

Public



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Please reply to:

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Date: 20 November 2017

Notice of meeting

Overview and Scrutiny Committee

Date: Tuesday, 28 November 2017

Time: 7.00 pm

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

To: Members of the Overview and Scrutiny Committee

Councillors:

C.A. Davis (Chairman)
S.C. Mooney (Vice-Chairman)
R.O. Barratt
S. Capes
T.J.M. Evans

K. Flurry
A.E. Friday
A.L. Griffiths
N. Islam
J.G. Kavanagh

D. Patel
D. Saliagopoulos
J.R. Sexton
R.A. Smith-Ainsley
B.B. Spoor

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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AGENDA

Description	Lead	Timings	Page Number.
1. Apologies To receive any apologies for non-attendance.	Chairman	7.00 pm	
2. Minutes To confirm the minutes of the meeting held on 19 September 2017 as a correct record.(copy attached).	Chairman		5 - 10
3. Disclosures of Interest To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.	Chairman		
4. Call-in of Cabinet decisions No Cabinet decisions have been called in.	Chairman		
5. Cabinet Forward Plan A copy of the latest Forward Plan is attached. If any members of the Committee have any issues they want to raise in relation to the Cabinet Forward Plan, please inform Terry Collier, Deputy Chief Executive, 24 hours in advance of the meeting with reasons for the request.	Chairman		11 - 18
6. Outcome of Recommendation to Cabinet To note the Cabinet response to the Committee's recommendation for measures to deal with anti-social behaviour in Staines-upon-Thames town centre on Sundays.	Chairman	7.05pm	To Follow
7. Homeless Reduction Act To note the progress being made on preparations for the Homeless Reduction Act in time for 1 April 2018 implementation.	Ken Emerson / Cllr Francis	7.10pm	19 - 28

Description	Lead	Timings	Page Number.
8. Procurement and Small and Medium Sized Businesses			
To note the initiatives being considered to promote awareness of the Council's procurement approach with local businesses and encourage economic development.	Sandy Muirhead / Cllr Mitchell	7.40pm	29 - 34
9. Budget Issues 2018/19 to 2019/20			
To receive a presentation from the Chief Finance Officer on the Budget issues for the period 2018/19 to 2019/20.	Terry Collier / Cllr Williams	8.10pm	
10. Capital Monitoring Q2			
To note the Capital spend for the period ending September 2017.	Laurence Woolven / Cllr Williams	8.40pm	35 - 40
11. Revenue Monitoring Q2			
To note the Revenue spend for the period ending September 2017.	Laurence Woolven / Cllr Williams	8.45pm	41 - 48
12. Leader's Task Group for Economic Development			
To receive a verbal update on the work of the Leader's Economic Development Engagement Task Group.	Cllr Harvey	8.50pm	
13. Appointment of members to Task and Finish Group			
To appoint members of the Committee to serve on the Task and Finish Group which was set up at the September meeting to further review the effectiveness of the multi-agency response to anti-social behaviour, improving community engagement and increasing footfall in Staines town centre on Sundays.	Chairman	8.55pm	
14. Work Programme			
To consider the Committee's work programme for the remainder of the Municipal year.	Chairman	9.00pm	49 - 52

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**Minutes of the Overview and Scrutiny Committee
19 September 2017**

Present:

Councillor C.A. Davis (Chairman)
Councillor S.C. Mooney (Vice-Chairman)

Councillors:

R.O. Barratt	A.E. Friday	R.A. Smith-Ainsley
K. Flurry	A.L. Griffiths	B.B. Spoor

Apologies: Councillors S. Capes, T.J.M. Evans, N. Islam, J.G. Kavanagh and J.R. Sexton

525/17 Minutes

The minutes of the meeting held on 11 July 2017 and the Extraordinary meeting held on 31 July 2017 were approved as a correct record.

526/17 Disclosures of Interest

There were none.

527/17 Call-in of Cabinet decisions

No Cabinet decisions had been called-in.

528/17 Cabinet Forward Plan

The Committee noted the Cabinet Forward Plan.

529/17 Review of Community Safety

The Community Safety Manager gave an update on Community Safety issues over the past year. He detailed the performance data for the period April 2016 to March 2017 for the key priorities for the Community Safety Team: house burglary, vehicle crime, violence with injury and anti-social behaviour. During the period there was an increase of 8.1% in reported crime. He also highlighted the success of the Joint Enforcement Team (JET) which had dealt with high levels of enforcement issues particularly around fly tipping and abandoned vehicles.

He outlined the Community Safety activities that had been delivered with partner agencies including: Junior and Senior Citizen events, Partnership action days, development of a water safety strategy, launch of a High Impact Complex Drinkers pilot and the acquisition of portable CCTV equipment to address reports of fly tipping and low level antisocial behaviour at any location in the Borough.

The Community Safety Manager gave an update on the Neighbourhood Team which met on a six weekly basis with the Community Safety Team and the

Joint Enforcement Team to discuss incidents of fly tipping and antisocial behaviour amongst other things.

The Surrey Chief Constable had identified Spelthorne as the leading Borough within a new area of partnership working to disrupt serious organised crime. He reported that Surrey Police had carried out a public confidence survey in August 2017, which showed a confidence level in Spelthorne of 94% - a 16.1% increase on the 4th quarter of 2016/17.

Members of the Committee asked questions in relation to the increase in recorded crime and significantly for serious sexual crime; the absence of modern day slavery from the report and the police responsibility for Traveller incursions.

Inspector Sproston of Surrey Police explained the reasons for the rise in reported crime, which were consistent with the picture nationally: that in addition to more reports being made of child sexual exploitation and domestic violence, changes to Home Office accounting rules had meant incidents that would not have been recorded as a crime in the past were now classified as such. This had a major impact on the statistics but would plateau in future years as the new recording method became embedded.

He praised Spelthorne for being ahead of the game in relation to its active investigation of serious organised crime including modern day slavery (MDS); it was the only borough in the Surrey Police force working with partners on an audit of serious organised crime and had been identified as a template for best practice. However, he stressed that community feedback was essential to remedy MDS.

