

To:
All members of the
Corporate Policy and Resources
Committee

Please reply to:
Contact: Christeen Abee
Service: Committee Services
Direct line: 01784 446224
E-mail: c.abee@spelthorne.gov.uk
Date: 24 May 2024

Supplementary Agenda

Corporate Policy and Resources Committee - Monday, 3 June 2024

Dear Councillor

I enclose the following items which were marked 'to follow' on the agenda for the Corporate Policy and Resources Committee meeting to be held on Monday, 3 June 2024:

6. Minutes of Former Committees

3 - 18

Following the approval of the changes to the structure of the Committee System and the dissolution of the Administrative Committee, Economic Development Committee, Neighbourhood Services and Enforcement Committee, and Development Sub-Committee it has been decided that this Committee is most appropriate to approve the final minutes of those Committees.

Members are asked to confirm the following minutes as a correct record:

1. The minutes of the Administrative Committee, 8 February 2024
2. The minutes of the Economic Development Committee, 11 January 2024
3. The public and confidential minutes of the Neighbourhood Services and Enforcement Committee, 21 March 2024
4. The public and confidential minutes of the Development Sub-Committee, 20 May 2024 (to follow)

Members are reminded that under Standing Order 10.1 the only part of the minutes that can be discussed are their accuracy.

9. Revenue Outturn Report 2023-2024

19 - 64

Report to follow.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

- 10. Capital Outturn Report 2023-2024** **65 - 80**
 Report to follow.
- 18. Council Medium Term Financial Support of Knowle Green Estates (KGE)** **81 - 106**
 The report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council

Yours sincerely

Christeen Abee
 Corporate Governance

To the members of the Corporate Policy and Resources Committee

Councillors:

J.R. Sexton (Chair)	K. Howkins	H.R.D. Williams
C. Bateson (Vice-Chair)	L. E. Nichols	J. Button
J.R. Boughtflower	M. Gibson	R.V. Geach
M.J. Lee	K.M. Grant	S.M. Doran
O. Rybinski	M. Beecher	

Substitute Members: Councillors: S.A. Dunn, A. Gale and S.N. Beatty

**Minutes of the Development Sub-Committee
20 May 2024**

Present:

Councillor H.R.D. Williams (Chair)
Councillor S.N. Beatty (Vice-Chair)

Councillors:

M. Beecher	D.C. Clarke	L. E. Nichols
M. Bing Dong	M. Gibson	J.R. Sexton
T. Burrell	K. Howkins	P.N. Woodward

Apologies: Councillor R. Chandler

In Attendance: Councillor C. Bateson

46/24 Apologies for absence & Substitutions

Apologies were received from Councillor Chandler.

47/24 Minutes

The minutes of the meeting held on 22 April 2024 were agreed as a correct record.

48/24 Disclosures of Interest

Councillors Beatty, Beecher, Burrell, Chandler, Gibson, Nichols and Williams advised the Committee that they were members of the Planning Committee and therefore would not be making comment on any applications due to come before the Planning Committee.

Councillors Sexton advised that she was a Surrey County Councillor.

Councillor Nichols advised that he was a member of Knowle Green Estates Board.

49/24 Questions from members of the Public

There were none.

50/24 Urgent Actions

There were none.

51/24 Forward Plan

The Sub-Committee **resolved** to note the Forward Plan.

52/24 Update Report - Development Delivery Strategy

The Sub-Committee considered a report on the updated Development Delivery Strategy which outlined the various delivery options for Council owned sites and the criteria by which they could be assessed. A further Member workshop would be held and a site prioritisation list would be presented to the Business, Infrastructure & Growth Committee in September 2024.

The Sub-Committee queried whether the strategic priorities set out in the appendix to the report would be guaranteed even when delivering sites through partnership with external developers. The Sub-Committee further asked how the Council would ensure the Corporate Plan Objectives would be achieved when partnering with external organisations. The Group Head Assets advised that the strategic objectives would serve as a starting point, where it would not be possible to achieve certain goals it would be outlined in the individual site report. The Chair added that the purpose of the strategy was to allow flexibility so that the Council could take bespoke decisions on each site.

The Sub-Committee queried the make up of the working party that would be considering the site prioritisation list and was advised that it would consist of ward councillors and administration group leaders.

The Sub-Committee **resolved** to recommend to Corporate Policy and Resources Committee to:

1. Approve the introduction of a Development Delivery Strategy.
2. Approve the form and content of the draft Development Delivery Strategy attached to this report.
3. Approve a Councillor led working party to produce a development site prioritisation list to be considered at the September Business, Infrastructure and Growth Committee meeting for approval, and
4. Refer the Development Delivery Strategy to Full Council for adoption.

53/24 Neighbour Consultations - Benwell House Phase 2 (BHP2) & White House Phase 2 (WHP2) Residential Sites

The Sub-Committee considered a report on the outcome of neighbour consultations for Benwell House Phase 2 and White House Phase 2 Residential sites. The Development Management Consultant summarised the issues that had been raised in relation to BHP2, stating that residents primary concerns related to loss of light, privacy, TPO trees and height and massing. With regards to WHP2 concerns were focussed on traffic, flooding, infrastructure matter and the principle of housing on the site was questioned by some.

The Sub-Committee commented that the previous planning application for BHP2 had received over 200 objections and queried how many residents had been spoken to in the recent consultations. The Group Head Assets advised that this was a very focussed consultation with ward councillors and adjacent local residents that would be most affected. The Chair added that this should be considered the first step in a longer process.

The Sub-Committee requested that at future consultations notes are taken and circulated to all councillors.

The Sub-Committee queried where the funding would come from for the architectural drawings and was advised that for WHP2 there was a surplus which would be accessed, while for BHP2 this would be funded from the revenue budget.

Councillor Gibson abstained from the vote.

The Sub-Committee **resolved** to:

1. Note the feedback from residents
2. Approve the engagement of an architect to undertake feasibility drawings that articulate forms of viable development that align as closely as possible with residents' feedback
3. Approve a budget for the architect of £1,000 for each project.

54/24 Presentation on the Waterfront Scheme

The Sub-Committee received a presentation on the proposed Waterfront scheme. The Development Management Consultant highlighted the benefits of the scheme which included; local employment economic regeneration; and increased industry confidence. The presentation highlighted how proposals for the site had changed across the years and compared the new scheme to other local schemes in respect of height and massing. The Development Management Consultant explained that the demise envelope would cap the new scheme at a height of 30 metres.

The Sub-Committee queried what 'suitable mitigation' against flooding could look like and were advised the EA would likely want to be satisfied about mitigation against the impact of flooding but to also provide betterment. The Chair added that Arora's architect for the scheme had experience of dealing with flood risk mitigation in similar locations.

The Sub-Committee queried whether there would be public mooring for boats and were advised that the actual river front was outside of the schemes demise envelope. The Group Head Assets stated that at this stage there would be a lot of questions that could not be answered, many of the details would be worked out as part of the developer's public consultation and planning process. The Group Head Assets reminded the Sub-Committee that the Council would not be involved in the design.

The Sub-Committee stated that they hoped the developer would engage with the design codes and were advised that if it were a statutory, material planning document at the time then they would have to work with it. It was explained that the Council other than as LPA could not direct any part of the development, but any planning policies etc would have to be adhere to as with any application.

The Sub-Committee asked how long it would be before meaningful income was received from the project. It was advised that as the answer would likely disclose confidential information the meeting would need to enter closed session.

It was proposed by Councillor Howkins, seconded by Councillor Clarke and **resolved** to exclude the public and press be excluded for the following agenda items, in accordance with paragraph 3 of part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalizing acceptable contract terms.

The meeting returned to open session.

The Sub-Committee **resolved** to note the presentation.

55/24 Ashford Victory Place – extinguishment of Spelthorne Borough Council and Knowle Green Estates contractual obligations

The Sub-Committee considered a report on which sought approval to terminate the conditional contract to transfer Ashford Victory Place to Knowle Green Estates Limited. The Development Management Consultant advised that the signed Section 106 agreement would run with the land, which would mean whoever brought it would have to fulfil those obligations. The Sub-Committee were advised that the contract with KGE would expire in March 2025 and even if we were to try and develop the site we would not complete in time. The Deputy Chief Executive advised that the KGE Board were happy with the proposal.

The Sub-Committee **resolved** to:

1. Approve the request to formally terminate the Conditional Contract dated 3rd March 2022 between the Council (1) and Knowle Green Estates Limited (2) for the sale and purchase of Land at Ashford Hospital, London Road, Ashford (Ashford Victory Place Contract), and
2. Authorise the Group Head of Corporate Governance to enter into any legal documentation to terminate the Ashford Victory Place Contract.

56/24 Exclusion of Public and Press (Exempt Business)

It was proposed by Councillor Sexton, seconded by Councillor Beecher and **resolved** to exclude the public and press be excluded for the following agenda items, in accordance with paragraph 3 of part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalizing acceptable contract terms.

57/24 Local Authority Housing Fund Acquisitions

The Sub-Committee considered a report on the possible acquisition of multiple properties as part of the Local Authority Housing Fund (LAHF) Acquisitions. The Chair reminded the Sub-Committee that they were not being asked to authorise the purchases but to make a recommendation to CPRC and Council.

The Sub-Committee **resolved** to agree to the recommendations as set out in the report.

58/24 Year End Valuations 31/3/2024

The Sub-Committee received a presentation on the independent valuations of the Investment & Regeneration portfolios as of 31 March 2024, conducted by Carter Jonas and based on formal "Red-Book" values.

The Sub-Committee **resolved** to note the presentation.

The meeting finished at 21:34

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Corporate Policy & Resources Committee



3 June 2024

Title	Q4 Revenue Outturn Report as at 31 March 2024
Purpose of the report	To make a decision
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Addressing Housing Need Resilience Environment Service Delivery
Recommendations	<p>Subject to the previous report on 2023-24 Revenue Carry Forward report being approved; the Committee is asked to:</p> <ol style="list-style-type: none"> 1. Note the (£10,875k) surplus for the year to 31 March 2024, before the recommendations below, as set out in table 2.1 below. 2. Approve the following transfers to reserves: <ol style="list-style-type: none"> a. £3,000k to Business Rates (National Non-Domestic Rates) Equalisation Reserve b. £6,875k to the Sinking Fund Earmarked Reserve c. £1,000k to the General Fund Reserve d. £1,400k S106/Community Infrastructure Levy (CIL) income received to reserves e. £1,600k to Earmarked Revenue Reserves in respect of the unspent Afghans support grants.
Reason for Recommendation	<p>The draft unaudited accounts for the year ended 31 March 2024 must be published on the Council's website by 31 May 2024, three days before this Committee meets to discuss this report.</p> <p>Therefore, any amendments to this report, will need to be reflected in the published unaudited accounts as part of the final audit process.</p> <p>Further, the tables from the financial statements are subject to change, as officers are still reviewing the working papers to confirm the statement of accounts.</p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • The Committee is required to agree the 2023-24 Revenue Outturn report and approved the specific transfers to Reserves, as set out in the report (section 2.1 below) or make other recommendations. • Noting that as the Council is required to publish its draft unaudited by 31 May, i.e., before this meeting, the Statement of Accounts reflect these recommendations, and any subsequent adjustments made by the committee will be reflected in the final statement of Accounts as part of the statutory audit process. • Overall, this is a positive outturn with the Council increasing its cashback reserves by £2,800k (ref section 3.7), strengthening its ability to face any external uncertainties ahead. • Several transfers are being made to Earmarked Reserves as part of the yearend accounting process, i.e., the unspent element of the Afghan Refugees Support Grant for use in future years, which are highlighted in the report below. In section 2.8 below. • In section 2.7(b) below, National Non Domestic Rates (Business Rates) Surplus, following a change of personnel in both the Customer Service & Finance Team the Collection Fund Adjustment (the share due to the Council from the Collection Fund) shows a surplus of just under £3,100k. Officers have requested an independent review of this with the results due 	<ul style="list-style-type: none"> • At the end of the financial year, Council must agree how to utilise any surplus, being mindful of the challenges highlighted in the Medium Term Financial Plan and in particular the capitalised revenue costs held in the balance sheet for expenditure incurred on the direct development affordable housing projects, that may have to be released to the revenue budget. • Deal with the grants received in year as per section 3.7 (a) and (b) below.

<p>in June, until then the recommendation is that the surplus funds are transferred to Earmarked Reserves and not utilised.</p> <ul style="list-style-type: none"> Noting that Officers have released the £4,000k provision for business rates, which was held back to cover expected landlord costs which have not materialised. (see section 2.5 (bi) below) 	
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Review the report and appendices attached. Question Budget Managers, Chief Accountant and Chair about any issues you may have. 	<ul style="list-style-type: none"> Approve the recommendations made in the Report.

