75,636)	(75,636)	-
New Homes Bonus	(541,000)	(541,000)	(541,000)	-
Council Tax freeze grant	(170,000)	(170,000)	(170,000)	-
<b>NET BUDGET REQUIREMENT</b>	<b>7,011,586</b>	<b>7,269,786</b>	<b>6,805,349</b>	<b>(464,437)</b>
Collection Fund Surplus/(deficit)	(7,920)	(7,920)	(7,920)	-
<b>CHARGE TO COLLECTION FUND</b>	<b>7,003,666</b>	<b>7,261,866</b>	<b>6,797,429</b>	<b>(464,437)</b>
2011/12 Revenue carryforward			(218,000)	(218,000)
Net Position				(682,437)



<b>Appendix B</b>				
<b>REVENUE MONITORING 2012/13</b>				
<b>EXPENDITURE AND INCOME SUMMARY 31 MARCH 2013</b>				
<b>Results to 31-Mar-13</b>	<b>Budget</b>		<b>Total</b>	<b>Variance</b>
	<b>Original</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Economic Development</b>				
Employees	18,600	18,600	22,974	4,374
Other Expenditure	284,100	284,100	326,784	42,684
Income	(880,500)	(880,500)	(877,669)	2,831
	<b>(577,800)</b>	<b>(577,800)</b>	<b>(527,911)</b>	<b>49,889</b>
<b>Corporate Governance</b>				
Employees	1,200,600	1,214,000	1,242,364	28,364
Other Expenditure	365,906	367,706	402,602	34,896
Income	(2,200)	(2,200)	(70,490)	(68,290)
	<b>1,564,306</b>	<b>1,579,506</b>	<b>1,574,476</b>	<b>(5,030)</b>
<b>Planning and Housing</b>				
Employees	2,097,100	2,097,100	2,273,749	176,649
Other Expenditure	34,376,400	34,376,400	37,052,701	2,626,301
Income	(35,599,300)	(35,599,300)	(38,508,999)	(2,909,699)
	<b>874,200</b>	<b>874,200</b>	<b>817,451</b>	<b>(106,749)</b>
<b>Health Wellbeing and Independent Living</b>				
Employees	1,356,400	1,356,400	1,403,992	47,592
Other Expenditure	989,096	1,057,196	849,052	(208,144)
Income	(804,302)	(804,302)	(754,290)	50,012
	<b>1,541,194</b>	<b>1,609,294</b>	<b>1,498,754</b>	<b>(110,540)</b>
<b>Environment</b>				
Employees	2,415,000	2,415,000	2,423,596	8,596
Other Expenditure	1,727,104	1,727,104	1,744,500	17,396
Income	(1,196,604)	(1,196,604)	(1,412,603)	(215,999)
	<b>2,945,500</b>	<b>2,945,500</b>	<b>2,755,493</b>	<b>(190,007)</b>
<b>Parks and Assets</b>				
Employees	626,200	626,200	643,587	17,387
Other Expenditure	3,417,097	3,544,597	3,398,136	(146,461)
Income	(1,337,897)	(1,337,897)	(1,261,717)	76,180
	<b>2,705,400</b>	<b>2,832,900</b>	<b>2,780,005</b>	<b>(52,895)</b>
<b>Communications</b>				
Employees	495,700	495,700	474,045	(21,655)
Other Expenditure	1,050,700	1,050,700	970,405	(80,295)
Income	(67,000)	(67,000)	(61,424)	5,576
	<b>1,479,400</b>	<b>1,479,400</b>	<b>1,383,026</b>	<b>(96,374)</b>
<b>Community Safety and Young People</b>				
Employees	231,900	231,900	272,808	40,908
Other Expenditure	218,000	225,000	250,676	25,676
Income	(237,396)	(237,396)	(284,751)	(47,355)
	<b>212,504</b>	<b>219,504</b>	<b>238,733</b>	<b>19,229</b>
<b>Finance and Resources</b>				
Employees	2,526,400	2,550,400	2,039,898	(510,502)
Other Expenditure	1,509,496	1,509,496	1,729,466	219,970
Income	(2,337,300)	(2,337,300)	(2,582,601)	(245,301)
	<b>1,698,596</b>	<b>1,722,596</b>	<b>1,186,763</b>	<b>(535,833)</b>
<b>NET EXPENDITURE AT SERVICE LEVEL</b>				
	<b>12,443,300</b>	<b>12,685,100</b>	<b>11,706,791</b>	<b>(1,028,309)</b>
Total Employees	<b>10,967,900</b>	<b>11,005,300</b>	<b>10,797,013</b>	<b>(208,287)</b>
Total Other Expenditure	<b>43,937,899</b>	<b>44,142,299</b>	<b>46,724,322</b>	<b>2,532,023</b>
Total Income	<b>(42,462,499)</b>	<b>(42,462,499)</b>	<b>(45,814,544)</b>	<b>(3,352,045)</b>
	<b>12,443,300</b>	<b>12,685,100</b>	<b>11,706,791</b>	<b>(1,028,309)</b>
<b>Total Expenditure</b>				
	<b>54,905,799</b>	<b>55,147,599</b>	<b>57,521,335</b>	<b>2,323,736</b>
<b>Total Income</b>				
	<b>(42,462,499)</b>	<b>(42,462,499)</b>	<b>(45,814,544)</b>	<b>(3,352,045)</b>
<b>Net</b>				
	<b>12,443,300</b>	<b>12,685,100</b>	<b>11,706,791</b>	<b>(1,028,309)</b>

Appendix C1				
<b>Economic Development</b>				
<b>Results to</b>	<b>Budget</b>	<b>Total</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-13</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	0	
Other Expenditure	27,400	29,207	1,807	
Income	0	(2,995)	(2,995)	Reimbursement of costs from SCC for additional work undertaken relating to cleaning of pavements
<b>Bus Station</b>	<b>27,400</b>	<b>26,212</b>	<b>(1,189)</b>	
Employees	18,600	18,439	(161)	
Other Expenditure	160,000	176,789	16,789	Additional valuation costs expected relating to Tothill Car Park lifts and structural condition survey.
Income	(580,500)	(541,659)	38,841	Service charges income for the first quarter received in the previous financial year.
<b>Staines Town Centre Management</b>	<b>(401,900)</b>	<b>(346,431)</b>	<b>55,469</b>	
Employees	0	4,535	4,535	Overtime and Temp staff costs while market was run in house by streetscene
Other Expenditure	84,700	106,034	21,334	Increased staines market management fees, Operational equipment costs and fees to settle a outstanding legal dispute
Income	(300,000)	(326,833)	(26,833)	Increased number of stall holders
<b>Staines Market</b>	<b>(215,300)</b>	<b>(216,264)</b>	<b>(964)</b>	
Employees	0	0	0	
Other Expenditure	12,000	14,755	2,755	Staines upon Thames day costs partially offset by sponsorship income as below.
Income	0	(6,183)	(6,183)	Sponsorship receipts for Staines upon Thames day
<b>Economic Development</b>	<b>12,000</b>	<b>8,573</b>	<b>(3,427)</b>	
<b>Total Employees</b>	<b>18,600</b>	<b>22,974</b>	<b>4,374</b>	
<b>Total Other Expenditure</b>	<b>284,100</b>	<b>326,784</b>	<b>42,684</b>	
<b>Total Income</b>	<b>(880,500)</b>	<b>(877,669)</b>	<b>2,831</b>	
	<b>(577,800)</b>	<b>(527,911)</b>	<b>49,889</b>	

Appendix C2		Corporate Governance		
<b>Results to</b>	<b>Budget</b>	<b>Total</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-13</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	95,000	100,783	5,783	
Other Expenditure	5,800	3,569	(2,231)	
Income	0	0	-	
<b>MaT Secretariat &amp; Support</b>	<b>100,800</b>	<b>104,352</b>	<b>3,552</b>	
Employees	290,400	303,658	13,258	Increased Pension current service costs plus increased NI and insurance costs
Other Expenditure	17,300	7,805	(9,495)	Lower spend on conference expenses, general subscriptions and internal printing
Income	0	(219)	(219)	Staff reimbursement
<b>Assistant Chief Executives</b>	<b>307,700</b>	<b>311,245</b>	<b>3,545</b>	
Employees	206,200	197,641	(8,559)	Lower spend on the training budget
Other Expenditure	10,500	10,747	247	
Income	0	(71)	(71)	
<b>Chief Executive</b>	<b>216,700</b>	<b>208,317</b>	<b>(8,383)</b>	
Employees	258,300	267,253	8,953	
Other Expenditure	23,200	71,336	48,136	
Income	(1,200)	(66,511)	(65,311)	
<b>Legal</b>	<b>280,300</b>	<b>272,078</b>	<b>(8,222)</b>	Reduction of hours, saving £5447.29. Expenditure relates to Practical Law Company subscription, this deal is over three years and provides better rates across Surrey BC's, these costs are then recouped from other BC's as reflected by increased income.
Employees	144,900	138,883	(6,017)	
Other Expenditure	16,000	6,415	(9,585)	
Income	0	(5)	(5)	
<b>Committee Services</b>	<b>160,900</b>	<b>145,293</b>	<b>(15,607)</b>	
Employees	89,500	92,241	2,741	
Other Expenditure	0	600	600	
Income	0	0	0	
<b>Corporate Governance</b>	<b>89,500</b>	<b>92,841</b>	<b>3,341</b>	
Employees	0	3,763	3,763	By election staffing costs
Other Expenditure	10,900	2,607	(8,293)	Savings expected against by- election costs
Income	0	0	0	
<b>Elections</b>	<b>10,900</b>	<b>6,369</b>	<b>(4,531)</b>	
Employees	111,300	119,190	7,890	One member of staff being paid on higher grade against the budget following a regrade
Other Expenditure	30,606	26,414	(4,192)	
Income	(1,000)	(2,028)	(1,028)	
<b>Electoral Registration</b>	<b>140,906</b>	<b>143,576</b>	<b>2,670</b>	
Employees	18,400	18,954	554	
Other Expenditure	253,400	273,109	19,709	Computer and Mobile phone costs reallocated from central IT budget, increased level of special responsibility allowances, plus costs associated with the code of conduct enquiry, offset by savings on refreshments conference and travel expenses and a reduction in members basic allowances.
Income	0	(1,658)	(1,658)	
<b>Democratic Rep &amp; Management</b>	<b>271,800</b>	<b>290,405</b>	<b>18,605</b>	
<b>Total Employees</b>	<b>1,214,000</b>	<b>1,242,364</b>	<b>28,364</b>	
<b>Total Other Expenditure</b>	<b>367,706</b>	<b>402,602</b>	<b>34,896</b>	
<b>Total Income</b>	<b>(2,200)</b>	<b>(70,490)</b>	<b>(68,290)</b>	
	<b>1,579,506</b>	<b>1,574,476</b>	<b>(5,030)</b>	

Appendix C3				
<b>Planning and Housing</b>				
<b>Results to</b>	<b>Budget</b>	<b>Total</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-13</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	0	
Other Expenditure	262,300	390,087	127,787	
Income	(89,400)	(251,084)	(161,684)	
<b>Homelessness</b>	<b>172,900</b>	<b>139,003</b>	<b>(33,897)</b>	Underspend mainly due to planned voids
Employees	542,700	558,548	15,848	
Other Expenditure	33,500	45,591	12,091	
Income	(540,200)	(531,242)	8,958	
<b>Housing Benefits Admin</b>	<b>36,000</b>	<b>72,897</b>	<b>36,897</b>	Overspend mainly due to payments of overtime & subscriptions with no budget
Employees	0	0	0	
Other Expenditure	33,948,800	36,394,508	2,445,708	Overpayments are reduced because of housing stability
Income	(34,128,800)	(36,782,625)	(2,653,825)	
<b>Housing Benefits Payments</b>	<b>(180,000)</b>	<b>(388,117)</b>	<b>(208,117)</b>	Subsidies as a whole are higher than budgeted but income will compensate this
Employees	450,400	563,999	113,599	Overspent due to use of agency staff & new posts created
Other Expenditure	28,600	33,686	5,086	
Income	(54,600)	(3,282)	51,318	LHA allowance budget of £54,600 was incorrect, should've been £3200
<b>Housing Needs</b>	<b>424,400</b>	<b>594,403</b>	<b>170,003</b>	
Employees	55,200	56,610	1,410	Increased Pension current service costs, offset by reductions in salary and national insurance costs
Other Expenditure	1,600	52,049	50,449	Provision for legal liabilities
Income	(160,000)	(174,637)	(14,637)	Increased usage of the service
<b>Land Charges</b>	<b>(103,200)</b>	<b>(65,978)</b>	<b>37,222</b>	
Employees	642,900	676,074	33,174	Additional expenditure relating to Temporary staff agreed with MAT
Other Expenditure	61,400	107,543	46,143	Additional expenditure mainly against consultants budget relating to more public enquiries than expected
Income	(335,300)	(439,614)	(104,314)	Planning Application fees income is greater than budget due to several large applications being received towards the end of the financial year.
<b>Planning Development Control</b>	<b>369,000</b>	<b>344,004</b>	<b>(24,996)</b>	
Employees	159,800	151,206	(8,595)	Savings due to a vacant post of Planning support officer's post
Other Expenditure	19,600	15,338	(4,262)	
Income	(1,000)	(92)	908	
<b>Planning Policy</b>	<b>178,400</b>	<b>166,451</b>	<b>(11,949)</b>	
Employees	246,100	267,313	21,213	Engagement of a structural engineer plus increased pension current service, overtime and insurance costs
Other Expenditure	20,600	13,900	(6,700)	
Income	(290,000)	(326,425)	(36,425)	Increased usage of the service leading to greater income
<b>Building Control</b>	<b>(23,300)</b>	<b>(45,212)</b>	<b>(21,912)</b>	
Total Employees	<b>2,097,100</b>	<b>2,273,749</b>	<b>176,649</b>	
Total Other Expenditure	<b>34,376,400</b>	<b>37,052,701</b>	<b>2,676,301</b>	
Total Income	<b>(35,599,300)</b>	<b>(38,508,999)</b>	<b>(2,909,699)</b>	
	<b>874,200</b>	<b>817,451</b>	<b>(56,749)</b>	