Members thanked the Police for their community based handling of the national security operations over the previous weekend on behalf of affected residents.

David Munro, the Police and Crime Commissioner for Surrey, gave an overview of the successes of his first year in office and the challenges he was working to address, as follows:

Done well:

- Support for vulnerable people - great improvements had been made since Her Majesty's Inspectorate of Constabulary (HMIC) graded the service inadequate a year ago but it was now 'good', a jump of two steps.
- Response times for the 101 non-emergency number were far quicker than a year ago with the result that the dropout rate was dramatically reduced
- Joint Enforcement Teams (JET) had been a great success
- Community Safety and victim grants – fund increased to £750k. Any projects needing funding on crime or prevention of can be applied for online on the funding hub.
- Volunteers – Drive to help more people to volunteer as Specials, cadets and neighbourhood watch co-ordinators

Need more work but some solid achievement:

- Policing In Your Neighbourhood - Basic model was sound with some real advantages - less money, more officers for serious incidents who are better trained with less specialisation; down side is not so many walking down the high street. Recruited more officers and training underway to bring up to establishment.
- Recorded Crime - had gone up partly due to change in method of reporting but also incidents have increased. Commissioned special piece of work to discover crime by crime what the reasons are for the increase.
- Neighbourhood Watch – been radically reorganised. Now an online system.
- Community engagement - satisfaction confidence rating with Surrey Police was high but not taken for granted.
- Collaboration – achieved better relations with all borough councils.
- Criminal justice system – victims used to be treated badly particularly where serious sexual offences involved. Statistics show this is improving with victims being made top priority and dealt with speedily

Challenges

- Work on retention of experienced police officers - Good at recruiting high grade officers less good at retaining
- Travellers – Excellent work being done on the ground but undertaken an urgent review to be slicker and more forceful within the law to serve communities better. Needs to be a concerted effort to identify transit sites
- ICT - looking for transformation in operational emergency communications
- Funding - 1% pay rise confirmed and the same as a bonus, which has to be found out of the Police budget. It means they are not able to do everything they want to but will do the best they can.

Members acknowledged and applauded the successes and that work was ongoing in other areas.

Resolved to:

1. note the report on Community Safety for 2016-2017 and the work of the Police and Crime Commissioner and
2. thank the police for their handling of the national security operations in Sunbury and Stanwell over the past weekend.

530/17 Anti-Social Behaviour in Staines-upon-Thames Town Centre

Keith McGroary, Community Safety Manager reported there was a 19% increase in reports of crime and anti-social behaviour (ASB) in Staines-upon-Thames town centre in 2016 – 2017 compared to the previous year. This was the first rise in ASB following a downward trend for the past nine years.

He said there were reports that visitors to the town felt intimidated by the presence of large groups of young people from the Traveller community who

were often quite loud and drew attention to themselves. The fear of ASB from this group put people off visiting Staines-upon-Thames on a Sunday.

Although there were occasions when very small numbers of these young people had committed ASB or incidents of petty crime, they were often tarnished with the blame for all such incidents, when in fact local offenders not connected to any specific community group were committing them.

A number of measures had been taken to deal with the problem / perceived problem, including using an intermediary from the Traveller community to help resolve issues and enhance community cohesion, and allocating an additional police resource to patrol the town on a Sunday.

He reported that Surrey Police were introducing a 6 month pilot with a 3 pronged response to address the issues raised concerning ASB on a Sunday around Engagement, Enforcement and Education.

Inspector Sproston commented that Staines town centre had radically improved in the evenings compared to 14 years ago and enjoyed a successful and growing night time economy with many restaurants. He recognised that incidents of ASB had increased in the town centre, predominantly on a Sunday during the daytime and said the police were working to identify the cause of the problem.

He outlined the 3 pronged approach:

Engagement – with businesses: Inspector Sproston had agreed to sit on the board of the Business Improvement District to understand what the issues are and how best to deal with them; with security companies: extra training and devolved powers to enable them to deal with ASB.

Enforcement – already agreed additional resources in the town on Sundays However, he believed that having too many uniformed officers in town would have a negative effect on behaviour. Everyone acting anti-socially in Staines would be treated the same.

Education - Working to change the mind-set of the community and businesses with regards their perception that this is a problem created solely by the Travelling Community, as research did not support this. A Sergeant who was himself a Traveller had agreed to sit on a Traveller forum to get people together and help break down barriers.

He invited the Committee to review the effectiveness of the pilot after six months by which time they hoped to have improved the situation in Staines.

Joanna Hall, Two Rivers Manager and board member of Staines-upon-Thames Business Improvement District (BID) said that the increase in ASB incidents last year were down to one young man, who had now moved away from the area. She acknowledged that the issues with Travellers in the town used to be a problem all day on a Sunday but since taking measures to address the problem had restricted it to later in the afternoon. She reported that none of the newly opened restaurants had employed door staff nor had they found a need to do so.

Ms Hall believed that ASB was generally well controlled and that the presence of police officers in the town on a Sunday had helped. The reality was that compared to 7 years ago, there were no longer incidents every Sunday but the perception remained and this needed to be addressed by way of further community engagement.

She told the Committee that the BID was committed to providing two Town Rangers on Sunday afternoons to act as ambassadors for the town and work in partnership with Surrey Police.

Members of the Committee remained concerned that ASB in Staines town centre on a Sunday had increased over the past ten years and was driving away residents. Councillors believed the residents' fears were not unfounded and identified a gap in enforcement agencies operating on a Sunday to address the problems, as the Joint Enforcement Team only operated from Monday to Friday.

Resolved to:

1. note the report;
2. recommend to Cabinet that the Council give consideration to expansion of the JET team and further integration of the JET team with the police; and
3. establish a Task and Finish group incorporating key partners, to further review the effectiveness of the multi-agency response to anti-social behaviour, improving community engagement and increasing footfall in Staines town centre on Sundays.

531/17 Project Management Update on "The Bugle"

The Group Head for Regeneration and Assets provided an update report on progress with 'The Bugle' project.