2. Overview

2.1 The overall net under spend at the yearend 31 March 2024 was (£10,875k) and the Committee is asked to approve the following:

£000s	(under)/overspend	Cumulative (under)/overspend
(under spend) before recommendations to be approved		(£10,875)
To Business Rates (National Non-Domestic Rates) Reserve	£3,000	(£7,875)
To the Sinking Fund Reserves	£6,875	(£1000)
To the General Fund Reserve	£1,000	£0

2.2 This report provides a summary of the use of resources and outturn position for the Council in respect of the financial year 2023-24 ended on 31 March 2024 and shows a net overspend of £22k,

2.3 The Table below summarises the report based on **Appendix A** for each section of the budget and shows the key aggregate variance for each area of the budget, noting that it incorporates the recommendations made in 2.1 above, because of the need to publish the unaudited draft Statement of Accounts, by 31 May in accordance with the statutory deadline:

£000s	(under)/overspend	Cumulative (under)/overspend
Net Expenditure at Service Level	(£3,323)	(£3,323)
Interest & Earning	(£6,572)	(£9,895)
Apportionment to reserves	£8,317	(£1,578)
General Grants from Government	(£4,817)	(£6,395)
Contribution to Reserves	£7,323	£928
Contribution from Reserves	(£928)	£0

2.4 **Net expenditure at Service Level** (Committee level) – The (£3,323k) under spend has arisen for the following reasons:

- (a) (£1,561k) of unspent refugee support grants, which officers are recommending is transferred to Earmarked Revenue Reserves, to cover future expenditure.
- (b) (£1,400k) - developer contributions relating to CIL/S106, which are required be transferred to Earmarked Revenue Reserves for future use.
- (c) (£362k) of underspend relates to the aggregate net underspend from the Committees, for a detailed breakdown of the variance by Committee please refer to **Appendices C to H below**.

2.5 **Interest & Earnings** – The (£6,572k) underspend is account for as follows:

- (a) Interest Earnings - (£990K) additional interest received, because of higher than predicted interest rates in on the overnight money markets and inter local authority lending market.
- (b) Rents Received – (£4,723k)
 - i) the release of the (£4,000k) of provision for landlord expenses, set aside to cover these costs through to 31 March 2024, that have not materialised. (Please note this will impact on the budget for 2024-25, which is why Officers are recommending that this amount is transferred to reserves for future use)
 - ii) (£723k) in respect of the accounting for lease incentives using the accruals accounting concept, i.e., the lease incentive is smoothed over the term of the lease, rather than accounting for it on a cashflow basis.

- (c) (£1,415k) in landlord costs
 - i) (£307k) underspend on the refurbishment at Charter Building
 - ii) (£1,108k) reduced unoccupied landlord premises costs, i.e., business rates and service charges, following new tenants acquired.
- 2.6 **Apportionment to Reserves** – £8,317k overspend.
- (a) £739k – additional contribution to capital outlay, from Surrey County Council in respect of Local Authority Housing Fund acquisition, instead of empty property Premia.
 - (b) £7,578k – additional contribution to the sinking fund reserves as part of the overall surplus in respect of increased rents and reduced costs, as per the table in 2.1 above, please also refer to 2.4 (b) (i) above.
- 2.7 **Grants** – (£4,817k) underspend
- (a) S31 Grants (£2,086k) additional unbudgeted Government grants received.
 - (b) National Non-Domestic Rates Surplus (£3,093k) on the Collection Account – this appears to have been building over several years, and following the work carried out between the new teams in Customer Services and Finance these anomalies have been resolved. However, as this figure is material, Officers have requested an independent review of the Collection Fund by LGImprove and until this figure is independently confirmed it is recommended that Council transfer this sum to Earmarked Reserves. Officers are expecting the review to be completed in June.
 - (c) Empty Property Premia £500k no claim put into Surrey County Council
- 2.8 **Contribution to reserves** – £7,323k underspend.
- (a) Refugee Grants received (£1,600k) transferred from net expenditure at service level.
 - (b) Planning (£100k) transferred from net expenditure at service level.
 - (c) CIL/S106 (£1,400k) transferred from net expenditure at service level.
 - (d) Business Rates Equalisation Reserve (£3,100) transferred from Collection Fund Surplus.
 - (e) (£1,000k) transferred to the General Fund.
 - (f) (£123k) various minor transfers.
- 2.9 **Contribution from reserves** – (£928k) underspend
- (a) Earmarked Revenue Reserves (£1,107k) over recovery additional funds received from the Higher-Level Stewardship Grants, Local authority Housing Fund and Family Support.
 - (b) Cost-of-Living Reserve £236k under recovery, as funds not required and will be carried forward for future use.

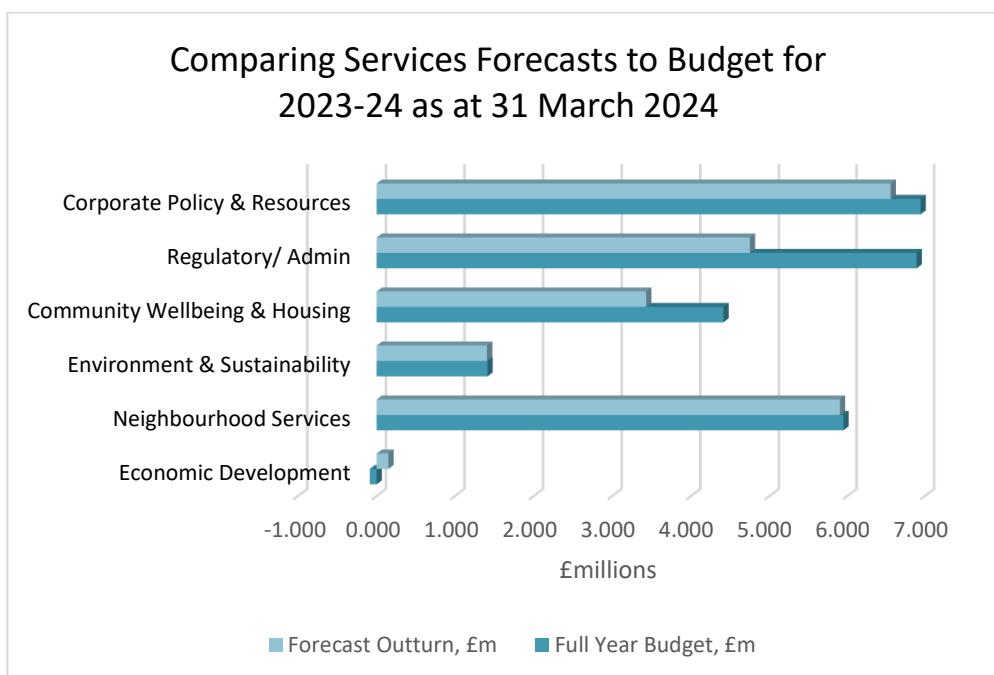
- (c) International Financial Reporting Standard (IFRS) 16 (for leases) Reserve £472k under recovery, as the funds were not required, therefore, they are available to be carried forward for future use.
 - (d) Housing Initiatives (£416k), rolled over from 2022-23.
 - (e) Shared Prosperity Fund (£59k) & Business Rates Retention Reserve (£13k) over recovery used by approved Committee projects for the Youth Hub and Economic Development
 - (f) Green initiatives Fund (£41k) over recovery for Committee approved projects.
- 2.10 Officers have highlighted several alternative options that the Committee may wish to consider in section 4.12 below.

3. Key issues

- 3.1 The Draft unaudited financial statements for the year ended 31 March 2024 must be published on the Council's website by 31 May 2024, three days before this Committee meeting, and the accounts have been prepared on the basis that Committee will approved the above recommendations.

Should Committee make any changes to the recommendations, the draft unaudited financial statements will be updated as part of the final audit process.

- 3.2 The report considers the Council's financial position in the light of the unfolding issues of the increase in Bank of England base rates, the Cost-of-Living crisis, and the Council's Medium Term Financial Plan (MTFP) that indicates that the Council is facing substantial pressure on cash flow and its budgets in the future, as shown in the 2024-25 Outline Budget Report approved by Council on 22 February 2024. As with the financial crisis in 2008, officers are expecting the Council and the UK economy to take several years to recover from these issues.
- 3.3 The services budgets and outturn are shown in the chart below. Key variances are summarised in the table below, with a more detailed information on the variances by committee shown in section 2.



3.4 Grants Received & Earmarked Reserves

3.5 During the 2023-24 financial year the Council distributed several hardship and household support grants to residents in the Borough.

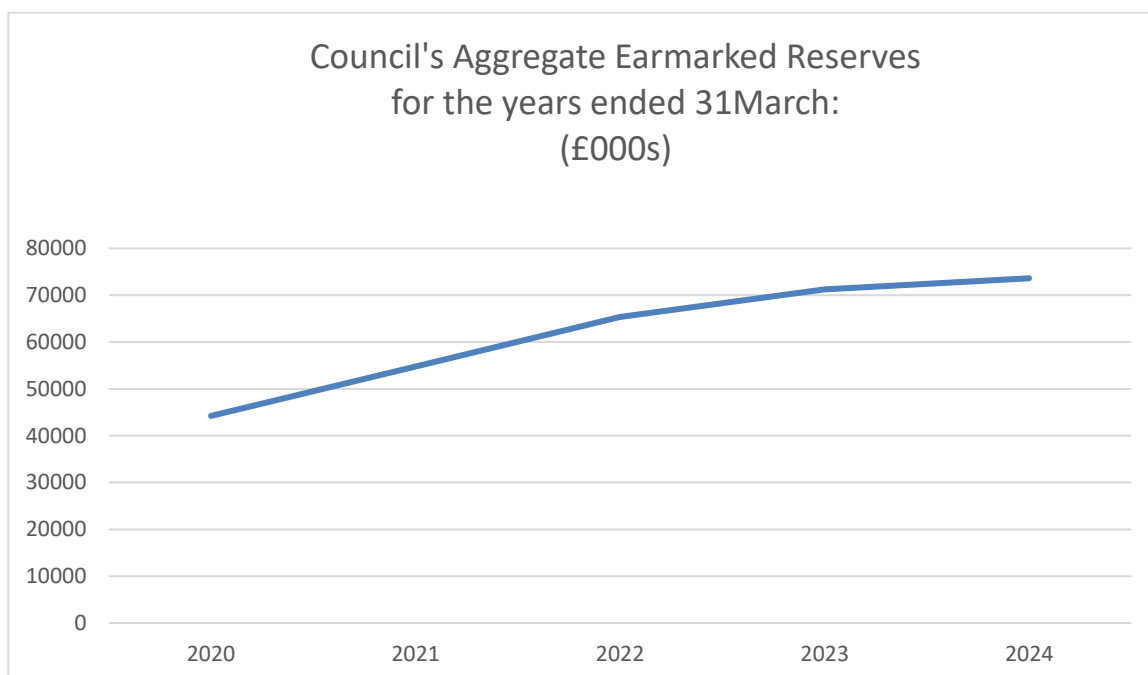
3.6 The movement in the Council's earmarked reserves is shown in Appendix A for the breakdown and in the table below in aggregate, with further breakdowns provided in this report as appropriate:

Earmarked Reserves	31 Mar 23 £'000	Transfers to Reserves £'000	Used in revenue funding £'000	Transfers between Reserves £'000	31 Mar 24 £'000
Revenue Grants unapplied	(5,374)	(1,771)	1,219		(5,926)
Capital Fund	(1,443)	0	0		(1,443)
Insurance Fund	(50)	0	0		(50)
Planned Spending Funds	(12,924)	(3,101)	649	0	(15,376)
Funds for acquired properties	(37,716)	(8,666)	11,023		(35,359)
Youth Fund	(20)	0	0		(20)
Local Environmental Assessment Fund	(154)	0	0		(154)
Green Belt	(1,093)			0	(1,093)
Contributions from Developers	(9,996)	(1,402)	289	0	(11,109)
Earmarked Reserves 31st March	(68,770)	(14,940)	13,180	0	(70,530)
General Fund Balance	(2,083)	0	(1,000)		(3,083)
Balance carried forward 31st March	(70,853)	(14,940)	12,180	0	(73,613)

(Please note that included in the above Sinking Fund total of £8,666k, is a £50k Earmarked Reserve for Minor Repairs and Charges at Harper House &

White House, which is being reclassified, for the final draft of the statement of accounts being published on 31 May).

- 3.7 During the year Council transferred (£2,760k) to Earmarked Reserves (£14,940k - £12,180k above).
- 3.8 The net contribution from the Sinking Fund reserves was £2,357k, ((£8,666k) + £11,023k), with an overall net contribution to other reserves of (£5,117k), as shown in the above table.
- 3.9 Overall net cashback reserves held by the Council increased by £2,760k (moving from £70,853k to £73,613k), if one excludes contributions from developers held for specific purposes total available cash backed reserves as at 31st March total £62,500k (and adjusted movement excluding developer reserves of £1,650k). This is at a time many councils are reducing their net cash backed reserves. At the end of 2022-23, Spelthorne had the highest ratio of Revenue Reserves to Net Budget of any district/borough council in England, whilst we will need to await the publication of other council's accounts and LGImprove updated benchmarking this outturn suggests that may remain the case. There is of course, an important driver as to why Spelthorne holds significant reserves as part of a strategy of mitigating risk relating to investment assets and against risks in achieving positive financial outcomes on its housing/regeneration sites.



(Note the Earmarked Revenue Reserves for 2020-21 have been adjusted to remove the £26,907k COVID Grants that were received in March 2021 and paid out in April 2021)

Please note that any revenue and capital grants have two options:

- a. Funding is provided for a specific purpose and once that objective is received or the time limit passed, any remaining unused funding is repaid to the donor. (When Council acts as **Agent** and no impact on Council's finances)

- b. Funding is provided for a specific purpose with no time limit on its use, in this case, the relevant cost of service received the grant funding and any unused funds at the end of each year are credited to an earmarked reserve for future years use. (When Council acts as **Principal** and there is an impact on the Council's finances)

3.10 **Business Support Grants and grants to residents** – During the year, the Council acted as Agent for a number of Central Government Departments and received grant income, which was distribute direct to residents and businesses in the Borough, for items, such as, Energy Rebates, Household Support, Cost of Living Crisis and alternative Fuel payments, distributed. As these payments have no impact on Revenue Outturn they have not been listed in this report.