Appendix C4				
<b>Health Wellbeing and Independent Living</b>				
<b>Results to</b>	<b>Budget</b>	<b>Total</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-13</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	-	
Other Expenditure	451,900	314,005	(137,895)	
Income	0	(120)	(120)	
<b>General Grants</b>	<b>451,900</b>	<b>313,885</b>	<b>(138,015)</b>	Community Link have moved out (£129,500) and "Other expenses" has not been used for at least five years.
Employees	101,400	107,131	5,731	Higher current service pension, NI and overtime costs
Other Expenditure	11,800	9,137	(2,663)	Utility costs are lower than the budget
Income	0	0	0	
<b>Com Care Administration</b>	<b>113,200</b>	<b>116,268</b>	<b>3,068</b>	
Employees	299,600	319,345	19,745	Additional costs due to older's person review during the year, funded through Surrey County Council
Other Expenditure	222,696	206,563	(16,133)	Utility costs are lower than the budget
Income	(218,598)	(245,443)	(26,845)	Additional Income from Surrey County Council to fund additional costs, due to older's person review during the year and more income due to more activity
<b>Day Centres</b>	<b>303,698</b>	<b>280,465</b>	<b>(23,233)</b>	
Employees	66,500	66,296	(204)	
Other Expenditure	86,800	92,057	5,257	Increased level of food purchases, offset by lower vehicle operating costs
Income	(185,804)	(193,427)	(7,623)	Higher level of contribution from SCC and increased usage of the service.
<b>Meals On Wheels</b>	<b>(32,504)</b>	<b>(35,074)</b>	<b>(2,570)</b>	
Employees	73,600	76,652	3,052	
Other Expenditure	97,900	98,190	290	Carried forward agreed of £39k for purchase of telecare equipment, £21k may again be requested to be carried forward in the next year. £10k additional expenditure on telecare equipment which will be reimbursed by SCC.
Income	(273,100)	(253,653)	19,447	Charges for services income is expected to be lower by £20k due to Surrey telecare strategy is not due to start as earlier expected, partly off set by SCC funding which is higher than the budget.
<b>Span</b>	<b>(101,600)</b>	<b>(78,811)</b>	<b>22,789</b>	
Employees	112,000	124,817	12,817	Cost of Temp staff to fill vacant posts and severance pay for one employee
Other Expenditure	51,400	47,265	(4,135)	Reduced Maintenance costs for the 1st half of the year
Income	(93,800)	(101,437)	(7,637)	Additional membership fees and increased use of the service
<b>SAT</b>	<b>69,600</b>	<b>70,645</b>	<b>1,045</b>	
Employees	703,300	709,751	6,451	Additional payments made to staff.
Other Expenditure	61,700	44,166	(17,534)	
Income	(10,500)	63,364	73,864	Warmer Homes Fund
<b>Environmental Health Admin</b>	<b>754,500</b>	<b>817,280</b>	<b>62,780</b>	
Employees	0	0	0	
Other Expenditure	46,800	10,936	(35,864)	The revised budget was inflated by an incorrect carry forward from 2011/12.
Income	(8,600)	(3,955)	4,645	
<b>Environmental Protection Act</b>	<b>38,200</b>	<b>6,981</b>	<b>(31,219)</b>	
Employees	0	0	0	
Other Expenditure	1,300	(1,631)	(2,931)	
Income	(3,000)	(5,713)	(2,713)	
<b>Food Safety</b>	<b>(1,700)</b>	<b>(7,344)</b>	<b>(5,644)</b>	Includes funding obtained (i) the provision of Spelthorne run food hygiene courses, and (ii) from the Food Standards Agency (FSA) to cover costs associated with transferring the Council's ""scores on the doors"" scheme to the FSA's ""Food Hygiene Rating"" scheme.
Employees	0	0	0	
Other Expenditure	5,400	6,935	1,535	Increased Health and Safety costs on running courses and publications, offset by reduced expenditure on public burials.
Income	(8,900)	(9,212)	(312)	Increased income for running Health & Safety courses offset by lower public burial costs being recouped.
<b>Public Health</b>	<b>(3,500)</b>	<b>(2,277)</b>	<b>1,223</b>	
Employees	0	0	0	
Other Expenditure	19,500	21,429	1,929	Larger volume of restrained dogs has resulted in increased cost's in the provision of dog pound facilities, plus increased cost of the pest control contractor.
Income	(2,000)	(4,694)	(2,694)	Good collection rate of stray dogs resulting in increased income.
<b>Rodent &amp; Pest Control</b>	<b>17,500</b>	<b>16,735</b>	<b>(765)</b>	
<b>Total Employees</b>	<b>1,356,400</b>	<b>1,403,992</b>	<b>47,592</b>	
<b>Total Other Expenditure</b>	<b>1,057,196</b>	<b>849,052</b>	<b>(208,144)</b>	
<b>Total Income</b>	<b>(804,302)</b>	<b>(754,290)</b>	<b>50,012</b>	
	<b>1,609,294</b>	<b>1,498,754</b>	<b>(110,540)</b>	

Appendix C5				
<b>Environment</b>				
<b>Results to</b>	<b>Budget</b>	<b>Total</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-13</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	0	
Other Expenditure	1,000	310	(690)	DVLA now pick up the majority of vehicles due to car tax issues
Income	0	0	0	
<b>Abandoned Vehicles</b>	<b>1,000</b>	<b>310</b>	<b>(690)</b>	
Employees	0	0	0	
Other Expenditure	57,500	67,498	9,998	Increased electricity prices & costs of emptying catch pits
Income	0	(720)	(720)	Rent received from 1st Staines scout group
<b>Depot</b>	<b>57,500</b>	<b>66,778</b>	<b>9,278</b>	
Employees	537,700	519,613	(18,087)	Market Manager post is vacant
Other Expenditure	57,500	54,243	(3,257)	Savings in leasing costs, mileage costs
Income	(21,200)	(15,951)	5,249	Depot Managers costs billed to Runnymede + A2 grant income
<b>DS Management &amp; Support</b>	<b>574,000</b>	<b>557,905</b>	<b>(16,095)</b>	
Employees	979,300	920,687	(58,613)	Offsetting over spend in street cleansing
Other Expenditure	771,300	770,603	(697)	Increased maintenance, tyre and fuel costs offset by reduced hired transport fees
Income	(446,200)	(616,462)	(170,262)	Increased garden waste bin rental fees & bulky waste income and Subsidy from the county to run the food waste scheme
<b>Refuse Collection</b>	<b>1,304,400</b>	<b>1,074,829</b>	<b>(229,571)</b>	
Employees	0	0	0	
Other Expenditure	9,500	9,472	(28)	
Income	0	0	0	
<b>Energy Initiatives</b>	<b>9,500</b>	<b>9,472</b>	<b>(28)</b>	
Employees	0	0	0	
Other Expenditure	30,500	42,525	12,025	
Income	0	(16,498)	(16,498)	Grant payment from Rural Payments Agency to carry out additional works and reimbursement of costs from SCC re: road signs for Shepperton Village with no budget
<b>Environmental Enhancements</b>	<b>30,500</b>	<b>26,027</b>	<b>(4,473)</b>	
Employees	351,600	361,060	9,460	One members of staff is being paid on higher grade than the budget. Overtime payments with no budget
Other Expenditure	13,000	29,599	16,599	
Income	(30,504)	(35,998)	(5,494)	
<b>Enviro Services Administration</b>	<b>334,096</b>	<b>354,661</b>	<b>20,565</b>	
Employees	546,400	611,436	65,036	Salary, Temp staff and overtime overspends off set by savings in Refuse Collection
Other Expenditure	318,600	383,541	64,941	Increased leasing costs of vehicles, offset by savings in Refuse Collection leasing budget.
Income	(47,700)	(46,673)	1,027	
<b>Street Cleaning</b>	<b>817,300</b>	<b>948,303</b>	<b>131,003</b>	
Employees	0	0	0	
Other Expenditure	319,800	228,557	(91,243)	AWC gate fees rose from £12.62 to £37 per tonne from the 1st Oct 2012 and dropped back to £10.85 a tonne from the 1st Jan 2013
Income	(651,000)	(676,052)	(25,052)	Higher recycling credits received, the majority of which are from increased volumes of recycled garden waste (18k).
<b>Waste Recycling</b>	<b>(331,200)</b>	<b>(447,495)</b>	<b>(116,295)</b>	
Employees	0	0	0	
Other Expenditure	31,700	31,645	(55)	
Income	0	0	0	
<b>Technical Projects</b>	<b>31,700</b>	<b>31,645</b>	<b>(55)</b>	
Employees	0	9,328	9,328	Overtime payments for cleaning toilets in Laleham park.
Other Expenditure	103,204	108,142	4,938	
Income	0	(280)	(280)	
<b>Public Conveniences</b>	<b>103,204</b>	<b>117,190</b>	<b>13,986</b>	
Employees	0	1,472	1,472	
Other Expenditure	8,000	7,918	(82)	
Income	0	(1,469)	(1,469)	
<b>Emergency Planning</b>	<b>8,000</b>	<b>7,921</b>	<b>(79)</b>	
Employees	0	0	0	
Other Expenditure	5,500	10,447	4,947	additional work carried out to clear the dried ditches
Income	0	(2,500)	(2,500)	Additional contribution received from SCC and Neighbourhood grants
<b>Water Courses &amp; Land Drainage</b>	<b>5,500</b>	<b>7,947</b>	<b>2,447</b>	
<b>Total Employees</b>	<b>2,415,000</b>	<b>2,423,596</b>	<b>8,596</b>	
<b>Total Other Expenditure</b>	<b>1,727,104</b>	<b>1,744,500</b>	<b>17,396</b>	
<b>Total Income</b>	<b>(1,196,604)</b>	<b>(1,412,603)</b>	<b>(215,999)</b>	
	<b>2,945,500</b>	<b>2,755,493</b>	<b>(190,007)</b>	

Appendix C6				
<b>Parks and Assets</b>				
<b>Results to</b>	<b>Budget</b>	<b>Total</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-13</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	93,400	105,080	11,680	Increased salary, overtime and pension current service costs
Other Expenditure	54,200	26,143	(28,057)	Reduced expenditure on Consultants and Valuers
Income	0	0	-	
<b>Asset Mgn Administration</b>	<b>147,600</b>	<b>131,222</b>	<b>(16,378)</b>	
Employees	0	0	-	
Other Expenditure	2,200	27,782	25,582	
Income	0	0	-	
<b>Sea Cadets</b>	<b>2,200</b>	<b>27,782</b>	<b>25,582</b>	Overspend due to portacabin hire not budgeted for. Portacabins have now been purchased
Employees	0	0	-	
Other Expenditure	152,101	37,982	(114,119)	Carry forwards of £27; £15k; £27k; £20k respectively for Electrical testing & remedial works, Fire Risk assessments, Beresford House and Bridge Street. None of which were used
Income	(21,797)	(45,462)	(23,665)	Additional income received for various land licenses
<b>General Property Expenses</b>	<b>130,304</b>	<b>(7,481)</b>	<b>(137,785)</b>	
Employees	0	0	-	
Other Expenditure	28,500	3,963	(24,537)	
Income	0	0	-	
<b>Memorial Gardens</b>	<b>28,500</b>	<b>3,963</b>	<b>(24,537)</b>	Carry forward requested for works on reflections
Employees	176,100	185,420	9,320	
Other Expenditure	456,196	442,386	(13,810)	General office moves exceeding budget due to high volume of work. Mobile phone bills will exceed budget also by c£23k.
Income	(267,200)	(130,758)	136,442	Community Link have moved (£129,500 grant), Airtrack inquiry did not happen (£19,200), Local Dir target set too high, will need full review for 2013/14 budget setting.
<b>Knowle Green</b>	<b>365,096</b>	<b>497,047</b>	<b>131,951</b>	
Employees	0	0	-	
Other Expenditure	87,400	96,486	9,086	Photocopying costs exceeded the budget offset by savings on our Internal and external printing.
Income	0	0	-	
<b>Print Unit</b>	<b>87,400</b>	<b>96,486</b>	<b>9,086</b>	
Employees	0	0	-	
Other Expenditure	556,800	787,429	230,629	
Income	0	(3,170)	(3,170)	Bronzefield Contribution 2012/13
<b>Planned Maintenance Programme</b>	<b>556,800</b>	<b>784,259</b>	<b>227,459</b>	Planned & Responsive maintenance budgets used in partnership with Runnymede BC. These budgets need to be considered together
Employees	0	0	-	
Other Expenditure	205,000	0	(205,000)	
Income	0	0	-	
<b>Responsive Maintenance Program</b>	<b>205,000</b>	<b>0</b>	<b>(205,000)</b>	Planned & Responsive maintenance budgets used in partnership with Runnymede BC. These budgets need to be considered together
Employees	0	0	0	
Other Expenditure	6,200	8,190	1,990	Rent allotments payments to Ashford Coal Charity
Income	(33,200)	(42,960)	(9,760)	Higher rental income received than the budget
<b>Allotments</b>	<b>(27,000)</b>	<b>(34,770)</b>	<b>(7,770)</b>	
Employees	0	0	0	
Other Expenditure	16,996	18,504	1,508	
Income	0	0	0	
<b>Staines Metro Commons</b>	<b>16,996</b>	<b>18,504</b>	<b>1,508</b>	
Employees	120,100	122,791	2,691	
Other Expenditure	1,656,400	1,617,568	(38,832)	Reduced level of Weed spraying due to the Weather & Summer's Spelthorne in bloom was cancelled. Reduced expenditure on non contracted grounds maintenance
Income	(190,600)	(200,158)	(9,558)	Increased contribution from Surrey County Council, increased income from advertising on roundabouts, offset by a reduction in sponsorship income for Spelthorne in bloom.
<b>Grounds Maintenance</b>	<b>1,585,900</b>	<b>1,540,201</b>	<b>(45,699)</b>	
Employees	0	0	0	
Other Expenditure	110,604	104,569	(6,035)	
Income	(117,700)	(101,473)	16,227	Loss of rental income (£18k) for Fordbridge Park due to surrender of lease last year and currently vacant. Remainder relating to Grants & Donations, Reimbursements, Lettings, football, Filming and Fun Fair income are also expected to be lower than the budget
<b>Parks Strategy</b>	<b>(7,096)</b>	<b>3,096</b>	<b>10,192</b>	
Employees	2,600	5,007	2,407	Temporary staff costs are expected to be higher than the budget
Other Expenditure	19,400	24,320	4,920	Higher expenditure due to more activity, offset by higher income
Income	(47,000)	(51,162)	(4,162)	Higher income due to increased activity/ bookings
<b>Arts Development</b>	<b>(25,000)</b>	<b>(21,835)</b>	<b>3,165</b>	
Employees	5,000	2,080	(2,920)	
Other Expenditure	2,800	4,619	1,819	
Income	0	0	0	
<b>Festivals</b>	<b>7,800</b>	<b>6,699</b>	<b>(1,101)</b>	

## Parks and Assets

	Budget	Total	Variance	Comments
<b>Results to</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
<b>31-Mar-13</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	218,800	209,114	(9,686)	Savings due to a current vacant post and also during first part of the year, partly covered by temporary staff.
Other Expenditure	15,700	10,332	(5,368)	Reduced level of expenditure on printing, advertising and stationary, offset by mobile phone costs.
Income	0	0	0	
<b>Leisure Administration</b>	<b>234,500</b>	<b>219,446</b>	<b>(15,054)</b>	
Employees	10,200	12,527	2,327	
Other Expenditure	41,000	38,981	(2,019)	
Income	(14,000)	(9,149)	4,851	Overall income is less than the budget due to lower activity
<b>Leisure Development</b>	<b>37,200</b>	<b>42,358</b>	<b>5,158</b>	
Employees	0	0	0	
Other Expenditure	20,400	20,839	439	
Income	0	0	0	
<b>Leisure Grants</b>	<b>20,400</b>	<b>20,839</b>	<b>439</b>	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(42,200)	(41,996)	204	
<b>Leisure Promotions</b>	<b>(42,200)</b>	<b>(41,996)</b>	<b>204</b>	
Employees	0	0	0	
Other Expenditure	4,400	4,309	(91)	
Income	(8,000)	(8,000)	0	
<b>Museum</b>	<b>(3,600)</b>	<b>(3,691)</b>	<b>(91)</b>	
Employees	0	1,568	1,568	Temporary employees costs with no budget
Other Expenditure	7,900	28,396	20,496	Additional costs for boiler replacement and building works at St. Martins hall
Income	(45,700)	(53,978)	(8,278)	Increased rental income from Shepperton village and St Martins Halls.
<b>Public Halls</b>	<b>(37,800)</b>	<b>(24,014)</b>	<b>13,786</b>	
Employees	0	0	0	
Other Expenditure	71,000	60,892	(10,108)	Lower Energy costs
Income	(229,100)	(231,167)	(2,067)	
<b>Spelthorne Leisure Centre</b>	<b>(158,100)</b>	<b>(170,275)</b>	<b>(12,175)</b>	
Employees	0	0	0	
Other Expenditure	8,300	9,801	1,501	
Income	0	0	0	
<b>Sunbury Leisure Centre</b>	<b>8,300</b>	<b>9,801</b>	<b>1,501</b>	
Employees	0	0	0	
Other Expenditure	21,100	24,647	3,547	Tree works in the cemeteries, plus the cost of new benches & increased electricity/water costs
Income	(321,400)	(342,284)	(20,884)	Increased burials over the winter period.
<b>Cemeteries</b>	<b>(300,300)</b>	<b>(317,637)</b>	<b>(17,337)</b>	
Total Employees	<b>626,200</b>	<b>643,587</b>	<b>17,387</b>	
Total Other Expenditure	<b>3,544,597</b>	<b>3,398,136</b>	<b>(146,461)</b>	
Total Income	<b>(1,337,897)</b>	<b>(1,261,717)</b>	<b>76,180</b>	
	<b>2,832,900</b>	<b>2,780,005</b>	<b>(52,895)</b>	