Resolved to note the update report on The Bugle project.

532/17 Appointment of Task Group

The Committee was asked to agree to form a Task Group to consider: the regeneration of Staines-upon-Thames, Ashford Town Centre and Zone 6 and including river frontage development in Spelthorne.

The Chairman informed the Committee that a Leader's Task Group for Economic Development existed with the stated purpose: *'To advise the Leader and Cabinet on the views of councillors, local business and other stakeholders about issues pertaining to the main town and local centres in the Borough and how the economy of the Borough might be further fostered by actions over which the Council has control or influence.'*

In order to ensure that the Committee did not duplicate resources, he suggested it would be more productive for the Committee to scrutinise the work being done by the Leader's Task Group, rather than appoint a further Task Group to look at similar issues.

The Chairman proposed that a standing item be placed on the agenda to consider the work of the Leader's Task Group on Economic Development and that the Committee would have an opportunity to question a representative from that Group on the work they were undertaking.

Resolved to include a standing item on the Committee's agenda to consider the work of the Leader's Task Group on Economic Development.

533/17 Work Programme

A member requested that an item be added to the Committee's Work programme looking at the work and operations of the Environment Agency. The Chairman proposed that as other elements of the environment of the River Thames had previously been raised as possible topics for the Committee to look at, that this be added to the Work Programme.

Resolved to note the Work Programme for the remainder of the Municipal year, subject to the inclusion of an item on the environment of the River Thames.

Spelthorne Borough Council

Cabinet Forward Plan and Key Decisions



This Forward Plan sets out the decisions which the Cabinet expects to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Cabinet which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

The members of the Cabinet and their areas of responsibility are:

Cllr I.T.E. Harvey	Leader of the Council	Cllr.harvey@spelthorne.gov.uk
Cllr A.C. Harman	Deputy Leader	Cllr.harman@spelthorne.gov.uk
Cllr. M.M. Attewell	Community Wellbeing	Cllr.attewell@spelthorne.gov.uk
Cllr C. Barnard	Planning and Economic Development	Cllr.barnard@spelthorne.gov.uk
Cllr M.P.C. Francis	Housing	Cllr.francis@spelthorne.gov.uk
Cllr N. Gething	Environment and Compliance	Cllr.gething@spelthorne.gov.uk
Cllr A.J. Mitchell	Corporate Management	Cllr.mitchell@spelthorne.gov.uk
Cllr O. Rybinski	Customer Service, Estates and Transport	Cllr.rybinski@spelthorne.gov.uk
Cllr H.R. Williams	Finance	Cllr.williams@spelthorne.gov.uk

Whilst the majority of the Cabinet's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Cabinet meetings listed below may be held in private where exempt and / or confidential information is due to be considered.

Representations regarding this should be made to committee.services@spelthorne.gov.uk

Please direct any enquiries about this Plan to the Committee Manager, Gillian Hobbs, at the Council offices on 01784 444243 or e-mail g.hobbs@spelthorne.gov.uk

Spelthorne Borough Council

Cabinet Forward Plan and Key Decisions for 22 November 2017 to 31 March 2018

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 22 Nov 2017	Revenue Monitoring Q2	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance
Cabinet 22 Nov 2017	Capital Monitoring Q2	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance
Cabinet 22 Nov 2017	Recommendation from Overview and Scrutiny Committee To consider the recommendation from the Overview and Scrutiny Committee on measures to deal with anti-social behaviour in Staines-upon-Thames town centre on a Sunday.	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services Portfolio Holder for Environment and Compliance
Cabinet 22 Nov 2017	Recommendations from the Local Plan Working Party	Non-Key Decision	Public	Ann Biggs, Strategic Planning Manager Portfolio Holder for Environment and Compliance
Cabinet 12 Dec 2017 Council 22 Feb 2018	Outline Budget	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 12 Dec 2017 Council 14 Dec 2017	Supplementary Capital Programme Provision for Asset Acquisitions	Non-Key Decision		Terry Collier, Deputy Chief Executive Councillor Howard Williams
Cabinet 12 Dec 2017	Train Horn Petition	Non-Key Decision	Public	Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Environment and Compliance
Cabinet 12 Dec 2017	Implementation of the Homelessness Reduction Bill Growth Bid to cover the additional requirements of the Act	Non-Key Decision	Private	Ken Emerson, Team Manager Housing Options Portfolio Holder for Housing
Cabinet 12 Dec 2017	Property and Asset Strategy	Non-Key Decision	Public	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 12 Dec 2017	Asset Governance A policy to describe the revised arrangements for the strategic management of assets and political oversight.	Non-Key Decision	Public	Michael Graham, Head of Corporate Governance Leader of the Council
Cabinet 12 Dec 2017 Council 14 Dec 2017	Calendar of meetings 2018-2019	Non-Key Decision	Public	Gillian Hobbs, Principal Committee Manager Leader of the Council
Cabinet 12 Dec 2017 Council 14 Dec 2017	Members' Allowances Scheme 2018-2019	Non-Key Decision	Public	Gillian Hobbs, Principal Committee Manager Leader of the Council

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 12 Dec 2017	Acquisition of Property H	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 12 Dec 2017	Acquisition of Property I	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 24 Jan 2018	Review of Parking Orders	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Jackie Taylor, Group Head - Neighbourhood Services Portfolio Holder for Environment and Compliance
Cabinet 24 Jan 2018	Revenue Budget 2018-2019 (1st draft)	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance
Cabinet 24 Jan 2018	Capital Programme 2018-2019 (1st draft)	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance
Cabinet 24 Jan 2018	Fees and Charges 2018-19	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance
Cabinet 24 Jan 2018	Treasury Management half-yearly report	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 24 Jan 2018 Council 22 Feb 2018	Treasury Management Strategy Statement	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance
Cabinet 24 Jan 2018 Council 22 Feb 2018	Pay Policy Statement 2018-2019	Non-Key Decision	Public	Debbie O'Sullivan, HR Manager Portfolio Holder for Corporate Management
Cabinet 24 Jan 2018	Contract for refurbishment of Elmsleigh Centre Lifts	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Public	John Hesbrook, Facilities Manager Portfolio Holder for Planning and Economic Development
Cabinet 24 Jan 2018	Revenue Monitoring Q3	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance
Cabinet 24 Jan 2018	Capital Monitoring Q3 To consider the Capital spend for the period April to December and a request to increase the Council's prudential borrowing limit.	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance
Cabinet 24 Jan 2018	Review of Polling Stations	Non-Key Decision	Public	Jayne McEwan Leader of the Council
Cabinet 24 Jan 2018	Knowle Green Estates Ltd - Business Plan To decide on the strategy for the Company	Non-Key Decision	Part public/part private	Michael Graham, Head of Corporate Governance Leader of the Council