This year, Officers have provided Council with more detail on the Revenue grants received, as shown in the tables in 2.9 above and appendix A which summarises the grants received, funds allocated between each fund, and the approved Council funding to/from reserves, so that our finances and funding are more transparent to Councillors.

Carry Forwards 2023-24 Carry Forwards were dealt with earlier in the meeting and the Committee.

4. Committee commentary

4.1 The following tables identify the significant (greater than £20k) aggregate differences from budget for the Cost Centre within each Committee. Figures shown without brackets represent an overspend or under-recovery of income; figures with brackets represent an (underspend) or (over-recovery) of income.

(a) Regulatory/ Administrative Committee

Service	Variance £'000	Comment
Corporate Management	114	Higher Audit fees of £87k and remainder relates to costs funded through Green initiatives' Reserves (Also, Climate Change Officer's post's costs of £43k is funded through this reserve- Please refer to note against Project Management), offset by (£28k) Redmond Review Local Audit Grant from Government
Corporate Publicity	(35)	Software project deferred.
Customer Services	(332)	(£344k) underspend due to a departmental restructure and posts being kept vacant, £41K overspend for the Empty Housing Review and higher than budgeted Postage costs. (£63k) over recovery of legal costs.
Elections	23	Net over spend £23k, offset by grant received, Please note that the rules around what can be claimed has been changed after the budget was set.
Human Resources	(39)	Underspend (£35k) from vacancies
Information & Comms Technology	(281)	(£132k) due to staff vacancies, (£40k) due to savings on software budgets, (£109k) grant received and funding to cover employees seconded during the year.
Insurances	(91)	Underspend due to a change of provider

Legal	(41)	Underspend of (£33k) from vacancies, 22k increased costs of publications, software & consultants, (£25k) over recovery of recharges.
Misc Expenses	(20)	(39k) reduction in the bad debt provision offset by a £20k increase in the fuel stock.
S106/CIL	(1,400)	(£154k) income from S106 and (£1,244) from CIL, later transferred to reserves
Total significant net variances	(2,102)	For the complete list of variances please refer to appendix C

(b) **Corporate Policy & Resources Committee**

Service	Variance £'000	Comment
Accountancy	(66)	(£83k) due to staff vacancies.
Asset Management Administration	(86)	(£84k) underspend on salaries following a departmental restructure, with a post being removed as future cost savings
Development Properties	220	£230k overspend relates to void costs and ensuring sites remain secure.
General Property Expenses	23	The overspend was due to a serious fly tipping incident.
Facilities Management	(38)	(£28k) relates to reduced cost, i.e., photocopying costs and small equipment, due to hybrid working.
Planned Maintenance Programme	137	£197k overspent, due to unbudgeted RAAC Surveys, Energy Audit Certification, Emergency repairs of Hawk Path and Decarbonisation Work, offset by (£58k) grant to cover the Decarbonisation work.
Project Management	(108)	Underspends due to vacancies.
Unapportionable Central Overheads	(456)	(£185k) Monthly superannuation payments to Surrey County are lower than budgeted, which reflects the Council's overall underspending on staffing costs. (£236k) underspend on in year growth bids.
Total significant net variances	(374)	For the complete list of variances including those under £20k, please refer to appendix D

(c) **Community Wellbeing & Housing Committee**

Service	Variance £'000	Comment
Community Care Administration	(40)	There is a overspend of £152k on salaries, offset by (£229k) of grant income to cover the additional work and staff transferred from Woking to Spelthorne. £37k overspend in respect of the Social Prescribing, part of the Transfer of Undertaking Protected Employment (TUPE) costs, covered by the additional income received.
Meals On Wheels	21	£44k increased costs due to inflation and higher than anticipated volumes, offset by (£21k) additional income due to increase customer numbers.

Spelthorne Family Support	41	Income is £39k lower against the budget due to lower reimbursement from Surrey County Council.
Community Development	21	Overspend due to Carry forward from 2022-23.
General Grants	(57)	Underspend on grants in the year- part being carried forward to 24-25 and £21k used to cover the overspend in Community Development.
Housing Needs	53	£35k overspend of staff costs due to maternity cover and temporary staff used to update the Housing Register.
Homelessness	571	£46k overspend due to staff secondment, a net £766k overspend due to increased demand for Bed & Breakfast accommodation, offset by underspends of (£84k) in Rent Assured, (£43k) legal and court costs, White House, and Harper House contributions (£71k) Rough Sleeper Rents (£57k).
Refugees	(1,560)	(£144k) under spend on salary due to lower than planned demand for the service, £567k overspend on accommodation costs offset by (£1,983k) Afghan Grants received.
Housing Benefits Admin	(168)	Underspend of (£115k) due to vacancies, income (£74k) above budget due to additional grants, which will be transferred to reserves.
Housing Benefits Payments	214	Net reduction in Housing Benefits caseload/ income due to the transfer of claims to Universal Credit.
Leisure Administration	(42)	Staffing underspend of (£28k) due to vacancies.
Youth	(18)	The play scheme vouchers budget (covered under Youth Projects) has not been fully used since the government introduced Holiday Activity and Food Programme (HAF) funding,
Total significant net variances	(964)	For the complete list of variances including those under £20k, please refer to appendix E

(d) **Neighbourhood Services Committee**

Service	Variance £'000	Comment
Car Parks	(101)	Underspend (£181k) due to staff vacancies, partially offset by a £97k under recovery of income.
Depot	56	£42k due to higher than budgeted energy costs
Building Control	124	£126k under recovery of income due to a downturn in building works being conducted.
Neighbourhood Services Management Support	(59)	Underspend of (£26k) due to vacant posts
Cemeteries	(134)	(£120k) over recovery of income due to higher volumes.
Licensing	(45)	(£21k) underspend due to staff vacancies, (£21k) additional income as SCC transferred responsibilities to Spelthorne.
Street Cleaning	(98)	Underspend of (£46k) due to vacancies and (£44k) savings in vehicle running costs.
Grounds Maintenance	66	(£75k) underspend due to savings in external contracts and equipment maintenance. £185k under recovery of income due to SCC taking over services.

Parks Strategy	29	Overspend £58k due to increased utility charges and an insurance claim, offset by the (£30k) over recovery of income.
Waste Recycling	110	£109k under recovery of income, due to a change in the calculation of the recycling income mechanism.
Total significant net variances	(52)	For the complete list of variances including those under £20k, please refer to appendix F

(e) **Economic Development Committee**

Service	Variance £'000	Comment
Economic Development	(40)	(£36k) underspend on salaries due to vacant post for most of the year.
Youth Hub	78	Overspend in salaries. Offset by over recovery of grants. Being covered by funding from the Shared Prosperity Fund and the Business Rate Retention fund
Incubator	7	£21k under recovery of income due to a change in the profit share arrangement.
Shared Prosperity Fund	35	TBC
Staines Market	32	(£24k) under recovery of income due to lower demand for pitches, poor weather, and anti-social behaviour.
Staines Town Centre Management	124	Adjustment to surplus funds previously transferred to reserves
Total significant net variances	236	For the complete list of variances including those under £20k, please refer to appendix G

(f) **Environment & Sustainability**

Service	Variance £'000	Comment
Emergency Planning	(37)	Due to reduce contract costs
Planning Development Control	(56)	(£56k) underspend due to staff vacancies, £60k overspend due to additional planning appeal costs and an over recovery of (£60k) due to additional grant funding.
Planning Policy	78	£116k overspend in respect of additional consultants, partially offset by (£26k) income from grants.
Total significant net variances	15	For the complete list of variances including those under £20k, please refer to appendix H

4.2 **Net Asset Income (Commercial and Regeneration Assets)**

The tables below show the latest monitoring position for the Council's investment and regeneration assets, the net income is used to meet net additional expenditure resulting from reduced government grant, Surrey County Council funding and other pressures.

Commercial & Regeneration Assets (Aggregated)	Revised Budget £'000	Outturn £'000	Variance £'000
Rental Income	(46,129)	(50,753)	(4,624)
Landlord Costs	11,638	10,223	(1,415)
Loan Interest Payable	25,173	25,290	117
Minimum Revenue Provision	12,397	12,397	0
Sinking Funds - contributions to	1,037	8,666	7,629
Sinking Funds - release from	(11,023)	(11,023)	0
Set Asides for specific revenue purposes	630	630	0
Net Income (to fund Revenue budget)	(6,277)	(4,570)	1,707

- 4.3 The Council places a significant amount of the income earned into Sinking Funds, with £8,666k to cover future changes in circumstance, such as capital refurbishments or rent-free periods, and (£11,023k) applied during the year, decreasing the Council's Sinking Fund reserve by (£2,357m) to a closing balance of £35,359k.

	Balance 31/03/23 £'000	Additions 2023/24 £'000	Applied 2023/24 £'000	Balance 31/03/24 £'000
Proposed Allocation to Reserves	37,766	8,616	(11,023)	35,359

- 4.4 **Knowle Green Estates Ltd** is a wholly owned company set up to meet the housing needs of residents, including affordable rented and private rented accommodation and key worker homes. The delays in commencing the work on the Council's Development Properties is impacting on KGE's financial viability. At this meeting, the Board of KGE will be presenting a report to request additional financial support from the Council. The request is to strengthen the financial resilience of KGE, whilst Council revisit its strategy on the direct development affordable housing projects. In terms of the Spelthorne Group Accounts, this financial support is neutral, as the intercompany financial support is eliminated on consolidation. Noting that KGE is assisting the Council to reduce its Homelessness costs by around Bed & Breakfast by approximately £1,200k per annum, because of placing these tenants into temporary accommodation.
- 4.5 The audit of the accounts for KGE for the year ended 31 March 2024, is currently with the auditors, with the final audited accounts due with the Board in June.
- 4.6 Rents continue to increase £1,1214k (2022-23: £1,140k).

- 4.7 **Spelthorne Direct Services Ltd** is a wholly owned company set up to trade in commercial waste disposal, with directly employed staff. Despite the challenges of establishing a company in the middle of a global pandemic.
- 4.8 The audit of the accounts for the year ended 31 March 2024 is currently with the auditors, with the final audited accounts due with the Board in June.
- 4.9 The company is growing steadily, achieving annual turnover of £580k (2022-23: £353k).
- 4.10 The profit for the year is £55k (2022-23: £35k)
- 4.11 **2023-2423 Pay Award**
Council agreed to award an increase of £1,925 to each Full Time Equivalent employee, to provide some recognition of the impact of the Cost-of-Living crisis on the Council's workforce. For colleagues on the lowest grades, this equated to a 10% increase, whereas for the highest grade it equated to an increase of approximately 1.5%. Overall, this represented a 3.54% increase across the board.
- 4.12 **Other options**
- 4.13 **General Fund** – there were several options for Council to consider on how to use the surplus of (£10,853k) at Outturn, as per the table in 2.1 above and these included:
- (a) Place the surplus funds into an earmarked reserve, for a specific Council approved future project, either using an existing earmarked reserved, i.e., Green Initiatives Fund or Cost-of-Living.
 - (b) Alternatively, Council could approve to establish a new earmarked reserve, again for a specific future purpose.
 - (c) Council could approve the transfer of the surplus entirely to the General Fund, effectively the Council's profit and loss account. During several past Council meetings. Just like earmarked reserves, only Council can approve how the General Fund is used once funds are transferred into the reserve. The aim of the General Fund is to provide resilience to the Council's funding and provide funds to cover unexpected eventualities, such as, COVID-19 Pandemic and Cost-of-Living crisis, without impacting on the future plans or funding of projects from Council's earmarked reserves. Over the last 5 years, during a period of turbulent externalities, the Council has sought year by year, whenever it has had room to increase its General Fund Reserve. Therefore, officers are recommending to the committee that the £1,000k of the surplus on Outturn is transferred to the General Fund for future approved use by Council.
- 4.14 Timing of Corporate Policy & Resources Committee meeting – the current timetable of meetings, prevents councillors and officers discussing Outturn prior to the Government Deadline for publishing the unaudited statement of accounts on the Council's website by 31 May 2024.
- 4.15 Normally the 2024-25 Outturn would be approved by this committee before 31 May when the draft unaudited accounts must be published on the Council's website. However, for 2023-24 as this committee meets after the 31 May deadline, officers have had to assume that the committee will agree with the recommendations. If the committee makes alternative suggestions, this will be

reflected in the auditor's adjustment schedule when the final 2023-24 audited accounts are published.

- 4.16 Officers could delay publishing the draft unaudited financial statements until after the committee meeting, however, having considered the Council's position following five years of delays caused by the previous external auditors and the scrutiny from residents, Councillors and central government, officers have decided that the Council, along with other Districts and Boroughs who had all out elections in May, must be seen to comply with the Government's publishing deadline of 31 May.

5. Financial implications

- 5.1 Financial implications are as set out within the report and appendices and are subject to the final audit for the Council and its subsidiaries.

6. Procurement

- 6.1 None

7. Risk considerations.

- 7.1 There are no risk implications arising from the report at 31 March 2024, other than those mentioned above.

- 7.2 Going beyond 2024-25 there are several substantial risks on the horizon, including:

- (a) Delays in cash inflows from the Waterfront development
- (b) Releasing of up to £9m of capitalised revenue costs to the Revenue Outturn, as highlighted in the 2023-24 Capital Outturn report because the Council no longer complies with the CIPFA Prudential Code, as the development projects are taking too long to complete.
- (c) The financial viability of KGE could be in doubt, as a result of the decision to cease the pipeline. A separate report is going to CPRC seeking shareholder support.
- (d) The ongoing cost-of-Living crisis will take several years to resolve, particularly for those who have fixed mortgage deals that are due to renew at substantially higher interest rates, squeezing incomes, reducing Council tax collections and increasing demand for Council services such as homelessness support.