Appendix C7				
<b>Communications</b>				
<b>Results to</b>	<b>Budget</b>	<b>Total</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-13</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	203,200	174,380	(28,820)	Savings due to 2 members of staff were on maternity leave during the year, partially covered by one temporary member of staff.
Other Expenditure	88,300	75,517	(12,783)	Reduced expenditure on both the marketing and Borough Newspapers budgets
Income	(29,900)	(12,453)	17,447	Income was reduced due to the partnership with Runnymede BC ending in June 2012
<b>Corporate Publicity</b>	<b>261,600</b>	<b>237,444</b>	<b>(24,156)</b>	
Employees	0	0	-	
Other Expenditure	13,800	0	(13,800)	Post currently vacant so no activity
Income	0	0	-	
<b>Research &amp; Consultation</b>	<b>13,800</b>	<b>0</b>	<b>(13,800)</b>	
Employees	292,500	299,666	7,166	
Other Expenditure	948,600	894,887	(53,713)	Greater savings than anticipated regarding the Steria contract and a contingency for consulting was not required.
Income	(37,100)	(48,970)	(11,870)	Reimbursement of a share of ICT Manager's costs, income from leasing equipment to Spelthorne Crossroads and selling of obsolete equipment
<b>Information &amp; Comms Technology</b>	<b>1,204,000</b>	<b>1,145,583</b>	<b>(58,417)</b>	
Total Employees	<b>495,700</b>	<b>474,045</b>	<b>(21,655)</b>	
Total Other Expenditure	<b>1,050,700</b>	<b>970,405</b>	<b>(80,295)</b>	
Total Income	<b>(67,000)</b>	<b>(61,424)</b>	<b>5,576</b>	
	<b>1,479,400</b>	<b>1,383,026</b>	<b>(96,374)</b>	

Appendix C8				
<b>Community Safety and Young People</b>				
<b>Results to</b>	<b>Budget</b>	<b>Total</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-13</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	-	
Other Expenditure	2,700	6,666	3,966	Increased costs of police and DVLA checks
Income	(76,000)	(77,660)	(1,660)	
<b>Taxi Licensing</b>	<b>(73,300)</b>	<b>(70,994)</b>	<b>2,306</b>	
Employees	131,500	175,374	43,874	Two members of staff with no budget funded through Community Safety Partnership grants
Other Expenditure	162,296	179,300	17,004	CCTV Telephone maintenance costs and Runnymede BC annual maintenance costs are expected to be higher than the budget.
Income	(50,196)	(98,542)	(48,346)	Additional income from Crime & Disorder Reduction Partnership funds to off set the costs as above
<b>Community Safety</b>	<b>243,600</b>	<b>256,132</b>	<b>12,532</b>	
Employees	100,400	94,213	(6,187)	Staffing costs may reduce pending recruitment, commitment to be moved to 'Other expenses'
Other Expenditure	3,900	13,304	9,404	Legal & Court fees, and consultant expenditure
Income	(101,600)	(93,037)	8,564	
<b>Licensing</b>	<b>2,700</b>	<b>14,481</b>	<b>11,781</b>	Gambling Licenses - Full year income budget to be reduced by £1,000 (from £19,200 to £18,200) due to reduction in number of licenses; Licensing - spread of income to be determined across the year;
Employees	0	3,220	3,220	Temporary staff payments with no budget
Other Expenditure	56,104	51,406	(4,698)	
Income	(9,600)	(15,512)	(5,912)	Income is expected to be higher due to more activity and additional external funding with no budget. £7k carried forward from previous year £2k moved from General grants will be used to fund playscheme vouchers expenditure. Balance not used will again be requested to be carried forward into next year.
<b>Youth</b>	<b>46,504</b>	<b>39,115</b>	<b>(7,389)</b>	
Total Employees	<b>231,900</b>	<b>272,808</b>	<b>40,908</b>	
Total Other Expenditure	<b>225,000</b>	<b>250,676</b>	<b>25,676</b>	
Total Income	<b>(237,396)</b>	<b>(284,751)</b>	<b>(47,355)</b>	
	<b>219,504</b>	<b>238,733</b>	<b>19,229</b>	

Appendix C9				
<b>Finance and Resources</b>				
<b>Results to</b>	<b>Budget</b>	<b>Total</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-13</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	165,000	169,088	4,088	
Other Expenditure	20,300	17,306	(2,994)	
Income	(39,900)	(36,853)	3,047	
<b>Audit</b>	<b>145,400</b>	<b>149,541</b>	<b>4,141</b>	Income expected to be £5k under target, this will be offset by the underutilised Consultants budget
Employees	0	0	-	
Other Expenditure	21,500	19,805	(1,695)	
Income	0	0	-	
<b>People &amp; Partnerships</b>	<b>21,500</b>	<b>19,805</b>	<b>(1,695)</b>	
Employees	233,300	245,656	12,356	Increased Salary and Pension current service costs
Other Expenditure	14,900	11,506	(3,394)	
Income	(42,200)	(52,828)	(10,628)	Partnership reimbursement from Runnymede BC
<b>HR</b>	<b>206,000</b>	<b>204,334</b>	<b>(1,666)</b>	
Employees	50,200	60,878	10,678	Increased overtime due to extra work associated with the implementation of the new HR and payroll system.
Other Expenditure	2,200	3,325	1,125	
Income	0	(10)	(10)	
<b>Payroll</b>	<b>52,400</b>	<b>64,193</b>	<b>11,793</b>	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(2,000)	0	2,000	We no longer have any mortgages
<b>Mortgages</b>	<b>(2,000)</b>	<b>0</b>	<b>2,000</b>	
Employees	6,000	37,367	31,367	Casual staff pay incurred
Other Expenditure	207,200	325,565	118,365	Some of this is invest to spend expenditure eg spend on consultants for new homes bonus which has delivered additional £650k income over next 6 years, Increased Treasury Management costs and bank fees, offset by lower external audit fees ,plus the cost of Corporate Project Manager to oversee flagship projects
Income	0	(22,130)	(22,130)	Surrey Treasurers LG rates pooling, and Targeted Support funding reimbursements
<b>Corporate Management</b>	<b>213,200</b>	<b>340,802</b>	<b>127,602</b>	
Employees	0	0	0	
Other Expenditure	10,000	(21,149)	(31,149)	Accounting adjustments re previous years accruals
Income	0	(8,547)	(8,547)	New Burdens grant Received
<b>Misc Expenses</b>	<b>10,000</b>	<b>(29,696)</b>	<b>(39,696)</b>	
Employees	685,400	3,945	(681,455)	Pension deductions and Added years payments are removed at year end as part of the process in calculating the authorities overall pension liability.
Other Expenditure	51,700	43,091	(8,609)	Consultants and Health & Safety budgets underspend
Income	0	0	0	
<b>Unapportionable CentralO/Heads</b>	<b>737,100</b>	<b>47,036</b>	<b>(690,064)</b>	
Employees	372,000	427,590	55,590	Recruitment of additional member of staff partially covered by allocation of additional budget
Other Expenditure	8,896	20,290	11,394	Subscriptions to various financial bodies overspend
Income	0	(5)	(5)	
<b>Accountancy</b>	<b>380,896</b>	<b>447,875</b>	<b>66,979</b>	
Employees	0	0	0	
Other Expenditure	0	108	108	
Income	(145,600)	(144,313)	1,287	As per cost of collection NNDR1 2012/13 calculation
<b>Business Rates</b>	<b>(145,600)</b>	<b>(144,205)</b>	<b>1,395</b>	
Employees	683,800	699,857	16,057	
Other Expenditure	101,600	173,098	71,498	Additional expenditure of £76k relating to Council Tax Benefit Localisation off set by external funding income- see below
Income	(144,300)	(226,729)	(82,429)	Additional Funding received of £76k relating to Council Tax Benefit Localisation with no budget
<b>CServ Management &amp; Support</b>	<b>641,100</b>	<b>646,227</b>	<b>5,127</b>	
Employees	0	0	0	
Other Expenditure	222,700	224,178	1,478	
Income	0	(897)	(897)	
<b>Insurance</b>	<b>222,700</b>	<b>223,281</b>	<b>581</b>	
Employees	354,700	395,517	40,817	Agency Staff employed to cover vacant positions
Other Expenditure	848,500	912,342	63,842	Increased Electricity costs, mgt fees for Riverside underground car park, Equipment costs, lines and signs expenditure .
Income	(1,963,300)	(2,090,290)	(126,990)	Increased income in all areas EG Pay on foot, Season tickets, excess charges and pay by phone.
<b>Car Parks</b>	<b>(760,100)</b>	<b>(782,431)</b>	<b>(22,331)</b>	
Total Employees	<b>2,550,400</b>	<b>2,039,898</b>	<b>(510,502)</b>	
Total Other Expenditure	<b>1,509,496</b>	<b>1,729,466</b>	<b>219,970</b>	
Total Income	<b>(2,337,300)</b>	<b>(2,582,601)</b>	<b>(245,301)</b>	
	<b>1,722,596</b>	<b>1,186,763</b>	<b>(535,833)</b>	

## Detailed list of Revenue carry forward requests

## Appendix D

Directorate	Item description	Officer Responsible	Cost Centre	Cost Element	Carry Forward request	Profile	Approved	Comments
Liz Borthwick	Back scanning	Karen Sinclair	12301		£16,000			Scanning of existing documents to electronic format.
Liz Borthwick	Housing needs system replacement	Karen Sinclair	12301		£25,000			Internal costs for implementation of the new housing needs system.
Terry Collier	Memorial Gardens	Dave Phillips	15112		£24,537			For works committed and started on Elmsleigh Car Park Ramp
Liz Borthwick	Span Supporting People	Niky Rental	12401	4979	£11,769			To be able to continue to buy Telecare Equipment
Liz Borthwick	Play scheme Vouchers	Lisa Stonehouse	14910	4979	£5,170			Purchase of Play scheme vouchers
Terry Collier	Council Tax support	Heather Morgan	32102	4552	£13,332			Used for overtime and temp staff in customer services to deal with the transition to C.Tax support.
Terry Collier	Out of Hours Telephony	Linda Norman	32101		£25,582			To provide annual maintenance for out of hours telephony and script development.
Liz Borthwick	Various pieces of equipment for SPAN	Collette Crow	12401	4002	£900			To purchase various pieces of equipment
Terry Collier	Fire Risk Assessments	Dave Phillips/Cathy Munro			£15,000			Part of ongoing programme to meet statutory requirements.
Terry Collier	Beresford House	Dave Phillips/Cathy Munro			£27,000			Renovation works prior to lease
	<b>Value to approve</b>				<b>£164,290</b>			
	<b>Value Approved:</b>						<b>£164,290</b>	

**Comparison of key income budgets 12-13 outturn vs 2011/12 as at end of period 12 - 31st March 2013**

	Current year				Prior year													
	Total Budget 1213	Actual to March1213	Variance to Budget	Actual as % of Budget %	Total Budget 1112	Actual to March1112	Variance to Budget	Actual as % of Budget %										
	£	£	£		£	£	£											
1 Planning Fees income	- 335,300	- 439,614	104,314	131.1%	- 343,800	- 317,986	- 25,814	92.5%										
2 Building Control	- 290,000	- 326,425	36,425	112.6%	- 290,000	- 304,987	14,987	105.2%										
3 Land charges income	- 160,000	- 174,637	14,637	109.1%	- 130,000	- 188,403	58,403	144.9%										
4 Green Waste Bin	- 321,000	- 350,757	29,757	109.3%	- 294,500	- 306,757	12,257	104.2%										
5 Car park season tickets	- 184,000	- 243,652	59,652	132.4%	- 181,800	- 198,688	16,888	109.3%										
6 Car park PCN'S - off street	- 107,000	- 115,081	8,081	107.6%	- 107,000	- 107,472	472	100.4%										
7 Car park fees	- 1,342,004	- 1,344,328	2,324	100.2%	- 1,357,996	- 1,369,758	11,762	100.9%										
8 Spelthorne Alarm Network	- 250,000	- 225,219	- 24,781	90.1%	- 260,000	- 221,351	- 38,649	85.1%										
9 Meals on Wheels	- 140,604	- 145,910	5,306	103.8%	- 126,800	- 138,651	11,851	109.3%										
10 Taxi Licensing	- 76,000	- 77,660	1,660	102.2%	- 76,000	- 73,759	- 2,241	97.1%										
11 Staines Market	- 300,000	- 326,833	26,833	108.9%	- 177,000	- 246,172	69,172	139.1%										
12 Spelride	- 71,200	- 70,576	- 624	99.1%	- 57,200	- 68,552	11,352	119.8%										
13 Cemeteries	- 321,400	- 342,284	20,884	106.5%	- 301,400	- 330,244	28,844	109.6%										
14 Refuse Collection	- 125,200	- 138,554	13,354	110.7%	- 60,500	- 138,720	78,220	229.3%										
15 Licensing	- 82,400	- 75,477	- 6,924	91.6%	- 82,400	- 79,515	- 2,886	96.5%										
<b>Sub total</b>	<b>- 4,106,108</b>	<b>- 4,397,005</b>	<b>290,897</b>	<b>107.1%</b>	<b>- 3,846,396</b>	<b>- 4,091,014</b>	<b>244,618</b>	<b>106.4%</b>										
16 Recycling Credits **	- 651,000	- 676,052	25,052	103.8%	- 603,600	- 598,930	- 4,670	99.2%										
<b>Total</b>	<b>- 4,757,108</b>	<b>- 5,073,057</b>	<b>315,949</b>	<b>106.6%</b>	<b>- 4,449,996</b>	<b>- 4,689,944</b>	<b>239,948</b>	<b>105.4%</b>										
<u>Comments</u>																		
1	Planning fee income has exceeded the target due to several large scale major applications being received in the last two months of the year																	
2	Income up from 11/12.																	
3	Approx income for 2012/2013 will be £177,200.85. This is based on 11 months actual income of £163,800.85 and 1 months predicted income of £13,400																	
4	Increased take up of the green waste scheme																	
5	Increased season ticket sales due to work undertaken by Cathy Munro and her team																	
6	Increased number of PCN's issued due to improved staffing resources																	
7	Better than expected income during the 4th quarter																	
8	Income budget not achieved due mainly to Surrey County Council telecare strategy being delayed.																	
9	Increased use of the service																	
10	Income achieved but the number of licence requests is decreasing																	
11	Increased number of stalls on all days																	
12	Slight increase in passenger journeys																	
13																		
14																		
15	There was a short fall in income achieved due to a number of factors: a) The total number licensed premises in Spelthorne has decreased over recent years from 300 in 2007 to a current figure of approximately 270, therefore the amount annual fees we receive has reduced; b) The ratio of off licence premises compared to on licence premises in the borough has increased. The former category of premises attracts a smaller annual licence fee compared to the latter.																	
16	Recycling figures include a estimate for the 4th Quarter																	



# Overview and Scrutiny Committee

9 July 2013



<b>Title</b>	Leisure and Culture Strategy 2013-2016 (1 <sup>st</sup> draft)		
<b>Purpose</b>	Resolution required		
<b>Report of</b>	Assistant Chief Executive	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Penny Forbes-Forsyth	<b>Key Decision</b>	Yes
<b>Report Author</b>	Lisa Stonehouse		
<b>Summary and Key Issues</b>	<p>The previous Leisure and Culture Strategy expired in 2012. A new strategy is essential in order to outline the priorities of the leisure team for 2013-2016. Action plans for specific areas have been highlighted.</p> <p>The document will also be utilised at a corporate level to inform decisions regarding leisure priorities.</p> <p>This document is the first draft. Consultation will be required with internal and external partners and members of the public.</p>		
<b>Financial Implications</b>	<p>The document has been written by the Leisure Services Manager in liaison with the Leisure Services Team. The consultation will be undertaken by the Leisure Services Manager and will utilise the existing budget.</p> <p>A robust Leisure and Culture Strategy is required, as agencies such as Sport England and National Governing Bodies for sport require that a strategy is in place before external grant funding is provided.</p>		
<b>Corporate Priority</b>	<p>Service delivery</p> <p>Communication</p> <p>Efficient use of assets</p>		
<b>Recommendations</b>	The Cabinet is asked to approve the first draft of the Leisure and Culture Strategy for Spelthorne, in order that our statutory and voluntary partners and members of the public can be consulted.		

