

**ROBERTO TAMBINI
CHIEF EXECUTIVE**

Please reply to:

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Date: 1 September 2014

Notice of meeting:

Overview and Scrutiny Committee

Date: Tuesday 9 September 2014

Time: 8.00pm

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

To: Members of the Overview and Scrutiny Committee

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

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

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

AGENDA

Description	Lead Person	Timings	Page Number
1. Apologies			
To receive any apologies for non-attendance.	Chairman	8.00pm	
2. Disclosures of Interest			
To receive any disclosures of interest from members.	Chairman		
3. Minutes			
To confirm the minutes of the meeting held on 8 July 2014. (Copy attached)	Chairman		1 - 6
4. Matters arising from the minutes			
To consider any matters arising from the minutes held on 8 July 2014.	Chairman		
5. Call in of a Leader, Cabinet or Cabinet Member Decision			
No decisions have been called in for Review.	Chairman		
6. Capital Monitoring			
To receive the report of the Chief Finance Officer. (Copy attached)	Terry Collier, Assistant Chief Executive	8.05pm	7 - 11
7. Revenue Monitoring			
To receive the report of the Chief Finance Officer. (Copy attached)	Terry Collier, Assistant Chief Executive	8.15pm	12 - 24
8. Leader's Task Groups			
To receive update reports on the work of the Leader's Task Groups for Economic Development, Fixed Assets (Next Steps attached) and Environment and Waste (to follow).	Cllrs Leighton, Gething and Mitchell	8.25pm	25 - 32

Description	Lead Person	Timings	Page Number
9. Flooding Recovery - update			
To receive an update report on Flooding Recovery. (Copy attached)	Nick Moon, Recovery and Resilience Manager	8.40pm	33 - 52
10. Project Management - update			
To receive an update report on Project Management. (Copy attached)	Linda Norman, Head of Customer Services	9.10pm	53 - 62
11. Cabinet Forward Plan			
A copy of the latest forward plan is attached. If any members of the committee have any issues contained in the Cabinet Forward Plan they wish to look at please inform Terry Collier, the Assistant Chief Executive, 24 hours in advance of the meeting with reasons for the request.	Terry Collier, Assistant Chief Executive	9.30pm	63 - 65
12. Work Programme			
The Chairman to report at the meeting on the Work Programme.	Chairman	9.35pm	
13. Any Other Business			
If any member wishes to raise an issue at the meeting could you please notify Terry Collier, Assistant Chief Executive on 01784 446296 or email t.collier@spelthorne.gov.uk 24 hours prior to the meeting otherwise the request may not be accepted.	Terry Collier, Assistant Chief Executive	9.40pm	

Minutes of the Overview and Scrutiny Committee

8 July 2014

Present:

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

Councillors:

F. Ayers
M. Bushnell
C.A. Davis

R.D. Dunn
D.L. Grant

I.T.E. Harvey
D. Saliagopoulos
S. Taylor

Apologies: Councillors C.M. Frazer, M.J. Madams and M.W. Rough.

In Attendance

Councillor T.J.M. Evans, Cabinet Member for Finance

168/14 Disclosures of Interest

There were none.

169/14 Minutes

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

170/14 Call in of a Leader, Cabinet or Cabinet Member Decision

No decisions had been called in.

171/14 Bus provision in Spelthorne

The Chairman explained that she had invited representatives from Surrey County Council and the Bus Company, Abellio to speak to the Committee about bus provision in Spelthorne after Stanwell Moor residents had raised an issue with the Council about the effect of the reduction in the 441 bus service on the local community.

Paul Millin, Surrey County Council Group Manager, Travel and Transport gave a presentation providing an overview of local bus provision, the reasons behind the decision to change the 441 route bus service and the recently begun Local Transport Review.

County Councillor Mike Goodman, Cabinet Member for Environment and Planning, explained that due to cuts in funding the County Council needed to find efficiencies and would look at ways of saving money without having to cut services.

Overview and Scrutiny Committee, 8 July 2014 - continued

The Local Transport Review would look at integrating services, finding efficiencies and making savings via three streams: local bus; concessionary fares and community transport. The Review aimed to save £2m pa revenue by 2017/18. Proposals would be going to Surrey's Cabinet in September 2014, followed by a wide public/stakeholder engagement including other Surrey authorities.

Abellio Surrey is the main bus operator in Spelthorne, running three commercial services, including the 441, and five contracted services. Mr Millin and Alastair Willis, Abellio's commercial manager, explained that the 441 service had declined in reliability in keeping to its timetable over some years and a number of solutions were considered to address this, whilst still maintaining the service. A commercial decision was made to withdraw the 441 service from Stanwell Moor and re-route the 557 service to provide a link to Heathrow and Ashford. Mr Millin outlined how residents were informed, the impact on the service of the change and the alternative choices for residents.

Stanwell Moor residents present at the meeting explained the effect on their community resulting from the changes to the 441 bus service. They no longer had a bus service to take them directly to essential local facilities and had to cross a busy dual carriageway to reach the bus stop for an indirect service to Staines.

The Committee was concerned about the safety of residents which was a high priority for the Council. The Committee requested information from Surrey County Council on how it would be addressing the issue of residents having to cross a busy dual carriageway to access a bus stop. It agreed that public safety should be an essential component of any consideration for making changes to the transport service following the Local Transport Review.

The Committee queried what action had already been taken to find efficiencies through partnership working and to look at innovative solutions. The Committee encouraged Surrey County Council and bus operators to look creatively at other options for providing a local transport service including partnership working with BAA and community buses.

The Committee asked to be involved in the Local Transport Review later in the year and that this review should include an evaluation of the impact caused by the change in provision of the 441 bus service, and a review of the 216 service.

Resolved to:

- (1) note the presentation on bus provision in Spelthorne;
- (2) ask Surrey County Council to provide, as soon as possible, a response on how it would be addressing the issue of Stanwell Moor residents having to cross a busy dual carriageway to access a bus stop;

Overview and Scrutiny Committee, 8 July 2014 - continued

- (3)** ask Surrey County Council, as part of its Local Transport Review to:
- (1) include an evaluation of the impact caused by the change in provision of the 441 bus service;
 - (2) review the 216 service;
 - (3) consider public safety as an essential component of any consideration for making changes to the transport service;
- (4)** request that the Committee be included in the Local Transport Review and
- (5)** encourage Surrey County Council and bus operators to look creatively at other options for providing a local transport service including partnership working with BAA and community buses.

172/14 A2Dominion – plans for Spelthorne

John Knevett, the Deputy Chief Executive of A2Dominion, gave a presentation covering: history and current operating environment; investment in new homes; re-investment in stock and the community; reviewing and improving services and plans for the future.

Members of the Committee raised the ongoing issues expressed by their residents relating to the service they received from A2Dominion. The Committee discussed with representatives from A2Dominion the reasons for customer dissatisfaction with their services, particularly relating to the attitude of staff, incorrect service charges and delays to repairs.

A2Dominion advised that it was monitoring its relationship with customers through face to face feedback and surveys which showed an 80% customer satisfaction rate. It was implementing a training plan to improve customer satisfaction. Mr Knevett accepted that there had been some issues with the service charges but that they were working on putting this right.

Resolved to:

- (1)** thank A2Dominion for their presentation and urged them to continue to work to improve customer satisfaction and address the service charging issues and
- (2)** ask A2D to attend future meetings to provide further updates.

173/14 Developing a Housing Strategy for Spelthorne

The Committee received a presentation from Bernadette O'Shea, an Independent Housing Advisor on the work she had undertaken to address issues facing the Council in relation to its Housing Strategy.

There were two main issues to address:

Overview and Scrutiny Committee, 8 July 2014 - continued

1. The significant increase in the numbers of homeless households and increase in cost to the general fund – she was tasked to help identify how the Council could secure affordable temporary accommodation.
2. The increasing number of households who were reliant on the private rented sector although there were not enough homes available – she was tasked to help the Council grow the private rented sector.

She advised that her recommendations for the Housing Strategy were to:

- Start with clarity relating to the vision and strategy for Housing
- Utilise opportunities from the Localism Act:
 1. General power of competence.
 2. Local Authority decisions relating to homelessness, allocations, tenancy arrangements.
- Engage with the private sector through development of a local lettings agency.

The Committee was keen to have an opportunity to consider her report on this matter in detail.

Resolved to

- (1) note the presentation on developing a Housing Strategy for Spelthorne and
- (2) consider this matter in more detail at a future meeting of the Committee once the report has been to Cabinet.

174/14 Provisional Capital Outturn 2013/14

The Committee received the provisional capital outturn for 2013/14. It noted that £1.3m had been spent against a revised budget including carry forwards from 2012/13 of £1.89m. A large proportion of the £573k underspend would be carried forward to 2014/2015.

Resolved to note the provisional capital outturn for 2013/2014.

175/14 Treasury Management Annual Report 2013/14

The Committee received the Treasury Management Annual Report on treasury performance for 2013/14, covering the council's activities in the borrowing and investment market.

Resolved to note the Treasury Management annual report for 2013/14.

176/14 Provisional Revenue Outturn 2013/14

The Committee received the report on the provisional revenue outturn for 2013/14 and noted that £12.1m had been spent against the full year revised budget of £12.397m.

Resolved to note the provisional revenue outturn for 2013/2014.

Overview and Scrutiny Committee, 8 July 2014 - continued

177/14 Role of Overview and Scrutiny Committee

The Vice-Chairman Councillor A.E. Friday gave a brief refresher presentation on the role and work of the Overview and Scrutiny Committee.

178/14 Review of work undertaken by Overview and Scrutiny Committee 2013/14

The Committee received a report summarising the areas of work it had undertaken during 2013/14.

Resolved to note the review of work undertaken by the Overview and Scrutiny Committee in 2013/14.

179/14 Cabinet Forward Plan

The Committee received the Cabinet Forward Plan.

Resolved to note the Forward Plan.

180/14 Work Programme – identifying issues for the year ahead

The Chairman asked members of the Committee to identify topics of interest/concern that could be considered for inclusion in the Committee's work programme for 2014-15.

Topics suggested were:

- Laleham Park
- A2Dominion
- Localism
- Flooding
- Voluntary Sector
- Communications
- Recycling rates
- Provision of Legal/Committee Services
- Catalogue of public events in the Borough

The Chairman advised that she would be working with the Vice-Chairman and officers to produce a work programme from the topics identified by the Committee.

She asked members to contact her if they had any further thoughts on topics they would like to see included in the work programme.

Resolved to note the arrangements to produce a work programme.

181/14 Any Other Business

No other business was reported.

Overview and Scrutiny Committee, 8 July 2014 - continued

Overview and Scrutiny Committee

9 September 2014



Title	Capital Monitoring Report		
Purpose of the report	To make a recommendation to Council		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	To note the current spend position.		

1. Key issues

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to July 2014.
- 1.2 For the period ending July 2014, capital expenditure including commitments was £347k (40%) of the original budget and (24%) of the revised budget.
- 1.3 The projected outturn shows that we are anticipating to spend £1.401m which represents (96.7%) of the revised budget.
- 1.4 The difference between the original budget and the revised budget is £585,137. The £5985, 137 is broken down as £418,551 worth of carry forwards from 2013/14 and £166,586 worth of supplementary estimates.
- 1.5 Transactions involving all projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital definition will be transferred to revenue.
- 1.6 **Significant Developments/variances**
 - (a) Housing Locata Project: The budget of £24,000 was carried forward from 2013/14 and the project is scheduled to be completed in Sept 2014.
 - (b) Kenyngton Manor Pavilion: (£33k) the funding application has been submitted to the football foundation with an estimated decision date of the 29th Sept 2014. Once a decision has been made, the upgrade plans can proceed to tender stage with the works completed by March 2015.

- (c) Laleham Park Upgrade (£200k) The project is currently being redefined to address changes to the project and a report is being prepared for the September Cabinet briefing as to the scope and future of the project.
- (d) Parks Properties (£38.5k) Works have being completed on the flat with in Long Lane Recreation ground and work is commencing on the flat in Staines Park Pavilion with a completion date of the end of November.
- (e) Greeno Centre reroofing: (£160k) The project is at tender stage with an estimated completion date of the end of 2014.
- (f) As per the head of Asset Management, there is the potential for a future supplementary estimate being submitted for the redevelopment of the Knowle Green site project.

2. Options analysis and proposal

- 2.1 Overview and Scrutiny Committee are asked to note the current spend 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.

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 allowed the funds to complete the works.