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 24 Jan 2018	Acquisition of Property J	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 24 Jan 2018	Acquisition of Property K	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 21 Feb 2018	Acquisition of Property L	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 21 Feb 2018	Acquisition of Property M	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 21 Feb 2018 Council 22 Feb 2018	Revenue Budget 2018-19 (Final)	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance
Cabinet 21 Feb 2018 Council 22 Feb 2018	Capital Programme 2018-19 (Final)	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 21 Feb 2018	Annual Grants Annual grants to third sector	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Public	Joanne Jones, Community Development Manager Deputy Leader
Cabinet 21 Feb 2018	Environmental Health Food Safety and Health & Safety Service Plans 2018-2019	Non-Key Decision	Public	Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Environment and Compliance
Cabinet 21 Feb 2018	Acquisition of Property N	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 21 Feb 2018	Acquisition of Property P	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council

Overview and Scrutiny Committee

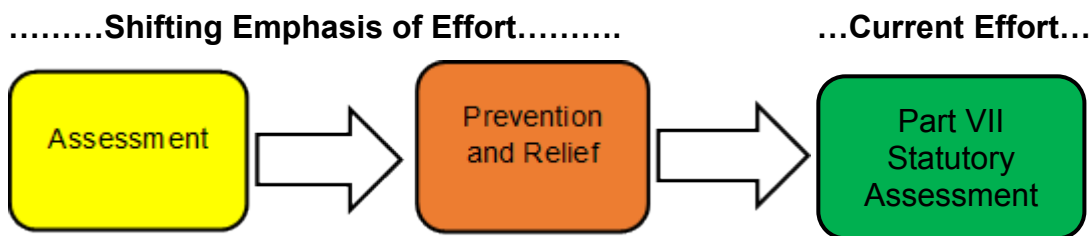
28 November 2017

Title	Homeless Reduction Act		
Purpose of the report	To note		
Report Author	Deborah Ashman, Karen Sinclair		
Cabinet Member	Councillor Mark Francis	Confidential	No
Corporate Priority	Housing		
Recommendations	Note the progress being made on preparations for the Act in time for 1 April 2018 implementation		
Reason for Recommendation	The Homeless Reduction Act is the most significant change in homeless legislation since 1977 when the first Act was introduced. It places significant additional burdens on all Local Authorities in England and workload is expected to increase by at least 30%.		

1. Key issues

- 1.1 The Homeless Reduction Act (HRA) was introduced as a Private Members Bill, with all party backing, and received Royal Assent on 27 April 2017. It fundamentally alters the current homeless legislation.
- 1.2 Key Provisions include:
- 1.3 **Assessment and Personal Housing Plan:** Currently Local Authorities only have to provide advice to homeless households who do not have a priority need (i.e. have children, is a young person, or vulnerable due to medical issues).
- 1.4 In contrast, under HRA all households considered homeless will have to have enquiries made into the circumstances by which they became homeless. The Council will then have a responsibility to devise a written personal plan on what needs to be done to support them, and the reasonable steps required to prevent them from becoming homeless.
- 1.5 **A Prevention Duty:** A new duty for councils to try and prevent the homelessness of people at risk of becoming homeless in the next 56 days. This duty will arise irrespective of their priority and connection to the area.
- 1.6 **A Relief Duty:** A new duty to for councils to try and resolve the housing issues for people who are already homeless. To qualify they must have the correct immigration status and at this stage must be in priority need and have a local connection to the area, otherwise they can be referred to a Local Authority where they do have a connection.

- 1.7 At this stage the Local Authority does not have to provide accommodation. People helped under the prevention and relief duty will be expected to take reasonable steps to prevent their own homelessness. If the client wilfully refuses to engage in this proactive approach, there is a new power to issue a warning and then end the housing duty.
- 1.8 **Duty to Refer:** The Secretary of State will draw up a list of organisations expected to refer households at risk of homelessness to the Local Authority.
- 1.9 Currently an organisation can in theory apply on someone's behalf but in practice it is normally the applicant themselves who makes the approach.
- 1.10 Having a much larger number of organisations legally obliged to make referrals will inevitably lead to a larger volume of customers. Local Authorities are expected to adopt their own local referral mechanisms.
- 1.11 Currently effort is focussed on Homeless Assessments under part VII of the the Housing Act 1996. The following table illustrates a model encouraged by DCLG where effort is focussed on Assessment and Prevention & Relief.