## **1. Background**

1.1 The Leisure and Culture Strategy provides an overview of local and national leisure provision and provides an outline of the priorities for the work of the leisure development team. The strategy was undertaken in house by officers of Spelthorne Borough Council. It replaces the previously adopted strategy from 2008-2012. This strategy was produced to meet a number of objectives which can be summarised as follows:-

- To support our community vision and corporate priorities
- To promote the importance of leisure and culture for the well-being and enjoyment of people in the Borough of Spelthorne.
- To improve leisure and cultural provision within the borough.
- To set priorities for the development of leisure and culture based on local needs
- To make leisure and cultural activities more accessible
- To promote and extend partnership working with the private, public and voluntary sector, to maximise opportunities for the borough.
- To provide a local framework for achieving national and regional objectives in Spelthorne.
- To help identify and achieve external funding opportunities.
- To help provide the best value leisure and cultural provision.

## **2. Key issues**

The previous Leisure and Culture Strategy expired in 2012. A new strategy is essential in order to inform decisions regarding the priorities of the leisure team. The document will also be utilised at a corporate level to inform decisions regarding leisure priorities.

## **3. Options analysis and proposal**

- 3.1 To approve the draft document for consultation with internal and external partners and members of the public. This would mean that we would ensure that the strategy is robust and has the support of our partner agencies.
- 3.2 Not to approve the document for consultation. The strategy cannot be adopted without the support and contribution of our partner agencies.

## **4. Financial implications**

- 4.1 As outlined on the summary page (no further financial implications)

## **5. Other considerations**

- 5.1 This document can be utilised by planning and asset management as part of the needs analysis in relation to new developments.
- 5.2 The consultation with partners and members of the public will enable the Leisure and Culture strategy to be developed further before formal approval.

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

- 6.1 There is a risk that consultation may identify problems with the strategy and it may have to be significantly amended. This will impact on officer time.



**7. Timetable for implementation**

- 7.1 Consultation with partners will be undertaken during July and August. The necessary amendments will be made to the strategy during August 2013. The final draft of the strategy will be submitted to Cabinet on 24 September 2013. If the strategy is approved, the action plan will run from September 2013 to September 2014 and an update on the action plan will be presented annually.

**Background papers:**

There are none

**Appendices:**

**The Leisure and Culture Strategy**

# **Leisure and Culture Strategy 2013-2016**

**24 May 2013**

**Author - Lisa Stonehouse**

**DRAFT**

## Executive Summary

### **The Aim of the Leisure and Culture Strategy**

The aim of the strategy is to provide direction for the provision of leisure and culture within Spelthorne until 2016. The strategy provides an overview of local and national leisure provision and provides an outline of the priorities for the work of the leisure development team.

### **Scope of the Strategy**

For the purpose of this strategy, the following areas will be included:-

#### **Sport and Physical Activity**

The development and promotion of sport and active lifestyle opportunities for residents of all ages, increasing participation and making optimum use of our local facilities and open spaces.

#### **Arts and Heritage**

The development and promotion of arts and heritage opportunities for residents of all ages, increasing participation and making optimum use of our local facilities.

#### **Young people**

The provision of facilities, activities and events for young people aged between 11-19 years and the implementation of the Safeguarding Children Policy.

#### **Facilities**

The Leisure Centre contract monitoring and liaison with organisations who use buildings or structures that are directly provided or enabled by Spelthorne Borough Council. Ensuring that all borough sport facilities are utilised to their full potential and funding opportunities are sought to develop new facilities where appropriate. Working with local clubs to investigate the possibility of self management opportunities of Spelthorne facilities.

#### **General wellbeing**

Encourage the local population to take part in all leisure activities and use of our facilities and open spaces, in order to increase the sense of wellbeing and community within Spelthorne.

#### **Building on the legacy of the 2012 Olympics and Paralympics**

Ensuring that residents continue to take up sporting and cultural opportunities within the borough and participate in Olympic legacy projects.

The benefits of taking part in leisure activities will be outlined and an action plan for each leisure services area is provided.

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8 Sport, Active Lifestyle and Facilities Action Plan

9 Arts and Heritage Action Plan

10 Youth Action Plan

References

Appendix 1 – The Department of Health Recommendations for Physical Activity

Appendix 2 – The Active People Survey in Spelthorne

Appendix 3 – Surrey Arts Partnership Action Plan

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## Leisure and Culture Strategy for Spelthorne 2013-2016

The delivery of leisure services is constantly being reviewed and updated, as national and local priorities for leisure and culture develop and the local population requirements change. A leisure and culture strategy is important to assess the needs of our residents, to identify how services can be delivered and provide a planned approach to development.

### 1 What are the benefits of a Leisure and Culture Strategy?

- To support our community vision and corporate priorities
- To promote the importance of leisure and culture for the well-being and enjoyment of people in the Borough of Spelthorne.
- To improve leisure and cultural provision within the borough.
- To set priorities for the development of leisure and culture based on local needs
- To make leisure and cultural activities more accessible
- To promote and extend partnership working with the private, public and voluntary sector, to maximise opportunities for the borough.
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- To help provide the best value leisure and cultural provision.

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#### 3.1.1 Sport and Physical Activity

The development and promotion of sport and active lifestyle opportunities for residents of all ages, increasing participation and making optimum use of our local facilities and open spaces.

#### 3.1.2 Arts and Heritage

The development and promotion of arts and heritage opportunities for residents of all ages, increasing participation and making optimum use of our local facilities.

#### 3.1.3 Young people

The provision of facilities, activities and events for young people aged between 11-19 years and the implementation of the Safeguarding Children Policy.

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The Leisure Centre contract monitoring and liaison with organisations who use buildings or structures that are directly provided or enabled by Spelthorne Borough Council. Ensuring that all borough sport facilities are utilised to their full potential and funding opportunities are sought to develop new facilities where appropriate. Working with local clubs to investigate the possibility of self management opportunities of Spelthorne facilities.

#### 3.1.5 General wellbeing

Encourage the local population to take part in all leisure activities and use of our facilities and open spaces, in order to increase the sense of wellbeing and community within Spelthorne.

#### 3.1.6 Building on the legacy of the 2012 Olympics and Paralympics

Ensuring that residents continue to take up sporting and cultural opportunities within the borough and participate in Olympic legacy projects.

## 4 About Spelthorne – Local Profile

Spelthorne is located approximately 15 miles south-west of Central London. It borders three London Boroughs, the Berkshire Boroughs of Slough, Windsor and Maidenhead and the two Surrey Boroughs of Runnymede and Elmbridge. It is a relatively small (approximately 20 square miles) but quite densely populated Borough, with Heathrow Airport immediately to the north and the River Thames forming its southern boundary. Spelthorne's main towns are Ashford, Shepperton, Staines upon Thames, Stanwell and Sunbury on Thames. Spelthorne has very good transport links to London and neighbouring boroughs. The borough is situated within the M25 motorway and the M3 motorway runs through Sunbury on Thames, providing easy access to London as well as the South Coast. There are 5 railway stations that serve the borough giving access to Central London in just over half an hour. Bus routes serve all areas of the borough making most areas fairly accessible by public transport. Heathrow airport is within easy reach as are the other London airports.

### 4.1.1 Population and population predictions

Spelthorne has a current population of 95,598 (Office for National Statistics (ONS) Census 2011). The census results show that Spelthorne has less young people (0-14) and more older people (65+) than most adjoining boroughs. Nationally 16.4% of the population are over 65 but in Spelthorne this figure is 17.36%. The highest percentage of the population in Spelthorne are in the 20-44 age group (34.3%). The 2011 subnational population predictions estimate that the population of Spelthorne will continue to rise over the next 5 years and predict that by 2018 the population will be approximately 102,311 with 17.73% of the population being over 65.

### 4.1.2 Ethnicity

According to the 2011 census 87.3% of the borough's population classify their ethnicity as white which is slightly higher than England's average of 85.5%. (ONS, Census 2011). The breakdown of the ethnicity of the borough's population is shown below.

Ethnic group	% of Spelthorne population
White British	81%
White Other	6.3%
Mixed / Multiple ethnic	2.4%
Asian /Asian British: Indian	4.2%
Asian /Asian British: Pakistani	0.7%
Asian Other	2.7%
Black	1.6%
Other	0.9%

#### 4.1.3 Economic Activity

Within Spelthorne there are 69916 people aged between 16 and 74, which are generally considered the ages where people could be classed as economically active. Of these 69916 people, 46.4% are employed full time, 13.3% are employed part time and 10% are self-employed. 3.3% of the economically active population in Spelthorne are unemployed. The unemployment rate in Spelthorne is lower than both the regional (3.4%) and the national (4.4%) averages. Spelthorne has a larger than average number of people employed in intermediate occupations and a high number of people employed in semi routine and routine occupations compared to the rest of Surrey. Less than the regional average are employed in higher managerial and higher professional occupations (ONS 2011 Census).

#### 4.1.4 Deprivation

According to the index of multiple deprivation Spelthorne ranks 260<sup>th</sup> out of 326 local authorities in England and Wales with 1 being the most deprived. Despite its relative affluence nationally, Spelthorne does have pockets of deprivation with 10.3% of its population living in the top 2 most deprived quintiles nationally. Spelthorne also has the highest number of lower super output areas in terms of deprivation in Surrey. These areas include Stanwell North, Ashford North and Stanwell South, Ashford East and Sunbury Common. Although lower than the rest of Surrey car ownership in Spelthorne is slightly higher than the regional average with 85.2% of households having at least 1 vehicle and 42.2% of households having 2 or more (ONS 2011 census).

#### 4.1.5 Health

The health profile for Spelthorne in 2012' (Department of Health 2012). shows that the average life expectancy for females in Spelthorne is 84.3 years and life expectancy for males is 80.2 years. Both are significantly better than the England average however life expectancy for those living in the most deprived areas of Spelthorne is 4.7 years lower than those in the least deprived areas.

An estimated 26% of adults in Spelthorne are classified as being obese compared to the national average of 24.2%. 19% of year 6 children in Spelthorne are classified as obese, which mirrors the England average. 23.9% of adults in Spelthorne smoke which is not significantly different from the England average of 20.7%. The percentage of people on GP registers in Spelthorne with a recorded diagnosis of diabetes 2010/11 is significantly worse



than England Average. 5.8% in Spelthorne compared with an England average of 5.5%.(Department of Health 2012).

## 5 Strategic Context

### 5.1.1 Council Values

The work of the Leisure services team incorporates the council values of Service, Support, Safety, Respect and Value.

### 5.1.2 Links with other strategies, action plans and departments

The Leisure and Culture Strategy links to a number of key strategies, action plans and departments, both locally and nationally. These plans and strategies have helped support the development of this Strategy by providing context and rationale for developing this document. In turn the Leisure and Culture strategy and implementation of the action plan will help to deliver the aims and objectives of these other strategies. The key points of these strategies and plans are summarised below:-

### 5.1.3 Spelthorne Community Plan

Spelthorne's Community Plan 2005 – 2015 describes the outcomes partners will strive to achieve and provides a focus for the work of a wide range of partners to improve Spelthorne as an area to live, work, travel and take part in leisure activities.

The two of the themes of the plan that link in with the Leisure and Culture Strategy are:-

- **Children and Young People**

Two of the key priorities of this theme are that young people have places to go and have Information (to be healthy and enjoy and achieve).

- **Health and Well Being**

One of the key priorities of this theme are to improve the mental health and well-being of the Spelthorne population by combating loneliness and social isolation, stress and depression, initially targeting older people and then younger people.

### 5.1.4 Spelthorne's Playing Pitch Strategy

This Playing Pitch Strategy provides a complete assessment of playing pitch provision across Spelthorne and was undertaken during 2012/2013. It replaces the previously adopted strategy from 2007. The report follows the methodology recommended by Sport England, as set out in the publication "Towards a Level Playing Field" and contains several recommendations to improve pitch provision within the borough, which will enable pitch sports to continue to develop within the borough.

### 5.1.5 Spelthorne Youth Strategy

A new Children and Young People Plan will be written in autumn 2013 in liaison with the youth council and the Children and Young People Partnership. This plan will link in with the Leisure and Culture Strategy and the Children and Young People Partnership (CYPP) The CYPP is integral to support the work that is carried out by many different agencies to ensure that young people are engaged and given every opportunity to succeed. The partnership ensures children and young people have a voice in Spelthorne. The CYPP supports a range of key strategies and policies which support statutory and voluntary sector

delivery. The Youth Council is due to be re-launched in September and will provide an opportunity for young people to make a major contribution to decision making regarding services and facilities for young people in the borough. A number of project groups may also be created, as the Youth Council develops. Youth consultation regarding the new youth council and strategy is currently taking place in schools and youth centres.

#### 5.1.6 Safeguarding Children Strategy

The corporate Safeguarding Children Policy for Spelthorne, is written and implemented by Leisure Services. It adheres to the Surrey Safeguarding Board guidelines and Spelthorne is represented at the local safeguarding meetings.

#### 5.1.7 Spelthorne's planning and housing strategy

Spelthorne's planning and housing strategy is part of the Local Development Framework (LDF) and sets out the Council's core strategy and detailed policies for guiding and controlling the development and use of land and buildings. With regards to open space and sport and recreation facilities, the policies require that there is the provision of sufficient open space, which is well sited and suitable to meet a wide range of outdoor, sport, recreation and open space needs, that services and facilities meet the needs of the community and that existing services and facilities are retained, or replaced adequately to meet local need.

#### 5.1.8 Spelthorne's parks and open spaces development strategy (2010-2020)

Spelthorne's parks and open spaces strategy provides an outline of facilities within Spelthorne and highlights the positive impact that open space and sport and recreational facilities have on wellbeing and quality of life of residents. There are significant areas of open space within the Borough that perform a valuable role in providing facilities for sport and recreation.

## 6 Wider Strategic Context

### 6.1.1 Sport England Strategy 2012-2017

Sport England's strategy, 'A sporting habit for life' (Department for Culture Media and Sport 2012), sets out the objectives for the national sports policy until 2017. The strategy sets out actions to transform sport in England, to create a meaningful and lasting community sport legacy from London 2012 Olympic and Paralympic Games at the grassroots level. Sport England want to ensure that sport becomes a habit for life for more people and a regular choice for the majority. The strategy will:

- See more people taking on and keeping sporting habit for life;
- Create more opportunities for young people;
- nurture and develop talent;
- provide the right facilities in the right places;
- support local authorities and unlock local funding;
- ensure real opportunities for communities

Sport England will work with National Governing Bodies (NGBs), County Sport Partnerships, Local Authorities and other partners to achieve these outcomes:

### 6.1.2 The Youth Sport Trust

The Youth Sport Trust Strategic Plan 2013-2018 outlines their mission to use the power of sport to change young people's lives.