5. Timetable for implementation

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

Background papers: There are none

Appendices: A &B

Appendix A

CAPITAL MONITORING REPORT AT 31 JULY 2014

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing & Ind Living	222,600	41,451	(11,914)	252,137	1,557	37,588	252,137	-
Cllr Mitchell - Environment	50,000	62,100	-	112,100	34,649	20,000	112,100	-
Cllr Gething - Parks and Assets	448,600	23,300	38,500	510,400	4,316	25,072	515,188	4,788
Cllr Patel - ICT & Parking Services	143,800	246,700	40,000	430,500	69,361	100,412	427,228	(3,272)
Cllr Forbes-Forsyth - Comm Safety & Young People	-	45,000	100,000	145,000	53,955	-	95,000	(50,000)
	865,000	418,551	166,586	1,450,137	163,837	183,073	1,401,653	(48,484)

Appendix B

CAPITAL MONITORING REPORT AT 31 JULY 2014

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<u>Housing Investment Programme</u>											
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>											
Lee O'Neil	40203	Disabled Facilities Mandatory	450,000	-	-	450,000	78,188	-	450,000	-	On target to spend budget. DCLG have awarded SBC an additional grant of £11,914 No spend likely until much later in financial year
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	29,600	-	-	29,600	-	
Lee O'Neil		Less Specified Capital Grant	(285,000)	-	(11,914)	(296,914)	(78,188)	-	(296,914)	-	
		Net Cost of Disabled Facilities Grants	194,600	-	(11,914)	182,686	-	-	182,686	-	
Lee O'Neil	40209	Home Improvement Agency grant	28,000	-	52,705	80,705	-	80,454	80,705	-	Annual Invoice to be received later in financial year
		HIA Funding	-	-	(52,705)	(52,705)	-	(52,705)	(52,705)	-	
		Total	28,000	-	-	28,000	-	27,749	28,000	-	
Total For HIP			222,600	-	(11,914)	210,686	-	27,749	210,686	-	
<u>Other Capital Programme</u>											
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>											
Deborah Ashman	42271	Fordbridge Day Centre	-	20,600	-	20,600	-	-	20,600	-	Meeting with Runnymede at end of August to commence project. Works to reception area anticipated to be completed by December 2014
Deborah Ashman		External Funding	-	(3,149)	-	(3,149)	-	-	(3,149)	-	
Deborah Ashman	42014	Housing Locata	-	24,000	-	24,000	1,557	9,839	24,000	-	Project anticipated to be completed by the end of September 2014
		Total	-	41,451	-	41,451	1,557	9,839	41,451	-	
Sandy Muirhead	41623	Insulation (SALIX)	-	-	5,330	5,330	1,908	3,422	5,330	-	SALIX project monies from SALIX fund complete by March 2015
Sandy Muirhead		Salix Funding	-	-	(5,330)	(5,330)	(1,908)	(3,422)	(5,330)	-	
		Total	-	-	-	-	-	-	-	-	
<u>Cllr Mitchell - Environment</u>											
Jackie Taylor	41620	Wheelie Bins	50,000	-	-	50,000	34,649	20,000	50,000	-	Budget for the year will be fully spent
		Total	50,000	-	-	50,000	34,649	20,000	50,000	-	
Lee O'Neil	41314	Air Quality	-	25,100	-	25,100	-	-	25,100	-	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Project expected to be completed by March 2015
		Total	-	25,100	-	25,100	-	-	25,100	-	
Sandy Muirhead	42047	Bring Site Initiative	-	37,000	-	37,000	-	-	37,000	-	Additional bins to be purchased to improve the 10 most difficult sites
		Total	-	37,000	-	37,000	-	-	37,000	-	
<u>Cllr Gething - Parks and Assets</u>											
Sandy Muirhead	41006	Kenyngton Manor Pavilion	33,000	-	-	33,000	-	-	33,000	-	Funding application has been submitted to the football foundation, with an estimated decision date of 29th September 2014. Runnymede asset team have drawn up plans and provided works estimates. If application is successful further plans will need to be drawn and project will go out to tender
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	-	200,000	-	-	200,000	-	
		Total	233,000	-	-	233,000	-	-	233,000	-	This project is currently being redefined to address changes to the project, and a report is being prepared for the September Cabinet Briefing as to the scope and future of this project

CAPITAL MONITORING REPORT AT 31 JULY 2014

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Dave Phillips	41015	Runnymede Estates	55,600	-	-	55,600	-	9,600	55,600	-	Capitalised Planned Maintenance to be transferred at end of year
Dave Phillips	41028	Fire Alarm Systems	-	-	-	-	(1,345)	1,345	-	-	Special creditor waiting to clear retention payment
Dave Phillips	41031	Fencing	-	-	-	-	(1,623)	1,624	-	-	Special creditor waiting to clear retention payment
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	20,000	-	-	20,000	-	Purpose of the project is to renovate and clean up Short Lane open space. Confirmation received that no further testing of site is necessary if used for car parking. Soft market testing for car park operators commenced
Dave Phillips	42018	Parks Properties	-	-	38,500	38,500	9,248	-	38,500	-	Works have been completed at Long Lane Recreation flat & is now occupied. Work commencing on Staines Park Pavilion flat, should be completed by end of November 2014
Dave Phillips	42043	Renewal of Toilet Facilities	-	3,300	-	3,300	8,088	0	8,088	4,788	Works to Toilet facilities have been completed
Dave Phillips	42050	KG Reception & Other Moves	-	-	-	-	(1,652)	4,104	-	-	Special creditor waiting to clear retention payment
Dave Phillips	42053	Knowle Green Heating	-	-	-	-	(8,400)	8,400	-	-	Special creditor waiting to clear retention payment
Dave Phillips	42046	Greeno Centre Re-roofing	160,000	-	-	160,000	-	-	160,000	-	Out to tender. Anticipated to be completed by end of the financial year
Total			215,600	23,300	38,500	277,400	4,316	25,072	282,188	4,788	
Cllr Patel - ICT & Parking Services											
Helen Dunn	43003	New Software	20,000	-	-	20,000	1,868	-	20,000	-	Will be spent throughout the year on various software enhancements
Helen Dunn	43311	Voice Over Internet (VOIP)	-	64,500	-	64,500	34,114	11,339	60,000	(4,500)	Video equipment to be purchased in October 2014
Helen Dunn	43314	Integra Upgrade	-	10,000	-	10,000	-	3,920	6,000	(4,000)	Consultancy to take place in October 2014
Helen Dunn	43401	Planning	-	-	-	-	2,375	-	-	-	Not a current project - Invoice to be recoded
Helen Dunn	43606	Misc Software	-	-	-	-	-	2,416	-	-	Not a current project - Commitment to be recoded
Helen Dunn	43608	Other Hardware	50,000	-	-	50,000	-	4,709	50,000	-	Will be spent throughout the year on various hardware requirements
Helen Dunn	43609	ICT Security	-	-	-	-	360	-	360	360	Overspend due to Special creditor. Expenditure could be funded by underspends in other ICT projects
Helen Dunn	43610	Code of Connection Requirement	6,000	-	-	6,000	8,070	-	8,070	2,070	Project complete. Overspend could be funded by underspends in other ICT projects
Helen Dunn	43611	Mobiles and Tablets	28,800	-	-	28,800	-	-	28,800	-	Mobile and tablet replacements to be purchased by the end of the financial year
Helen Dunn	43612	Mobile device management	10,000	-	-	10,000	-	-	10,000	-	Mobile and tablet replacements to be purchased by the end of the financial year
Helen Dunn	43613	Disaster Recovery Requirements	16,000	-	-	16,000	-	-	10,000	(6,000)	Project part paid out of 13/14 budget. Routers & Switches to be purchased by December 2014
Helen Dunn	43614	ESIP	13,000	-	-	13,000	-	-	-	(13,000)	Project completed and paid out of 13/14 budget
Total			143,800	74,500	-	218,300	46,787	22,383	193,230	(25,070)	
Jan Hunt	41608	HR and Payroll system	-	11,500	-	11,500	1,939	-	11,500	-	Employee self-service module is currently being piloted. Significant system upgrades continuing
Total			-	11,500	-	11,500	1,939	-	11,500	-	
Linda Norman	43505	CRM Solution	-	85,400	-	85,400	3,800	55,600	75,400	(10,000)	Currently in development. Phase 1 to be completed by March 2015 & Phase 2 to be completed by September 2015
Linda Norman	43308	Liquid Voice	-	-	-	-	15,899	15,899	31,798	31,798	Currently testing. Phase 1 to be completed by September 2014 & Phase 2 to be completed by January 2015
Total			-	85,400	-	85,400	19,699	71,499	107,198	21,798	
Rowena Davison	43304	GOSS - Website Upgrade	-	4,700	-	4,700	936	6,530	4,700	-	Continuing development of websites both external and internal to meet the needs of residents and businesses
Total			-	4,700	-	4,700	936	6,530	4,700	-	
Sandy Muirhead	41317	Car Park Improvements	-	70,600	40,000	110,600	-	-	110,600	-	Supplier has been selected. Hoping to complete by November subject to final contract details
Total			-	70,600	40,000	110,600	-	-	110,600	-	
Cllr Forbes-Forsyth - Community Safety & Young People											
Keith McGroary	41605	Staisafe Radio	-	53,300	-	53,300	50,253	-	53,300	-	Additional radios to be purchased. Budget to be fully spent this financial year
Keith McGroary		Funding from Car Parks	-	(8,300)	-	(8,300)	(8,300)	-	(8,300)	-	
Keith McGroary	41611	Law Enforcement	-	-	100,000	100,000	12,002	-	50,000	(50,000)	This is a 12 month project which has not yet started. Expected to commence in October 2014
Total			-	45,000	100,000	145,000	53,955	-	95,000	(50,000)	
Total For Other			642,400	418,551	178,500	1,239,451	163,837	155,324	1,190,967	(48,484)	
Total Expenditure			1,150,000	430,000	236,535	1,816,535	252,233	239,200	1,768,051	(48,484)	
Total Funding			(285,000)	(11,449)	(69,949)	(366,398)	(88,396)	(56,127)	(366,398)	-	
GRAND TOTAL			865,000	418,551	166,586	1,450,137	163,837	183,073	1,401,653	(48,484)	

Overview and Scrutiny Committee

9 September 2014



Title	Revenue Monitoring Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	Overview and Scrutiny Committee is asked to note the report.		

1. Key issues

- 1.1 To provide Overview and Scrutiny Committee with the net revenue spend figures to the end of July 2014.
- The forecast outturn at net expenditure level is £13.604m against the revised budget of £13.621m; A projected favourable variance of £17k
 - After taking into account the use of carry forwards, the net position is approx £264k favourable variance.
 - Interest earnings are forecast to exceed the budget by approx £100k as a result of better returns from longer term investments.

2. Options analysis and proposal

- 2.1 Overview and Scrutiny Committee are asked to note the current net revenue spend and forecast position.
- 2.2 The following highlights the more significant or material variances:

Planning & Corporate Development

Electoral Registration: £29k favourable variance – Government grant received for individual electoral registration.

Corporate Governance: £35k favourable variance- Income from shared head of legal services arrangement with Reigate and Banstead.

Environment

Refuse Collection £126k favourable variance – Increased garden waste & charges for services fee income

Community Safety, Young People, Leisure and Culture

Sports Development: £14k adverse variance – Expenditure on refurbishing Stanwell Tennis courts, offset by reduced expenditure on Bowls clubs maintenance.

Sports Development :£23k favourable variance – External funding received for refurbishing Stanwell Tennis courts and increased fee income from events staged.

Parking Service and ICT

Building Control £42k favourable variance Increased fee income as a result of more activity.

3. Financial implications

3.1 As set out within the report and appendices

4. Other considerations

4.1 There are none

5. Timetable for implementation

5.1 Bi – monthly reports are produced for Management team.

Background papers: There are none

Appendices: A, B, C1 to C9

APPENDIX A

2014/15 Net Revenue Budget Monitoring
As at end of July 2014

	14/15	14/15	14/15	14/15
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	54,088,900	54,241,200	55,948,763	1,707,563
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	54,088,900	54,241,200	55,948,763	1,707,563
Less Specific fees and charges income	(40,390,400)	(40,394,800)	(42,344,172)	(1,949,372)
Net Expenditure - broken down as below	13,698,500	13,846,400	13,604,591	(241,809)
Leader	333,900	333,900	333,900	-
Parking Services and ICT	62,500	62,500	15,998	(46,502)
Planning and Corporate Development	2,206,900	2,135,900	2,059,738	(76,162)
Housing, Health, Wellbeing and Independent Living	2,557,600	2,582,900	2,582,810	(90)
Environment	4,034,000	4,049,000	3,946,248	(102,752)
Community Safety, Young People, Leisure and Culture	283,600	279,200	275,294	(3,906)
Finance	3,118,700	3,189,700	3,173,668	(16,032)
Communications	222,800	222,800	222,800	-
Economic Development and Fixed Assets	878,500	990,500	994,135	3,635
NET EXPENDITURE AT SERVICE LEVEL	13,698,500	13,846,400	13,604,591	(241,809)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
Pay award	100,000	100,000	-	(100,000)
Efficiencies to offset pay award	(100,000)	(100,000)	-	100,000
Restructuring Savings	-	-	-	-
Partnership Savings	-	-	-	-
Resources to address project management issues	-	-	-	-
Increased Employer contributions due to auto enrollment	75,000	75,000	-	(75,000)
NET EXPENDITURE	13,473,500	13,621,400	13,604,591	(16,809)
NET EXPENDITURE	13,473,500	13,621,400	13,604,591	(16,809)
Interest earnings	(335,300)	(335,300)	(435,300)	(100,000)
Extraordinary Item				-
Appropriation from Reserves:				
Staines Town Development	(450,000)	(450,000)	(450,000)	-
Elmsleigh Car Park	(287,000)	(287,000)	(287,000)	-
Customer Services	(46,700)	(46,700)	(46,700)	-
Spend to Save (Bowls club)	(13,000)	(13,000)	(13,000)	-
Enforcement Project	(100,000)	(100,000)	(100,000)	-
BUDGET REQUIREMENT	12,241,500	12,389,400	12,272,591	(116,809)
Baseline NNDR Funding	(2,361,348)	(2,361,348)	(2,361,348)	-
Revenue Support grant	(1,932,189)	(1,932,189)	(1,932,189)	-
New Homes Bonus	(1,218,600)	(1,218,600)	(1,218,600)	-
DCLG Transitional LCTSS grant	0	0	0	-
NET BUDGET REQUIREMENT	6,729,363	6,877,263	6,760,454	(116,809)
Collection Fund Surplus/(deficit)	(187,920)	(187,920)	(187,920)	-
CHARGE TO COLLECTION FUND	6,541,443	6,689,343	6,572,534	(116,809)
2013/14 Revenue carryforward			(147,000)	(147,000)
Net Position				(263,809)