This is a significant factor in officers' recommendation to transfer £1,000k to the General Fund, to increase general contingency funds.

8. Legal considerations

- 8.1 There are no significant legal implications arising from the report, other than a review of the Council's financial regulations in respect of Revenue Carry Forward has been requested.

9. Other considerations

- 9.1 There are no further considerations.

10. Equality, Diversity, and Inclusion

- 10.1 There are no specific areas to highlight. However, equality, diversity, and inclusion (EDI) are central to everything that Council does and are woven throughout Council's Corporate Plans.

11. Sustainability/Climate Change Implications

11.1 There are no significant implications arising from the report.

12. Timetable for implementation.

12.1 The above recommendations have been incorporated into the draft unaudited accounts, which will be published on our website by 31 May, in accordance with the Government deadline, any amendments to this report will be reflected in the final audited set of accounts.

Background papers: 2023-24 Revenue Carry Forward requests, which was discussed earlier in tonight's Committee meeting.

Appendices:

Appendix A – Net Revenue Budget Monitoring – 2023-24

Appendix B – Net Revenue Budget Monitoring by Committee – 2023-24

Appendix C - Net Revenue Budget Monitoring Reg & Admin Committee – 2023-24

Appendix D - Net Revenue Budget Monitoring CP&R Committee – 2023-24

Appendix E - Net Revenue Budget Monitoring CWH Committee – 2023-24

Appendix F – Net Revenue Budget Monitoring NS&E Committee – 2023-24

Appendix G - Net Revenue Budget Monitoring ED Committee – 2023-24

Appendix H – Net Revenue Budget Monitoring E&S Committee – 2023-24

Net Revenue Budget Monitoring - 2023/24

As at end of 31 MARCH 2024

Appendix A extract

	2023/24 Budget Revised	2023/24 Actuals Outturn	2023/24 Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual
	£	£	£	FTE	FTE
Gross Expenditure	60,589,300	60,245,813	(343,487)		
Less Housing Benefit grant	(21,821,000)	(20,269,206)	1,551,794		
Less Specific fees and charges income	(13,251,100)	(17,782,272)	(4,531,172)		
Net Expenditure - broken down as below	25,517,200	22,194,336	(3,322,864)		
Regulatory / Administrative Committees	6,891,400	4,749,364	(2,142,036)	85.21	66.49
Corporate Policy & Resources	6,942,400	6,557,279	(385,121)	53.00	48.98
Community Wellbeing & Housing	4,412,300	3,429,518	(982,782)	114.92	101.88
Neighbourhood Services	5,949,300	5,904,570	(44,730)	178.91	147.56
Economic Development	(87,900)	149,326	237,226	4.00	6.00
Environment & Sustainability	1,409,700	1,404,277	(5,423)	29.54	28.06
NET EXPENDITURE AT SERVICE LEVEL	25,517,200	22,194,336	(3,322,864)	465.58	398.97
Interest Earnings	(2,420,000)	(3,410,030)	(990,030)		
Investment Property Income	(41,711,400)	(46,434,010)	(4,722,610)		
Regeneration Property Income	(4,417,300)	(4,319,073)	98,227		
Landlord Costs	11,638,100	10,223,226	(1,414,874)		
Debt Interest Payable	25,172,800	25,289,858	117,058		
Minimum Revenue Provision	12,396,800	12,396,797	(3)		
Set Aside	630,000	630,000	-		
Capitalisation of Interest on Development Properties	(1,400,000)	(1,154,608)	245,392		
Interest KGE	(818,700)	(724,086)	94,614		
NET EXPENDITURE AFTER INTEREST EARNINGS	24,587,500	14,692,410	(9,895,090)		
Appropriation to Reserves					
Reserves - Revenue Contributions to Capital Outlay	805,000	1,543,722	738,722		
Sinking fund contributions	1,037,100	8,615,987	7,578,887		
Release of funding from sinking funds	(11,023,100)	(11,023,000)	100		
BUDGET REQUIREMENT	15,406,500	13,829,119	(1,577,381)		
Payments to People Council Tax Hardship Fund	-	-	-		
Grants					
Section 31 Grants	(874,900)	-	874,900		
Revenue Support Grant (RSG)	(91,000)	(90,766)	234		
New Homes Bonus (NHB)	(101,000)	(101,360)	(360)		
Core Spending Power Guarantee	(1,483,000)	(1,479,281)	3,719		
NNDR Sec 31 Grant	-	(2,960,754)	(2,960,754)		
Covid 19 Retail Discount	-	-	-		
Lower Tier Services Grant	(79,500)	(78,012)	1,488		
BSG Admin Rec & Debt Recovery	-	(39,363)	(39,363)		
Ctax Admin Support Grant	-	(10,890)	(10,890)		
Energy Bill & AFP Govt Funding	-	(24,940)	(24,940)		
Retained Business Rates	(1,929,000)	(21,397,072)	(19,468,072)		
NNDR Surplus	-	(3,788,561)	3		
Allocation from National Non-Domestic Rate pool	(450,000)	1,145,104	1,595,104		
NNDR Levy Surplus Distribution	-	(16,177)	(16,177)		
Green Plant & Machinery Grant	-	(52,194)	(52,194)		
Empty property premia	(500,000)	-	500,000		
Energy Bills - CTax rebate	-	-	-		
NNDR Tariff Payment	-	18,569,272	18,569,272		
Contributions to Reserves					
Earmarked Reserves (Revenue Grants non-specific)	-	1,770,567	1,770,567		
Business Rates Equalisation Reserve	-	3,100,000	3,100,000		
White House	-	32,951	32,951		
Harper House	-	17,407	17,407		
CIL Reserve	-	1,244,810	1,244,810		
S106 Reserve	-	154,985	154,985		
Cost Of Living Reserve	-	2,000	2,000		
General Fund	-	1,000,000	1,000,000		
Contributions from Reserves					
Housing Initiatives	-	(416,000)	(416,000)		
Earmarked Reserves (Revenue Grants non-specific)	(110,800)	(1,218,610)	(1,107,810)		
Planning Performance Agreement	(36,800)	(36,800)	-		
Green Initiative Fund	(48,800)	(89,353)	(40,553)		
Local Plan Reserve	(75,000)	(75,000)	-		
Cost of Living Reserve	(362,000)	(125,872)	236,128		
Business Rates Retention (Economic Development)	(128,000)	(141,399)	(13,399)		
IFRS16 Reserve (Int. Financial Reporting Standard 16 - Leases)	(472,000)	-	472,000		
Shared Prosperity Fund	-	(59,111)	(59,111)		
	-	-	-		
NET BUDGET REQUIREMENT	8,664,700	8,664,700	3,788,564		
General Fund Reserves- Supplementary Estimate	-	-	-		
Collection Fund Surplus/(deficit)	100,000	100,000	-		
Income from Council Tax	(8,764,700)	(8,764,700)	-		
Net Position - Over/ (Under) budget	-	-	3,788,564		

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Net Revenue Budget Monitoring by Committee - 2023/24
Expenditure and Income Summary 31 MARCH 2024

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual
	£	£	£	FTE	FTE
Regulatory / Administrative Committees					
Employees	4,883,000	4,305,412	(577,588)	85	66
Other Expenditure	2,480,000	3,345,856	865,856		
Income	(471,600)	(2,901,904)	(2,430,304)		
	6,891,400	4,749,364	(2,142,036)	85	66
Corporate Policy & Resources					
Employees	5,381,100	4,923,887	(457,213)	53	49
Other Expenditure	2,072,600	2,215,486	142,886		
Income	(511,300)	(582,093)	(70,793)		
	6,942,400	6,557,279	(385,121)	53	49
Community Wellbeing & Housing					
Employees	4,994,900	4,870,048	(124,852)	115	102
Other Expenditure	27,710,800	27,552,313	(158,487)		
Housing Benefit grant income	(21,821,000)	(20,269,206)	1,551,794		
Income	(6,472,400)	(8,723,638)	(2,251,238)		
	4,412,300	3,429,518	(982,782)	115	102
Neighbourhood Services					
Employees	7,268,900	6,941,357	(327,543)	179	148
Other Expenditure	3,113,400	3,117,300	3,900		
Income	(4,433,000)	(4,154,086)	278,914		
	5,949,300	5,904,570	(44,730)	179	148
Economic Development					
Employees	232,400	260,264	27,864	4	6
Other Expenditure	328,000	513,167	185,167		
Income	(648,300)	(624,104)	24,196		
	(87,900)	149,326	237,226	4	6
Environment & Sustainability					
Employees	1,663,100	1,602,286	(60,814)	30	28
Other Expenditure	461,100	598,438	137,338		
Income	(714,500)	(796,446)	(81,946)		
	1,409,700	1,404,277	(5,423)	30	28
NET EXPENDITURE AT SERVICE LEVEL	25,517,200	22,194,336	(3,322,864)	466	399
Total Employees	24,423,400	22,903,254	(1,520,146)		
Total Other Expenditure	36,165,900	37,342,559	1,176,659		
Housing Benefit grant income	(21,821,000)	(20,269,206)	1,551,794		
Total Income	(13,251,100)	(17,782,272)	(4,531,172)		
NET EXPENDITURE	25,517,200	22,194,336	(3,322,864)		

Total Expenditure	60,589,300	60,245,813	(343,487)
Total Income	(35,072,100)	(38,051,477)	(2,979,377)
Net	25,517,200	22,194,336	(3,322,864)

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Regulatory/ Administrative Committees

Appendix C

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	110,000	83,547	(26,453)	1.75	0.75	External contractor used for the vacant post As above
Other Expenditure	104,200	123,429	19,229			
Income	0	0	0			
Audit	214,200	206,976	(7,224)	1.75	0.75	
Employees	269,300	249,557	(19,743)	6.00	4.60	Savings achieved due to a vacant post
Other Expenditure	24,700	26,941	2,241			
Income	0	0	0			
Committee Services	294,000	276,498	(17,502)	6.00	4.60	
Employees	334,000	325,141	(8,859)	4.00	3.00	
Other Expenditure	5,700	5,032	(668)			
Income	0	0	0			
Corporate Governance	339,700	330,174	(9,526)	4.00	3.00	
Employees	320,000	332,802	12,802			Higher Audit fees of £87k and remainder mainly relates to costs funded through Green initiatives' Reserves (Also, Climate Change Officer's post's costs of £43k is funded through this reserve-Please refer to note against Project Management) Redmond Review Local Audit Grant from Government
Other Expenditure	309,700	439,865	130,165			
Income	0	(28,638)	(28,638)			
Corporate Management	629,700	744,029	114,329	0.00	0.00	
Employees	290,900	294,949	4,049	5.69	5.69	Savings of £25k against software budget as we have not moved forward with Granicus project because of time & resources pressures due to staff absences and remainder against Consultants budget as no consultancy work is undertaken in this financial year.
Other Expenditure	125,000	86,331	(38,669)			
Income	0	0	0			
Corporate Publicity	415,900	381,280	(34,620)	5.69	5.69	

Regulatory/ Administrative Committees

Appendix C

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	1,149,000	804,863	(344,137)	26.07	17.45	Restructure of the service has taken place during the year. Underspend due to vacant posts, partially being covered by agency & temporary staff. Additional payment of £41k relating to 'Empty homes review' and remainder relating to higher postage costs Council Tax legal costs appeals recovery income is higher
Other Expenditure	419,700	494,222	74,522			
Income	(311,500)	(373,785)	(62,285)			
CServ Management & Support	1,257,200	925,300	(331,900)	26.07	17.45	
Employees	32,200	17,416	(14,784)			Underspent against training budget
Other Expenditure	403,300	404,142	842			
Income	0	0	0			
Democratic Rep & Management	435,500	421,558	(13,942)	0.00	0.00	
Employees	42,300	99,701	57,401			Overall costs for council elections are higher mainly funded through 'new burden Grant'. Disallowed expenditure of £15k after the final settlement claim relating to Parliament Elections held in 2019 has been moved here. Govt. new burden grant for elections to fund the additional costs as above
Other Expenditure	108,200	108,140	(60)			
Income	0	(34,348)	(34,348)			
Elections	150,500	173,494	22,994	0.00	0.00	
Employees	200,600	162,853	(37,747)	3.89	4.00	Savings achieved due to the vacant post during the year Mainly higher postage costs due to this year's canvass as majority of electors responded only by post
Other Expenditure	86,500	116,012	29,512			
Income	(1,000)	(2,211)	(1,211)			
Electoral Registration	286,100	276,654	(9,446)	3.89	4.00	

Regulatory/ Administrative Committees

Appendix C

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	363,000	328,271	(34,729)	6.56	5.99	Savings achieved due to a vacant post. Previously unable to fill due to market situation but are currently reviewing and will be looking to advertise again. Key post to act as Systems Admin to iTrent (Payroll & HR system) and still required
Other Expenditure	52,800	48,259	(4,541)			
Income	0	0	0			
HR	415,800	376,530	(39,270)	6.56	5.99	
Employees	864,400	732,631	(131,769)	16.25	14.00	Savings achieved due to vacant posts. Underspent against software budget due to timing of contract Govt. Grant of £75k to deliver 'Cyber treatment plan' and remainder salary costs reimbursement from Woking BC relating to secondment of a member of staff
Other Expenditure	453,900	414,139	(39,761)			
Income	0	(109,524)	(109,524)			
Information & Comms Technology	1,318,300	1,037,245	(281,055)	16.25	14.00	
Employees	0	0	0			Overall insurance costs are lower against the budget due to new contractor
Other Expenditure	388,400	297,612	(90,788)			
Income	0	(897)	(897)			
Insurance	388,400	296,715	(91,685)	0.00	0.00	
Employees	74,400	74,162	(238)	1.83	1.83	Due to economic climate and political uncertainty affecting the economy; significant impact upon income achieved.
Other Expenditure	31,500	31,307	(193)			
Income	(140,700)	(126,465)	14,235			
Land Charges	(34,800)	(20,996)	13,804	1.83	1.83	