The organisation has gained knowledge and understanding of how PE and sport can make a lasting difference to young people's lives and can make an impact on academic achievement, school ethos and whole school standards.

The plan makes it clear that:

every child needs the best possible sporting start in life

all young people deserve a sporting chance

all young people should be supported to achieve their sporting best in school and in life.

Within the plan the Youth Sport Trust has set some ambitious targets over the next 5 years to have:

- changed the lives of **one million** primary school children
- reached **250,000 young leaders, volunteers and teachers**, dedicating time to change young people's lives
- enabled **2.5 million young people** to achieve their personal best

### 6.1.3 Surrey's Strategy for Sport and Physical Activity

The Surrey Sports Board Sport and Physical Activity Strategy presents the views of multiple agencies and stakeholders with regards improving sport and physical activity provision across Surrey. Spelthorne is a member agency of this partnership. It focuses on delivering 4 outcomes to create "a more active and successful sporting county".

- Everyone has the opportunity to be active for life
- Strong Sustainable infrastructure is available in every community.
- Sufficient, well managed facilities meet Surrey's needs
- Talented performers are supported

### 6.1.4 The Surrey Health and Wellbeing Board

The Surrey Health and Wellbeing Board has been recently established as part of the Government's changes to the NHS. The board is made up of NHS, public health, social care, local councillors, district and borough representatives and user representatives, who work together to improve the health and wellbeing of the people of Surrey. The Board has produced a Joint Health and Wellbeing Strategy containing priorities for action for Surrey. The Board used the Joint Strategic Needs Assessment as the basis for Surrey's priorities, along with consultation with stakeholders to help develop a set of priorities for the first Joint Health and Wellbeing Strategy.

The priorities are:-

- Improving Children's health and wellbeing
- Developing a preventative approach
- Promoting emotional wellbeing and mental health
- Improving older adults' health and wellbeing

- Safeguarding the population

#### 6.1.5 Arts Council

Arts Council England is the lead agency for developing the arts in England. The arts council framework aims to build long-term collaborations between arts organisations, cultural partners and local authorities to encourage inspiring, sustainable art programmes. They have produced a strategic framework (Arts Council England 2010), to focus their work over the next 10 years and a plan to prioritise their work from 2011-2015 (Arts Council England 2011). Two of their goals (there are five goals in total), are particularly relevant to work at borough council level:-

##### **1. More people experience and are inspired by the arts.**

(More people are involved in arts in their communities and are enriched and inspired by arts experiences)

The priorities for 2011-2015 to achieve this are:-

- Developing arts opportunities for people and places with the least engagement.
- Strengthening the distribution of excellent art through touring and digital platforms.
- Encouraging funded organisations to be even more focused on attracting new audiences.

##### **2. Every child and young person has the opportunity to experience the richness of the arts.**

(Ensure that children and young people have the best current and future artistic lives they can have and enable them to develop their artistic capabilities and engage with, and shape, the arts).

The priorities for 2011-2015 to achieve this are:-

- Improving the delivery of arts opportunities for children and young people.
- Raising the standard of art being produced for, with and by children and young people.

#### 6.1.6 Arts Partnership Surrey

Arts Partnership Surrey (APS) is a strategic alliance of 9 local authorities and trusts representing the boroughs, districts and county council in Surrey. Spelthorne is a member agency of this partnership. The Arts Partnership work together to shape and deliver cultural services for Surrey. By working and creating together they aim to maximise resources to achieve large scale art projects which would be impossible to achieve as stand-alone organisations. They also research and assess need in order to develop cultural activity in Surrey. The APS have a key role in strengthening the partnership with organisations such as Farnham Maltings, who work with communities across South East England to encourage the greatest number of people to make, see and enjoy the best art possible.

#### 6.1.7 Surrey Heritage

Surrey Heritage is the Surrey County Council department responsible for preserving and celebrating the county's past. The department based at Surrey History Centre in Woking, preserve the written memory of Surrey, protect its archaeology, historic environment and artefacts and celebrate the diversity of history and experience.

Surrey Museums Consultative Committee (SMCC) are an umbrella organisation working on behalf of museums in Surrey working in partnership with the district and borough councils of Surrey and Surrey County Council. They provide advice, information and practical assistance to anyone connected with Surrey's museums and we develop partnerships with those in tourism, arts, heritage, culture, education, archives, libraries and area museum councils.

#### 6.1.8 The Children Act 2004

The Children Act (2004) refers to five outcomes that are key to children's wellbeing and enable all children to have the opportunity to achieve their full potential.

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Spelthorne Borough Council work alongside all statutory and voluntary agencies to ensure that their work with young people adhere to these outcomes.

#### 6.1.9 Surrey Youth Centres and Youth Support Service

Surrey County Council is responsible for the statutory youth provision throughout Surrey. The contract to run the five Spelthorne Youth Centres in Ashford, Shepperton, Staines, Stanwell and Sunbury was awarded to the Lifetrain Trust in 2012. They work with the youth centre boards (majority young people) to oversee the running of the youth centre and to ensure it is delivering a suitable programme of activities for young people.

The Youth Support Service (YSS) works across the whole of Surrey, with a team for each borough or district in Surrey. The YSS work with partners including health professionals, schools, colleges, police, voluntary organisations and local boroughs with the key objectives to support young people who:

- are 16-19 years old and not in education, employment or training
- are 10-17 years old and are in the youth justice system
- display a range of risk factors linked to becoming NEET (not in education, employment or training) or offending

The service works to support vulnerable young people to:-

- Participate in education, training and employment (PETE),
- Prevent problems that cause barriers to becoming and remaining in education training and employment,
- Reduce offending and anti-social behaviour,
- Support for homeless young people and preventing homelessness in young people who are 16 and 17 years old.

The service is a multi-agency partnership between Surrey County Council, Surrey Police, Surrey and Sussex Probation Trust, NHS Surrey and Catch 22.

#### 6.1.10 Surrey Alliance and Safeguarding Children's Board

The Surrey Alliance for Children, Young People and Families is Surrey's over arching partnership arrangements for children and young people. It brings together the key

organisations involved in commissioning and delivering children's services in Surrey and who are committed to working together to improve outcomes for children and young people. The principal purpose of the Surrey Alliance is to strengthen joint working to support vulnerable children, work with high need families and enable the children and young people's workforce and volunteers to work together more effectively.

#### 6.1.11 The Surrey Safeguarding Children Board (SSCB)

The Surrey Safeguarding Children Board (SSCB) is an inter-agency forum which brings together the Local Authority, police, health workers and all others in the community responsible for child protection to help them work more effectively to safeguard children from abuse and neglect. Surrey Safeguarding Children Board has representatives from Education, Health, Legal Services, Police, Probation, Social Care, Youth Justice, Districts and Boroughs, Voluntary Organisations, Prisons, Children and Family Court Advisory and Support Service (CAFCASS), Army Welfare Service.

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## 7 The Benefits of Leisure

Extensive physical, social and psychological personal benefits can be achieved by participating in leisure activities. The community benefits can also be significant. The following section will address the benefits of physical activity, arts and heritage and youth activities.

### 7.1 Physical Activity

#### 7.1.1 Benefits for physical activity

Increasing physical activity levels is a key component of reducing cardiovascular disease (CVD), cancer, diabetes and obesity (Department of Health 2009b). Helping inactive people to move to a moderate intensity activity level will produce the greatest reduction in risk of ill health and premature death. Achieving the recommended levels of activity can be used effectively to manage and prevent over 20 conditions and diseases including coronary heart disease, stroke, type 2 diabetes, cancer, obesity, mental health problems and musculoskeletal conditions (Department of Health 2009b).

Physical activity in childhood has a range of benefits including healthy growth and development, maintenance of energy balance, mental well-being and social interaction. Physical activity in childhood may also improve cognitive function (National Institute for Health and Care Excellence (NICE), 2007) and improve academic achievement (Castelli, Hillman and Buck 2007). Active children are less likely to smoke, or to use alcohol/get drunk or take illegal drugs (Physical Activity Task Force 2002). In adolescence physical activity, particularly those activities that stress the bone, is important for bone health and reducing the risk of osteoporosis in later life (Department of Health 2004). There is also strong evidence that physical activity can improve the health of those with a physical or cognitive disability (US Department of Health 2008).

A sedentary lifestyle is estimated to cause 54,000 premature deaths a year (Department of Culture Media and Sport 2002) and on average an inactive person spends 38% more days in hospital than an active person, and has 5.5% more GP visits, 13% more specialist service and 12% more nurse visits than an active person. Physical inactivity in England is estimated to cost £8.3 billion a year. This includes both the direct costs of treating major, lifestyle-related diseases and the indirect costs of sickness absence (Nazmi 2008).

Even relatively small increases in physical activity are associated with some protection against chronic disease and improved quality of life. More generally, physical activity helps people feel better about themselves, as well as helping to reduce physiological reactions to stress. In line with the NICE clinical guidelines for depression, it is recommended that patients of all ages with mild depression should be advised of the benefits of following a structured and supervised exercise programme. In October 2008 NICE issued new guidelines for health professionals, which highlighted the mental health benefits to older people of walking.

Physical activity also offers provides the opportunities for more social interaction, whether it is by joining a walking group, being part of a team engaging in sport or simply leaving the car at home for short, local trips. It is also an incentive to become involved in more structured activity. One of the most significant reasons why people do not take part in sporting activity

is because they do not consider themselves to be healthy enough (Department of Culture Media and Sport 2007). Being involved in sporting activity that includes receiving coaching, being part of a team, or in a structured group can also help people to stay physically active on a regular basis. The social interaction and 'belonging' to a group or team, learning a new skill or improving on your own terms can all increase an individual's motivation and commitment to turn up regularly and take part in organised sport. It is therefore important to create strong links, particularly at the community level, between physical activity and sporting pursuits. There are examples of individuals taking up recreational walking and moving on to jogging, 5 and 10km events and even running marathons.

The recommendations for physical activity in order to benefit health are listed in appendix 1 (The Department of Health 2011)

Sport England want to see a year on year increase in the proportion of people who play sport once a week for at least 30 minutes. In particular they want to raise the percentage of 14-25 year olds playing sport once a week and reduce the proportion dropping out of sport. Sport England commission the Active People Survey to monitor the national physical activity participation. A selection of results for Spelthorne are listed in appendix 2.

The action plan for sport, active lifestyle and facilities is listed on pages 13-15.

## 7.2 Benefits of Arts and Heritage

The arts can foster and sustain resilience in communities during difficult economic times by improving wellbeing, developing skills and providing learning opportunities. This is especially important for people who may be isolated and who do not have networks of family or friends. It is estimated that for every £1 spent by councils on the arts, leverage from grant aid and partnership working brings up to £4 in additional funding. Arts can also bring benefits such as creating jobs, filling vacant shops and reducing youth offending. Simple arts projects such as dance and street entertainment can increase footfall and spend in a high street. (Local Government Association 2013)

The arts can contribute to the development and well-being of children and young people and helps to develop their curiosity and critical capacity. It is vital that children engage with the arts early in their lives (The Arts Council England 2010).

Specific arts projects have been identified as having the capacity to promote wellbeing. Clift, Hancox and Morrison et al. (2010) and Clift and Hancox (2010) found that people with low psychological wellbeing benefited from singing. Singing promoted mental wellbeing for choir participants who had experienced issues such as mental health problems, family problems, physical health challenges or recent bereavement. Amateur dancing has also been found to have positive benefits on physical, social and emotional wellbeing and self-esteem and coping strategies (Murcia, Kreutz, Clift and Bongard 2010).

The action plan for Arts and Heritage is listed on page 16.

## 7.3 Benefits of youth activities

A wide range of factors influence young people's transition to adulthood. Department for Children, Schools and Families (2007).



They include:

- their experience of the education system and labour market;
- the society and culture in which they grow up;
- their relationships with parents and families; and
- their experiences with their peers and in their leisure time.

Evidence shows that how young people spend their leisure-time really matters. Participation in constructive leisure-time activities, particularly those that are sustained through the teenage years, can have a significant impact on young people's resilience and outcomes in later life (Feinstein and Robson 2007). International evidence demonstrates that participation in positive activities can: help to improve attitudes to, and engagement with, school; build social and communication skills; help young people avoid taking risks such as experimenting with drugs or being involved in anti-social behaviour or crime; and improve their self-confidence and self-esteem (Harvard Family Research Project 2007). Participation can also help increase the resilience of young people who are trying to rebuild their lives – for example young offenders who are trying to change their behaviours and lifestyles.

Participation in positive activities also provides opportunities for building relationships with positive role models, and for mixing with, and bridging gaps between, young people from different ethnic and faith groups as well as different generations – thereby building community cohesion. They can also act as a gateway to support services, which can provide additional help if and when things start to go wrong. It is therefore important to increase participation by young people in positive activities, including a wide range of activities including sports, creative activities such as dance, drama & music, volunteering, engagement in the local community projects and clubs. Department for Children Schools and Family (2009)

The action plan for youth is listed on page 17.

## 8 Sport, Active Lifestyle and Facilities Action Plan 2013/14

**Work in partnership with agencies such as Active Surrey, Sport England and NGB's to encourage more people of all ages to exercise at the government recommended age appropriate levels (see appendix 1) :-**

- Promote local sport and physical activity opportunities via a variety of communication techniques, such as the Leisure Directory, Borough Bulletin, Website, Facebook, local events.
- Liaise with Surrey Public Health, Clinical Commissioning Groups (CCG's) and Surrey Sports Board to pursue opportunities to encourage local residents to participate in physical activity and sports initiatives using the joint strategic needs assessment as guidance and taking into account local demographics.
- Encourage more participation and volunteering in sport and active lifestyle activities by encouraging people to participate in events and activities. eg P&G Surrey Youth Games, the Staines 10k and the Walking for Health Scheme.
- Seek opportunities to promote the social and psychological benefits of physical activity, including those linking to green space, which have proven benefits. Support Surrey Wildlife Trust to run the proposed 'Better Outside' project, to encourage people to become more active in their local green space.
- Continue to provide opportunities to try out new sports via low cost or free sport sessions, by utilising external funding such as 'Sportivate' funding for 14-25 yr age group. Sport England small grants funding and doorstep sport funding.
- Use recently awarded funding from Sport England to deliver a new Boccia project for young people and adults in partnership with Runnymede and Tandridge Trust.
- Support the 'Netball now' project to encourage casual match play opportunities. Set up a 'Back to Netball' project and work with local clubs such as Ashford Netball club to enable new adult players to continue to play and develop.
- Continue to coordinate the Spelthorne entry into the annual P&G Surrey Youth Games, to enable local young people the chance to try new sports and compete in a countywide competition.
- Continue to support the Staines Strollers and Runnymede Runners with the organisation of the annual Staines 10k event.
- Focus on promoting sport and active lifestyle activities for those most at risk of a sedentary lifestyle, including:-

Older people (there is a notable decline in activity after the age of 55)  
Women (70% are not doing enough to benefit their health)

Young adults (There is a drop-off in activity from the age of 16 (?9)  
 Some black and ethnic minority sub-groups  
 People with disabilities (JSNA Children and young people with a disability take part in physical activity and sport less frequently and their experiences are less positive than their non- disabled peers (28)).