Appendix B			
REVENUE MONITORING 2014/15			
EXPENDITURE AND INCOME SUMMARY 31 JULY 2014			
Results to	Budget	Forecast	Variance
31-Jul-14	Revised	Outturn	to Revised
	£	£	£
Leader			
Employees	339,000	339,000	-
Other Expenditure	37,100	37,100	-
Income	(42,200)	(42,200)	-
	333,900	333,900	0
Parking Services and ICT			
Employees	1,132,400	1,122,884	(9,516)
Other Expenditure	1,629,600	1,634,500	4,900
Income	(2,699,500)	(2,741,386)	(41,886)
	62,500	15,998	(46,502)
Planning and Corporate Development			
Employees	1,612,400	1,622,100	9,700
Other Expenditure	1,237,300	1,287,700	50,400
Income	(713,800)	(850,062)	(136,262)
	2,135,900	2,059,738	(76,162)
Housing, Health, Wellbeing and Independent Living			
Employees	2,919,900	2,919,900	-
Other Expenditure	33,024,800	34,567,300	1,542,500
Income	(33,361,800)	(34,904,390)	(1,542,590)
	2,582,900	2,582,810	(90)
Environment			
Employees	2,573,000	2,573,085	85
Other Expenditure	3,485,800	3,569,800	84,000
Income	(2,009,800)	(2,196,637)	(186,837)
	4,049,000	3,946,248	(102,752)
Community Safety, Young People, Leisure and Culture			
Employees	394,100	399,194	5,094
Other Expenditure	482,000	502,900	20,900
Income	(596,900)	(626,800)	(29,900)
	279,200	275,294	(3,906)
Finance			
Employees	2,885,500	2,867,600	(17,900)
Other Expenditure	658,700	658,700	0
Income	(354,500)	(352,632)	1,868
	3,189,700	3,173,668	(16,032)
Communications			
Employees	130,200	130,200	-
Other Expenditure	92,600	92,600	-
Income	0	0	-
	222,800	222,800	0
Economic Development and Fixed Assets			
Employees	223,800	229,800	6,000
Other Expenditure	1,383,000	1,394,400	11,400
Income	(616,300)	(630,065)	(13,765)
	990,500	994,135	3,635
NET EXPENDITURE AT SERVICE LEVEL	13,846,400	13,604,591	(241,809)
Total Employees	12,210,300	12,203,763	(6,537)
Total Other Expenditure	42,030,900	43,745,000	1,714,100
Total Income	(40,394,800)	(42,344,172)	(1,949,372)
	13,846,400	13,604,591	(241,809)
Total Expenditure	54,241,200	55,948,763	1,707,563
Total Income	(40,394,800)	(42,344,172)	(1,949,372)
Net	13,846,400	13,604,591	(241,809)

Appendix C1				
Leader				
Results to	Budget	Forecast	Variance	Comments
31-Jul-14	Revised	Outturn	to Revised	
	£	£	£	
Employees	43,000	43,000	0	
Other Expenditure	27,500	27,500	0	
Income	0		0	
People & Partnerships	70,500	70,500	0	
Employees	245,600	245,600	0	
Other Expenditure	9,200	9,200	0	
Income	(42,200)	(42,200)	0	
HR	212,600	212,600	0	
Employees	50,400	50,400	0	
Other Expenditure	400	400	0	
Income	0		0	
Payroll	50,800	50,800	0	
Total Employees	339,000	339,000	0	
Total Other Expenditure	37,100	37,100	0	
Total Income	(42,200)	(42,200)	0	
	333,900	333,900	0	

Appendix C2				
Parking Services and ICT				
Results to	Budget	Forecast	Variance	Comments
31-Jul-14	Revised	Outturn	to Revised	
	£	£	£	
Employees	470,000	470,000	0	
Other Expenditure	601,800	601,800	0	
Income	(48,400)	(48,400)	0	
Information & Comms Technology	1,023,400	1,023,400	0	
Employees	379,200	379,200	0	
Other Expenditure	894,100	894,100	0	
Income	(2,020,000)	(2,020,000)	0	
Car Parks	(746,700)	(746,700)	0	
Employees	0	13,684	13,684	Overtime payments relating to flooding and flooding meeting
Other Expenditure	8,000	13,000	5,000	
Income	0	14	14	
Emergency Planning	8,000	26,698	18,698	
Employees	283,200	260,000	(23,200)	
Other Expenditure	16,100	16,000	(100)	
Income	(316,100)	(358,000)	(41,900)	Increased Activity is generating increased income for the service
Building Control	(16,800)	(82,000)	(65,200)	
Employees	0	0	0	
Other Expenditure	109,600	109,600	0	
Income	(315,000)	(315,000)	0	
Staines Market	(205,400)	(205,400)	0	
Total Employees	1,132,400	1,122,884	(9,516)	
Total Other Expenditure	1,629,600	1,634,500	4,900	
Total Income	(2,699,500)	(2,741,386)	(41,886)	
	62,500	15,998	(46,502)	

Appendix C3				
Planning and Corporate Development				
Results to	Budget	Forecast	Variance	Comments
31-Jul-14	Revised	Outturn	to Revised	
	£	£	£	
Employees	277,400	277,400	0	
Other Expenditure	22,800	57,000	34,200	
Income	(1,200)	(53,500)	(52,300)	
Legal	299,000	280,900	(18,100)	
Employees	90,300	90,300	0	
Other Expenditure	100	100	0	
Income	0	(35,000)	(35,000)	Income from Head of Legal arrangement with Reigate
Corporate Governance	90,400	55,400	(35,000)	
Employees	117,500	117,500	0	
Other Expenditure	2,100	2,100	0	
Income	0	0	0	
Committee Services	119,600	119,600	0	
Employees	57,600	57,600	0	
Other Expenditure	900	13,000	12,100	
Income	(190,000)	(210,000)	(20,000)	Additional income recovery due to upturn in housing market. Still an ongoing risk to future years income streams in this area due to the proposed changes by Land Registry.
Land Charges	(131,500)	(139,400)	(7,900)	
Employees	0	0	0	
Other Expenditure	82,900	82,900	0	
Income	0	0	0	
Print Unit	82,900	82,900	0	
Employees	180,500	190,200	9,700	Anticipating overspend on Overtime due to weekend opening
Other Expenditure	444,900	449,000	4,100	
Income	(142,800)	(142,800)	0	
Knowle Green	482,600	496,400	13,800	
Employees	191,100	191,100	0	
Other Expenditure	98,200	98,200	0	
Income	(1,000)	(1,000)	0	
Planning Policy	288,300	288,300	0	
Employees	577,300	577,300	0	
Other Expenditure	53,800	53,800	0	
Income	(377,800)	(377,800)	0	
Planning Development Control	253,300	253,300	0	
Employees	0	0	0	
Other Expenditure	450,000	450,000	0	
Income	0	0	0	
Staines Upon Thames Programme	450,000	450,000	0	
Employees	2,300	2,300	0	
Other Expenditure	7,900	7,900	0	
Income	0	0	0	
Elections	10,200	10,200	0	
Employees	118,400	118,400	0	
Other Expenditure	73,700	73,700	0	
Income	(1,000)	(29,962)	(28,962)	Government grant received for Individual electoral registration
Electoral Registration	191,100	162,138	(28,962)	
Total Employees	1,612,400	1,622,100	9,700	
Total Other Expenditure	1,237,300	1,287,700	50,400	
Total Income	(713,800)	(850,062)	(136,262)	
	2,135,900	2,059,738	(76,162)	

Appendix C4				
Housing, Health, Wellbeing and Independent Living				
Results to	Budget	Forecast	Variance	Comments
31-Jul-14	Revised	Outturn	to Revised	
	£	£	£	
Employees	0	0	-	
Other Expenditure	315,000	315,000	-	
Income	0	0	-	
General Grants	315,000	315,000	0	
Employees	111,500	111,500	0	
Other Expenditure	13,900	13,900	0	
Income	0	(90)	(90)	
Com Care Administration	125,400	125,310	(90)	
Employees	352,300	352,300	0	
Other Expenditure	222,700	222,700	0	
Income	(223,000)	(223,000)	0	
Day Centres	352,000	352,000	0	
Employees	57,500	57,500	0	
Other Expenditure	85,900	85,900	0	
Income	(192,300)	(192,300)	0	
Meals On Wheels	(48,900)	(48,900)	0	
Employees	92,900	92,900	0	
Other Expenditure	54,600	54,600	0	
Income	(283,300)	(283,300)	0	
Span	(135,800)	(135,800)	0	
Employees	0	0	0	
Other Expenditure	19,700	19,700	0	
Income	(5,000)	(5,000)	0	
Rodent & Pest Control	14,700	14,700	0	
Employees	143,900	143,900	0	
Other Expenditure	51,400	51,400	0	
Income	(113,800)	(113,800)	0	
SAT	81,500	81,500	0	
Employees	723,100	723,100	0	
Other Expenditure	38,000	38,000	0	
Income	(10,500)	(10,500)	0	
Environmental Health Admin	750,600	750,600	0	
Employees	0	0	0	
Other Expenditure	12,500	12,500	0	
Income	(16,600)	(16,600)	0	
Environmental Protection Act	(4,100)	(4,100)	0	
Employees	0	0	0	
Other Expenditure	1,300	1,300	0	
Income	(3,000)	(3,000)	0	
Food Safety	(1,700)	(1,700)	0	
Employees	0	0	0	
Other Expenditure	7,900	7,900	0	
Income	(12,900)	(12,900)	0	
Public Health	(5,000)	(5,000)	0	
Employees	18,400	18,400	0	
Other Expenditure	250,800	250,800	0	
Income	0	0	0	
Democratic Rep & Management	269,200	269,200	0	
Employees	560,700	560,700	0	
Other Expenditure	73,600	73,600	0	
Income	(1,100)	(1,100)	0	
Housing Needs	633,200	633,200	0	
Employees	0	0	0	
Other Expenditure	734,300	734,300	0	
Income	(506,400)	(506,400)	0	
Homelessness	227,900	227,900	0	
Employees	514,100	514,100	0	
Other Expenditure	53,900	53,900	0	
Income	(454,100)	(454,100)	0	
Housing Benefits Admin	113,900	113,900	0	
Employees	345,500	345,500	0	
Other Expenditure	6,100	6,100	0	
Income	(351,600)	(351,600)	0	
Spelthorne Troubled Families	0	0	0	
Employees	0	0	0	
Other Expenditure	31,083,200	32,625,700	1,542,500	
Income	(31,188,200)	(32,730,700)	(1,542,500)	
Housing Benefits Payments	(105,000)	(105,000)	0	Subsidies as a whole are higher than budgeted but expenditure will compensate this
Total Employees	2,919,900	2,919,900	0	
Total Other Expenditure	33,024,800	34,567,300	1,542,500	
Total Income	(33,361,800)	(34,904,390)	(1,542,590)	
	2,582,900	2,582,810	(90)	

Appendix C5				
				Environment
Results to	Budget	Forecast	Variance	Comments
31-Jul-14	Revised	Outturn	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	500	0	(500)	DVLA pick up the majority of abandoned Vehicles in the borough
Income	0	0	0	
Abandoned Vehicles	500	0	(500)	
Employees	0	0	0	
Other Expenditure	68,400	77,000	8,600	Insurance excess, vending machine charges, installation of CCTV camera
Income	0	0	0	
Depot	68,400	77,000	8,600	
Employees	559,900	559,900	0	
Other Expenditure	64,900	64,900	0	
Income	(21,200)	(21,200)	0	
DS Management & Support	603,600	603,600	0	
Employees	1,031,900	1,031,900	0	
Other Expenditure	830,400	830,400	0	
Income	(573,600)	(700,000)	(126,400)	Increased garden waste scheme income
Refuse Collection	1,288,700	1,162,300	(126,400)	
Employees	0	0	0	
Other Expenditure	9,500	9,500	0	
Income	0	0	0	
Energy Initiatives	9,500	9,500	0	
Employees	0	0	0	
Other Expenditure	40,300	40,300	0	
Income	(25,000)	(25,000)	0	
Environmental Enhancements	15,300	15,300	0	
Employees	309,500	309,500	0	
Other Expenditure	15,100	15,100	0	
Income	(34,100)	(34,100)	0	
Enviro Services Administration	290,500	290,500	0	
Employees	541,500	541,500	0	
Other Expenditure	306,300	306,300	0	
Income	(47,700)	(48,737)	(1,037)	
Street Cleaning	800,100	799,063	(1,037)	
Employees	0	0	0	
Other Expenditure	190,800	205,000	14,200	Increased Cost of Green waste disposal
Income	(651,000)	(651,000)	0	Present delay in claiming recycling credits due to problems with new SCC software
Waste Recycling	(460,200)	(446,000)	14,200	
Employees	0	0	0	
Other Expenditure	500	500	0	
Income	0	0	0	
Technical Projects	500	500	0	
Employees	0	0	0	
Other Expenditure	47,600	47,600	0	
Income	0	0	0	
Public Conveniences	47,600	47,600	0	
Employees	0	0	0	
Other Expenditure	6,200	6,200	0	
Income	(43,200)	(43,200)	0	
Allotments	(37,000)	(37,000)	0	
Employees	0	0	0	
Other Expenditure	118,200	118,200	0	
Income	(96,000)	(96,000)	0	
Parks Strategy	22,200	22,200	0	
Employees	0	0	0	
Other Expenditure	23,700	26,000	2,300	
Income	(327,400)	(327,400)	0	
Cemeteries	(303,700)	(301,400)	2,300	
Employees	0	0	0	
Other Expenditure	17,000	17,000	0	
Income	0	0	0	
Staines Metro Commons	17,000	17,000	0	
Employees	130,200	130,200	0	
Other Expenditure	1,740,900	1,800,300	59,400	Playground maintenance
Income	(190,600)	(250,000)	(59,400)	Section 106 monies received for playground maintenance
Grounds Maintenance	1,680,500	1,680,500	0	
Employees	0	85	85	Overtime payment made
Other Expenditure	5,500	5,500	0	
Income	0	0	0	
Water Courses & Land Drainage	5,500	5,585	85	
Total Employees	2,573,000	2,573,085	85	
Total Other Expenditure	3,485,800	3,569,800	84,000	
Total Income	(2,009,800)	(2,196,637)	(186,837)	
	4,049,000	3,946,248	(102,752)	