2. Options analysis and proposal

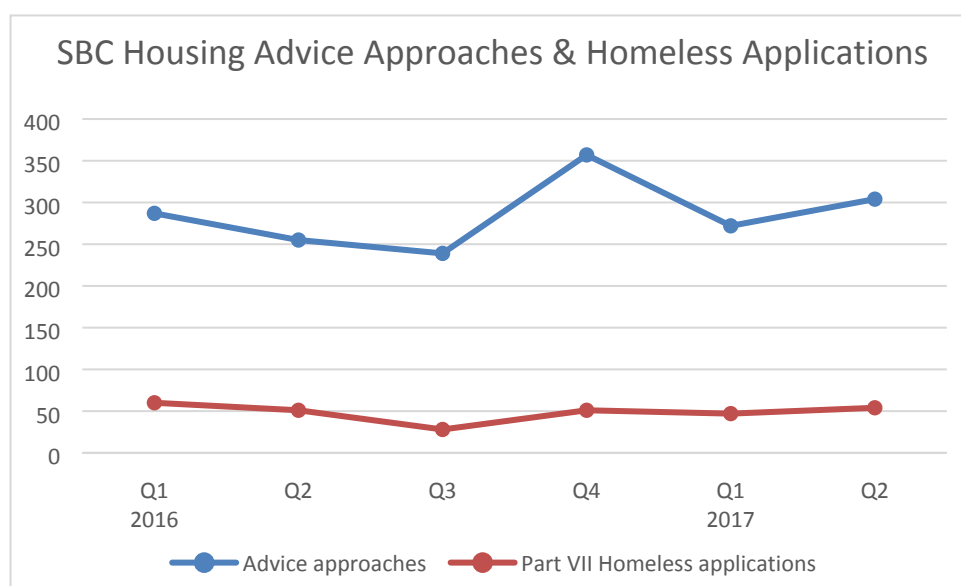
- 2.1 Due to the fundamental changes the HRA introduces, a Project Plan has been created to ensure Spelthorne Council adheres to its new additional statutory duties.
- 2.2 A corporate working group has been established which includes: Housing Options, Legal, Finance, IT, HR, Projects Team, and Family support. The group is sponsored by the Group Heads of Community Wellbeing.
- 2.3 The 11 Surrey Boroughs have undertaken joint work and sharing of information to reduce duplication of work.
- 2.4 As an addition Spelthorne is working closely with Runnymede and a joint stakeholder meeting is planned for 14 December 2017 to ensure all partners, both statutory and non-statutory are aware of the changes.
- 2.5 A number of Authorities are acting as trailblazers, one of which is LB Southwark and a visit there is planned for 7 November to see how they are managing the changes.

3. Councillors requested an update as to how the following will be considered.

Current pressures/demands

- 3.1 The attached chart shows the number of housing advice cases and statutory homeless approaches for the most recent 6 quarters. The figures fluctuate and can be from 10% to 50% higher or lower between quarters.

Case type	2016				2017	
	Q1	Q2	Q3	Q4	Q1	Q2
Advice approaches	287	255	239	357	272	304
Part VII Homeless applications	60	51	28	51	47	54



- 3.2 Appendix A shows the total number of decisions made on statutory homeless assessments over a 5 year period. They show that the number of households accepted as homeless and to whom the council has a duty to provide accommodation has more than doubled.
- 3.3 DCLG anticipate each Local Authority to have an increased workload of 26%.
- 3.4 Local Authorities dispute this figure and feel it portrays too optimistic a picture and makes the assumption that prevention will succeed in most cases, thereby reducing the number of homeless applications.
- 3.5 A growth bid for additional staff and resources has been made to Cabinet to mitigate against this *additional burden*.

Reviewing current policy. Will the new Act mean the current allocations policy will undergo a review, particularly the section on local connections?

- 3.6 We will need to ensure our policies are in alignment. Cabinet approved the revised Allocations Policy on 27 September 2017. This was future proofed and unless the Secretary of State issues new guidance, will be fit for purpose.
- 3.7 Our Homeless Strategy was from 2014 running to 2019. This will need to be revised in light of the HRA.

3.8 This is an action already identified for the new Housing Strategy Officer, once appointed.

Threatened with homelessness. This part of the amended HA seeks to determine what constitutes being 'threatened with homelessness' and when a prevention duty will end.

3.9 Under current legislation someone is threatened with homelessness if they are about to become homeless within 28 days. The Local Government Ombudsman highlighted bad practice amongst some Local Authorities who were "gate keeping" and sending customers away and telling them to return on the day they were actually homeless.

3.10 The HRA changes the definition to 56 days and places a positive duty on Local Authorities to use this period to actively try and prevent homelessness.

3.11 In the past where someone was being evicted from private rented accommodation it was common practice for the LA to turn them away and ask them to return once there had been a court order for possession or a bailiff's warrant. This alienated landlords and placed additional costs on them which were ultimately passed on to the tenant.

3.12 The HRA says someone is threatened with homelessness once a valid s.21 notice has been served. Hopefully, this will enable LAs to resolve the issues at an early stage and avoid any court action.

3.13 We are changing our processes and training staff to ensure we fulfil our new duties and adopt this proactive up front approach. We intend to use an enhanced Housing Advice module being developed by our IT supplier Locata, which will enable Officers to follow a work flow and generate template letters, reviews and decisions etc. This should ensure consistent best practice. We will also work closely with other agencies in writing personal plans with a focus on practical solutions and sustainability.

Duty to provide advisory services. It is worth noting that the new HA is considerably more detailed on the extent, scope and targeting of advisory services

3.14 Under the HRA there is an expectation that Local Authorities will have a better understanding as to who their customers are and why they are seeking assistance. This is so that advice can be given on a thematic basis and services tailored to need.

3.15 Appendix B shows the reason why homeless households had a priority need. The three largest groups are:

3.16 Households with children or pregnant 81%

3.17 People with mental health problems 8%

3.18 People with physical health problems 6%

3.19 Using information such as this we are mapping what services there are for families e.g. Early Help Centre; debt advice; CAB; health services; legal advice etc.

3.20 We are also working with Catalyst who provide a Wellbeing Service in the Borough offering one to one counselling and peer group counselling.

3.21 We are also looking at ways of proactively tackling potential homelessness much earlier than ever before. For example, the rollout of Universal Credit has seen arrears in social housing rise dramatically, because tenants have not passed on their housing contribution to their landlord. In preparation for this A2Dominion, the largest social housing provider in Spelthorne is asking all new tenants to pay rent in advance to ensure that those who go onto Universal Credit do not accrue arrears and should they start to do so they can apply for the rent to be paid directly to them.

Duty to assess every eligible applicant's case and agree a plan. The council must carry out an assessment in all cases where an eligible applicant is homeless, or threatened with homelessness. This is regardless of whether there is any priority need or possible intentional homelessness.