- Use the information provided by the Sport England market segmentation, to promote physical activity to specific age groups.
- Continue to Support the free Walking for Health scheme, the self led walks packs and investigate the opportunities to develop marked and measured short run and walk routes.
- Work with Active Surrey to continue to promote cycling as part of the Surrey Cycle Legacy project. The legacy project group combines resources and funding, to provide a safe platform for residents to easily take part in cycling, at all levels. Projects such as SkyRide and bike check schemes will be promoted, along with other projects to encourage cycling. Spelthorne will set up a Cycling for Health Scheme and investigate the opportunities of developing cycle tracks through parks.
- Liaise with Surrey County Council to ensure that improvements in the Spelthorne cycle network are being planned and prioritised.
- Continue to promote the Exercise Referral and Weight Management scheme run by Everyone Active at Spelthorne Leisure Centre.
- Continue to administer the Free Access for County Sportsperson scheme (FACS) and promote the Elite Athlete scheme.
- Coordinate the Spelthorne youth achievement awards, incorporating the P&G Surrey Youth Games awards. Support the Spelthorne Sports Awards in partnership with the Spelthorne Sports Council and the Surrey Sports Awards along with Active Surrey.

**Support clubs to grow, improve, become sustainable and work in partnership with local statutory and voluntary agencies to provide excellent sport and active lifestyle opportunities for the local population.**

- Promote and support the Active Surrey club and coach development workshops and organise the venues in Spelthorne and promote and support the Active Surrey Club Development Forums.
- Promote information regarding club accreditation and good practice to all clubs.
- Support club development by continuing to promote national and local funding opportunities
- Promote the availability of Spelthorne Leisure Grants.

- Support the continued development of the Spelthorne Disability Sport Club.
- Promote opportunities for volunteers and volunteer development
- Continue to support Spelthorne Sports Council

**Work with partners to enable local communities to fully utilise public facilities, encourage more shared use of private facilities and oppose the loss of existing sport and leisure facilities (where they are not to be replaced).**

- Work to undertake the actions within the Playing Pitch Strategy to ensure that there is adequate playing pitch provision within Spelthorne.
- The current Leisure Centre contract with Sport and Leisure Management expires in 2021. A needs analysis will be undertaken in 2013/14 to assess the current demand for leisure facilities and the type of facilities that may be required in the future. Liaise with national governing bodies to identify gaps in Surrey for specific sports and identify if there is any potential for developing any regional centres for sport and working in partnership with them.
- Work in liaison with the Stanwell Community Group to ensure that a wide range of physical and positive activities will be provided for a wide range of ages at the new community hall. (Being built by A2Dominion Housing Association, as part of the Stanwell 'New Start' scheme).
- Support local sports clubs to take on self management of redundant assets or underused public facilities where appropriate and financially viable (eg the Spelthorne Canoe Club are now sharing a venue with the Sea Cadets, the new Spelthorne Boxing Club has set up at Thomas Knyvett School. Several local bowls clubs have become self managed and final lease negotiations are taking place with Fordbridge Park Bowls Club).
- Work with Colne Valley Girls and Ladies Football Club, the Middlesex Football Association and the Football Foundation to move towards the self management of a facility.

## 9 Spelthorne Arts and Heritage Action Plan 13/14

- Promote local arts and heritage opportunities via a variety of communication techniques, such as the Leisure Directory, Borough Bulletin, Website, Facebook, local events.
- Continue to coordinate and support the Spelthorne Youth Theatre and encourage their participation in events and festivals.
- Continue to coordinate and support the Resource Centre scrap store facility for the community and coordinate Art and Craft Activities for children.
- Continue to support the 'Sing Spelthorne' community choir and work with them to ensure that the choir is sustainable for the future.
- Continue to support the 'Sound Hive' youth music project.
- Continue to provide summer concerts in the Walled Garden.
- Promote a range of arts activities at the annual Play Day event for children aged under 8.
- Use high street locations for arts/heritage performances in order to engage with a greater number of local residents.
- Continue to support the Riverside Arts Centre who lease a council building in lower Sunbury.
- Continue to support the Spelthorne Museum and work with them to promote the heritage of Spelthorne. Particularly focussing on:-

The World War 1 centenary (2014-2018)

The 800<sup>th</sup> anniversary of the sealing of the Magna Carta in 1215 (The Barons assembled at Staines Bridge before meeting King John at Runnymede to seal the Magna Carta. Stephen Langton, Archbishop of Canterbury, held a consecration after the issue of Magna Carta in Staines).

- Promote the availability of Spelthorne Leisure Grants.
- Work in liaison with the Arts partnership on their priority projects for 2013-14, focussing on Health and Wellbeing, Older People, Families and Disadvantaged Communities (see appendix 5)

## 10 Action Plan Youth 2013/14

Promote local youth opportunities via a variety of communication techniques, such as the Leisure Directory, Borough Bulletin, the Website, Facebook and local events.

### Youth Council and Youth Strategy

- A new youth council will be developed and launched in Autumn 2013.
- A youth strategy and action plan for 2013/14 will be developed in late 2013 in liaison with the youth council and in consultation with other local young people, the CYPP and local statutory and voluntary partners. In order to ensure that the strategy addresses the consultation with young people will include the following issues:-

### Youth Activities

Work in partnership with the youth council and other statutory and voluntary agencies to publicise the range of facilities and services available locally. The publicity will be young person 'friendly', to ensure that young people have the information they need in order to make the most of their free time.

- Work with the youth council to organise and promote youth events and activities as outlined within the strategy action plan.
- Ensure that the borough provided youth facilities are well maintained and continue to popular and be suitable for use.
- Coordinate the Spelthorne Youth Achievement awards in liaison with the Sport and Active Lifestyle Officer.
- Continue to administer the play scheme voucher scheme for families on benefits, seeking additional funding and working in partnership as necessary.
- Promote the availability of Spelthorne Leisure Grants.

### Partnerships

- Work in liaison with local statutory and voluntary agencies and local groups such as the Stanwell Hub and the Community Safety Partnership to share good practice and set up partnership projects.

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## Appendix 1

The Department of Health (2011) recommendations for physical activity are as follows:-

### Early Years (under 5s) – For infants who are not yet walking

Physical activity should be encouraged from birth, particularly through floor-based play and water-based activities in safe environments.

All under 5s should minimise the amount of time spent being sedentary (being restrained or sitting) for extended periods (except time spent sleeping).

Minimising sedentary behaviour is also important for health and development and may include:

- Reducing time spent in infant carriers or seats
- Reducing time spent in walking aids or baby bouncers (these limit free movement)
- Reducing time spent in front of TV or other screens

### Children and young people (5-18 year olds)

All children and young people should engage in moderate to vigorous intensity physical activity for at least 60 minutes and up to several hours every day.

Vigorous intensity activities, including those that strengthen muscle and bone, should be incorporated at least three days a week.

All children and young people should minimise the amount of time spent being sedentary (sitting) for extended periods.

### Adults (19-64 years old)

Adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2½ hours) of moderate intensity activity in bouts of 10 minutes or more –one way to approach this is to do 30 minutes on at least 5 days a week.

Alternatively, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or combinations of moderate and vigorous intensity activity.

Adults should also undertake physical activity to improve muscle strength on at least two days a week.

All adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

### Older adults (65+ years)

Older adults who participate in any amount of physical activity gain some health benefits, including

maintenance of good physical and cognitive function. Some physical activity is better than none, and more physical activity provides greater health benefits.

Older adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2½ hours) of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.

For those who are already regularly active at moderate intensity, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous activity.

Older adults should also undertake physical activity to improve muscle strength on at least two days a week.

Older adults at risk of falls should incorporate physical activity to improve balance and co-ordination on at least two days a week.

All older adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

*Individual physical and mental capabilities should be considered when interpreting the above guidelines.*

## Appendix 2

### The Active People Survey in Spelthorne

Sport England want to see a year on year increase in the proportion of people who play sport once a week for at least 30 minutes. In particular they want to raise the percentage of 14-25 year olds playing sport once a week and reduce the proportion dropping out of sport. The Active People Survey commissioned by Sport England is the largest survey of physical activity patterns ever undertaken. It is an annual survey involving telephone interviews with approximately 500 adults in every local authority area in England. Since the initial survey in 2006 there have been a further 5 surveys to date allowing trends relating to sport and physical activity to be tracked over a number of years. A selection of results from the survey are outlined below:-

The results of the Active people survey show that there has been a slight increase in the number of inactive adults in Spelthorne since the first survey was undertaken in 2005. They also show however that there has been a slight increase in the number of people taking part in sport or physical activity on at least one day each week. Club membership numbers has increased over the last 5 years and are well above the regional and national averages. The number of adults receiving tuition or coaching in Spelthorne is also higher than the regional and national averages although the figure has decreased slightly over the study period. Despite higher than average numbers involved in clubs and tuition, those involved in organised competition has slightly decreased in Spelthorne over the last 5 years. The number competing does however remain higher than the national average. The question regarding satisfaction with sports provision has not been included in the recent surveys but levels of satisfaction in Spelthorne have remained similar over the study period and are slightly lower than the national average.

### Market Segmentation

Building on the results of the Active People Survey, Sport England developed market segmentation data which helps us to understand the nation's attitude to sport and their motivation for taking part, along with the barriers that prevent them taking part.

Understanding which of the market segments are most common in Spelthorne can help to anticipate the demand for certain sports.

The 19 market segments as defined by Sport England are shown in **appendix 3** along with the percentage of Spelthorne's population that has been classified in that segment. For comparison the regional and national figures are also shown.

### Active People Survey Results

#### Frequency of participation in 30 minutes Sport and Active Recreation

<i>Area and year</i>	<i>0 days per week</i>	<i>Occasionally but less than 1 day per week</i>	<i>1 day per week</i>	<i>2 days per week</i>	<i>3 or 4 days per week</i>	<i>5 days per week</i>
Spelthorne 2005/6	46.4%	11.0%	12.4%	8.2%	11.3%	10.7%
2009/11			11.4%			
South East	48.4%	8.9%		10.4%	11.5%	9.4%

2005/6	46.2%	9.5%	12.9%	8.5%	10.4%	12.5%
2009/11	45.3%	9.8%	13.1%	8.9%	10.7%	12.2%
England	50%	8.8%	12.0%	8.0%	9.6%	11.7%
2005/6	48.2%	9.1%	12.4%	8.3%	10.6%	11.3%
2009/11						

## Satisfaction with local sports provision

Area	2005/6	2007/8	2008/9	2009/10	2010/11
Spelthorne	68.1%	62.1%	70.0%	68.1%	N/A
South East	71.8%	69.9%	71.2%	71.0%	N/A
England	69.5%	66.6%	68.4%	69.0%	N/A

Name allocated	Description	Spelthorne	South East	England
Ben	Competitive Male Urbanites	6.7%	6.0%	4.9%
Jamie	Sports Team Drinkers	2.2%	3.9%	5.4%
Chloe	Fitness Class Friends	6.5%	6.1%	4.7%
Leanne	Supportive Singles	2.1%	3.1%	4.3%
Helena	Career Focused Females	5.8%	5.2%	4.5%
Tim	Settling Down Males	13.3%	11.4%	8.8%
Alison	Stay at Home Mums	7.4%	6.3%	4.4%
Jackie	Middle England Mums	4.7%	4.6%	4.9%
Kev	Pub League Team Mates	2.3%	3.5%	5.9%
Paula	Stretched Single Mums	1.7%	2.7%	3.7%
Philip	Comfortable Mid-Life Males	10.1%	9.7%	8.6%
Elaine	Empty Nest Career Ladies	7.3%	6.8%	6.1%
Roger & Joy	Early Retirement Couples	8.7%	7.3%	6.8%
Brenda	Older Working Women	1.9%	2.8%	4.9%
Terry	Local 'Old Boys'	1.6%	2.4%	3.7%
Norma	Later Life Ladies	1.1%	1.3%	2.1%
Ralph & Phyllis	Comfortable Retired Couples	6.2%	6.5%	4.2%
Frank	Twilight Year Gents	3.4%	3.5%	4.0%
Elsie & Arnold	Retirement Home Singles	7.0%	6.8%	8.0%
	<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

The 5 most dominant segments within Spelthorne are Tim, Philip, Roger and Joy, Alison and Elaine. The characteristics of these segments along with the sports and activities they are most likely to take part in are shown below.

Segment name	Characteristics	Sports most likely to participate in
Tim	<p>Aged 26 – 45            Married or single            May have Children            Professional            27% of this segment take part in 3 x 30mins sport each week            37% of this segment have done no sport in the last month            66% of this segment would like to do more sport.</p>	<p>Cycling            Keep Fit/Gym            Swimming            Football            Athletics</p>
Philip	<p>Mainly aged 46 – 55            Married with Children            Full time employment            Owner Occupier            19% take part in 3 x 30 minutes of sport each week            50% have done no sport in the last month            58% would like to do more sport</p>	<p>Cycling            Keep fit/ gym            Swimming            Football            Golf</p>
Roger and Joy	<p>Mainly aged 56 – 65            Married            Full time employment or retired            Slightly less active than average adult.            10% participate in 3 x 30 minutes sport each week.            66% have done no sport in the last month            44% would like to do more sport.</p>	<p>Keep fit / gym            Swimming            Cycling            Golf            Angling</p>
Alison	<p>Mainly aged 36 – 45            Married            Stay at home mum            Have Children            Above average participation in Sport</p>	<p>Keep fit / gym            Swimming            Cycling            Athletics            Equestrian</p>

	<p>20% take part in 3 x 30 minutes sport each week                  46% have done no sport in last month.                  72% of this segment would like to do more sport</p>	
Elaine	<p>Mainly aged 46 – 55                  Married                  Children have left home                  Similar to average activity levels                  12% do 3 x 30 minutes of sport each week                  62% have done no sport in the last month.                  55% would like to do more sport.</p>	<p>Keep fit / gym                  Swimming                  Cycling                  Athletics                  Tennis</p>

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## Appendix 3

### 2013-2014 Draft/Plan of Activity

#### Introduction

The Arts Partnership Arts Partnership Surrey is a strategic alliance of nine local authorities, with district, borough and county councils working together to shape & deliver a cultural offering for Surrey that addresses social, economic, learning and health needs. Following consultation with all the member authorities of the APS, we have agreed the following priorities for 2013-2014:

- Health & Well Being
- Older People
- Families
- Disadvantaged Communities

In addition APS will undertake a programme of Research & Development to include:

- Key Celebrations – planning APS involvement in, for example, the WW1 centenary (2014-2018)
- Models of Working – ensuring that successful models of working identified in previous projects are captured and rolled out in other areas where possible
- New Shoots – building on the success of the early years programme

We will also continue to improve the infrastructure of the Arts Partnership itself and of the arts sector within the county.