Appendix C6				
Community Safety, Young People, Leisure and Culture				
Results to	Budget	Forecast	Variance	Comments
31-Jul-14	Revised	Outturn	to Revised	
	£	£	£	
Employees	0	94	94	
Other Expenditure	25,500	25,500	-	
Income	(1,000)	(1,000)	-	
Youth	24,500	24,594	94	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(44,000)	(44,000)	-	
Riverside Arts Centre	(44,000)	(44,000)	0	
Employees	0	0	-	
Other Expenditure	0	7,000	7,000	Consultants invoice for work completed
Income	0	0	-	
Laleham Park Project	0	7,000	7,000	
Employees	3,000	0	(3,000)	Expenditure will be required if any new volunteers or casual staff need training
Other Expenditure	1,000	1,000	-	
Income	0	0	-	
Safeguarding	4,000	1,000	(3,000)	
Employees	12,500	12,500	-	
Other Expenditure	3,400	3,400	-	
Income	(6,300)	(3,200)	3,100	Reduced sales of materials and reduced fee income
Resource Centre	9,600	12,700	3,100	
Employees	0	0	-	
Other Expenditure	4,000	4,000	-	
Income	(500)	(500)	-	
Active Lifestyle	3,500	3,500	0	
Employees	5,100	5,100	-	
Other Expenditure	36,100	50,000	13,900	Expenditure on refurbishing Stanwell tennis courts offset by reduced spend on bowls club maintenance.
Income	(6,000)	(29,000)	(23,000)	External funding received relating to Stanwell tennis courts + increased income from events.
Sports Development	35,200	26,100	(9,100)	
Employees	2,600	2,600	-	
Other Expenditure	29,500	29,500	-	
Income	(3,000)	(5,000)	(2,000)	
Arts Development	29,100	27,100	(2,000)	
Employees	0	0	-	
Other Expenditure	2,000	2,000	-	
Income	0	0	-	
Events	2,000	2,000	0	
Employees	196,900	196,900	-	
Other Expenditure	12,900	12,900	-	
Income	0	0	-	
Leisure Administration	209,800	209,800	0	
Employees	0	0	-	
Other Expenditure	4,500	4,500	-	
Income	(8,000)	(8,000)	-	
Museum	(3,500)	(3,500)	0	
Employees	0	8,000	8,000	Costs of out of hours opening and closing of the Shepperton village hall
Other Expenditure	7,400	7,400	-	
Income	(54,700)	(62,700)	(8,000)	Extra income generated at Shepperton village hall
Public Halls	(47,300)	(47,300)	0	
Employees	0	0	-	
Other Expenditure	55,300	55,300	-	
Income	(237,600)	(237,600)	-	
Spelthorne Leisure Centre	(182,300)	(182,300)	0	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(42,200)	(42,200)	0	
Sunbury Golf Club	(42,200)	(42,200)	0	
Employees	104,800	104,800	0	
Other Expenditure	3,900	3,900	0	
Income	(102,600)	(102,600)	0	
Licensing	6,100	6,100	0	
Employees	0	0	0	
Other Expenditure	2,700	2,700	0	
Income	(76,000)	(76,000)	0	
Taxi Licensing	(73,300)	(73,300)	0	
Employees	69,200	69,200	0	
Other Expenditure	293,800	293,800	0	
Income	(15,000)	(15,000)	0	
Community Safety	348,000	348,000	0	
Total Employees	394,100	399,194	5,094	
Total Other Expenditure	482,000	502,900	20,900	
Total Income	(596,900)	(626,800)	(29,900)	
	279,200	275,294	(3,906)	

Appendix C7				
Finance				
Results to	Budget	Forecast	Variance	Comments
31-Jul-14	Revised	Outturn	to Revised	
	£	£	£	
Employees	0	0	-	
Other Expenditure	222,700	222,700	-	
Income	0	0	-	
Insurance	222,700	222,700	0	
Employees	168,700	168,700	-	
Other Expenditure	17,800	17,800	-	
Income	(46,900)	(41,900)	5,000	Reduced levels of income expected due to change in arrangements at Woking.
Audit	139,600	144,600	5,000	
Employees	364,100	327,000	(37,100)	Salary saving as a result of early retirement and Maternity leave
Other Expenditure	15,400	15,400	-	
Income	0	0	-	
Accountancy	379,500	342,400	(37,100)	
Employees	117,000	117,000	-	
Other Expenditure	4,700	4,700	-	
Income	0	0	-	
MaT Secretariat & Support	121,700	121,700	0	
Employees	306,700	306,700	-	
Other Expenditure	8,000	8,000	-	
Income	0	(132)	(132)	
Assistant Chief Executives	314,700	314,568	(132)	
Employees	359,500	359,500	-	
Other Expenditure	8,400	8,400	-	
Income	0	(11,500)	(11,500)	Contribution from the partners in the partnership towards the cost of the project manager of the Locata project
Chief Executive	367,900	356,400	(11,500)	
Employees	6,000	6,200	200	
Other Expenditure	181,800	181,800	-	There is a joint bank contract procurement exercise that is ongoing.
Income	(9,100)	(9,100)	-	
Corporate Management	178,700	178,900	200	
Employees	0	0	-	
Other Expenditure	0	0	-	
Income	(139,700)	(139,700)	-	
Business Rates	(139,700)	(139,700)	0	
Employees	703,300	722,300	19,000	Redundancy costs of £19k have been incurred due to a restructuring exercise. These will be funded from the Business Improvement Reserve at year end.
Other Expenditure	147,200	147,200	0	
Income	(150,300)	(150,300)	0	
CServ Management & Support	700,200	719,200	19,000	
Employees	0	0	0	
Other Expenditure	10,000	10,000	0	
Income	(8,500)	0	8,500	Funding has been credited to Legal Services for utilisation instead.
Misc Expenses	1,500	10,000	8,500	
Employees	860,200	860,200	0	
Other Expenditure	42,700	42,700	0	
Income	0	0	0	
Unapportionable CentralIO/Heads	902,900	902,900	0	
Total Employees	2,885,500	2,867,600	(17,900)	
Total Other Expenditure	658,700	658,700	0	
Total Income	(354,500)	(352,632)	1,868	
	3,189,700	3,173,668	(16,032)	

Appendix C8				
Communications and Procurement				
Results to	Budget	Forecast	Variance	Comments
31-Jul-14	Revised	Outturn	to Revised	
	£	£	£	
Employees	130,200	130,200	-	
Other Expenditure	79,600	79,600	-	
Income	0		-	
Corporate Publicity	209,800	209,800	0	
Employees	0		-	
Other Expenditure	13,000	13,000	-	
Income	0	0	-	
Research & Consultation	13,000	13,000	0	
Total Employees	130,200	130,200	0	
Total Other Expenditure	92,600	92,600	0	
Total Income	0	0	0	
	222,800	222,800	0	

Appendix C9				
Economic Development and Fixed Assets				
Results to	Budget	Forecast	Variance	Comments
31-Jul-14	Revised	Outturn	to Revised	
	£	£	£	
Employees	166,200	166,200	-	
Other Expenditure	379,900	379,900	-	
Income	0	0	-	
Asset Mgn Administration	546,100	546,100	0	
Employees	0	0	-	
Other Expenditure	2,400	5,700	3,300	Business rates & storage costs
Income	0	0	-	
Sea Cadets	2,400	5,700	3,300	
Employees	0	0	-	
Other Expenditure	81,500	81,500	-	
Income	(35,800)	(35,800)	-	
General Property Expenses	45,700	45,700	0	
Employees	38,200	44,200	6,000	
Other Expenditure	28,100	36,200	8,100	Costs of running Staines upon day
Income	0	(13,765)	(13,765)	Sponsorship Income for Staines upon Thames day
Economic Development	66,300	66,635	335	
Employees	0	0	-	
Other Expenditure	546,800	546,800	-	Planned Maintenance budget to be used fully by year end in partnership with Runnymede BC
Income	0	0	-	
Planned Maintenance Programm	546,800	546,800	0	
Employees	0	0	-	
Other Expenditure	155,500	155,500	-	Responsive Maintenance budget to be used fully by year end in partnership with Runnymede BC
Income	0	0	-	
Responsive Maintenance Progra	155,500	155,500	0	
Employees	0	0	0	
Other Expenditure	28,500	28,500	0	
Income	0	0	0	
Bus Station	28,500	28,500	0	
Employees	19,400	19,400	0	
Other Expenditure	160,300	160,300	0	
Income	(580,500)	(580,500)	0	
Staines Town Centre Managemen	(400,800)	(400,800)	0	
Total Employees	223,800	229,800	6,000	
Total Other Expenditure	1,383,000	1,394,400	11,400	
Total Income	(616,300)	(630,065)	(13,765)	
	990,500	994,135	3,635	

Meeting Next Steps



Title: Economic Development Task Group

Date: 17 April 2014

Present:

Cllr N. Gething (Chairman)	Cllr C. Frazer	Cllr C.A. Davis (via phone) for Staines-upon-Thames item
Cllr M Rough	Cllr M.P.C. Francis	

In attendance:

Tracey Carter (Surrey Chambers of Commerce)	Keith McGroary	Terry Collier
Dave Phillips		

Apologies


Cllr R.D. Dunn	Cllr Harman	Sabine Lohmann
Mike Ramlakhan	Cllr Harvey	

Next Steps

No.	Action	By whom	When
1	The minutes of the previous meeting were agreed Chairman reflected on positive presentation from London Air Rail Transit System		
2	<p>Delivery of Economic Strategy</p> <p>Keith McGroary ran through a summary update of progress including:</p> <ul style="list-style-type: none"> • LGA consultant appointed and 2 draft reports produced • Sunbury Cross Business Forum strategy completed • BP forging links with Lower Sunbury • Keith attended Shepperton Business Forum 	Keith McGroary	

Meeting Next Steps



	<p>AGM</p> <ul style="list-style-type: none"> • Doing business with Council link on website • Key account management draft report produced • Incubator – currently SBC does not have spare capacity, Chairman identified possibility of obtaining European funding possibly for Centric site. Cllr Gething to provide contact details for Heather Morgan, also possible that when Council moves into new accommodation may be able to locate • Staines-Upon-Thames development programme progressing • Hotels- EM3 Strategic review underway • Brooklands – EM3 funding bid outcome expected to be known in October 2014 • Staines-upon-Thames – Step-up-Town funding bid • Civil Enforcement officers issued with radios. Business will be issued with Staisafe radios this month with new scheme going live on 24th June 	Heather Morgan	
3.	<p>Update in respect of the review of fixed assets</p> <p>Dave summarised the approach, highlighting that in total there are in excess of 600 assets and that all land owned by the council was listed, no matter what size. He endorsed the Task Group model for assets and felt it was key to maximising value from assets. Dave ran through the 30 assets on the list including Ashford Multi-storey car park Task Group satisfied with the updates provided.</p> <p>.</p> <p> Copy of A - List of Sites for Economic Ta</p>	Dave Phillips	
4.	<p>LGA reports on Inward Investment and Key Account Management</p> <p>Keith summarised the two reports and highlighted the opportunity for members of the Task Group to feed in comments before the reports are considered by Cabinet</p>	Task Group member	
5	<p>Staines-upon-Thames sub-group update</p> <p>Cllr Davis expressed his desire for residential development on Riverside development and</p>	Cllr Davis	

Meeting Next Steps



	<p>consideration of houseboats.</p> <p>Cllr Davis commented on the promising website but keen should be lots of video footage.</p> <p>Cllr Davis referred to potential re putting social housing in Stanwell area with potential to help demarcate boundaries with Heathrow.</p> <p>Cllr Gething said that riverside development must be taken as a whole rather than in piecemeal</p>		
6.	<p>Ashford sub-group update – Chief Executive meeting Brooklands tomorrow to receive latest update on their proposals. Cllr Frazer welcomed the fact that the car park site is being actioned, highlighting car parking as a key issue for the town but need to understand the nature of Brooklands' proposals before possible for us to produce a strategy. Cllr Gething expressed concern as to what happens if Brooklands are unsuccessful with their EM3 funding bid.</p> <p>Meeting discussed need to engage with landlords to encourage more diversified and unique retail offer in Ashford. Tracey suggested Chamber of Commerce could assist with this. Meeting agreed that a meeting with Ashford Chamber of Commerce.</p> <p>Cllr Frazer asked that parking enforcement in Ashford be stepped up.</p> <p>Meeting discussed the suggestion that we appoint a town crier.</p>	<p>Keith McGroary</p> <p>Sandy Muirhead</p>	
7.	<p>Any other business –</p> <p>Tracey summarised activities Chamber are undertaking including:</p> <ul style="list-style-type: none"> • Supporting exporting – provision of support to businesses • Events (150 across Surrey in a year looking to bring events to the borough, possibly Kempton Park) – including Heathrow event • Young Entrepreneurs looking to showcase young entrepreneurs 	<p>Tracey Carter</p>	

Meeting Next Steps



	<ul style="list-style-type: none"> Eco-awards- encouraging eco-friendly travel to work Meeting businesses to identify skills they require and how “Technical College” might help address <p>Keith highlighted export focus event next month</p>		
8.	<p>Next meeting - 17th September 7pm Council Chamber</p> <p>This date had been set by Committee Services and already in members calendars</p>	Keith McGroary	

Meeting Next Steps

Title: Leader's Fixed Assets Task Group

Date: 6 May 2014

Present:

Councillor Leighton (Chairman)	Cllr Frazer	Cllr Friday
	Cllr Saliagopoulos	

In attendance:

Cathy Munro	Dave Phillips	Terry Collier

Apologies: Cllr Grant

Next Steps

No.	Action	By whom	When
1.	Next Steps from 19 March 2014 Accepted by the Task Group		
2.	Tendering Valuation Service Dave provided an update on progress and indicated that due to other workload pressures he had not yet undertaken the tendering exercise. Dave aiming to complete this financial year and aiming to complete by end of September. It would be an objective tendering process. Dave would aim to agree specifications in July, to go out in August with responses received and evaluated in September. To be put on Forward Plan, report to be drafted to seek delegated authority for the Portfolio Holder to enable the necessary flexibility with report to go to 24 June (and MAT 27 May).	Dave Phillips	27/5/14
3.	Staines Preparatory School Car Parking Dave attended a School committee meeting last week to discuss further. School looking at access issues. School are willing to move to the rear. School say it will cost £250k to create car park on their site. School interested in running access road alongside Leisure Centre road. Potential issues		