Regulatory/ Administrative Committees

Appendix C

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	758,800	720,711	(38,089)	11.78	7.79	Savings achieved due to vacant posts, partially covered by agency staff. Higher Books & Publications (£9k), Computer Software (£5K), consultants & legal costs (£6k) and remainder land registry costs Higher recharged fees income
Other Expenditure	(33,800)	(12,013)	21,787			
Income	(18,400)	(43,204)	(24,804)			
Legal	706,600	665,494	(41,106)	11.78	7.79	
Employees	74,100	78,809	4,709	1.39	1.39	
Other Expenditure	200	197	(3)			
Income	0	0	0			
Payroll	74,300	79,006	4,706	1.39	1.39	
Employees	0	0	0			(£39k) Reduction in bad debt provision and £20k increase in year end fuel stock adjustment
Other Expenditure	0	(20,797)	(20,797)			
Income	0	0	0			
Misc Expenses	0	(20,797)	(20,797)			
Employees	0	0	0			Surplus moved to reserve.
Other Expenditure	0	89,469	89,469			
Income	0	(244,454)	(244,454)			
Section 106	0	(154,985)	(154,985)			
Employees	0	0	0			Surplus moved to reserve.
Other Expenditure	0	693,568	693,568			
Income	0	(1,938,378)	(1,938,378)			
Community Infrastructure Levy	0	(1,244,810)	(1,244,810)			
Total Employees	4,883,000	4,305,412	(577,588)	85.21	66.49	
Total Other Expenditure	2,480,000	3,345,856	865,856			
Total Income	(471,600)	(2,901,904)	(2,430,304)			
Net Total	6,891,400	4,749,364	(2,142,036)	85.21	66.49	

Corporate Policy & Resources

Appendix D

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	802,200	719,522	(82,678)	14.30	14.42	Savings achieved due to vacant posts during the year
Other Expenditure	(13,600)	3,310	16,910			
Income	0	0	0			
Accountancy	788,600	722,833	(65,767)	14.30	14.42	
Employees	1,002,700	918,763	(83,937)	13.78	11.56	This is due to a review of the staffing structure within the service being undertaken, which resulted in budgeted temporary staff departing mid financial year, other perm posts not being recruited to until the review in specific areas of the service had been concluded and a further post being offered up a saving due to the role no longer being needed. The significant underspend was the consultant fees due to work on development sites not being progressed and this budget also being offered up as a saving for future financial years.
Other Expenditure	(244,200)	(260,349)	(16,149)			
Income	(421,700)	(407,264)	14,436			
Asset Mgn Administration	336,800	251,150	(85,650)	13.78	11.56	

Corporate Policy & Resources

Appendix D

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	239,200	231,984	(7,216)	1.00	1.00	
Other Expenditure	3,200	2,582	(618)			
Income	0	0	0			
Chief Executive	242,400	234,567	(7,833)	1.00	1.00	
Employees	0	0	0			
Other Expenditure	0	0	0			
Income	0	(330)	(330)			
Corporate Savings	0	(330)	(330)	0.00	0.00	
Employees	299,900	296,947	(2,953)	2.00	2.00	
Other Expenditure	1,000	1,145	145			
Income	0	(42)	(42)			
Deputy Chief Executives	300,900	298,050	(2,850)	2.00	2.00	

Corporate Policy & Resources

Appendix D

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	8,303	8,303	0.00	0.00	The overspend all relates to void costs and ensuring sites remain secure. Guardians were utilised at Hanover House historically in an attempt to keep the building secure from unauthorised occupants, however this arrangement was ended in November 2023, in part due to the arrangement resulting in excessive utility costs which under the agreement the council were liable to meet, hence the unbudgeted spend of over £55k. Following termination of the guardian agreement there was a serious threat of former residents trying to re-take possession of the building so additional security measures in terms of guarding and securing the building with additional measures on windows and doors had to be undertaken resulting in unbudgeted costs of c.£25k. Despite having NNDR mitigation measures in place the Business Rates charges exceeded budget by c. £85k at Thameside House. Due to Member requests to address graffiti and other vandalism matters on the Oast House listed building costs of c.£15k were incurred which were unbudgeted plus council tax and insurance were also unbudgeted which saw the net spend increase to £25k. As the Waterfront project has been re-commenced costs of £12.5k have been incurred relating to staff salary re-charges and legal costs as there is no longer a capital budget to meet this expenditure.
Other Expenditure	305,800	535,643	229,843			
Income	0	(18,089)	(18,089)			
Development Properties	305,800	525,857	220,057	0.00	0.00	

Corporate Policy & Resources

Appendix D

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0	0.00	0.00	The overspend was due to unforeseen fly tipping incident at Laleham Camp site and the waste had to be investigated and cleared at cost of £22k.
Other Expenditure	36,500	59,383	22,883			
Income	(66,600)	(68,018)	(1,418)			
General Property Expenses	(30,100)	(8,636)	21,464	0.00	0.00	
Employees	234,300	231,663	(2,637)	5.00	5.00	The main variance in the office services budget relates to an underspend of c. £8k for office equipment, this is used for items in respect of staff requests to ensure working environments meet H&S requirements i.e. laptop stand, privacy screen, electric fans. As the Council now operate hybrid working the frequency of requests for additional equipment has significantly reduced. The office stationery budget was also underspent by just under £4k, which again is a reflection of staff being in the office less reducing the demand on photocopying and printing. This is also reflected in reducing the volume of external printing and costs in printers maintenance.
Other Expenditure	540,100	511,900	(28,200)			
Income	(23,000)	(29,750)	(6,750)			
Facilities Management	751,400	713,813	(37,587)	5.00	5.00	

Corporate Policy & Resources

Appendix D

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	99,000	98,370	(630)	2.00	2.00	
Other Expenditure	2,400	2,069	(331)			
Income	0	0	0			
MaT Secretariat & Support	101,400	100,438	(962)	2.00	2.00	
Employees	174,500	177,447	2,947	3.00	3.00	This is due to £50k unbudgeted costs in relation to obtaining Energy and Audit Certificates for all Municipal Properties undertaken to upgrade current rating levels. There were also emergency repairs to Hawk Park footpath and inflation uplifts for some of the maintenance contracts. The £77.5k overspent was due to mandatory RAAC surveys and remediation works following the surveys. Further £58.6k overspent was for consultancy fees for preparation of heat decarbonisation plan for the Municipal Properties in accordance with the Council policy to achieve carbon reduction to net zero by 2030. However, this was funded fully by the Public Sector Low Carbon Skills Fund Grant. Successfully applied for Public Sector Low Carbon Skills Fund Grant that was not budgeted for. This offset costs above.
Other Expenditure	1,141,300	1,334,023	192,723			
Income	0	(58,600)	(58,600)			
Planned Maintenance Programme	1,315,800	1,452,870	137,070	3.00	3.00	
Employees	659,300	555,407	(103,893)	11.92	10.00	Savings achieved due to vacant posts. Total costs of £43k for 'Climate change officer's post' is funded through 'Green initiatives' reserves.
Other Expenditure	5,400	1,025	(4,375)			
Income	0	0	0			
Project Management	664,700	556,431	(108,269)	11.92	10.00	

Corporate Policy & Resources

Appendix D

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0			Cleaning service was transferred to the tenant and cancelled the contractor.
Other Expenditure	0	90	90			
Income	0	0	0			
Sea Cadets	0	90	90	0.00	0.00	
Employees	1,870,000	1,685,481	(184,519)			Monthly superannuation payments to SCC are lower based on number of staff in the posts Savings of £200k achieved mainly against 'In year growth Bids' budget, £29k against Lone Worker security services budget and remainder against 'In House training' and occupational health contract.
Other Expenditure	294,700	24,664	(270,036)			
Income	0	0	0			
Unapportionable CentralO/Heads	2,164,700	1,710,146	(454,554)	0.00	0.00	
Total Employees	5,381,100	4,923,887	(457,213)	53.00	48.98	
Total Other Expenditure	2,072,600	2,215,486	142,886			
Total Income	(511,300)	(582,093)	(70,793)			
Net Total	6,942,400	6,557,279	(385,121)	53.00	48.98	

Community Wellbeing & Housing

Appendix E

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0			
Other Expenditure	0	703	703			
Income	0	0	0			
SPAN	0	703	703	-	-	
Employees	512,000	663,682	151,682	11.83	10.83	New staff tuped from Woking, Received additional funding from NWS Alliance Prevention for these costs Overspend due to Social Prescribing transferred from Woking as part of TUPE Received additional grant funding NWS Alliance Prevention which will cover the Day Centre to be open over the weekends and funding from Woking to cover the transfer of staff.
Other Expenditure	20,000	57,274	37,274			
Income	(95,200)	(324,604)	(229,404)			
Community Care Administration	436,800	396,352	(40,448)	11.83	10.83	
Employees	755,400	703,845	(51,555)	19.97	18.97	Due to vacant position. Food cost have increased with the cost of living The Sale of Food has increased
Other Expenditure	284,400	378,323	93,923			
Income	(435,000)	(471,520)	(36,520)			
Community Centres	604,800	610,648	5,848	19.97	18.97	
Employees	171,200	169,696	(1,504)	5.28	4.50	Appetito contract cost increased
Other Expenditure	106,700	150,439	43,739			
Income	(192,400)	(213,010)	(20,610)			
Meals on Wheels	85,500	107,124	21,624	5.28	4.50	
Employees	554,900	537,474	(17,426)	10.80	10.38	Higher transport costs (£12k) and remainder for Clinical supervision. Income is lower against the budget mainly due to lower reimbursement from Surrey County Council.
Other Expenditure	6,500	25,339	18,839			
Income	(561,400)	(522,035)	39,365			
Spelthorne Family Support	0	40,777	40,777	10.80	10.38	Overspends funded through revenue reserves.

Community Wellbeing & Housing

Appendix E

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0	-	-	Overspend to be funded from General Grants underspend. KM to clarify whether the proposed Leader's initiative is being taken forward or whether this will be carried forward under the Grants budget. Grant budget for 2024/25 has been fully utilised so there is currently minimal funds to carry forward to support projects in year.
Other Expenditure	39,000	59,849	20,849			
Income	0	0	0			
Community Development	39,000	59,849	20,849	-	-	
Employees	0	0	0			Underspend to fund overspend in Community Development above.
Other Expenditure	279,800	222,719	(57,081)			
Income	0	0	0			
General Grants	279,800	222,719	(57,081)	-	-	
Employees	1,470,000	1,504,757	34,757	30.28	27.50	Additional salary costs incurred covering some temp staff cost to assist with reregistration onto the Housing Register. Also maternity cover and one post transfer from Independent Living, not budgeted in 23/24, but grant funded.
Other Expenditure	51,000	67,708	16,708			
Income	(2,000)	0	2,000			
Housing Needs	1,519,000	1,572,465	53,465	30.28	27.50	
Employees	117,600	163,183	45,583	3.47	3.47	Housing officer on secondment for specialised intensive case work. This wasn't in the budget, is covered by RSI grant funding B&B budget is overspent by a net £766k due to the demand, offset by underspends of (£84k) in Rent Assured, (£43k) legal and court costs, Whitehosue and Harper House contributions (£71k) Rough Sleeper Rents (£57k) The under recovery is offset by the underspend in other costs.
Other Expenditure	3,750,100	4,190,984	440,884			
Income	(3,319,600)	(3,234,722)	84,878			
Homelessness	548,100	1,119,445	571,345	3.47	3.47	The overspend would be higher, but due to underspend on externally funded service such as step down this figure is showing lower overspend

Community Wellbeing & Housing

Appendix E

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	392,000	247,722	(144,278)	9.80	5.30	There is less posts in the Family Support team than originally budgeted for due to lesser demand At the time of budget planning, it was not known that the Bridging Hotel that used to house Afghan refugees will close. That decision was announced part way through the budget year by the government. The budget was originally designed to support Afghan refugees from the bridging hotel into privately rented accommodation. This plan was later replaced with the delivery of temporary accommodation after the hotel closure and focus on the delivery of Local Authority Housing Fund instead Grant funding for Afghan & Ukraine relocation scheme claims, transferred to reserves for future use
Other Expenditure	785,900	1,352,947	567,047			
Income	(1,177,900)	(3,161,384)	(1,983,484)			
Refugee Schemes	0	(1,560,715)	(1,560,715)	9.80	5.30	
Employees	674,500	559,567	(114,933)	17.49	14.93	Superannuation – We have staff vacancies within the department hence we did not have to pay as much superannuation for staff this year. £10k postyage and £7k software overspends Additional new burdens grants received from DWP. These grants are ringfenced to Housing Benefits but no control if and when they are issued
Other Expenditure	34,500	55,774	21,274			
Income	(300,000)	(373,896)	(73,896)			
Housing Benefits Admin	409,000	241,445	(167,555)	17.49	14.93	
Employees	0	0	0			With rent allowances this again is an estimate which is affected by the amount of housing benefit claims we receive in the year and adjustments made to claims which is impossible to estimate accurately. The differences are generally lower in this section due to the migration of claims to universal credit.
Other Expenditure	21,872,000	20,534,647	(1,337,353)			
Income	(21,821,000)	(20,269,206)	1,551,794			
Housing Benefits Payments	51,000	265,442	214,442	-	-	
Employees	331,600	302,960	(28,640)	6.00	6.00	Variance linked to department vacancies through the year.
Other Expenditure	25,700	12,674	(13,026)			
Income	0	0	0			
Leisure Administration	357,300	315,633	(41,667)	6.00	6.00	