3.22 Currently Local Authorities are supposed to provide advice and assistance to all homeless households. In reality this is frequently just verbal advice.

3.23 The changes will ensure that each applicant will have the grounds for their homelessness assessed but also the reasons behind this will be assessed and receive a written personal housing plan. The plan must be with the agreement of the customer and they can request a review if they are unhappy with the contents.

3.24 Appendix C shows the reasons why people become homeless. The three main causes are:

- Parental/relative exclusion 41%
- Loss of private rented accommodation 34%
- Domestic Abuse or other violence 12%

3.25 Case Study: a single person may approach as homeless having been asked to leave by their parents. Upon making enquiries it transpires the reason behind the eviction is that the person drinks and the parents are no longer willing to tolerate the situation.

3.26 The personal plan could include a referral to the Catalyst drug and alcohol service and an expectation that the person engages with them and also a referral to their counselling service for the parents, as it also offers help to family members.

3.27 The intention behind this would be to either get the family to reconcile or, if the applicant was offered their own private tenancy, to be in a better position to sustain it.

3.28 As paragraph 1.5 earlier indicates, there is a risk under the new legislation that customers can approach any Local Authority, regardless of whether they have a connection to that area and the Authority is obliged to assess and write a personal plan for them.

3.29 DCLG have advised us to have voluntary arrangements in place so that where it is apparent there is no Local Connection the customer is advised to approach the Local Authority area where they do have a connection.

3.30 However, there are currently similar agreements and expectations in place which do not work. This is particularly true of neighbouring London Authorities who face different pressures.

- 3.31 This is an issue that the Surrey Housing Needs Manager meetings can address as part of our joint work.
- 3.32 There is also a pan-London Housing Needs Managers meetings and we will see whether they plan a joint approach or borough by borough approach.

4. Financial implications

- 4.1 A separate report has been written for Cabinet requesting a growth bid to meet these additional burdens and statutory responsibilities.
- 4.2 All Local Authorities in England will be looking to recruit extra staff and it also considers the issues around recruitment and having competitive salaries.
- 4.3 We currently have six Housing Options Officers. We are recommending that with a minimum 30% increase in work this number is increased by two officers. We also anticipate a growth bid to help with tenancy sustainment and procurement of private sector rented properties, which may also require additional staff.
- 4.4 However, as the final draft guidance is not yet ready this will subject to ongoing review and may require additional resources.
- 4.5 DCLG additional burdens funding for Spelthorne amounts to c. £30k for each of the next two years and can be used for implementation costs but will not cover additional staffing costs.

5. Other considerations

- 5.1 The Homeless Reduction Act is being introduced at a challenging time. Five issues placing it in context are:
- 5.2 **Cuts being made by Surrey County Council.** HRA places an additional requirement to work with other organisations when devising a personal housing plan. At the same time cuts are being made to: supported housing and floating support. This is accommodation provided to people with mental health problems or other medical issues which means they cannot live independently without interventions and support; childrens' mental health services etc. which will restrict this.
- 5.3 **Housing Supply.** The HRA does not create any powers to the Council to enable us to promote new housing in either the social or private rented sector. There are currently approximately 1,900 households on Spelthorne's Housing Register.
- 5.4 **Limited Nominations into existing stock.** In the 12 months from October 2016 to September 2017 there were 218 offers of social housing made, 94 were made to households accepted as homeless, and 124 to households from the housing register.
- 5.5 **Welfare Reform.** Local Housing Allowance was intended to be tracker set at 30% of market rent. There is now a freeze and in reality fewer and fewer properties are affordable to households who are in low paid work and claiming housing benefit or households reliant on benefits. The roll out of Universal Credit has seen more private landlords who are reluctant to rent to households on benefits.
- 5.6 **Impact from London Authorities.** The HRA affects all English Local Authorities. Neighbouring Authorities such as Hillingdon and Hounslow have a different demographic difference to Spelthorne and will experience a

substantial increase in workload. They offer generous incentives to private landlords and have difficulty finding properties which are affordable within their own locality. We anticipate either clients being shunted to other Authorities for a personal housing plan or direct placements into Spelthorne.

Background papers:

There are none.

References:

Homeless Reduction Bill Policy Factsheets Feb 2017. [www.Gov.uk](http://www.gov.uk)
<https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets>

Homeless Reduction Act 2017 www.legislation.gov.uk
<http://www.legislation.gov.uk/ukpga/2017/13/contents>

LGO: Homelessness. How Councils can ensure justice for homeless people.
www.lgo.org.net
<http://www.lgo.org.uk/information-centre/news/2011/jul/lgo-highlights-councils-failings-over-legal-duties-to-homeless-people>

Appendices:

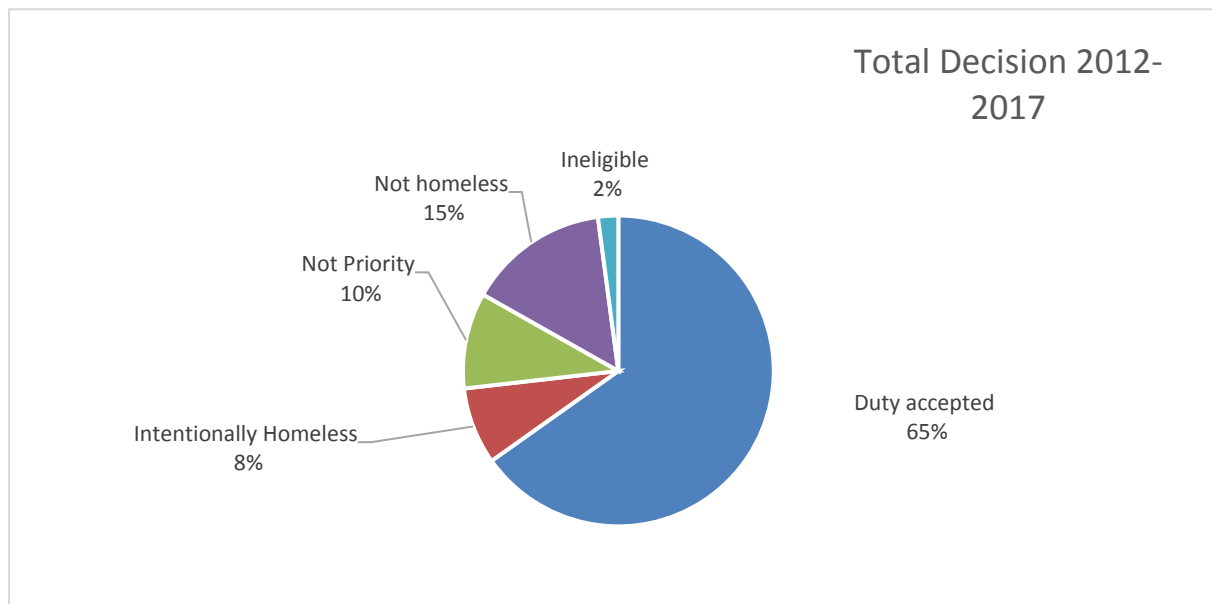
Appendix A: Spelthorne Borough Council Homeless Acceptances