Meeting Next Steps

	<p>in terms of future development of Knowle Green site. Dave meeting school next week. Task Group happy to provide access as long as does not impinge on future development. Task Group need response from school by end June. Dave to liaise with Legal, check the easement. Dave to feedback to Task Group by 16th May</p> <p>Sandy to circulate note on number of tickets issued.</p>	<p>DP</p> <p>SM</p>	<p>16/5/14</p> <p>9/5/14</p>
4.	<p>Churchill Village Hall Options</p> <p>Dave and Liz Borthwick met Kelli Dixon last week. Dave will produce report on options (taking into account Planning advice) and how the Dance Academy are supporting the community (to include analysis of proportion of pupils from local community). Dave gathering data on current regime (will include Accounts, whether DBS checked, Ofsted inspection reports if appropriate etc by 31/5/14). Dave to produce briefing note by 16th June . Cllr Frazer to examine highway analysis of Churchill Avenue and adjacent highway.</p>	<p>Dave Phillips</p>	<p>30/06/14</p>
5.	<p>Review of Assets (Task Group Projects)</p> <p>Shepperton Tow Path Plots 12 & 13</p> <p>The Council exploring possibility of creating a small car park for local residents. Residents concerned at costs of lighting, gate etc. Proposal that we create the car park and lease to residents. Cllr Leighton has met with the residents. Terry to produce some update analysis to indicate level of rent which would produce appropriate return to the Council. Once residents agreement obtained planning application will need to be submitted.</p> <p>Fordbridge Park & Cedars Pavilion</p> <p>Currently out to tender. Dave seeing the Valuers this week, Dave to do note next week.</p>	<p>Terry Collier</p> <p>Dave Phillips</p> <p>Dave Phillips</p>	<p>9/5/14</p>
6.	<p>Review of Assets (Updates)</p> <p>Knowle Green Hub</p> <p>Terry summarised the position with previous project looking at refurbishment of Knowle Green in partnership with Surrey County Council has been closed. Options analysis is being undertaken to look at a number of options including move away from Knowle Green and developing site for housing or</p>		

Meeting Next Steps

	<p>refurbishing Knowle Green. Officers meeting county colleagues on 20th May</p> <p>Knowle Green Accommodation Surrey County are interested in moving more staff into old housing options area.</p> <p>Annette Close, Upper Halliford Documentation with Legal going to June Cabinet</p> <p>355 London Road, Staines With Legal</p> <p>Fire Station/Ambulance/Blue Lights site Report going to 24th June Cabinet</p> <p>Manor Park Café Dave meeting with the Rows (the proposers) next week. Current scheme is too expensive, specification needs to be reduced. Dave to suggest they explore Community Improvement Funding from Surrey CC.</p> <p>Estates Summary Dave circulated following last meeting</p>	<p>Terry Collier/Dave Phillips</p> <p>Dave Phillips</p> <p>Dave Phillips</p> <p>Dave Phillips</p> <p>Dave Phillips</p> <p>Dave Phillips</p>	<p></p> <p>24/5/14</p> <p></p> <p>24/5/14</p> <p>16/5/14</p>
7.	<p>Assets Projects Update</p> <p>Airport parking (Spout Lane) Tendering for planning consultants. Looking to move allotments down the road to facilitate. Plan to generate annual revenue stream from</p> <p>Short Lane (Stanwell) Site contaminated. Will invite expressions of interest. Anticipate most likely use will be parking (less issues with contaminated) potentially well positioned as possible HGV parking which would alleviate issues in local roads.</p> <p>Ashford Multi-storey car park Cathy putting together a marketing brief to go out to market in June. A full consultation with residents to be undertaken</p>	<p>Cathy Munro</p> <p>Cathy Munro</p> <p>Cathy Munro</p>	<p></p> <p></p> <p></p>

Meeting Next Steps

	<p>September/October. Ward members will be fully involved in the consultation exercise.</p> <p>Long Lane Pavilion</p> <p>Lease and heads of terms for use of ground floor by Pavilion Association to run a community café.</p> <p>Instructions for repairs works for first floor issued today. A2D will manage the accommodation on SBC behalf</p>	<p>Cathy Munro</p> <p>Dave Phillips</p>	
8.	Any Other Business		
9.	<p>Date of next meeting:</p> <p>Next meetings</p> <p>23rd September 7pm</p>		

Overview and Scrutiny Committee

9 September 2014



Title	Flooding Recovery Update		
Purpose of the report	To note		
Report Author	Nick Moon		
Cabinet Member	Councillor Daxa Patel	Confidential	No
Corporate Priority	Delivering quality of life services		
Cabinet Values	Community		
Recommendations	The report is for discussion and note by the committee		

1. Overview

- 1.1 The winter of 2013/2014 was the wettest in south-east England since records began in 1766. Some areas received two and a half times the rainfall they would normally expect between December and February. Despite the highest levels not being record-breaking, the duration of the flooding and the total volume of water discharged easily surpassed anything previously recorded. The total volume of water discharged over a 2-month period ranked as the highest recorded at Kingston since records began in 1885. This severe weather led to some of the worst flooding in Spelthorne in memory and prompting a massive and sustained partnership emergency response.
- 1.2 On 21 Feb 2014 command was transferred from Surrey Police to Surrey County Council, with the emergency phase of the incident formally becoming the recovery phase. Strategic Co-ordination continued in the form of daily and then regular meetings of the gold Recovery Co-ordination Group (RCG).
- 1.3 The RCG oversaw the development of a Strategic Recovery Plan. Work streams were divided into the following areas;
 - (a) Humanitarian
 - (b) Environment and Infrastructure
 - (c) Communications and Engagement
 - (d) Mutual Aid
 - (e) Resources
- 1.4 Spelthorne Borough Council were represented on the RCG as well as every work stream subgroup and contributed heavily to its development and delivery. The Incident Management Team (IMT) transferred to a Recovery Management Team, chaired by Assistant Chief Executive Liz Borthwick and

met daily and then regularly to co-ordinate Spelthorne's recovery activities. The Sustainability Manager, Lucy Hicks, was seconded to support the RMT (at 50% FTE).

- 1.5 The Cabinet Member for Emergency Planning regularly met with Liz Borthwick and the Risk and Resilience Manager, Nick Moon, to ensure oversight of the recovery process.
- 1.6 Appendix 1 contains the Strategic Recovery Plan for detail on work areas. Appendix 2 contains Spelthorne's Recovery Action log (a snapshot). Key areas for Spelthorne Borough Council were:
- (a) **Humanitarian:** SBC worked with SCC to identify and support vulnerable residents, focusing especially on those without support networks and or insurance. Housing continued to support those made homeless. SBC also worked closely with the Police to support public safety and crime management in flooded areas.
 - (b) **Environment and Infrastructure:** Streetscene and Sustainability worked with SCC to restore the environment including collection and disposal of sandbags, street cleaning, assessment, clean up and repair of public spaces. Environmental Health worked to provide advice on clean up, worked to ensure food safety standards and provide free pest control treatments.
 - (c) **Communications and Engagement:** SBC lead the multi-agency engagement effort in the Borough, heavily supported by the partnership. Four Flood Recovery Centres were established at the Spelthorne Museum, The Wellbeing Centre, The Lord Lucan Pavilion and St Mary's Church to offer immediate support for those affected by flooding. SBC secured early on the support of the National Flood Forum (NFF) and worked to stage Flood Recovery Roadshows using the NFF Flood Support Trailer and supported by SBC, SCC and Thames Water staff. The events were located at:
 - i) Green Street Street Park, Sunbury
 - ii) Shepperton Village Hall
 - iii) High Street Staines
 - iv) Laleham Park
 - v) The Kingfisher Pub, Chertsey Bridge
 - vi) Stanwell Moor Village Hall

With the exception of Stanwell Moor Village Hall (where attendance was very low), each location was visited twice.

SBC also arranged for the NFF to be available at the Council Offices every Friday for 3 weeks for residents who wanted additional support from the charity.

SBC also took part in multi agency community engagement meetings to ensure messages were co-ordinated and used all communication channels to ensure up to date information was provided to residents (SBC's website recovery pages alone received over 30,000 hits).

Spelthorne also hosted a very well attended public market place and meeting to support residents and provide a forum for questions and answers from the relevant agencies.

- (d) **Mutual Aid:** SBC worked with SCC and the voluntary sector to help manage donations and offers of support. As well as an incredible support response from communities the Committee is asked to note there was also a number of corporate offers from Tesco's, Marks and Spencer, Johnson and Johnson, Hitachi, Screwfix, Starbucks, Access Storage and numerous small businesses
- (e) **Resources:** Assistant Chief Executive Terry Collier and his team worked extremely closely with SCC and other partners to maintain strong financial management through the recovery process. This included ensuring application to support and relief funding, managing donations, working with the EA, DEFRA and SCC on repair and renew grant funding, council tax and business rate relief.

1.7 The formal multi-agency Recovery Co-ordination Group is scheduled to reconvene 26 September 2014 to further update on progress.

2. Early Community Engagement

2.1 Spelthorne Borough Council and other partners have continued to engage with community groups on flooding recovery and future improvements. As well as regular informal discussions, formal meetings have either taken place with, or are scheduled with the following groups:

- (a) STOP flooding, Staines
- (b) Sunbury Flood Volunteers
- (c) Shepperton Flood Group
- (d) Penton Hook
- (e) River Ash

2.2 The purpose of these meetings is to make contact and listen to the group's particular areas of concern and focus and to work with partners to engage with these issues. Ward Councillors are now being invited to these meetings and future meetings.

2.3 The Committee will appreciate that each community will have their own specific issues and concerns, however some of the main areas of concerns/issues are;

- (a) Issues with insurance provision and repair works
- (b) Making best use of the repair and renew grant funding
- (c) Information on the impacts of the River Thames Scheme
- (d) Causes and mitigation of future issues relating to Thames Water networks
- (e) What is being done to reduce highway related flooding
- (f) How agencies are planning to engage with community groups in the future

- 2.4 It is hoped and expected that these meetings will be ongoing and additional groups will be added.
- 2.5 In addition the Environment Agency have been following up with the above groups and others on a range of issues, including watercourse management, property level protection and the River Thames Scheme.
- 2.6 SBC continue to participate in the work on the River Thames scheme but funding the scheme is a significant issue. SBC have therefore lobbied central Government to contribute more to the scheme. The letter to the Prime minister and the response received are attached as Appendix 4.
- 2.7 Thames Water are supporting engagement across Spelthorne and are particularly focused on engagement with the River Ash group. The Committee may particularly like to note the following update from Thames Water:
- “Capital work is currently being carried out at the aqueduct and sluice gate at Ashford Common Water Treatment Works. While the sluice gate itself is not a flood relief asset (it is used for maintenance purposes), we are working with the Environment Agency to revise the protocol for closure of this gate should we experience similar conditions in the future. Cost of the upgrade to these assets is approximately £2.2 million.”*
- 2.8 SBC are also aware that Thames Water have a number of works planned in the area and the Committee may wish to receive additional information on these when they are confirmed.

3. On-going Engagement / Community Resilience

- 3.1 The Committee will be aware that while work is underway that will potentially mitigate the impact of future flooding (such as the River Thames Scheme), the risk and impact of flooding cannot be completely stopped. Spelthorne is and will remain at high risk of flooding. The Recovery Co-ordination Group have agreed while agencies must do all they can to mitigate flooding, there must also be a co-ordinated effort to work with community groups to build resilience at a community level.
- 3.2 The recent flooding saw many examples of heroic efforts by residents to support each other and agencies from flooding and all partners are agreed supporting residents in continuing and building on this work is essential.
- 3.3 Partners in SCC and the Environment Agency are working together to create more resource to engage communities and help them create sustainable community resilience plans, helping them to be more resilient and better aligned with responding services during a major incident such as the 2013/14 floods. SCC and the EA are both likely to be creating new posts who will work with partners to help achieve this.
- 3.4 Spelthorne has a critical role in the development of community resilience groups, as well as working with those groups during an emergency, as it is likely SBC will be the main point of contact for these groups during an incident. As part of a review of delivery of resilience services within Spelthorne and Runnymede, a review is taking place as to the level of resource required to support this partnership aim.

- 3.5 SBC also plan a review workshop on sandbag policy involving officers, subject experts, the portfolio holder for emergency planning and representatives from ward councillors, with a final paper for Cabinet.
- 3.6 The Risk and Resilience Manager continues to work very closely with key partners on longer term planning around community engagement/resilience. SBC are active members of Surrey's Flood Risk Management Board as well as the River Thames Scheme Group, representing Spelthorne's interests.

4. Severe Weather Forum

- 4.1 SBC is seeking to establish a Severe Weather Forum, which would bring together key community representatives, professional partners and representatives of key working groups (such as the Local Resilience Forum, The River Thames Scheme etc.)
- 4.2 The Terms of Reference have yet to be finalised, however it is expected the main aims will be:
 - (a) Act as a forum to share information between all relevant stakeholders
 - (b) Act as a focus for community concerns with respect to severe weather
 - (c) Assist with the co-ordination of flood preparedness and mitigation work in Spelthorne
 - (d) Encourage the development of effective community based resilience plans
- 4.3 A diagram describing an overview of the Severe Weather Forum and its relationship between other groups and agencies (not exhaustive) is attached.

5. Summary

- 5.1 The flooding in Spelthorne resulted from some of the wettest weather since records began and had devastating impacts on a large number of residents and businesses. The recovery process significantly challenged all authorities and agencies and cost thousands of man-hours and a millions of pounds.
- 5.2 Spelthorne not only supported the Surrey wide multi agency recovery process, it was a leading member. Significant effort by officers and councillors at all levels of the Council has resulted in significant recovery challenges being met and an ambitious recovery plan realised.
- 5.3 Engagement by all agencies with communities has been significant and all agencies plan to continue this engagement and ensure residents are supported in their recovery as well as encouraged and supported to consider community resilience initiatives.
- 5.4 SBC and its partners are aware of the continuing need for engagement and the number of outstanding challenges that need addressing.
- 5.5 SBC and its partners are finalising longer-term planning requirements to meet these challenges and looking at what resources are requires to tackle them.
- 5.6 Recovery is a long process and while much has been achieved there is still work to do to assist the Spelthorne community to recover from these floods and help them be more prepared for future challenges.

Appendices:

Appendix 1 has been circulated to members of the Committee only as it contains confidential information.

Appendix 1: Surrey Strategic Recovery Plan

Appendix 2: Spelthorne Recovery Action Log

Appendix 3: Spelthorne Severe Weather Forum Diagram (relationships with other groups).