Community Wellbeing & Housing

Appendix E

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0			Profit share exceeding budgeted expectations for 2023/24 as previously reported this has been attributed to inflation and increased sales as we recover from the pandemic.
Other Expenditure	356,100	372,964	16,864			
Income	(315,200)	(337,859)	(22,659)			
Spelthorne Leisure Centre	40,900	35,105	(5,795)	-	-	
Employees	12,600	10,332	(2,268)			Casual Employee
Other Expenditure	5,200	4,138	(1,062)			
Income	(3,800)	(6,303)	(2,503)			
Resource Centre	14,000	8,167	(5,833)	-	-	
Employees	1,600	6,595	4,995			Casual Employee
Other Expenditure	23,800	25,024	1,224			
Income	(7,400)	(15,561)	(8,161)			
Sports and Active Lifestyle	18,000	16,058	(1,942)	-	-	
Employees	0	0	0			
Other Expenditure	0	0	0			
Income	(47,600)	(51,509)	(3,909)			
Sunbury Golf Club	(47,600)	(51,509)	(3,909)	-	-	
Employees	0	0	0			
Other Expenditure	2,900	891	(2,009)			
Income	(8,000)	(8,000)	0			
Museum	(5,100)	(7,109)	(2,009)	-	-	

Community Wellbeing & Housing

Appendix E

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0			The playscheme vouchers budget (covered under Youth Projects) has not been fully utilised since the government introduced Holiday Activity and Food Programme (HAF) funding, but as there is no guarantee that this will be continued, we would ask that this budget is not reduced in case HAF funding is withdrawn.
Other Expenditure	27,100	9,029	(18,071)			
Income	0	0	0			
Youth	27,100	9,029	(18,071)	-	-	
Employees	1,500	236	(1,264)			Casual Employee
Other Expenditure	32,000	24,273	(7,727)			
Income	(3,000)	277	3,277			
Arts Development	30,500	24,786	(5,714)	-	-	
Employees	0	0	0			
Other Expenditure	8,100	6,616	(1,484)			
Income	(3,900)	(3,592)	308			
Public Health	4,200	3,024	(1,176)	-	-	
Total Employees	4,994,900	4,870,048	(124,852)	114.92	101.88	
Total Other Expenditure	27,710,800	27,552,313	(158,487)			
Total Income	(28,293,400)	(28,992,844)	(699,444)			
Net Total	4,412,300	3,429,518	(982,782)	114.92	101.88	

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Neighbourhood Services

Appendix F

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	516,800	335,915	(180,885)	13.00	8.00	Savings achieved due to vacant posts which are not filled mainly due to On-Street Parking Management service has moved with Surrey County Council Expected shortfall of Income by £265k mainly due to On Street Parking Management service has moved with Surrey County Council, partially off set by higher income relating to Off-Street Parking
Other Expenditure	919,000	902,005	(16,995)			
Income	(1,490,300)	(1,393,696)	96,604			
Car Parks	(54,500)	(155,776)	(101,276)	13.00	8.00	
Employees	76,000	83,382	7,382	1.67	2.00	
Other Expenditure	181,400	177,414	(3,986)			
Income	0	0	0			
Community Safety	257,400	260,797	3,397	1.67	2.00	
Employees	0	0	0			Utility costs were higher by £42k and remainder relates to higher Business rates
Other Expenditure	119,000	174,841	55,841			
Income	0	0	0			
Depot	119,000	174,841	55,841	0.00	0.00	
Employees	1,227,900	1,201,759	(26,141)	23.61	21.97	Savings achieved due to vacant post during the year, partially covered by agency staff and additional overtime payments
Other Expenditure	156,000	138,682	(17,318)			
Income	(3,200)	(18,752)	(15,552)			
Neighbourhood Serv Mgt Support	1,380,700	1,321,689	(59,011)	23.61	21.97	

Neighbourhood Services

Appendix F

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	381,200	379,684	(1,516)	7.08	5.91	Apprentice Building Control Surveyor promoted to full-time post 3/7/23 went from SCP15 to SCP 34; offset by unpaid leave of BC Surveyor WEF Feb 24 Governed by market forces; general downturn, private sector & rise in mortgage rates is affecting building work
Other Expenditure	16,000	14,685	(1,315)			
Income	(436,600)	(310,173)	126,427			
Building Control	(39,400)	84,196	123,596	7.08	5.91	
Employees	0	0	0			
Other Expenditure	2,500	728	(1,772)			
Income	(1,600)	(1,305)	295			
Food Safety	900	(577)	(1,477)	0.00	0.00	
Employees	0	0	0			
Other Expenditure	24,900	22,235	(2,665)			
Income	0	0	0			
Bus Station	24,900	22,235	(2,665)	0.00	0.00	
Employees	0	0	0			
Other Expenditure	62,800	48,894	(13,906)			
Income	(390,300)	(510,410)	(120,110)			Income is higher due to more burials
Cemeteries	(327,500)	(461,516)	(134,016)	0.00	0.00	

Neighbourhood Services

Appendix F

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	1,189,800	1,215,606	25,806	20.72	20.96	Ongoing reduction in permanent officer hours due to personal circumstances, plus time off for adoption leave. Backlogging of work has been reduced by employing a contract EHO to use part of these hours. Periodically required to purchase H&S equipment; credit budget set originally; bill received for approx. £6K for WID £11,710 relates to Air Quality New Burdens Grant PIA 24-25; TWF has requested grant to be vired to Pollution Control in 24-25 10201-4431
Other Expenditure	48,200	54,399	6,199			
Income	0	(15,935)	(15,935)			
Environmental Health Admin	1,238,000	1,254,069	16,069	20.72	20.96	
Employees	0	0	0			
Other Expenditure	100,700	80,596	(20,104)			
Income	(4,300)	(3,223)	1,077			
Environmental Protection Act	96,400	77,373	(19,027)	0.00	0.00	
Employees	227,300	202,383	(24,917)	4.61	2.72	Business Support Officer's hours increased from .69 to .91 on a temporary basis; currently 2x Licencing Enforcement Officer positions vacant, not being replaced until 15/04/24 Pavement Licencing & Street Trading Licencing taken over from SCC
Other Expenditure	8,900	9,436	536			
Income	(127,400)	(148,333)	(20,933)			
Licensing	108,800	63,486	(45,314)	4.61	2.72	
Employees	0	0	0			Reduction in income since Covid; Number of taxi drivers has reduced due to cost of living crisis
Other Expenditure	3,300	2,603	(697)			
Income	(65,000)	(49,037)	15,963			
Taxi Licencing	(61,700)	(46,435)	15,265	0.00	0.00	

Neighbourhood Services

Appendix F

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	668,800	623,056	(45,744)	19.00	15.00	Savings achieved due to vacant posts partially covered by overtime payments and agency staff Savings achieved mainly against vehicle fuel for £33k and remainder against vehicle maintenance.
Other Expenditure	161,300	116,596	(44,704)			
Income	(47,700)	(55,161)	(7,461)			
Street Cleaning	782,400	684,492	(97,908)	19.00	15.00	
Employees	0	0	0			
Other Expenditure	1,500	1,851	351			
Income	0	0	0			
Public Conveniences	1,500	1,851	351	0.00	0.00	
Employees	0	0	0			The budget exceeded due to increase in abandoned dogs; rise in kennelling fees due to shortage of space available
Other Expenditure	16,100	21,996	5,896			
Income	(5,300)	(1,416)	3,884			
Rodent & Pest Control	10,800	20,580	9,780	0.00	0.00	
Note: SAT = Spelride						Savings achieved due to a vacant post, partially covered by temp. staff
Employees	188,400	168,274	(20,126)	6.00	5.00	
Other Expenditure	49,600	54,911	5,311			
Income	(72,400)	(73,837)	(1,437)			
SAT	165,600	149,347	(16,253)	6.00	5.00	
Employees	0	0	0			
Other Expenditure	3,600	3,600	0			
Income	0	0	0			
Abandoned Vehicles	3,600	3,600	0	0.00	0.00	

Neighbourhood Services

Appendix F

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0			
Other Expenditure	24,600	19,238	(5,362)			
Income	(41,200)	(42,244)	(1,044)			
Allotments	(16,600)	(23,007)	(6,407)	0.00	0.00	
Employees	0	0	0			
Other Expenditure	21,600	40,620	19,020			£15k funded from'HLS' - revenue grants reserves
Income	0	(4,937)	(4,937)			To fund the overspends against above
Environmental Enhancements	21,600	35,683	14,083	0.00	0.00	
Employees	1,223,000	1,205,024	(17,976)	33.22	28.00	
Other Expenditure	661,700	587,219	(74,481)			Savings achieved against external contract (£30k), Operational equipment maintenance (£25k) and remainder against operational equipment leasing costs
Income	(249,300)	(91,055)	158,245			No income achieved against budget of £185k for Highways maintenance reimbursement mainly due to end of agency agreement of Highways maintenance contract with both Runnymede BC & Surrey County Council, partially off-set by higher income achieved against flowers displays. Staffing budget was already reduced to reflect that but this was missed out as picked up by the Group Head after the budget process.
Grounds Maintenance	1,635,400	1,701,188	65,788	33.22	28.00	
Employees	0	0	0	0.00	0.00	
Other Expenditure	109,800	168,199	58,399			Utility costs are higher by £42k and remainder relates to expenditure funded through insurance claim income (Please see below)
Income	(75,000)	(104,695)	(29,695)			Insurance reimbursement of £16k and remainder relates to higher overall rental income during the year
Parks Strategy	34,800	63,504	28,704	0.00	0.00	

Neighbourhood Services

Appendix F

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0	0.00	0.00	
Other Expenditure	10,000	12,307	2,307			
Income	(27,400)	(29,891)	(2,491)			
Public Halls	(17,400)	(17,584)	(184)	0.00	0.00	
Employees	1,569,700	1,526,273	(43,427)	50.00	38.00	Savings achieved due to a vacant post, partially covered by agency staff and efficient use of resources to run the service £28k overspend funded through Revenue Grants 'HLS' Reserves and remainder relates to external contracts
Other Expenditure	410,900	462,985	52,085			
Income	(1,049,000)	(1,062,113)	(13,113)			
Refuse Collection	931,600	927,146	(4,454)	50.00	38.00	
Employees	0	0	0			Income is lower mainly due to change in recycling income mechanism
Other Expenditure	0	1,262	1,262			
Income	(347,000)	(237,874)	109,126			
Waste Recycling	(347,000)	(236,612)	110,388	0.00	0.00	
Employees	0	0	0			
Other Expenditure	0	0	0			
Income	0	0	0			
Spelthorne in Bloom	0	0	0			
Total Employees	7,268,900	6,941,357	(327,543)	178.91	147.56	
Total Other Expenditure	3,113,400	3,117,300	3,900			
Total Income	(4,433,000)	(4,154,086)	278,914			
Net Total	5,949,300	5,904,570	(44,730)	178.91	147.56	

Economic Development

Appendix G

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	232,400	196,125	(36,275)	4.00	3.00	Vacancy filled part way through year at a lower SCP. Funding reduction in NNDR retention as not all funding to be used for x2 posts. Car User allowances & mileage down; Stimulate Ec Activity budget not fully used
Other Expenditure	90,700	88,185	(2,515)			
Income	0	(1,100)	(1,100)			
Economic Development	323,100	283,209	(39,891)	4.00	3.00	
Employees	0	64,139	64,139	0.00	3.00	The over spend of £78k is being funded from the Shared Prosperity Fund and Business Rate Retention Reserve.
Other Expenditure	0	77,902	77,902			
Income	0	(63,995)	(63,995)			
Youth Hub	0	78,046	78,046	0.00	3.00	
Employees	0	0	0			Service charge budget has not been charged on by Assets, resulting in an underspend; not clear when this is going to be charged on. Offset as per the above. Reduction in income as a profit share relationship.
Other Expenditure	106,000	91,390	(14,610)			
Income	(106,000)	(84,140)	21,860			
Incubator	0	7,250	7,250	0.00	0.00	
Employees	0	0	0			Funding coming from Shared Prosperity Fund 22/23 for overspend.
Other Expenditure	0	114,987	114,987			
Income	0	(79,971)	(79,971)			
Shared Prosperity Fund	0	35,016	35,016	0	0	

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Economic Development

Appendix G

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0			Income is low due to reduction in Traders wanting to take up pitches and also the continued poor weather on market days along with Anti Social Behaviour issues against traders.
Other Expenditure	131,300	140,702	9,402			
Income	(200,000)	(176,471)	23,529			
Staines Market	(68,700)	(35,768)	32,932	0	0	
Employees	0	0	0			Final adjustment in respect of
Other Expenditure	0	0	0			
Income	(342,300)	(218,428)	123,872			
Staines Town Centre Management	(342,300)	(218,428)	123,872	0	0	
Total Employees	232,400	260,264	27,864	4.00	6.00	
Total Other Expenditure	328,000	513,167	185,167			
Total Income	(648,300)	(624,104)	24,196			
Net Total	(87,900)	149,326	237,226	4.00	6.00	