Appendix B: Spelthorne Borough Council Reasons for Priority Need

Appendix C: Spelthorne Borough Council Reasons for Homelessness

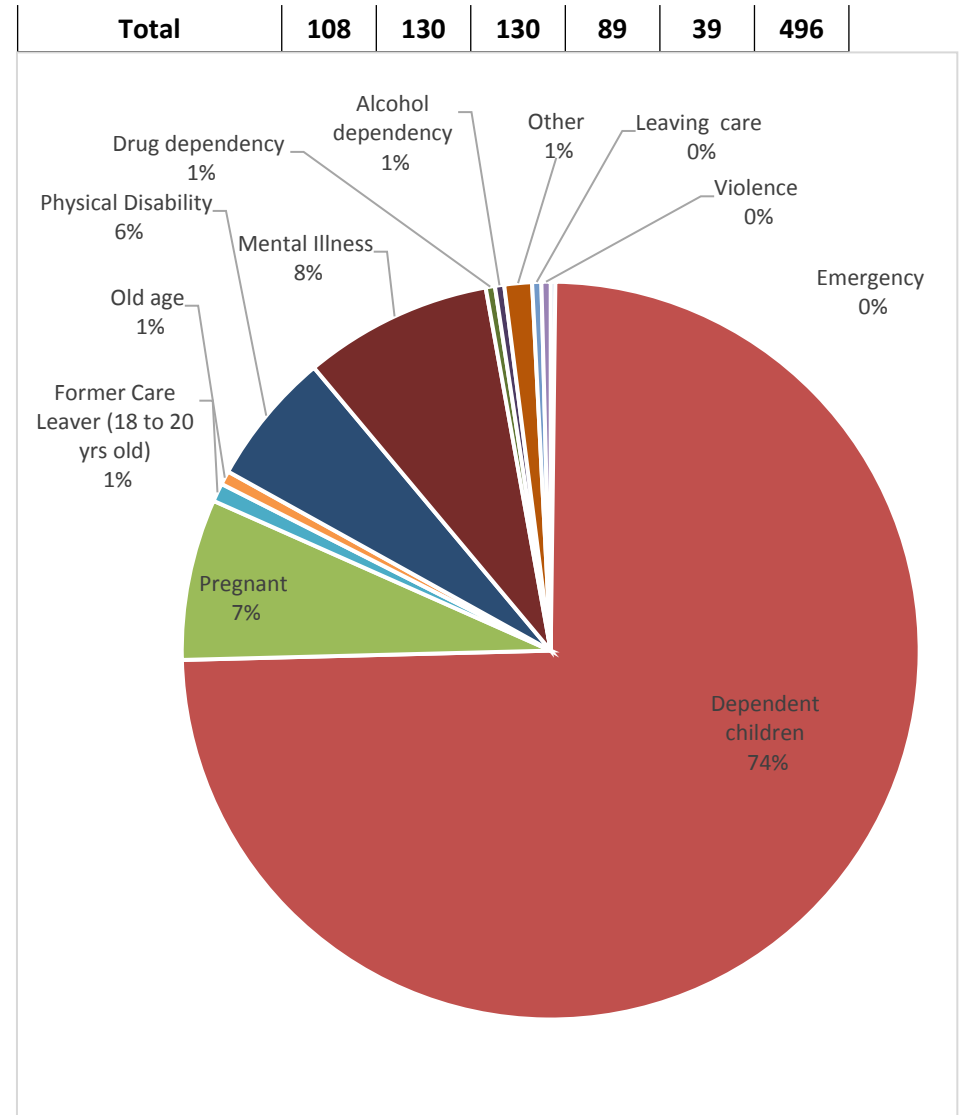
Appendix A: Spelthorne Borough Council Homeless Acceptances

Year	Duty accepted	Intentionally Homeless	Not Priority	Not homeless	Ineligible	Total decisions
2016-2017	108	13	14	15	4	154
2015-2016	130	15	13	34	1	193
2014-2015	130	10	12	20	3	175
2013-2014	89	13	21	12	2	137
2012-2013	39	10	16	31	6	102
Total	496	61	76	112	16	761