- Coordination – strengthen our partnership with National Portfolio Organisation, Farnham Maltings, to deliver central coordination services for the Partnership
- Internship – offer a paid internship to an emerging arts administrator within the county
- Website – continue to develop the APS website, hosted on an in-kind basis by Surrey County council, to ensure that it is a valuable resource for the artists and communities of Surrey

In developing our plan of activity for 2013-2014 we have been led by the following Guiding Principles:

- Partnership – not undertaking activity alone if we can do it better with others
- Sustainability – ensuring projects have the capacity to continue where possible
- Value – using the APS investment to lever in funding from alternative sources



March 2013

Arts Partnership  
Surrey  
draft/Activity Plan  
2013-2014 project  
Creative Seated Dance

priorities

Health & Well Being  
Older People

overview

This project will train and mentor staff and volunteers in Day Centres and Care Homes across Surrey to deliver seated creative dance.

aims

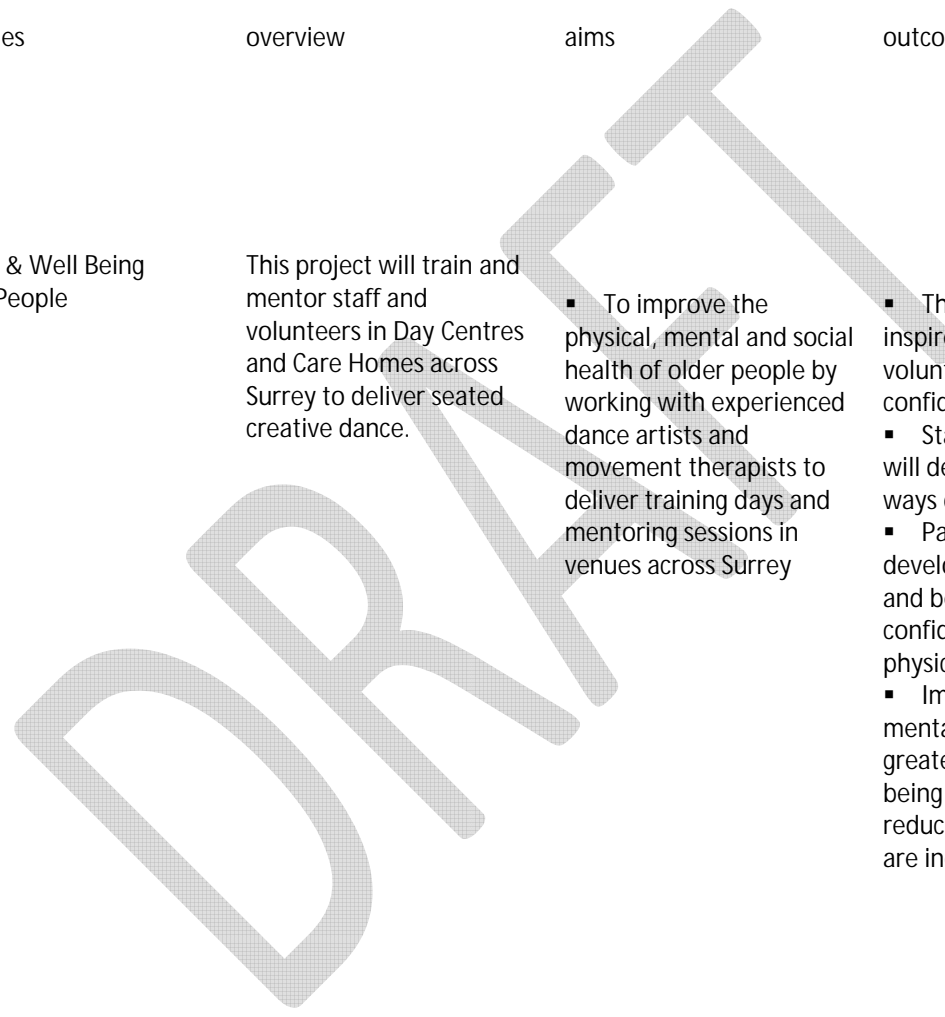
- To improve the physical, mental and social health of older people by working with experienced dance artists and movement therapists to deliver training days and mentoring sessions in venues across Surrey

outcomes

- The sessions will inspire staff and volunteers and improve confidence
  - Staff and volunteers will develop new skills and ways of working
  - Participants will develop new friendships and become more confident socially & physically.
  - Improved physical and mental health and a greater sense of well-being as isolation is reduced and options in life are increased

Budget

Total cost: £10k APS: £10k



Keepsake	Health & Well Being Older People	<p>Artists will ‘animate’ memory boxes in Day Care Centres across Surrey. Themes might include ‘the children’s room’ with toys, books and nursery aids or ‘take good care of yourself’ with pills, essences, smells and remedies. The boxes will provide a jumping off point for a range of creative activity such as storytelling, performance and craft. We will also train staff and volunteers in using art in a day care setting.</p>	<ul style="list-style-type: none"> <li>▪ To run a series of artist workshops for older people in day centres using memory boxes.</li> <li>▪ To train staff to use the memory boxes to stimulate creative activity.</li> <li>▪ To organise a celebratory event to showcase the project</li> <li>▪ improved access to creative opportunities for people attending day care centres in Surrey</li> <li>▪ increased awareness of the power of making to improve and protect wellbeing</li> <li>▪ increased uptake of creative activities at day care centres</li> <li>▪ greater levels of social contact and support resulting in improved feelings of well-being</li> </ul>	<p>Total cost: £16.4k APS: £12.5k In kind: £3.9k</p>
Vitamin G	Health & Well Being Older People Families Disadvantaged Communities	<p>A programme of work to revitalise forgotten or neglected outdoor spaces using art as the catalyst, providing opportunities for social interaction as well as access to the proven therapeutic benefits of art</p>	<ul style="list-style-type: none"> <li>▪ To help vulnerable older people to deal with life-changing events which often come with age (e.g. retirement, bereavement, care-giving, physical &amp; mental</li> <li>▪ new gathering places for all will result in greater community cohesion</li> <li>▪ strengthened social networks will increase confidence &amp; self-esteem, improve health &amp; well-</li> </ul>	<p>Total cost: £57k APS: £10k Other: £47k (est)</p>

## **Article 8 – Overview and Scrutiny Committee**

### **8.1 Terms of reference**

The Council will appoint an Overview and Scrutiny Committee to discharge the functions conferred by section 21 of the Local Government Act 2000 regulations under section 32 of the Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, the Police and Justice Act 2006 and any other subsequent legislation in relation to the following matters:

- To act as the Council's Overview and Scrutiny Committee under the Local Government Act 2000; and
- To take on the responsibilities for Crime and Disorder scrutiny under the Police and Justice Act 2006.

### **8.2 General role**

- a) To be member led and discharge the function of overview and scrutiny as a critical friend in relation to the development of policies and strategies to meet local needs and in relation to service delivery and performance management;
- b) Review and / or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- c) Make reports and / or recommendations to the Council and / or the Cabinet in connection with the discharge of any of the functions;
- d) Question members of the Cabinet and / or committees and the Chief Executive, Deputy Chief Executive, Assistant Chief Executives or Heads of Service about their views on issues and proposals affecting Spelthorne and on their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- e) Consider any matter affecting Spelthorne or its inhabitants; and
- f) Exercise the right to call in for reconsideration, decisions made but not yet implemented by the Leader /individual member of the Cabinet / the Cabinet.

### **8.3 Policy review and development**

- a) To assist the Council and the Cabinet on policy issues generally including the initiation and development of new policies and strategies (this includes not just the Council's policies and strategies but those of other bodies which affect the well being of the Spelthorne Community);
- b) To consider and advise the Cabinet and Council on the content of the Corporate Plan;
- c) To review, consider and recommend improvements and developments in advance of the decisions of the Cabinet in relation to policy matters;

- d) Conduct research, and consultation in the analysis of policy issues and possible options;
- e) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and
- f) Liaise with other external organisations operating in Spelthorne, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

#### **8.4 Scrutiny and review**

- a) To review and monitor the Council's performance management arrangements and draw attention to local residents concerns;
- b) To review and monitor the implementation of the Corporate Plan;
- c) To review and monitor performance in meeting the Council's annual targets, national and local performance indicators, and quality of life indicators;
- d) To review and monitor how and to what effect policies and strategies are being implemented and to make reports and recommendations, including proposals for changes to policies and practices to the Council and the Cabinet (this includes not just the delivery of Council policies and strategies but those of other bodies which affect the well being of the Spelthorne community);
- e) To review and monitor performance acting as a critical friend to the Cabinet regarding the Council's budget and policy framework;
- f) To review and monitor any areas that the Committee believes is not performing setting up task groups as required;
- g) To review and scrutinise as a critical friend the performance and decisions of the Cabinet in relation to service provision and performance management and to exercise the right of 'call in' of decision in accordance with the provisions of the Constitution;
- h) To review and scrutinise the performance of other public bodies in Spelthorne, in particular they will exercise the Council's newly acquired scrutiny responsibilities arising under the Police and Justice Act 2006 and the 'Councillor Call for Action' provisions under the Local Government and Public Involvement in Health Act 2007 and invite reports from appropriate public bodies by requesting them to address the committee and local people about their activities and performance; and
- i) Question and gather evidence from any person (with their consent) to fulfil its purpose.

#### **8.5 Finance**

Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them.

**8.6 Reports**

The Chairmen of Overview and Scrutiny Committee will report to Council on the workings of the committee.

**8.7 Work Programme**

The Overview and Scrutiny Committee will decide its own work programme and working arrangements subject to any directions by the Council.

**8.8 Proceedings of overview and scrutiny committees**

The Overview and Scrutiny Committee will conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.



## **OVERVIEW AND SCRUTINY COMMITTEE**

(15 Members)

### **1. GENERAL ROLE**

- (a) To be member led and discharge the function of overview and scrutiny as a critical friend in relation to the development of policies and strategies to meet local needs and in relation to service delivery and performance management;
- (b) Review and / or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions
- (c) Make reports and / or recommendations to the Council and / or the Cabinet in connection with the discharge of any of the functions;
- (d) Question members of the Cabinet and / or committees and the Chief Executive, , Assistant Chief Executives or Heads of Service about their views on issues and proposals affecting Spelthorne and on their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (e) Consider any matter affecting Spelthorne or its inhabitants; and
- (f) Exercise the right to call in for reconsideration, decisions made but not yet implemented by the Cabinet.

### **2. POLICY REVIEW AND DEVELOPMENT**

- (a) To assist the Council and the Cabinet on policy issues generally including the initiation and development of new policies and strategies (this includes not just the Council's policies and strategies but those of other bodies which affect the well being of the Spelthorne Community);
- (b) To consider and advise the Cabinet and Council on the content of the Corporate Plan;
- (c) To review, consider and recommend improvements and developments in advance of the decisions of the Cabinet in relation to policy matters;
- (d) Conduct research, and consultation in the analysis of policy issues and possible options;
- (e) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and

## Part 3 section (b)

- (f) Liaise with other external organisations operating in Spelthorne, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

**3. SCRUTINY AND REVIEW**

- (a) To review and monitor the Council's performance management arrangements and draw attention to local residents concerns;
- (b) To review and monitor the implementation of the Corporate Plan;
- (c) To review and monitor performance in meeting the Council's annual targets;
- (d) To review and monitor how and to what effect policies and strategies are being implemented and to make reports and recommendations, including proposals for changes to policies and practices to the Council and the Cabinet (this includes not just the delivery of Council policies and strategies but those of other bodies which affect the well being of the Spelthorne community);
- (e) To review and monitor performance acting as a critical friend to the Cabinet regarding the Council's budget and policy framework;
- (f) To review and monitor any areas that the Committee believes is not performing setting up task groups as required;
- (g) To review and scrutinise as a critical friend the performance and decisions of the Cabinet in relation to service provision and performance management and to exercise the right of 'call in' of decision in accordance with the provisions of the Constitution;
- (h) To review and scrutinise the performance of other public bodies in Spelthorne, in particular they will exercise the Council's scrutiny responsibilities arising under the Police and Justice Act 2006 and the 'Councillor Call for Action' provisions under the Local Government and Public Involvement in Health Act 2007 and invite reports from appropriate public bodies by requesting them to address the committee and local people about their activities and performance; and
- (i) Question and gather evidence from any person (with their consent) to fulfil its purpose.



**Part 4 section (b)****OVERVIEW AND SCRUTINY PROCEDURE RULES****1. NUMBER AND SIZE OF COMMITTEES**

- 1.1 The Council will have an Overview and Scrutiny Committee as set out in Article 8 and will appoint members to it. The Committee may appoint such sub-committees and working groups, as it considers appropriate.

**2. WHO MAY SIT ON OVERVIEW AND SCRUTINY COMMITTEES**

- 2.1 All Members except members of the Cabinet and the Mayor may be members of the Overview and Scrutiny Committee. However, no member may be involved in scrutinising a decision which he or she has been directly involved with.

**3. CO-OPTEEES**

- 3.1 The Overview and Scrutiny Committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees such as representatives from other organisations, local residents, outside experts etc.

**4. MEETINGS**

- 4.1 There shall be at least 4 ordinary meetings of the Overview and Scrutiny Committee in every year in accordance with the calendar of meetings agreed by the Council. These shall be at times and venues to be decided by the Committee.
- 4.2 In addition, extraordinary meetings may be called from time to time as and when appropriate. An extraordinary Overview and Scrutiny Committee meeting may be called by:
- (a) the Chairman of the Overview and Scrutiny Committee,
  - (b) any 3 members of the Committee; or
  - (c) The lead officer to the Committee if he or she considers it necessary or appropriate after consultation with the Chairman.
- 4.3 When calling an extraordinary meeting the justification for doing so shall be given.
- 4.4 Any Member may attend meetings of the Overview and Scrutiny Committee of which he or she is not a member but shall sit separately from the members of the Committee so that it is clear to members of the public, who are the members of the Committee. A Member shall not be entitled to attend meetings of working groups or sub-committees unless appointed as a member or invited to attend by the working group or sub-committee.
- 4.5 A Member in attendance at meetings may, when invited to do so by the Chairman, speak at the meeting in relation to an issue being discussed, provided he or she has notified the Chairman before the start of the meeting of his or her wish to speak on the item.
- 4.6 A Member appointed as the Council's representative on an outside body may attend meetings and speak in relation to an issue being discussed which affects that body, provided that he or she has notified the Chairman before the start of the meeting of his or her wish to speak on the item.

## **5. APPOINTMENT OF CHAIRMAN**

- 5.1 At the first meeting in the municipal year the Committee will elect the Chairman for the year from amongst the Members sitting on the Committee. In the event of an equality of votes, the appointment shall automatically be deferred to the next meeting and the Committee shall elect a Chairman for the meeting to enable the business on the agenda to be transacted. The Chairman will then conduct the appointment of a Vice-Chairman.
- 5.2 The Chairman shall preside at every meeting of the Committee at which he or she is present but may invite the Vice-Chairman of the Committee to preside over all, or any part of the meeting.
- 5.3 In the absence of the Chairman, the Vice-Chairman shall preside and, in the absence of the Chairman and the Vice-Chairman, the Committee shall elect a person from among their number to preside at the meeting, which will be conducted by the lead officer.

## **6. QUORUM**

- 6.1 The quorum for the Overview and Scrutiny Committee (or any sub-committee) shall be one quarter of the members of the Committee.

## **7. WORK PROGRAMME**

- 7.1 The Overview and Scrutiny Committee shall be responsible for setting its own work programme and in doing so shall take into account the wishes of members on that Committee who are not members of the largest political group on the Council. Any work programme agreed may be amended from time to time.

## **8. AGENDA ITEMS**

- 8.1 Any member of the Overview and Scrutiny Committee shall be entitled to notify the Chairman that they wish a relevant item to be included on the agenda for the next available meeting of the committee; such notice to include the reason for wanting the matter to receive Committee consideration. The Chairman shall consider such a request and if he or she agrees that it is an appropriate matter for the Committee to discuss, the lead officer to the Committee will ensure that it is included on the next available agenda. If the Chairman does not consider it appropriate for the Committee to consider the item requested, then he or she shall give his or her reasons to the member making the request. (Note: this relates to any matter relevant to the functions of the Committee other than a 'call-in of a key decision, which is dealt with separately in paragraph 16 below)

## **9. ORDER OF BUSINESS**

- 9.1 The normal order of business at overview and scrutiny committees shall be:
- (a) Apologies for absence;
  - (b) Minutes of the last meeting;
  - (c) Matters arising from the minutes
  - (d) Declarations of interests;
  - (e) Call in of a Leader, Cabinet or Cabinet Member decision;

- (f) Any matter referred under the “Councillor call for action” procedures
- (g) Outcomes of any reports or recommendations to the Leader, Cabinet or Cabinet Member
- (h) Matters set out in the work programme for the meeting
- (i) Cabinet Forward Plan
- (j) Members of the Committee to suggest items for future Committee consideration
- (k) Work Programme; and
- (l) Any business identified by the Lead Officer to the Scrutiny Committee and agreed by the Chairman
- (m) Any Other Business

9.2 Duration of meetings (Please see Standing Orders for Council contained in part 4 section (a) of the Council’s Constitution for the rules on the length of time allowed for a single meeting).