Environment & Sustainability

Appendix H

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0			Provision of Resilience Services contract costs are lower.
Other Expenditure	95,500	58,978	(36,522)			
Income	0	0	0			
Emergency Planning	95,500	58,978	(36,522)	0.00	0.00	
Employees	0	0	0			
Other Expenditure	9,700	6,583	(3,118)			
Income	0	(3,788)	(3,788)			
Energy Initiatives	9,700	2,795	(6,906)	0.00	0.00	
Employees	0	0	0	0.00	0.00	A2D management charge on Long Lane Rec flat has been cancelled thus the full year budget will not be spent. However, the saving has covered unbudgeted expenditure for Council Tax bill as being an empty property. Housing no longer retains the use of the Long Lane Rec flat after SBC councillors agreed to make it available to the Stanwell Events Foodbank. The new lease is now for £500 per annum which is much lower than the previous lease when it was used for temporary accommodation. Furthermore, Staines Park Pavilion flat is currently vacant as having some works carried out.
Other Expenditure	6,600	6,112	(488)			
Income	(25,900)	(10,789)	15,111			
Parks Properties Project	(19,300)	(4,677)	14,623	0.00	0.00	
Employees	1,193,400	1,137,278	(56,122)	21.41	20.80	Unfilled Vacancy. Legal Fees overbudget; primarily due to Debenham & the Bugle public enquiries plus increased numbers of Planning and Enforcement Appeals; also legal opinions sought by Council; Local Plan impacts also, as developers looking at green belt development £100K Government grant received (unbudgeted); outside of this fees have gone down due to Govt policy of stalling housing developments
Other Expenditure	189,100	248,965	59,865			
Income	(603,000)	(662,760)	(59,760)			
Planning Development Control	779,500	723,483	(56,017)	21.41	20.80	

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Environment & Sustainability

Appendix H

Results to 31-Mar-24	Budget Revised	Actual Outturn	Variance of Actual from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	469,700	465,008	(4,692)	8.13	7.26	Vacant post filled by agency staff. Consultants doing work for hearings & potential further Local Plan costs, dictated by external factors; affected by political decisions:- Council requested additional consultants; also specific computer software costs £26k of this income relates to 23-24 BNG Grant
Other Expenditure	151,500	267,750	116,250			
Income	(85,600)	(119,110)	(33,510)			
Planning Policy	535,600	613,649	78,049	8.13	7.26	
Employees	0	0	0			
Other Expenditure	8,700	10,051	1,351			
Income	0	0	0			
Water Courses & Land Drainage	8,700	10,051	1,351	0.00	0.00	
Employees	0	0	0			
Other Expenditure	0	0	0			
Income	0	0	0			
Staines Upon Thames Programme	0	0	0	0.00	0.00	
Total Employees	1,663,100	1,602,286	(60,814)	29.54	28.06	
Total Other Expenditure	461,100	598,438	137,338			
Total Income	(714,500)	(796,446)	(81,946)			
Net Total	1,409,700	1,404,277	(5,423)	29.54	28.06	

Corporate Policy & Resources Committee



3 June 2024

Title	<i>2023-24 Capital Outturn Report</i>
Purpose of the report	To note
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Addressing Housing Need Resilience Environment Service Delivery
Recommendations	<p>Committee is asked to note:</p> <ol style="list-style-type: none"> The £1,608k projected underspend against its Estimated Capital Programme for 2023-24, as at 31 March 2024. See Appendix A and B below. Recommend to Council that the Capital Projects totalling £2,990k are removed from the 2024-25 Estimate Capital Programme. See appendix C below.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Committee is asked to note the 2023-24 Capital Outturn and the projected (£1,608k) underspend, against budget, as set out in Appendix A The details (under)/overspends are shown by capital project in Appendix B below and summarised in section 1.8 below. A number of Council approved capital projects have not been started and the Committee is asked to confirm the removal of £2,990k, 	<ul style="list-style-type: none"> At the end of the financial year, the Committee will note the Capital Monitoring Report, based on the Council approved 2023-24 Estimated Capital Programme.

<p>noting that Council will have to formally approve the removal of these project.</p> <ul style="list-style-type: none"> By removing these projects, the Councils Corporate Finance Requirement will be reduced and so will the requirement to borrow, see section 1.9 below 	
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Review the report and appendices attached. Question Budget Managers, Chief Accountant and Chair about any issues you may have. 	<ul style="list-style-type: none"> To note the report Recommend to Council the removal of schemes totalling £2.99m as per Appendix C

- 1.1 On 16 October 2023, Council approved the suspension of the Council's Direct Delivery of Affordable Housing Projects, which reduced the 2023-24 to 2026-27 Estimated Capital Programme by a net £283.4m.
- 1.2 This report seeks to update Councillors on the performance of the Council's approved capital projects against the approved Capital Programme budget, as at 31 March 2024. And the projected underspend of (£1,608k).
- 1.3 The Capital Monitoring report covers the cumulative actual expenditure to date, taking into account a number of projects take more than one financial year to complete, against the cumulative Council approved Capital Programme budget and compares this against the latest forecast outturn from Officers.
- 1.4 Although the projects may have a budget allocation in the Capital Programme, any increases in budget will require prior approval by Corporate Policy & Resources Committee before drawing down on the budget.
- 1.5 A number of the construction projects have taken longer than the twelve months post completion to finalise the invoicing for each development, due to protracted negotiations with the main contractor.
- 1.6 **Appendix A** below provides an aggregate summary breakdown of the projects by Committee, showing the following:
- (a) £42,052k - Actual expenditure in the year
 - (b) £86,065k - Cumulative expenditure to date
 - (c) £96,989k - Approved Budget
 - (d) £95,380k - Projected Outturn
 - (e) (£1,608k) - Variance between Approved Budget and Projected Outturn
- 1.7 **Appendix B** below, provides the information in 1.3 above, by individual project, by Committee.

- 1.8 The significant variances that make up the net (£1,608k) underspend are as follows:
- (a) (£54k) Waste Vehicles underspend, as a result of an insurance payment of £45k received.
 - (b) £103k overspend on the Laleham Park Upgrade following demolition based on the current plan, which requires committee approval before being finalised.
 - (c) (£2,011k) underspend on Benwell 1 Construction phase which is the result the final contract negotiations.
 - (d) £422k overspend on Benwell 1 acquisition costs as advised to Council in year of acquisition, several years ago.
 - (e) £300k overspend on White House homelessness facility because of additional works required to adapt the property for disability access.
 - (f) (£170k) deferment of the ICT network infrastructure project
 - (g) £102k overspend on West Wing because of additional work required to comply with building control requests, additional work for disability adaptation and installation of an arc-control system.
 - (h) (£261k) underspend on Harper House because of robust negotiations on the final account.
 - (i) (£22k) underspend on SharePoint redesign and relaunch because of efficiency savings.
- 1.9 Please note that the following projects with a cumulative budget of £17,502k have been completed in 2023-24 and will be removed from the 2024-25 to 2027-28 Capital Programme:
- (a) West Wing
 - (b) White House
 - (c) Harper House
 - (d) Food Waste Vehicles
 - (e) Waste Cleaning Vehicles
 - (f) Spelride Bus
 - (g) Laleham Nursery Portacabins
- 1.10 **Appendix C** below provides a list of £2,990k capital projects that will be removed from the Estimate 2024-25 to 2027-28 Capital Programme, once the Committee has made their recommendation.
- 1.11 The adjustments in 1.6 and 1.7 above, will reduce the 2024-25 to 2027-28 Estimate Capital Programme by £20,4926k. Once the Benwell 1 final contract has been agreed, a further £20,684k will be removed from the Capital Programme. This will reduce the Council's Capital Financing Requirement (CFR) and need to borrow moving forward.
- 2. Key issues**
- 2.1 Capitalised Revenue Cost – Development Properties**

- 2.2 Council will need to make some important strategic decisions over the coming months on the future direction of the Council's direct development affordable housing projects.
- 2.3 Should there be any further delays to getting the Council's development projects into the planning process or granting planning permission or failure to sign contracts with counterparties, Officers, in consultation with our External Auditors, will have to assess whether it is still appropriate under the Chartered Institute of Public Finance & Accountancy (CIPFA) Prudential Code, to continue to capitalise, salaries, interest and fees against these capital projects. If some of those costs were to be treated as abortive, they would need to be charged to Revenue Budget, which based on the latest Medium Term Financial Plan, would create a significant issue for the Council and would potentially require some use of reserves.
- 2.4 The Capitalised Revenue costs movement for housing/regeneration sites by project, excluding the initial purchase price and minimum revenue payment (MRP) from 31 March 2023 to 2024 is shown in the table below:

Scheme	Total	Adjusted
Thameside House	4,725,872	4,725,872
Oast House	25,511,176	5,329,135
Ashford MSCP	407,602	407,602
Victory Place	3,986,933	3,986,933
White House Resi	754,421	654,421
91-93 High Street	117,372	117,372
Tothill MSCP	352,182	352,182
Benwell II	410,797	310,797

- 2.5 The difference between the two years is £2,899k and a significant sum, £1,750k the majority of which was approved Development Subcommittee expenditure spent on design and consultant's fees for Victory Place Thameside House, and Oast House (the latter two were withdrawn before being considered by the Planning Committee).
- 2.6 Council funds these development projects via short term borrowings, typically from other local authorities. The interest is capitalised against each project, in accordance with the CIPFA Prudential Code.
- 2.7 When each project is completed, in most cases Officers obtain long term fixed rate interest loans from the Public Works Loan Board (PWLB) to significantly reduce the Council's exposure to risk of future interest rate rises.
- 2.8 At present the PWLB long term interest rates are more than 5.0% and on a par with the inter Local Authority Rates the Council incurs to fund these projects on an annual basis.
- 2.9 If all the development properties were deemed not to be progressing under the terms of the Prudential Code, £15.9m will be charged to the revenue

budget, creating a substantial deficit, which Council will have to resolve, by a number of options, which are not mutually exclusive and would need to be assessed on a project by project basis:

- (a) Reducing discretionary services
- (b) Increasing Council Tax – should an increase beyond £5 or 3% be required, then it will be necessary to hold a referendum.
- (c) Remove the height restrictions from the Council's development properties to maximise rental rents and reinstate £70m over 50 years, i.e., £1.25m positive cashflow to the Council.
- (d) Form one or more Joint Ventures to get the properties built.
- (e) Selling our housing/regeneration development sites at this current time, is may make the matter worse, because the current market value is below the cost price and therefore it will crystalise losses into the Council's Revenue Budget, which will need to be covered by further drastic action, as mentioned above. Whilst on some sites there are opportunities now which are currently being explored for other it would be more preferable to wait until some stability returns to the property market and property valuation are more than the aggregate capital cost on our development projects.
- (f) Limited use of useable reserves to offset impact on Revenue Budget

2.10 Officers will be modelling these scenarios for Council as part of the Medium-Term Financial Plan (MTFP)/Outline Budget and highlighting the impact on the Revenue Budget and the residents of the Borough, in the light of the continued delays imposed by Council generally and obtaining planning permission specifically, so that councillors are fully aware of the challenges, risks and financial implications of their decision making.

2.11 **Financial implications**

2.12 Other than the items mentioned above.

2.13 For many of the smaller capital projects, especially those which will not generate revenue income streams or revenue savings, officers will fund the project from the annual Revenue Contribution to Capital, existing capital grants, capital receipts or short-term lease/HP agreements, rather than long term loans.

2.14 Once a project is completed, any underspend on the approved Capital Programme enables the Council to invest the monies to gain additional treasury management investment income or to fund additional schemes.

3. **Risk considerations.**

3.1 The significant risks for our capital programme continue to be the delay in commencing our development projects.

3.2 These delays are seeing construction costs rise rapidly, as the construction industry experiences significant inflationary increases in building material and labour costs, which in turn is creating shortage of both in the marketplace, adding to lead times and driving financing costs upwards.

3.3 The recent upward trend in interest base rates is impacting on our development properties, as the Council funds these projects from short term

borrowing, before fixing the loan interest via the Public Works Board on completion of each project.

- 3.4 The development restrictions place on Thameside House in its current format, make it financially unviable, and council will either have to change the design or link the project with another one, such as, the Tothill Development to mitigate the risks to the Council.

4. Procurement considerations

- 4.1 In accordance with the Council's Contract Standing Orders, the Corporate Procurement team provides support in tendering for projects with a value of £40k or over. This includes major capital (and revenue) projects, such as development scheme projects.

- 4.2 Corporate Procurement plays a vital role in ensuring that tenders are conducted compliantly and under a process designed to achieve optimal whole life value for money.

5. Legal considerations

- 5.1 None.

6. Other considerations

- 6.1 None

7. Equality and Diversity

- 7.1 This Council is committed to delivering equality, improving diversity and being inclusive in all our work as a service provider and an employer.

- 7.2 We incorporate equality into our core objectives, making every effort to eliminate discrimination, create equal opportunities and develop good working relationships between different people.

8. Sustainability/Climate Change Implications

- 8.1 Spelthorne Borough Council has declared a climate emergency and each capital project will be looking to reduce its carbon footprint within the financial constraints imposed on it.

9. Timetable for implementation

- 9.1 Once this report is approved by the Committee the 2024-25 to 2027-28 Estimated Capital Programme will be updated and sent to the Committee for noting.

10. Contact

- 10.1 Paul Taylor p.taylor@spelthorne.gov.uk

Background papers: Suspension of the Direct Affordable Housing Projects Report discussed at the Council meeting on 16 October 2023.