Appendix 4: Correspondence between C/X and PM on River Thames Scheme

Appendix 2

Spelthorne Strategic Recovery – Action Log as at 20/8/14

1. Humanitarian (including Welfare)

No	Issue	Response	Next action	Lead	Date open	Date closed
1.1	Vulnerable People	Identify VP within flood affected area - Adult Social Services (SCC) put in place a process for this.	SCC followed through to ensure medical and emotional support needs are met including respite, etc.	TWF / SCC	20.2.14	20.3.14
		VP identified need to determine which had their homes flooded or sewage affected. Filter without insurance, and without family or friends to support with restoration, etc.	Louise Deacon is to take this back to Adult Social Service to see if they can find a mechanism to obtain this information during their interventions.	TWF / SCC	20.2.14	May 2014
1.2	Free pest control treatments	For residents in or close to flood affected areas	Provided until 1 March.	TWF	18.2.14	7.3.14
1.3	Food hygiene inspections of premises	In or near flood affected areas to provide advice and ensure food safety standards are maintained.	Completed	TWF	20.2.14	Completed once flooding had receded
1.4	Health and safety inspections	Tool/plant hire shops to ensure the general safe provision of equipment to the public.	Complete	TWF	20.2.14	Both hire shops inspected
1.5	Continued provision of information to the public as necessary.	Liaise with partners, communications team and local businesses.	On-going	TWF	20.2.14	Closed

Appendix 2

No	Issue	Response	Next action	Lead	Date open	Date closed
1.6	Thames Water	Assist properties with on-going/unresolved sewerage issues. Start discussions around how sewer systems can be improved in the long term	Knightsbridge Crescent reported issue Such as Abbeyfields who've been without active sewer system since January	TWF TWF	20.3.14 20.3.14	Completed systems working
1.7	Co-ordinate with neighbours and partners for lessons learnt	Develop an 'improvements needed list' as work progresses	On-going – as part of de-brief process	TWF	20.2.14	On-going

2. Environmental

No	Issue	Response	Next action	Lead	Date open	Date closed
1.1	SCC Sandbag Collection	Last day for requests for collection 28 Mar	Communicate this internally and externally	Comms	20.3.14	27.03.14
1.2	Toilet removal	Provider has been asked to remove all remaining loos – any additional requests are being actioned by CS	Any further requests to go to CS	CS	7.3.14	20.3.14
1.3	Skips	SCC is currently ascertaining demand. JT email that we could continue to collect after this week if it was necessary.	On-going review of demand and response as required. T.Casey after JT/SC yesterday	JT	On-going	Complete March 14
1.4	Sandbag	Collections still on-going				

Appendix 2

No	Issue	Response	Next action	Lead	Date open	Date closed
1.5						

3. Infrastructure

No	Issue	Response	Next action	Lead	Date open	Date closed
1.1	Structures	Contact SCC to undertake assessment on our behalf – agreed	SM to chase SCC	SM	24.2.14	28.2.14
1.2	Dumsey Meadow Chertsey Bridge Rd.	SCC met with D Hicks on site 26 Feb - agreed work plan including removal of large materials and litter pick put on volunteer's action list. Through Surry Flood Risk Partnership address Chertsey Bridge Road issues.	SM to chase SCC – Jason R and/or Tony Casey SCC - CBR repairs started w/c 17.3.14 Utility company to repair damage this wk SCC to return later this week to finish verge repairs and rebuild 3 x overs	SM	25.2.14 20.3.14	28.2.14 July 14
1.3	Parking Services	Checked electrics, machines and signage, and cleaning well underway Relining bays/replacing machines/signage/cleaning/fencing Highways lines Rates relief on Bridge Street Memorial gardens	Look at replacement costs for machines and any repairs necessary RBC have started this work e.g at Dumsey Meadow/possible damage to pavers in Bridge Street Assessment needed Unfortunately this is not permitted. Assessment needed/started	TS/SM TS/SM SM/SCC TC SM/RBC	14.2.14 20.3.14 20.3.14 20.3.14 20.3.14	June14 June 14 June14 24.03.14 July14

Appendix 2

No	Issue	Response	Next action	Lead	Date open	Date closed
1.4	Lammas	Assessment of site made – Quote for cleaning obtained Initial electrics assessment but need SSE substation to dry out Assess any damage to pavilion once dry - Runnymede	Has cleaning been completed – Y but has this been coded for under recovery or insurance?? Park has reopened but specialist cleaning needed for Spray Park Have RBC assessed the Pavilion? Y	JT/SM/ RBC	27.2.14	03.03.14
1.5	Ditches	Assessments started: Sweeps Ditch (maintenance, flow, riparian ownership issues) Stanwell Moor ditches Historic Ditches – check historic drainage which may affect groundwater Felix Lane ditch	Long term work required to understand hydrological issues – need EA input as well MR to undertake work Progress update S19's part of Surrey Flood risk Partnership work	SM/MR Env Agency	20.2.14 On-going Ongoing	31.6.14 Ongoing
1.6	Parks	General assessment undertaken	Work on repairs to begin - Runnymede	SM	27.2.14	31.7.14
1.7	Flood mitigation	Involvement in Lower River Thames scheme including property protection elements	We are hosting a meeting 9 April with all partners River Thames scheme work ongoing	TC SM	27.3.14	30.4.14
1.8	Laleham Park and Nursery	Laleham Nursery – damage to shed roof containing electrics – Laleham Park – toilets further damage to bungalow/ tree damage (survey required) Broadway car park – need to	Insurance job and already progressing Tree survey update	JT/SM JT RBC/TS	18.03.04 20.3.14 20.3.14	20.3.14 31.7.14

Appendix 2

No	Issue	Response	Next action	Lead	Date open	Date closed
		address soakaway issues to avoid surface water flooding	Progress update needed –site assessed			
1.9	Leisure centre	Basement flooding	Assess degree of impact and contingency measures moving forward-SLM updated SBC	SM/CM	20.3.14	30.7.14
2.0	Manor Park	Significant repairs needed to access road, kerbing and car park.	Work plan schedule to be developed	RBC	20.3.14	30.6.14
2.1	Play areas	Assessment and Cleaning	What has been done and what still to be done? Get update from JT – and circulate to Comms for tweeting	SM/JT	20.3.14	30.4.14
2.2	JNP report	Needs to be reviewed to assure that we've not missed or not done a recommendation	MR to review	LH/MR	27.3.14	6.6.14

4. Economic

No	Issue	Response	Next action	Lead	Date open	Date closed
1.1	Repairs and Renewals Scheme	Two tele-conferences 20.3.14 DEFRA clarifying process, residents can apply from 1 April.	Guidance for claimants and application forms need to be made publicly available. Awaiting SCC response as to whether they will be lead administrator of the scheme. Agreed	TC	20.3.14	1.8.14
1.1a	RRS and PLP linkage	Further meeting today at R&B TWF attending	Further funding may be made available to take acc of the additional admin requirements. Linkage to comms once the technical	TWF/TC TWF/ Comms	27.03.14 27.03.14	28.3.14

Appendix 2

No	Issue	Response	Next action	Lead	Date open	Date closed
			elements have been firmed up. Secret shopper element reviewing how the support scheme processes working.			
1.2	Agree Council tax and Business rate schemes	Agreed and all forms and templates were in place in time for the bill mail-out deadline		TC	2/3	20.3.14
1.3	Council tax and business rates schemes to be implemented	Review other councils' documentation	Policies, documentation and publicity materials completed. Liz to raise at Gold need for county coordination	LN LB	2/3 2/3	20.3.14 20.3.14
1.3a	Council Tax	Broadened definition of what constitutes 'affected' properties	Surrey-wide discussions on-going on how best to handle this	TC/LN	20.3.14	20.3.13
1.4	Business Support Scheme	Discuss with BIS 4/3/14 urgent need for greater funding reflecting Spelthorne's greater numbers	Teleconference with BIS 4/3/14	TC	2/3	20.3.14
1.5	Business Support Scheme	Implement simple scheme, and publicise	Agree scope and documentation	KN	2/3	20.3.14
1.5a	Business Support Scheme	Received £272,000 in 2 nd tranche + 1 st tranche = £307,000 Sam Ridley has been approached by >100 businesses Eol Form and criteria been developed.	Process requests and making payments next step. Promote the work we did to affect this extra money we received in the second tranche.	KMc/SR	20.3.14	20.8.14
1.5b	Further promotion of BSS	KMc and SR are going to visit local businesses with hard copy of applications.	Report of success and take-up rate From the £307k allocated to Spelthorne, £262k has been distributed to 78 businesses in the Borough giving an average sum of	KMc	27.03.14	20.8.14

Appendix 2

No	Issue	Response	Next action	Lead	Date open	Date closed
			£3,359 per business			
1.6	Severe Weather Recovery Scheme	Been awarded £226k from the SWRS.	How will this be best spent – criteria etc.? Ongoing	TC	20.3.14	Ongoing
1.7	Bellwin Scheme	Estimate claim to be made by 25 March	25 March estimate claim End of May final claim	TC	20.3.14	1.6.14
1.8	Insurance claims	Either payment for damages and flooding repairs via Insurance or SWRS	SMA to talk to RBC and agree with TC	TC/SMa	20.3.14	8.6.14
1.9	Lower Thames Flood Relief Scheme	Continue to input financial advice into the scheme – were awaiting draft funding proposals	Meeting scheduled 9.4.14 Feedback to RMT after this meeting	SM/TC	On-going	Ongoing

5. Community Engagement

No	Issue	Response	Next action	Lead	Date open	Date closed
1.1	Flood Forum use	After the completion of the trailer dates that are scheduled, proposed that the NFF are based at Knowle Green ½ day once a week, to continue to support residents that need it	Awaiting confirmation from Heather at NFF NM still awaiting costs for the ½ day at KG – need dates	NM NM	17.3.14 27.03.14	25.3.14 1.5.14
1.2	Business	Longer term support and liaison with local businesses	To be discussed	TC/ KMc	20.3.14	
1.3	Public meeting – 5 June	Multi agency event to inform communities: what happened, what we did well, what we could	First planning meeting scheduled 2003 Flood report and associated	ALL	20.3.14	6.6.14

Appendix 2

No	Issue	Response	Next action	Lead	Date open	Date closed
		do better, what plans there are for flood prevention and what householders can do to build resilience into their homes.	recommendations.			
1.4	River Ash residents	Action group formulated and SM's response	Review response to their petition, and possibly discuss an additional, follow up response. Send a reminder that all flood recovery materials need to be checked by Comms team to ensure a consistent message.	LH	20.3.14	31.7.14
1.4a	River Ash residents	Placated by the scheduling of the 5 June meeting	Ensure that comms are circulated to them	Comms	27.3.14	1.4.14
1.5	CLlr Info Pack	Additional point about park cleaning to be added	NM to re-circulate to RMT members	NM	27.3.14	30.4.14

6. Resources

No	Issue	Response	Next action	Lead	Date open	Date closed
1.1.1	Community Foundation for Surrey	Discuss at Recovery Coordination Group teleconference CAB administering, SBC promoting via web etc.	Teleconference 3/3/14 Comms to arrange printing of leaflet, liaise with CS	TC Comms / CS	2/3 20.3.14	3.3.14 27.3.14
1.2	Identify the range of community funds and resources	Discuss at Recovery Coordination Group teleconference	Teleconference Liaise with Stuart/Lisa/Joanne to map out voluntary sector funds and resources	TC	2/3	20.3.14

Appendix 2

No	Issue	Response	Next action	Lead	Date open	Date closed
			available for our community to access	TC	2/3	20.3.14
1.3	Ensure staff and volunteers are aware of counselling support available	Liaise with HR and ensure communicated to staff	Terry to liaise with HR	TC	2/3	20.3.14
1.4	Identify future training requirements and budgetary implications	Discuss with RMT colleagues	Build into future training budget, feed in to de-brief process.	TC	2/3	Complete
1.5	London Irish collection	Bucket collection being organised by Cllr Friday	Volunteers needed and artwork needed, further info will be gathered by TC and circulated to all.	TC	27.3.14	30.4.14

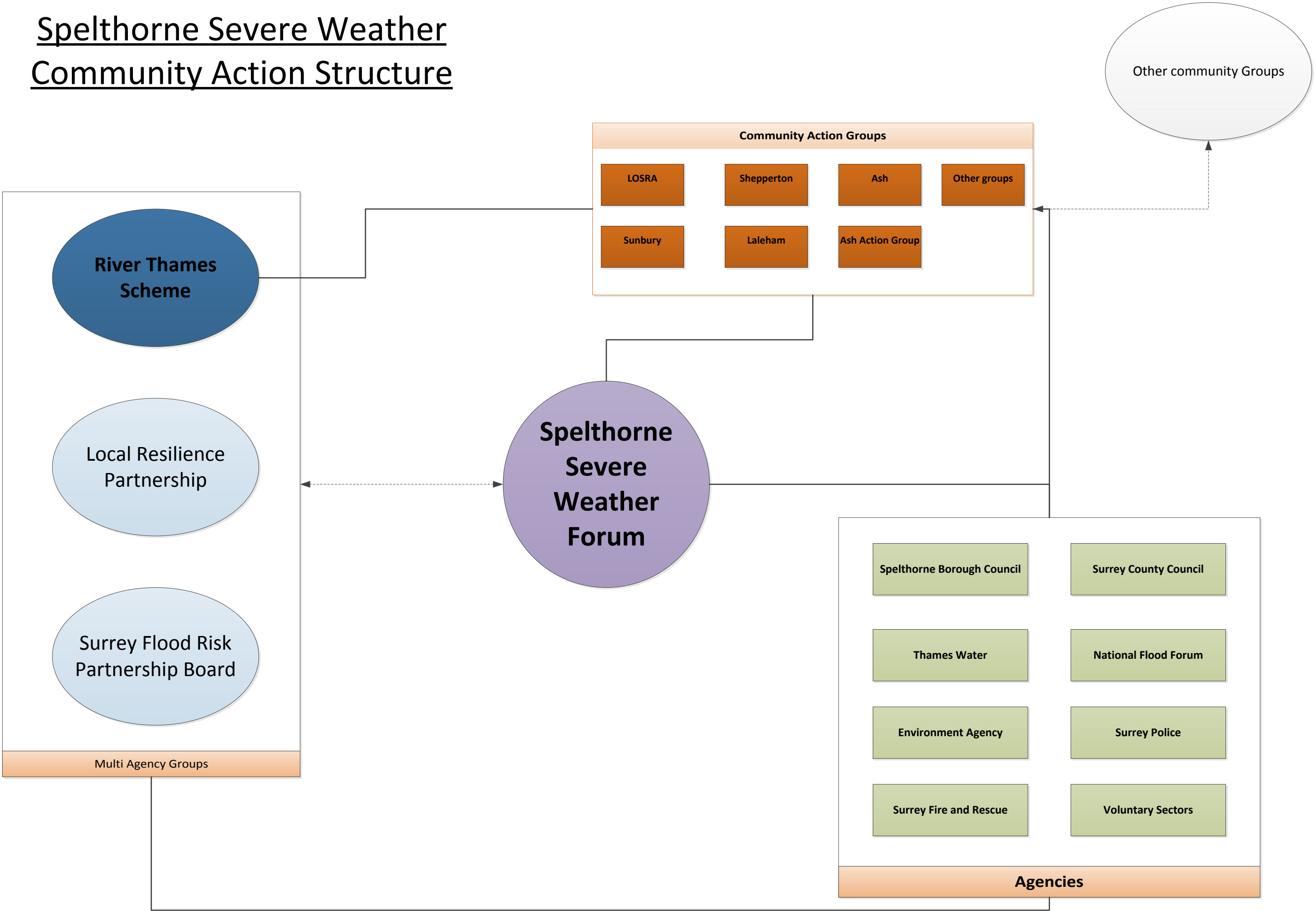
7. Mutual Aid

No	Issue	Response	Next action	Lead	Date open	Date closed
1.1	Corporate volunteers	Contacts been passed to VAIS	Elizabeth at VAIS	SMa	15.03.14	20.03.14
1.2	Sunbury Volunteers Group	Running out of work to do, they want to carry on doing more. They've already accessed the CFFS fund and received £2k	Alison liaising with VAIS SMa spoke to Alison (26.3.14) to check in. No friction with other volunteers now. Changed name to Spelthorne Flood Volunteers – training, charitable status Cllr Davis wants to have some of them at the Staines-upon-Thames day to present	SMa NM	20.03.14 27.03.14	20.03.14