## **10. POLICY REVIEW AND DEVELOPMENT**

10.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council’s budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.

10.2 In relation to the development of the Council’s approach to other matters not forming part of its policy and budget framework, the Overview and Scrutiny Committee may make proposals to the Leader, Cabinet or Cabinet Member (as the case may be) for developments in so far as they relate to matters within their terms of reference.

10.3 The Overview and Scrutiny Committee may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

## **11. CONDUCT OF REVIEWS**

11.1 Before starting any review or enquiry, the Overview and Scrutiny Committee will:

- (a) Define the issue it wishes to look at and the Committee’s purpose in undertaking the review;
- (b) Indicate the type of background information and any performance or other data the Committee requires;
- (c) Indicate the individuals the Committee would like to interview as part of their review (eg Members of the Cabinet, officers, representatives from other organisations, local residents and outside experts. etc);

- (d) Set a realistic timescale including meeting dates if there are to be additional meetings to those in the calendar; and
  - (e) Decide whether the review is to be undertaken by the Committee itself or by a working group of members of the Committee reporting to the main Committee.
- 11.2 The terms of reference for any review to be undertaken by the Overview and Scrutiny Committee will be agreed by the Chairman of the Committee with the assistance of the lead officer and sent to all members of the Committee. The Chairman of the Committee will then manage the review with the lead officer and support of the committee manager.
- 11.3 Where the Overview and Scrutiny Committee conducts reviews or investigations and asks people to attend to give evidence, it will proceed in accordance with the following principles:
- (a) that the review or investigation will be conducted fairly and all members of the Committee will be given the opportunity to ask questions, to contribute and speak;
  - (b) that those assisting the Committee by attending be treated with respect and courtesy; and
  - (c) that the review or investigation be conducted so as to maximise the efficiency of the investigation or analysis.

## **12. REPORTS FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

- 12.1 Once it has formed recommendations on proposals for development, the Overview and Scrutiny Committee will prepare a formal report or recommendation and submit it to the lead officer for consideration by the Leader or Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Council (if the recommendation would require a departure from or a change to the agreed budget and policy framework) as appropriate.
- 12.2 If the Overview and Scrutiny Committee cannot agree on one single final report or recommendation to the Council, Leader or Cabinet as appropriate, then up to one minority report or recommendation may be prepared and submitted for consideration by the Council, Leader or Cabinet with the majority report or recommendation.
- 12.3 The Council, Leader or Cabinet shall consider the report or recommendation of the Overview and Scrutiny Committee within eight weeks of it being submitted to the lead officer.
- 12.4 The agenda for Cabinet meetings shall include an item entitled 'Issues arising from Overview and Scrutiny'. The reports and recommendations of the Overview and Scrutiny Committee referred to the Leader, Cabinet or Cabinet Member shall be included at this point in the agenda (unless they have already been considered in the context of the Cabinet's deliberations on a substantive item on the agenda) within eight weeks of the Overview and Scrutiny Committee completing its report or recommendations.

- 12.5 All references and recommendations from the Overview and Scrutiny Committee will be considered by the Cabinet notwithstanding that the original decision may have been taken by an individual member of the Cabinet.
- 12.6 When the Council does meet to consider any referral from the Overview and Scrutiny Committee on a matter which would impact on the budget and policy framework, it shall also consider the response of the Leader or Cabinet to the Overview and Scrutiny proposals.
- 12.7 Where the Overview and Scrutiny Committee prepares a report or recommendation for consideration by the Cabinet in relation to a matter where the Leader has delegated decision making power to an individual member of the Cabinet, then the Overview and Scrutiny Committee will submit a copy of their report or recommendation to that individual for consideration and all members of the committee, for information. At the time of doing so, the Overview and Scrutiny Committee shall also serve a copy on the lead officer and the Leader. If the member with delegated decision making power does not accept the recommendations of the Overview and Scrutiny Committee, then they must then refer the matter to the next available meeting of the Cabinet for debate before exercising their decision making power and responding to the report in writing to the Overview and Scrutiny Committee. The Cabinet Member to whom the decision making power has been delegated will respond to the Overview and Scrutiny Committee within eight weeks of receiving its report. A copy of their written response to it shall be sent to the lead officer and the member will attend a future meeting to respond.
- 12.8 The Overview and Scrutiny Committee will in any event have access to the Cabinet's forward plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Overview and Scrutiny Committee following its consideration of possible policy/service developments, the Committee will at least be able to make its views known to the Cabinet in relation to any key decision.

### **13. RIGHTS OF COMMITTEE MEMBERS TO DOCUMENTS**

- 13.1 In addition to their rights as Members, members of the Overview and Scrutiny Committee have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- 13.2 The above provision does not prevent detailed discussion between the Cabinet and the Overview and Scrutiny Committee taking place on the particular matter under consideration.

### **14. MEMBERS AND OFFICERS GIVING ACCOUNT**

- 14.1 The Overview and Scrutiny Committee or sub-committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any member of the Cabinet, the Chief Executive, Deputy Chief Executive, Assistant Chief Executives or Heads of Service to attend before it to explain in relation to matters within their remit:
- (a) any particular decision or series of decisions;
  - (b) the extent to which the actions taken implement Council policy; and/or

(c) their performance.

And it is the duty of those persons to attend if so required.

- 14.2 Where any member or officer is required to attend the Overview and Scrutiny Committee under this provision, the Chairman of that committee will inform the lead officer. The lead officer shall inform the member(s) or officers in writing giving at least 5 working days notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the committee. Where the account to be given to the Committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for the preparation of that documentation.
- 14.3 Where in exceptional circumstances, the member or officer is unable to attend on the required date, then the Overview and Scrutiny Committee shall in consultation with the member or officer arrange an alternative date for attendance.

## **15. ATTENDANCE BY OTHERS**

- 15.1 The Overview and Scrutiny Committee may invite people other than those people referred to in 14 above to address the meeting, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite whosoever it considers appropriate to attend.

## **16. CALL IN PROCEDURE**

- 16.1 The Overview and Scrutiny Committee shall be entitled to call in for consideration any decisions taken by the Leader, Cabinet or a Cabinet Member in accordance with the following procedure:
- 16.2 The "call in" procedure shall not apply to recommendations the Cabinet makes to the Council.
- 16.3 The call in procedure does not apply to urgent decisions (i.e. a decision which has been taken without the normal period of notice being given after consultation with and the agreement of the Chairman of the Overview and Scrutiny Committee that the decision was urgent).
- 16.4 Within three working days of the date on which a decision of the Leader, Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee, may give notice in writing to the lead officer of their wish that the decision should be considered by the Overview and Scrutiny Committee before it is implemented.
- 16.5 On receipt of such a notice the lead officer will advise the Chairman of the Committee of the call in and liaise with the Chairman to arrange for the committee to meet to consider the matter as soon as reasonably practicable.
- 16.6 To avoid delay in considering an item "called in", an extraordinary meeting of the Committee shall be convened within seven working days of a "call in" being received if an ordinary meeting is not scheduled in that period.

- 16.7 When calling in a Leader, Cabinet or Cabinet Member decision for review, the members doing so shall in their notice of "call in"
- outline their reasons for requiring a review;
  - Indicate any further information they consider the Committee needs to have before it in order to conduct a review in addition to the written report made by officers ;
  - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and
  - Indicate whether the officer making the report to the Cabinet or to the Cabinet Member taking the decision or his/her representative should attend the meeting.
- 16.8 When a decision is called in for review, the Chairman of the Overview and Scrutiny Committee may arrange for any additional information they consider necessary to be made available to the Committee when it meets.
- 16.9 Where requested to do so, officers will arrange for the additional information to be supplied to the meeting and the officer making the report to the Leader or Cabinet etc will attend.
- 16.10 When requested to do so, the Leader or his nominee, where the Cabinet has made the decision or the Cabinet Member who has made the decision will attend the meeting.
- 16.11 Having reviewed the decision, the Overview and Scrutiny Committee may either:
- (a) Request the Leader, Cabinet or Cabinet Member to reconsider the matter for reasons to be put forward by the Committee in their request to reconsider; or
  - (b) decide that no further action be taken, in which case the decision of the Leader or Cabinet etc may be actioned without further consideration or delay.
- 16.12 Where a decision is taken by the Leader, Cabinet or a Cabinet Member following consideration of a recommendation on the matter from the Overview and Scrutiny Committee and the decision is called in under the above procedure (ie a second call in on the same matter), the Overview and Scrutiny Committee must either:
- (a) refer the matter to the Council for decision with a recommendation from the Committee as to what it considers appropriate; or
  - (b) decide that no further action be taken, in which case the decision of the Cabinet or Cabinet Member may be actioned without further consideration or delay.

**17. THE PARTY WHIP**

- 17.1 The party political groups represented on the Council have recognised and agreed in principle that political group whipping as described in the Secretary of States' Guidance to New Council Constitutions is not appropriate and will not be applied in relation to the function of overview and scrutiny.
- 17.2 When considering any matter in respect of which a member of the Overview and Scrutiny Committee is subject to a party whip, the Member must declare the existence of the whip and the nature of it before commencement of the Committee's deliberations on the matter. This shall then be recorded in the minutes of the meeting.



## Spelthorne Borough Council - Forward Plan - 01/07/2013

	A	B	C	D	E	F	G	H	I	J	K
	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	O&S	Audit	Council
1											
2	Manor Park café, Laleham Park boathouse and Beresford House	DPhillips	NG			18-Jun	01-Jul	16-Jul			
3	Commuted Sums Investment Strategy	JHesbrook	SW	Key			01-Jul				
4	Assets of Community Value	CMarland	NG			25-Jun	01-Jul	16-Jul			25-Jul
5	Property searches litigation	CMarland	RW		Yes	25-Jun	01-Jul	16-Jul			
6	Meals on wheels procurement of new vehicles	NRentall	JP	Key	Yes	18-Jun	01-Jul	16-Jul			
7	Playing Pitch Strategy	LStonehouse	PFF/TM	Key		18-Jun	01-Jul	16-Jul			
8	Lease of office premises at Knowle Green to Surrey CC	SBeere	NG			18-Jun	01-Jul	16-Jul			
9	Supporting Families	LBorthwick				09-Jul					
10	Christmas closing for 2013	JHunt	VL			30-Jul					
11	Supporting Families	LBorthwick				13-Aug					
12	Revised scheme for Local Council Tax support	HMorgan	SW	Key		13-Aug	19-Aug	09-Sep			
13	Anti-fraud, Bribery and Corruption report	DHarris	TE			27-Aug				19-Sep	
14	Procurement of CRM System	LNorman				27-Aug	09-Sep	24-Sep			
15	Capital Monitoring	AFlynn	TE			27-Aug	09-Sep	24-Sep			
16	Procurement for management of the Council's temporary accommodation	KSinclair	JP	Key		27-Aug	09-Sep	24-Sep			
17	Consultation on draft schedule for Community Infrastructure Levy	GDawes	SW	Key		27-Aug	09-Sep	24-Sep			
18	Leisure and Culture Strategy 2013-16 (final)	LStonehouse	PFF	Key		27-Aug	09-Sep	24-Sep			24-Oct
19	Licensing policy 2014-2019 1st draft	DMorrison	PFF	Key		27-Aug	09-Sep	24-Sep			
20	Commuted Sums Investment Strategy	JHesbrook	SW	Key		27-Aug	09-Sep	24-Sep			
21	Local Plan Working Party Minutes and Recommendations	JBrooks	SW			27-Aug	09-Sep	24-Sep			
22	Safeguarding children and adults at risk policies	LStonehouse	PFF/JP	Key		27-Aug	09-Sep	24-Sep			
23	Youth Strategy	LStonehouse	PFF	Key		27-Aug	09-Sep	24-Sep			
24	Revenue Monitoring	AFlynn	TE			27-Aug	09-Sep	24-Sep			
25	Health and Wellbeing Strategy presentation	LBorthwick	JP			27-Aug	09-Sep				
26	Workforce monitoring	JHunt	VL			27-Aug			10-Sep		
27	Arrangements for Spelthorne pay and remuneration committee	JHunt	VL			27-Aug	09-Sep	24-Sep			
28	Corporate Risk Management report	PTalwar	TE			03-Sep				19-Sep	
29	External Audit report on audit and statement of accounts	TCollier	TE			03-Sep				19-Sep	
30	Review of Internal Audit	DHarris	TE			03-Sep				19-Sep	
31	Annual Governance Statement	DHarris	TE			03-Sep				19-Sep	
32	Supporting Families	LBorthwick				10-Sep					

## Spelthorne Borough Council - Forward Plan - 01/07/2013

	A	B	C	D	E	F	G	H	I	J	K
	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	O&S	Audit	Council
1											
33	Project Management Dashboard	JBrownlow	RW			29-Oct	11-Nov				
34	Housing Strategy review	JHesbrook	SW	Key		29-Oct	11-Nov	26-Nov			19-Dec
35	Corporate Enforcement Policy	JBramley/LON	RW			29-Oct	11-Nov	26-Nov			
36	6-month Capital Monitoring	AFlynn	TE			29-Oct	11-Nov	26-Nov			
37	Revenue monitoring & projected outturn	AFlynn	TE			29-Oct	11-Nov	26-Nov			
38	Corporate Risk Management report	PTalwar	TE			26-Nov				12-Dec	
39	Audit Services half-yearly report	DHarris	TE			26-Nov				12-Dec	
40	Confidential Reporting Code	DHarris	TE			26-Nov				12-Dec	
41	Capital Programme 2014-2015 (1st draft)	AFlynn	TE			19-Nov	02-Dec	17-Dec			
42	Licensing policy 2014-2019 (final)	DMorrison	PFF	Key		19-Nov	02-Dec	17-Dec			19-Dec
43	Revised scheme for Local Council Tax support	HMorgan	SW	Key		19-Nov	02-Dec	17-Dec			19-Dec
44	Outline Budget	AFlynn	TE	Key		19-Nov	02-Dec	17-Dec			27-Feb
45	Recommendation from Audit Cttee on Corp Risk Management		TE				13-Jan	28-Jan			
46	Project Management Dashboard	JBrownlow	RW			17-Dec	13-Jan				
47	Annual Grants	Lborthwick	JP			17-Dec	13-Jan	28-Jan			
48	Revenue Budget 2014-2015 (1st draft)	AFlynn	TE			17-Dec	13-Jan	28-Jan			
49	Capital programme 2014-2015 (2nd draft)	AFlynn	TE			17-Dec	13-Jan	28-Jan			
50	Fees and charges	AFlynn	TE	Key		17-Dec	13-Jan	28-Jan			27-Feb
51	Procurement for management of the Council's temporary accommodation	KSinclair	JP	Key		17-Dec	13-Jan	28-Jan			
52	Treasury Management Strategy	AFlynn	TE	Key		17-Dec	13-Jan	28-Jan			27-Feb
53	Pay Policy Statement	JHunt	VL	Key		17-Dec	13-Jan	28-Jan			27-Feb
54	Annual review of recruitment and retention allowances	JHunt	VL			17-Dec					
55	Revenue Budget (Final)	AFlynn	TE	Key			10-Feb	25-Feb			27-Feb
56	Capital Programme (Final)	AFlynn	TE	Key			10-Feb	25-Feb			27-Feb
57	Capital monitoring	AFlynn	TE				10-Feb	25-Feb			
58	Revenue Monitoring	AFlynn	TE				10-Feb	25-Feb			
59	Appraisal timetable for 2014	JHunt	VL			25-Feb					
60	Capital monitoring	AFlynn	TE				10-Mar	25-Mar			
61	Revenue Monitoring	AFlynn	TE				10-Mar	25-Mar			
62	IIP assessment action plan	JHunt	VL			29-Jul					