Appendices

Appendix A – Summary Capital Monitoring Report by Committee as at 31 March 2024.

Appendix B – Detailed Capital Monitoring Report by Committee as at 31 March 2024.

Appendix C – Capital projects being removed from the 2024-25 Estimated Capital Programme

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CAPITAL MONITORING REPORT AT 31 MARCH 2024

Committee	Actual spend in the year	Cumulative Spend to date	REVISED BUDGET	MANAGER'S PROJECTED OUTTURN	PROJECTED VARIANCE
Community Wellbeing & Housing- DFG Annual Programme	-0	-0	0	0	0
Community Wellbeing & Housing	6,383,790	6,856,280	49,900	49,900	0
Administration	163,707	386,897	806,500	614,300	-192,200
Corporate Policy & Resources	33,838,554	76,511,285	90,175,126	88,727,026	-1,448,100
Environment & Sustainability	1,665,581	2,310,426	5,957,500	5,989,595	32,095
	£42,051,632	£86,064,887	£96,989,026	£95,380,821	-£1,608,205

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Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget	Managers Projected Outturn at 31 March	Cumulative Budget vs Projected Outturn Variance	Comments
Housing Investment Programme								
Community Wellbeing & Housing- DFG Annual Programm								
Karen Sinclair	40203	Disabled Facilities Mandatory	1,154,292	1,154,292	943,200	1,025,548	82,348	
Karen Sinclair	40204	Disabled Facilities Discretion	68,375	68,375	0	59,600	59,600	
		Grants received from Central Government	(1,222,667)	(1,222,667)	(943,200)	(1,085,148)	(141,948)	Additional £82,307 grant funding received for 23/24
		Net Cost of Disabled Facilities Grants	(0)	(0)	£0	£0	£0	Annual Programme
Total For HIP			(0)	(0)	£0	£0	£0	
Other Capital Programme								
Community Wellbeing & Housing								
Karen Sinclair	42014	LOCATA	27,938	55,875	49,900	49,900	0	It's been completed. We are just dealing with the snagging issues.
		Committee Total	6,383,790	6,856,280	£49,900	£49,900	£0	We paid half the cost and will pay the second amount once the snagging has been completed satisfactorily

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget	Managers Projected Outturn at 31 March	Cumulative Budget vs Projected Outturn Variance	Comments
Environment & Sustainability								
Sandy Muirhead	41617	River Thames Scheme	-	-	1,300,000	1,300,000	0	The capital for the River Thames scheme is within the capital strategy and providing the Development Consent Order is approved construction can then begin late 25/26 so spend likely either late 25/26 or early 26/27.
Jackie Taylor	41302	Car Park Mgmt. System Update	-	-	250,000	250,000	0	
Jackie Taylor	41308	Car Park Mgmt. & Issue System	-	-	50,000	50,000	0	Procurement for new car park management system is underway and tender is due to go out in June 2024
Jackie Taylor	41501	New Food Waste Vehicles	400,052	400,052	400,000	400,052	52	Vehicles have been delivered/ payment made.
Jackie Taylor	41503	Install Hardware to Food Vehicles	25,723	25,723	80,000	25,723	-54,277	This forms part of the above costs.
		External Funding			(45,000)	(45,000)	0	This income is an insurance payback and offsets the item above
Jackie Taylor	41507	Waste & Cleansing Vehicles	859,874	1,526,542	3,220,000	3,220,000	0	The capital costs for the vehicles should already be set against the budget
Jackie Taylor	41606	County Transit Site	-	-	127,000	127,000	0	The County Transit Site funding is one that was agreed at the CX meetings, we promised to commit this money to the County to create a transit site but its going nowhere as each time a location is suggested residents object and so the County have to start all over...Every LA in Surrey committed the same amount of money except for the LA who would house the transit site. No further update 13/02/24
Jackie Taylor	41608	River Ash Broadwalk	55,093	55,093	150,000	150,000	0	Contract has been awarded and the work is progressing
		Bronzefield reserve Funding			(150,000)	(150,000)	0	
Jackie Taylor	41609	Replacement Spelride Bus	81,820	81,820	100,000	81,820	-18,180	New electric minibus has been delivered and is in service
Jackie Taylor	41615	Laleham Nursery Portacabins	117,024	117,024	116,000	117,000	1,000	Building work is complete and staff are now working from the new accommodation. The old portacabins have been demolished and removed from site
Jackie Taylor	41616	Replacement CCTV Cameras	-	-	35,000	35,000	0	Quotes have been received and will be evaluated to ensure best value when purchasing new CCTV cameras...
Jackie Taylor	41618	SheppertonPre-School Improvment	92,780	92,780		92,800		This project has been completed
		External Funding from SCC - Empty Property Reallocated funding grant		(92,780)		(92,800)		As above
Jackie Taylor	41620	Wheelie Bins - annual programme	33,215	33,215	50,000	50,000	0	Wheelie bins purchased as and when supply demands through the year
		Total	£1,665,581	£2,239,469	£5,683,000	£5,611,595	-£71,405	
Tracey Willmott-French	41314	Air Quality	-	-	24,500	24,500	0	The scenario modelling is now completed, along with the further modelling wanted by Councillors at Moor Lane (near the M25) and residential roads alongside the A30 Georgian Close. Pollution Control were due to write the specification brief ready to go out to tender in November, but this had to be delayed due to other high priority work with shorter timeframes. Such work included an investigation into a waste oil contamination issue, progressing a liquid waste spill clean-up, responding to the Local Plan, and reviewing environmental reports submitted in pursuance of a large-scale planning application. Pollution Control are hoping to write the tender brief by end of January 2023. The project is expected to be completed in 2023-24. After a report to E&S Committee and following their permission further NOX pollution reduction scenario modelling work has been commissioned, which marks progression of this project in 2022-23.
		Total	£0	-	£24,500	£24,500	£0	
Coralie Holman	41026	Laleham Park Upgrade	-	70,957	£250,000	£353,500	£103,500	Demolition works completed in 21/22. As per Dev Sub meeting, officers will be submitting new plans for approval. Forecast based on current spec and subject to final committee approval.
		Total	£0	70,957	£250,000	£353,500	£103,500	
		Committee Total	£1,665,581	£2,310,426	£5,957,500	£5,989,595	£32,095	

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget	Managers Projected Outturn at 31 March	Cumulative Budget vs Projected Outturn Variance	Comments
Corporate Policy & Resources								
Coralie Holman	41024	Spelthorne Leisure Centre Development	27,139,451	40,267,669	48,370,000	48,370,000	0	Superstructure completes end Sept 23. On budget. Reporting 5 weeks behind programme Resequencing programme to mitigate delays. No cost implications Phase 1 completion due July 2024
Coralie Holman	42042	Benwell Development cost Phase 1	(6,509)	11,188,990	13,800,000	11,789,000	(2,011,000)	Construction Complete - final account under negotiation with main contractor and it is anticipated to be completed in 24/25 FY - with the value expected to be £800k (under discussion).
Coralie Holman		Benwell 1 Land & Building	-	7,306,000	6,883,700	7,306,000	422,300	Underspend - Cab report 2017 - £13.8m for constructions works for P1 & P2 -
Coralie Holman	42055	West Wing	500	5,881,652	5,780,000	5,881,600	101,600	Project complete. Final account paid. Overspend was due to building control issues with roofing of building (11th hour), and additional works to adapt a unit for a disabled family. Arc-fault detection system put in to reduce fire risk. Better care funding should have helped to fund overspend.
Coralie Holman	42056	Whitehouse Hostel - Phase A	248,262	4,699,518	4,400,000	4,700,000	300,000	Project complete - final account closed. Variations requested by housing team and DIG process which has led to an accumulated overspend. This should be offset by HE grant.
Coralie Holman	42062	Harper House Redevelopment	(23,545)	3,185,172	3,451,000	3,190,000	(261,000)	Project complete - final account paid. Underspend achieved due to hard officer negotiations on final account due to contractor not being able to achieve deadline in completion.
Coralie Holman	42067	Decathlon Unit, Elmsleigh	-	-	150,000	150,000	0	Full capital budget not required as current plan is for SCC to take on lease and redevelop in return for rent free lease for Staines Library. £150k required to install new passenger lift.
Coralie Holman	42070	Cedar Rec Toilet Block	-	-	250,000	250,000	0	This project is on hold and to commence subject to the Community Lettings Policy being reviewed by Councillors. A task group is to be set up to discuss the CLP. An updated forecast will be prepared once the CLP has been agreed.
Coralie Holman	42071	Greeno Rec	-	-	1,200,000	1,200,000	0	This project is on hold and to commence subject to the Community Lettings Policy being reviewed by Councillors. A task group is to be set up to discuss the CLP. An updated forecast will be prepared once the CLP has been agreed.
Coralie Holman	42072	Manor Park Pavilion	-	-	750,000	750,000	0	This project is on hold and to commence subject to the Community Lettings Policy being reviewed by Councillors. A task group is to be set up to discuss the CLP. An updated forecast will be prepared once the CLP has been agreed.
Coralie Holman	42073	Revelstoke	-	-	400,000	400,000	0	No change to plan
Coralie Holman	42074	Property acquisition for families	6,383,790	6,856,280	7,194,600	7,194,600	0	Project is currently being used to purchase properties for the Afghan and Ukrainian Refugees
Coralie Holman	42074	Local Authority Housing Fund Grant	-	(3,014,674)	(3,014,674)	(3,014,674)	-	£3m grant received - £2.6m applied in 23/24 with £384k to be used to fund 2 acquisitions in early April 24.
Coralie Holman	42076	Sandhill Meadow Bridge	-	-	200,000	200,000	0	Residential Association undertaking work. SBC to employ a monitoring consultant. Payment is on a staged basis. Timings to be confirmed when Residential Association finalise construction budget. Suspended
Coralie Holman	42077	Ashford Cemetry Lodge -Renovation	-	-	-	-	0	Works commenced on 29th April and will be complete early August. Works mainly deferred due to contractor availability as they were focussing on the LAHF properties' renovations.
Paul Taylor	43609	Centros Upgrade	96,604	140,677	360,500	360,500	0	On Track to spend the budget, although 6 months behind the schedule to deliver.
Committee Total			33,838,554	76,511,285	90,175,126	£88,727,026	-£1,448,100	

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget	Managers Projected Outturn at 31 March	Cumulative Budget vs Projected Outturn Variance	Comments
Administration								
Allstair Corkish	43610	General Hard/Software - annual programme	33,393	83,699	166,500	166,500	0	Due to staff shortages/ sickness some of the projects that make up the budget might not be completed by year end, so a roll over of remaining budget may be required.
Allstair Corkish	43614	Network Infrastructure	-	-	170,000	0	(170,000)	This project is being deferred by two years because market testing has shown that current prices exceed the budget available.
		Total	£33,393	£83,699	£336,500	£166,500	-£170,000	
Sandy Muirhead	43626	Customer Services Contact Cent	-	5,538	40,000	40,000	0	The remaining budget will be spent on further development of webchat and Ai and redevelopment of the IVR. This will involve re-recording the options
Sandy Muirhead	43629	Net call Contact Centre	-	53,515	70,000	70,000	0	This will form part of the digital upgrade to be completed in 23/24
Jenifer Medcraff	43636	Acquisition of GovTech	8,600	8,600	85,000	85,000	0	The tender has been completed and had questions of clarification which were resolved 12 January. Only had one tender so ensuring it is an appropriate offer.
Sandy Muirhead	43637	Website Upgrade	-	-	20,000	20,000	0	Acquisition of Gov Tech will automate all Ctax and Benefit applications resourcing may delay this until second half of 23/24
Sandy Muirhead	43512	SharePoint redesign & Relaunch	56,327	56,327	155,000	132,800	(22,200)	SharePoint launch has been delayed to date as a result of staff recruitment delays. Recruitment completed but due to workload spend is expected in 23-24 as the process is taking longer than expected as services need detailed support. Need to note Woking BC has 5 people working on SharePoint. Will be spending on useful tools to enhance efficiency up to £50k
Sandy Muirhead	43515	Corporate EDMS Project	65,388	179,218	100,000	100,000	0	A substantial amount of the work for this project will also be covered off by the SharePoint budget (Cost centre 43512 above) (£64k on Capita will be spent as part of digital transformation and improving efficiencies within financial year)
		Total	£130,314	£303,197	£470,000	£447,800	-£22,200	
		Committee Total	£163,707	£386,897	£806,500	£614,300	-£192,200	
Total For Other			£42,051,632	£86,064,887	£96,989,026	£95,380,821	-£1,608,205	
Total Expenditure			36,845,995	84,256,244	101,141,900	99,675,643	(1,466,257)	
Total Funding			(1,222,667)	(5,622,998)	(4,152,874)	(4,294,822)	(141,948)	
GRAND TOTAL			£35,623,328	£78,633,246	£96,989,026	£95,380,821	-£1,608,205	

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget
<u>Appendix C - Capital Projects Removed</u>					
Tracey Willmott-Fre	41314	Air Quality	0		£24,500
Coralie Holman	42070	Cedar Rec Toilet Block	0		£250,000
Coralie Holman	42071	Greeno Rec	0		£1,200,000
Coralie Holman	42072	Manor Park Pavilion	0		£750,000
Coralie Holman	42073	Revelstoke	0		£400,000
Alistair Corkish	43614	Network Infrastructure	0		£170,000
Sandy Muirhead	43626	Customer Services Contact Cent	0		£40,000
Sandy Muirhead	43629	Net call Contact Centre	0		£70,000
Jenifer Medcraff	43637	Website Upgrade	0		£85,000
					£2,989,500

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