Appendix 2

No	Issue	Response	Next action	Lead	Date open	Date closed
			<p>them with certificates; they need to be invited to the 'Party'.</p> <p>RBC – Thank you and feedback session</p> <p>LB to talk to JJ</p> <p>SMa/LS to lead on the formulation of a list of people to help.</p> <p>NM – corporate contributions need to be recognised, via press release, and where donations can be channelled.</p>	<p>LB/JJ</p> <p>SMa/LS</p> <p>SMa/Comms</p>	<p>27.03.14</p> <p>27.03.14</p> <p>27.03.14</p>	<p>Completed</p>
1.3	Spelthorne Flood Volunteers	SMa liaising with Alison on vulnerable people list and data gathering	Data mgmt. handling guidance has been provided and Alison to raise any issues of specific VP to SBC/ASC	SMa	27.03.14	Complete

Spelthorne Severe Weather Community Action Structure





Rt Hon David Cameron MP
House of Commons
London
SW1A 0AA

Please reply to:

Contact: Roberto Tambini
Chief Executive
Direct line: 01784 446250
Fax: 01784 446333
E-mail: r.tambini@spelthorne.gov.uk
Our ref: RT/dr
Your ref:
Date: 23 April 2014

Dear Prime Minister

Lower Thames Flood Relief: Funding

Firstly may I thank you for visiting this Borough on 11 February, I know your visit was much appreciated by our residents. I am aware that Kwasi Kwarteng, MP has met recently with Phillip Hammond, MP regarding this very subject and I am also aware that you received a letter from the Chairman of Surrey County Council – Councillor David Hodge and Paul Turrell, Chief Executive of my neighbouring local authority - Runnymede.

We have a major public meeting in Staines-upon-Thames on the evening of 5 June and I would very much appreciate an update on your latest thinking regarding bridging the unfunded gap between £140m presently earmarked by our Government and likely scheme costs that look to be in excess of £300m?

I know from discussions with colleagues in the Royal Borough of Windsor and Maidenhead, Runnymede, Elmbridge and Kingston-upon-Thames that we do not have the financial capacity to bridge the shortfall nor will increasing council tax or business rates be able to make any significant in-roads into the funding shortfall.

This is why I urge you to consider increasing the level of Government support, particularly due to the large number of affected properties that would benefit from the Lower Thames Flood Relief are considerably more than those that will benefit from the Government investment in the Somerset levels.

The public meeting in Staines-upon-Thames on the evening of 5 June will involve the multi-agency partners who worked so diligently during the recent flooding and all of those partners will be represented so as to provide a thorough and co-ordinated picture for our residents.

I do realise how busy you and your offices are but would appreciate an indication of the latest thinking on this most sensitive issue.

Yours sincerely

Roberto Tambini
Chief Executive

Councillor Robert Watts
Leader



10 DOWNING STREET
LONDON SW1A 2AA

23 May 2014

THE PRIME MINISTER

Dear Mr. Tambini, Cllr. Geths,

Thank you for your letter of 23 April about Lower Thames Flood Relief Funding.

I understand the devastating impact the winter flooding had on local communities near the River Thames, and saw for myself the serious difficulties local residents had to face in respect of their properties, businesses, transport and farmland.

In your letter you asked for increased central Government funding towards the likely cost of the River Thames scheme. As you are aware, central Government funding for floods capital projects is allocated through Defra's Partnership Funding approach to ensure a fair allocation for projects throughout the country. The amount of central Government funding available to any scheme is based on outcomes in terms of economic damages avoided and number of households protected. This approach secures value for money for the taxpayer, ensures a fair share is available for all projects over time, and that flood management is not limited to what central Government alone can afford. It also ensures that different schemes from across the country are evaluated on a consistent and transparent basis. Allocating increased funding towards any one project from the existing central Government floods budget would therefore divert funding from other projects and displace potential contributions from other sources.

In the case of the River Thames scheme, the Environment Agency is working with local partners on proposals to close the gap. Local authorities, local enterprise partnerships and businesses within the thriving economy of the Lower Thames will rightly play a key role in contributing towards the scheme which will benefit their communities and businesses.

- 2 -

The Environment Agency is currently working with officers from your Council to jointly develop the River Thames scheme, along with the other local authorities in the area. Work on the scheme is progressing, which includes undertaking environmental surveys, improving the local emergency response plans for future flooding and providing property level protection to approximately 1200 homes. Your officers are also supporting development of a funding strategy for the scheme. This strategy will evaluate over 60 different potential funding sources.

I hope you find this information helpful.

Yours sincerely,

Dairin

Mr Roberto Tambini and Councillor Robert Watts

Overview and Scrutiny Committee

9 September 2014



Title	Project Management Update		
Purpose of the report	To note		
Report Author	Linda Norman		
Cabinet Member	Councillor Robert Watts	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	<p>Overview and Scrutiny Committee is asked to note this report on the progress being made with;</p> <ul style="list-style-type: none"> • The priority and statutory projects • The work the Corporate Project Team is undertaking to promote good practice and support project managers • The Towards a Sustainable Future Programme 		

1. Key issues

- 1.1 This report provides an update to Overview and Scrutiny Committee on the progress of Priority and Statutory projects. Other projects continue to be reported through Internal Boards. The latest dashboards for the boards can be viewed on the Projects made Simple area on Spelnet.
- 1.2 The report also highlights the work of the Corporate Project Team and their progress in continuing to support the project management structure both operationally and through management reporting.
- 1.3 The Council's new 'Towards a Sustainable Future Programme' (TSF) has been announced which needs to be delivered within a challenging timeframe and align three critical organizational elements;
 - (a) Corporate Strategy
 - (b) Delivery Mechanisms for change
 - (c) Business as usual environment
- 1.4 Management Team is currently considering the resource requirements and funding for the TSF programme and appoint a Programme Manager to oversee this fundamental review of the Council.

2. Options analysis and proposal

- 2.1 The latest Corporate dashboard was presented to Cabinet Briefing on the 9 June 2014 (Appendix 1) and covers the status of the Priority flagship and statutory projects as at May 2014. The next Corporate dashboard is due to go to Cabinet briefing on 15 September 2014.
- 2.2 Since the last report the number of projects has reduced from 37 to 32 (see Spelthorne Projects Map - Appendix 2). This is due to projects either being completed / amalgamated or projects being closed early and the scope being reviewed. Current Projects have been split into the following categories:
 - (a) Priority (12)
 - (b) Statutory (3)
 - (c) Income Generation (4)
 - (d) Service Delivery (13)
- 2.3 A single page overview of the Priority and Statutory projects has been developed as a quick guide to the scope of the projects (Appendix 3).
- 2.4 At present all projects are green, except the Development of the Tothill Car Park/ Elmsleigh Phase IV project (part of the Staines upon Thames programme) which is amber due to risks around viability of the current scope and future income generation.
- 2.5 The Knowle Green accommodation project is currently being redefined to address changes to the brief. This will form an important work stream under the 'TSF' programme.
- 2.6 The Universal Credit project has been closed and will be re-opened when the DWP publishes a timetable for the implementation phase which includes SBC. This is unlikely to be in the next few years. Ongoing tracking of the national initiative will continue and the project will be re-opened when firmer plans are in place for Spelthorne.
- 2.7 The Staines upon Thames Redevelopment programme has been fully defined and 5 work streams have been fully scoped and documented. The current focus is on the promotional document work stream which has been extended to include a micro website. The completion date for this phase has been extended to November 2014 to cater for the extended remit. A sub-committee of the Cabinet has been established to oversee the progress of the programme.
- 2.8 The Laleham Park project is currently being redefined to address changes to the project and a briefing paper is being prepared for the September Cabinet as to the scope and future of this project.
- 2.9 Agile Working, Universal Credit, Single Fraud Inspectorate, Housing Options back-scanning and the Council Tax Support scheme projects have all been closed in the last quarter.
- 2.10 A number of new projects have been initiated including the Integrated Law Enforcement project, Lync telephony replacement system, the Electoral Registration project and the procurement of a new banking service.
- 2.11 A number of projects are also expected to be identified following recommendations from the research work carried out by the Housing consultant. These will be around opportunities to increase the Council's

temporary housing provision to cater for an expected increase in demand for social housing due to recent legislative changes.

- 2.12 The Project Team will be reviewing departmental service plans to identify any new projects planned for the forthcoming year.
- 2.13 The Project Team are now represented on all Internal Boards. Advice has been provided to the Procurement Board on setting up a process to align procurements with the projects reporting framework.
- 2.14 Some external funding has been obtained (£11k) which has been used to recruit a new Project Support Officer for 6 months to assist with the delivery of the CRM and Locata projects and relieve pressure on the Corporate Project Manager. This officer will also provide additional project support in the Project Office.
- 2.15 The Corporate Project Team is progressing work to create a 'projects' area on the Council's main website (www.spelthorne.gov.uk) to publicise the successful delivery of projects to the community, as well as to promote the Priority flagship projects.
- 2.16 To ensure consistency with the new project methodology a flowchart has been developed to remind report authors of the methodology prior to submitting reports to MAT(Appendix 4). The template includes a section to record evidence of consultation with support services, ensuring all parties involved in the delivery of a new project are made aware at an early stage. This will also ensure that the Council can support any new projects coming forward within the existing resources and cut down on duplication of report writing for project managers.
- 2.17 The corporate project team continue to support project managers with the completion of the project documentation and provide project assurance to Management Team.

3. Financial implications

- 3.1 Funding for new projects will need to be carefully considered. Projects should not be initiated unless there are clear funding streams available at the onset. Costs should be identified at the project planning stage.
- 3.2 Funding for the new TSF programme needs to be quantified and potentially funded from reserves on 'an invest to save' basis to provide sufficient resources for this challenging programme.

4. Other considerations

- 4.1 Consideration needs to be given to the corporate implications for delivering projects on a departmental level. This includes whether proposed solutions complement the strategic direction of the Council, whether there are efficiencies to be made by extending current systems to provide a more joined up approach, or whether the approach is transferrable to other areas of the Council.
- 4.2 The authority is still managing a large number of flagship projects (32) and with the TSF programme looking to deliver a self-funding Council by March 2019, many new projects with concurrent work streams will emerge from this programme. These projects will need to be delivered under robust programme management methodology which will enable the Council to deliver our strategy and manage the transformation.

5. Timetable for implementation

- 5.1 Project progress will continue to be reported to MAT, Cabinet briefing and Overview and Scrutiny Committee every quarter. Internal Boards will continue to meet and discuss individual projects in more detail, particularly those with a red or Amber status. Highlight reports underpin the project reporting hierarchy and will continue to be produced monthly by each project manager.

Background papers:

There are none

Appendices:

Appendix 1 - Dashboard

Appendix 2 - Spelthorne Project Map – June 2014

Appendix 3 - Overview of Priority and Statutory projects June 2014

Corporate – Priority and Statutory Project Status dashboard

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 Development (Priority 1)	Green	Green	Green	Green	Green	Green	SM	LB	31/03/15	Project status: Green Latest highlight report received 20/05/14. Final report from consultants received and phase 1 of project complete. Meeting held with Abbey Management and Laleham residents association. Further public consultation to be undertaken via libraries week commencing 16/06/14. Meetings held with Staines Football club who are developing a more detailed case.
Knowle Green – Public Sector Hub and accommodation (Priority 2)							DP	TC	tbc	Project status: Current project closed. New project will be scoped once discussions with SCC have been completed.
Development of Tothill car park / Elmsleigh Phase IV (Priority 3 (1))	Green	Amber	Amber	Green	Green	Green	HM	RT	01/12/17 development completed	Project status: Amber Latest highlight report received 29/04/14. Meetings continue to be held with SCC, Supermarket retailers, Munro K, Cushman and Wakefield and other interested parties. An appraisal to be undertaken on the smaller floor space and increased parking provision proposal
Development of Bridge Street Car Park (Priority 3 (2))	Green	Green	Green	Green	Green	Green	HM	RT	07/07/16 development completed	Project status: Green Latest highlight report received 29/04/14. Draft market brief prepared. Planning and Legal advice continues to be obtained. Consultants appointed to update the Flood Risk Assessment. Land registry updated to reflect that the Sea Cadets are no longer on site. Discussions continuing regarding the leased car parking spaces
Development Riverside Car Park (Priority 3 (3))	Green	Green	Green	Green	Green	Green	HM	RT	01/06/15 development completed	Project status: Green Latest highlight report received 29/04/14. Discussions held with Planning and Parking services. Stakeholder engagement strategy completed. Options reviewed for possible prefab units.
Staines-upon-Thames promotional document and website Priority 3 (4)	Green	Green	Green	Green	Green	Green	HM	RT	01/11/14	Project status: Green Latest highlight report received 29/04/14. Scope of project widened to include a micro site of the Councils' main website. Work on the promotional document and microsite is progressing in line with the agreed timelines.
Elmsleigh Surface Car Park (Priority 3 (5))	Green	Green	Amber	Green	Green	Green	CM	RT	31/03/15	Project status: Green Latest highlight report received 25/03/14. Cabinet have agreed that the project will commence on the condition that the sale and development of Riverside and Tothill car parks go ahead. Cushman and Wakefield have commenced property consultancy work.

Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks & Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated Completion Date	Project Status
Ashford Town Development Multi Storey Car Park (Priority 4)	N/A	Amber	Income Generation	Green	Green	Green	CM	TC	Oct- 15	Project Status: Green. Latest highlight report received 28/04/14. Exploring opportunity to purchase college land for housing development. Arrangements are being put in place to tender for planning consultants and tender for Expressions of Interest.
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	Green	Amber	Green	Green	KS	LB	2015/16 (inclusive of phase 4)	Project Status: Green Latest highlight report received 20/04/14. Discussions continuing on the arrangements and viability of Phase 4. Legal advice obtained on the implications of proposals from A2D. Regular monitoring meetings held with A2D. SCC provided plans showing which highways that will be adopted and which will not.
Statutory Flagship Projects – 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
Welfare Reform Universal Credit							JDB	DA	Fully implemented by 2017	Project status: Project being closed.
Welfare Reform Single Fraud Investigation Service	Green	Green	Green	Green	Green	Green	JDB	KS	Oct-15	Project status: Green Latest highlight report 12/05/14. DWP have confirmed the outline timetable for the implementation of the new service, with this councils implementation date being 1 October 2015.
Review of the Local Council Tax Support Scheme							HM	TC	Apr-14	Project Status: Completed. Closure report agreed
Statutory Flagship Projects – ICTSIG										
Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks and Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated Completion Date	Project Status
Introduction of Individual Electoral Registration	Green	Green	Green	Green	Green	Green	JMcE	MG	June-15	Project Status: Green Publicity and engagement work will commence after the European elections. Other work for the upgrade of systems and transfer of data to the Cabinet Office are in place. Everything is on track to deliver.

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	Project Status: Green Latest highlight report received 21/05/14. Total number of properties on weekly rubbish recycling and food waste collection is now 1100 properties. To date 60,000kg of recycling materials have been collected On target for all suitable properties to be transferred to weekly rubbish and recycling collection by March 2015



Project Status Key

- Escalate to Project Board
- Project not on track in one or more area
- No current issues
- Project not yet started

Priority Flagship Projects

Priority 1 Laleham Park enhancement

To develop a masterplan for the park

Priority 2 Knowle Green hub

The scope of the Project is currently being reviewed.

Priority 4 Ashford Town multi storey car park redevelopment

To review and plan the future use of the car park site

Priority 5 DCLG waste collection

To provide a weekly collection of rubbish, recycling and food waste to 2000 properties across the borough who are currently unable to access the borough wide alternate weekly collection scheme.

Priority 6 Stanwell New Start

This is a regeneration project of the Stanwell area by A2Dominion Group in partnership with the Council. The project will provide new housing including extra care provision and improved community facilities and open spaces.

Priority 3 Staines upon Thames development Programme

Promotional document and website

This workstream will look at ways of increasing the profile of Staines-upon-Thames by promoting its significant benefits as a place to live, work and invest.

Bridge Street Car Park

This workstream will look at options available to redevelop the site for high quality residential flats

Elmsleigh Phase IV

This workstream will look at redeveloping the site to include a substantial retail supermarket, replacement parking, and the re-location of the library and the museum.

Elmsleigh Surface Car Park

This workstream will look at the possible provision of decked parking.

Riverside Car Park

This workstream will look at possible options for development on this site.

Statutory Projects

Introduction of Individual Electoral Registration

In line with the Government's proposals to introduce individual Electoral Registration

Welfare Reform – Single Fraud Investigation Service

The Government is to launch a Single Fraud Investigation Service (SFIS) covering the totality of welfare benefit fraud. This includes combining some functions of Her Majesty's Revenue and Customs (HMRC), Department for Work and Pensions (DWP) and local authorities

Overview of projects reporting to MAT & Cabinet Briefing
June 2014 – Version 1.0

Spelthorne Borough Council - Forward Plan - 28/08/2014

	B	C	D	E	F	G	H	I	J	K	L	M
1												
	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
2												
3	Joint waste collection contract (Briefing only)	SMuirhead	TM			02-Sep	15-Sep					
4	Laleham Park (Briefing only)	SMuirhead	TM			02-Sep	15-Sep					
5	Project Management Dashboard update	JBrownlow	RW			02-Sep	15-Sep			04-Nov		
6	Employment monitoring	JHunt	RW			02-Sep	15-Sep	30-Sep				
7	Recovery Policy for Spelthorne Borough Council	LNorman	TE			19-Aug	15-Sep	30-Sep				
8	Local Plan Working Party recommendations	JBrooks				19-Aug	15-Sep	30-Sep				
9	Capital monitoring	AFlynn	TE			26-Aug	15-Sep	30-Sep		09-Sep		
10	Revenue monitoring	AFlynn	TE			02-Sep	15-Sep	30-Sep		09-Sep		
11	Request for delegation - Environmental Health (rec to Council)	JBramley	JP			09-Sep	15-Sep	30-Sep				23-Oct
12	Appointment of property consultants for Knowle Green	HMorgan	NG			09-Sep	15-Sep	30-Sep				
13	Development of a Housing Strategy for Spelthorne	LBorthwick	JP			09-Sep	15-Sep	30-Sep				23-Oct
14	External Audit report on audit and statement of accounts	TCollier				09-Sep					18-Sep	
15	Project Management update	JBrownlow	RW			14-Oct				04-Nov		
16	Report for Cabinet sub-cttee on Bridge Street car park development	HMorgan	NG	Yes	appendix	28-Oct	03-Nov	18-Nov				
17	Report to Cabinet from the Sub-Cttee on Bridge Street	HMorgan	NG			n/a	n/a	18-Nov				
18	Impact of the Care Bill on Boroughs and Districts	LBorthwick	JP			21-Oct	03-Nov	18-Nov				
19	Review of Supporting Families programme (13-14) and preparations for future years	LBorthwick	JP			21-Oct	03-Nov	18-Nov				
20	Textiles Collection Service	LHicks / SMuirhead	TM			21-Oct	03-Nov	18-Nov				
21	Changing the name of a Ward	JMcEwan	RW			21-Oct	03-Nov	18-Nov				18-Nov
22	Review of Polling districts and places.	JMcEwan	RW			21-Oct	03-Nov	18-Nov				
23	6 month Capital monitoring and projected outturn	AFlynn				21-Oct	03-Nov	18-Nov				
24	6 month Revenue monitoring and projected outturn	AFlynn				21-Oct	03-Nov	18-Nov				
25	Introduction of cows to Sunbury Park - review of pilot	SMuirhead				21-Oct	03-Nov	18-Nov				
26	Land at Revelstoke	DPhillips	NG			21-Oct	03-Nov	18-Nov				
27	Parking fees and charges review	SMuirhead	DP			21-Oct	03-Nov	18-Nov				
28	Project Management Dashboard update	JBrownlow	RW			18-Nov	01-Dec			20-Jan		
29	Capital programme 2015-2016 1st draft	TCollier				18-Nov	01-Dec	16-Dec				
30	Outline Budget 2015-2016	TCollier		Yes		18-Nov	01-Dec	16-Dec				26-Feb
31	Towards a sustainable future - a self-funding Council	SMuirhead	RW				01-Dec					
32	Review of the Leisure and Culture Strategy, action plan for 2014 and proposed action plan for 2015	LStonehouse	PFF			18-Nov	01-Dec	16-Dec				
33	Review of Members' Allowances for 2015-16	GHalliwel	RW			18-Nov	01-Dec	16-Dec				26-Feb
34	Corporate Enforcement Policy	JBramley/LON	RW			18-Nov	01-Dec	16-Dec				
35	Audit Services interim report	DHarris				25-Nov					11-Dec	
36	Confidential Reporting Code	DHarris				25-Nov					11-Dec	
37	Anti-Fraud, Bribery and Corruption Strategy	DHarris				25-Nov					11-Dec	
38	Corporate Risk Management	DHarris				25-Nov					11-Dec	
39	Annual review of recruitment & retention allowances	JHunt	RW			09-Dec						
40	2015											
41	Project Management update	JBrownlow	RW			16/12/014				20-Jan		

Spelthorne Borough Council - Forward Plan - 28/08/2014

	B	C	D	E	F	G	H	I	J	K	L	M
	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
2												
42	Revenue Budget 2015-2016 1st draft					18-Dec-14	12-Jan	27-Jan				
43	Review of Designated Public Place Order	KMcGroary / LO'Neil	RW			18-Dec-14	12-Jan	27-Jan				
44	Capital programme 2015-2016 2nd draft					18-Dec-14	12-Jan	27-Jan				
45	Fees and Charges 2015-2016			Yes		18-Dec-14	12-Jan	27-Jan				
46	Treasury Management Strategy			Yes		18-Dec-14	12-Jan	27-Jan				26-Feb
47	Pay Policy Statement for 2015/16.	JHunt				18-Dec-14	12-Jan	27-Jan				26-Feb
48	Recommendation from Audit on Corporate Risk Management					18-Dec-14	12-Jan	27-Jan				
49	Calendar of meetings 2015-2016					18-Dec-14	12-Jan	27-Jan				
50	Revenue Budget 2015-2016 final			Yes		27-Jan	09-Feb	24-Feb				26-Feb
51	Capital Programme 2015-2016 final			Yes		27-Jan	09-Feb	24-Feb				26-Feb
52	Capital monitoring					27-Jan	09-Feb	24-Feb				
53	Revenue monitoring					27-Jan	09-Feb	24-Feb				
54	Food and Health and Safety Service Plans					27-Jan	09-Feb	24-Feb				
55	Discretionary Rate Relief					27-Jan	09-Feb	24-Feb				
56	Capital monitoring					24-Feb	09-Mar	24-Mar				
57	Revenue monitoring					24-Feb	09-Mar	24-Mar				
58	Annual Grants Awards 2015-16					24-Feb	09-Mar	24-Mar				
59	Welfare Reform update	LBorthwick				24-Feb	09-Mar	24-Mar				
60	Project Management Dashboard update	JBrownlow				24-Feb	09-Mar			17-Mar		
61	External Auditors report					10-Mar					26-Mar	
62	Corporate Risk Management report					10-Mar					26-Mar	
63	Internal Audit Annual Plan					10-Mar					26-Mar	
64	Appraisal Timetable 2015	Jhunt				March						
65	Hackney carriage and private hire Licence fees					31-Mar	14-Apr	28-Apr				
66	Annual sickness monitoring to 31 March 2015	Jhunt				May						
67	Annual turnover, recruitment and establishment changes monitoring to 31 March 2015	JHunt				May						
68	Revenue monitoring	AFlynn				May		June				
69	Capital monitoring	AFlynn				May		June				
70	Treasury Management Strategy - half yearly report	JHanger		Yes		May		June				
71	Discretionary Housing Payments Policy					May		June				
72	Appointments to outside bodies					May		June				
73	Internal Audit Annual report					June					June	
74	Corporate Risk Management report					June					June	
75	Capital Outturn	AFlynn				June		July				
76	Revenue Outturn	AFlynn				June		July				
77	Summary from Appraisal Feedback	JHunt				July						
78	Draft training plan 2015-16	Jhunt				July						
79	Christmas opening for 2015	Jhunt				July						
80	Workforce Monitoring					August						

Spelthorne Borough Council - Forward Plan - 28/08/2014

	B	C	D	E	F	G	H	I	J	K	L	M
	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
2												
81	Capital monitoring	AFlynn				August		Sep				
82	Revenue monitoring	AFlynn				August		Sep				
83	Effectiveness of system of Internal Audit	Dharris				Sep					Sep	
84	Annual Governance Statement	DHarris				Sep					Sep	
85	Corporate Risk Management	DHarris				Sep					Sep	
86	External Audit report on audit and statement of accounts	Tcollier				Sep					Sep	
87	6 month Capital monitoring and projected outturn	AFlynn				Oct		Nov				
88	6 month Revenue monitoring and projected outturn	AFlynn				Oct		Nov				
89	Parking fees and charges review			Yes		Oct		Nov				
90	Review of Members Allowances					Oct		Nov				
91	Project Management Dashboard update	JBrownlow				Nov				Jan		
92	Capital programme 2015-2016 1st draft	Tcollier				Nov		Dec				
93	Outline Budget 2015-2016	Tcollier		Yes		Nov		Dec				Feb
94	Corporate Plan			Yes		Nov		Dec				
95	Internal Audit Interim report	DHarris				Nov					Dec	
96	Confidential Reporting Code	DHarris				Nov					Dec	
97	Anti-Fraud, Bribery and Corruption Strategy	DHarris				Nov					Dec	
98	Corporate Risk Management	DHarris				Nov					Dec	
99	Annual review of recruitment & retention allowances	JHunt				Dec						
100	2016											
101	Leisure and Culture Strategy 2016 -			Yes		May		June				
102	Effectiveness of system of Internal Audit	DHarris				Sep					Sep	
103	Annual Governance Statement	TCollier				Sep					Sep	
104	Corporate Risk Management	DHarris				Sep					Sep	
105	Gambling Act Policy 2016 -			Yes		Oct		Nov				
106	External Auditors report					March					March	
107	Corporate Risk Management report					March					March	
108	Internal Audit Annual Plan					March					March	
109	Internal Audit Annual report					June					June	
110	Corporate Risk Management report					June					June	
111	Effectiveness of system of Internal Audit	Dharris				Sep					Sep	
112	Annual Governance Statement	DHarris				Sep					Sep	
113	Corporate Risk Management	DHarris				Sep					Sep	
114	External Audit report on audit and statement of accounts	Tcollier				Sep					Sep	
115	2017											
116												
117	2018											
118	Playing Pitch Strategy 2018 -			Yes		June		July				
119	A = Annual report											