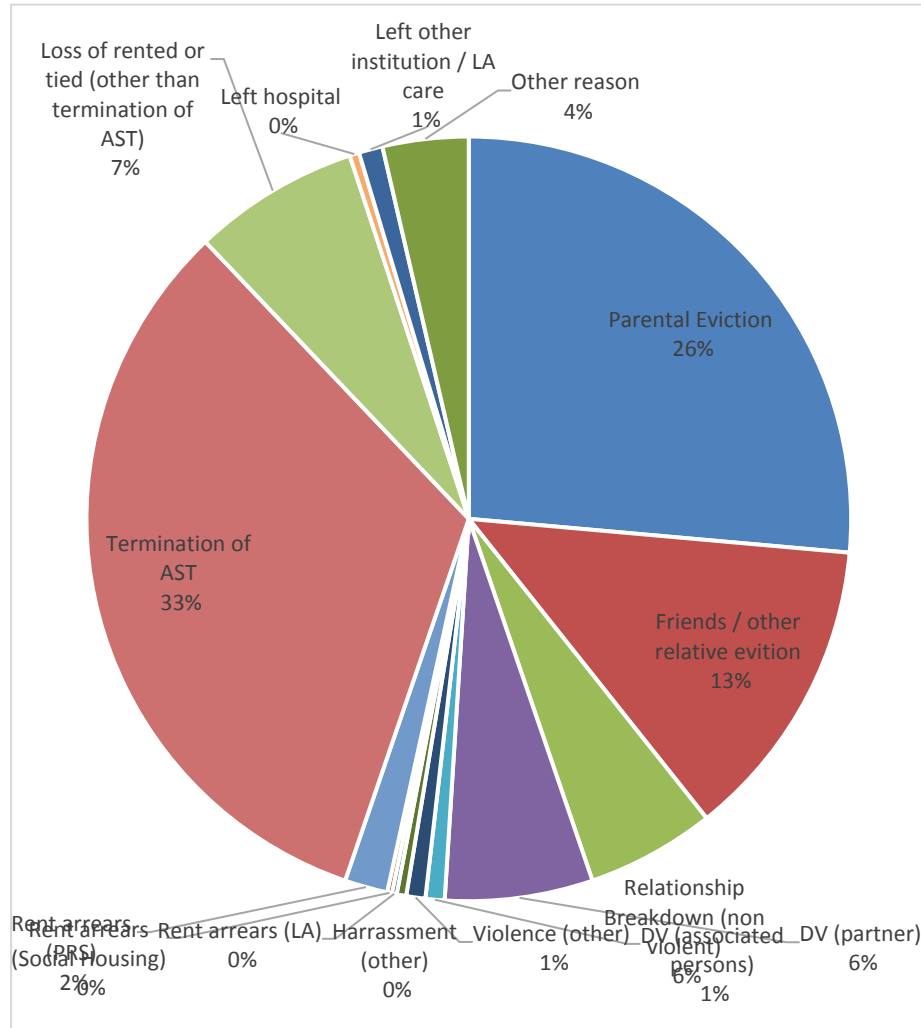


Appendix B: Spelthorne Borough Council Reasons for Priority Need

Priority Need	2016	2015	2014	2013	2012	Total
	- 2017	- 2016	- 2015	- 2014	- 2013	
Emergency	1					1
Dependent children	71	101	99	68	30	369
Pregnant	5	12	10	6	2	35
16 or 17 years old						
Former Care Leaver (18 to 20 years old)		1	3			4
Old age		0	2	1	0	3
Physical Disability	7	7	7	3	5	29
Mental Illness	20	8	5	6	2	41
Drug dependency	1	0	1			2
Alcohol dependency	1	1				2
Former asylum seeker						
Other	2		2	2		6
Leaving care			1	1		2
Leaving HM Forces						
Leaving Prison						
Violence				2		2
of which domestic violence				1		1



Appendix C: Spelthorne Borough Council Reasons for Homelessness



Reason for homelessness	2016	2015	2014	2013	2012	Total
	-	-	-	-	-	
	2017	2016	2015	2014	2013	
Parental Eviction	21	40	30	29	11	131
Friends / other relative eviction	16	18	15	7	8	64
Relationship Breakdown (non-violent)	7	6	7	6	1	27
DV (partner)	9	9	9	1	3	31
DV (associated persons)	1			2	1	4
Violence (racially motivated)						
Violence (other)	2	1	1			4
Harassment (racially motivated)						
Harassment (other)	1	1				2
Mortgage						
Rent arrears (LA)	1					1
Rent arrears (Social Housing)	1					1
Rent arrears (PRs)	2		5	2		9
Termination of AST	27	40	46	37	12	162
Loss of rented or tied (other than term. of AST)	10	12	9	2	2	35
Leaving Home Office Accommodation (asylum)						
Left prison/remand						
Left hospital	2					2
Left other institution / LA care	1		2	2		5
Left HM-Forces						
Other reason	7	3	6	1	1	18
Total	108	130	130	89	39	496

Overview and Scrutiny Committee

28 November 2017



Title	Procurement and Small and Medium Sized Businesses (SMEs)		
Purpose of the report	To note		
Report Author	Sandy Muirhead		
Cabinet Member	Councillor Tony Mitchell	Confidential	No
Corporate Priority	Economic Development		
Recommendations	To note the report		
Reason for Recommendation	Procurement in the public sector requires compliance with the Public Contract Regulations Encouragement given to SME's wherever possible		

1. Key issues

- 1.1 It is recognised that local authorities should encourage small and medium sized businesses (SMEs) to develop in their areas and contribute to the local economy. One area local authorities can encourage local companies is through the purchases they make.
- 1.2 However, local authorities in their procurement of goods and services are required to follow the public sector procurement regulations for reasons of transparency and demonstrating value for money in spending taxpayer monies. The Council also abides by its Contract Standing Orders when determining the method and process to be followed when procuring services of varying financial values. The local authority does have some additional flexibilities under the Social Value Act allowing us to take into account economic development (such as apprenticeship provision in the supply chain), environmental and social criteria when awarding contracts.
- 1.3 The Council has recently changed its e-tendering and procurement provider to In-tend. This allows Spelthorne Borough Council to procure services through the Shared South-East Portal. The Portal is a collaboration between public sector authorities in the South-East region to provide a simple, secure and efficient way for managing sourcing and quotation activities, reducing time and cost for buyers and suppliers. This is used by Surrey County Council, nine Surrey Boroughs and Districts, all East and West Sussex authorities plus Slough and Brighton and Hove. By being part of the Shared South East Portal, SBC will be able to identify common purchases in other

authorities thus providing opportunities for efficiency gains and savings on price.

- 1.4 In terms of getting local businesses and suppliers more involved in procurement, they could be encouraged to register on the Shared South-East Portal. This would allow Spelthorne's local businesses to:-
- See what opportunities are available from all authorities (including Spelthorne) using the Portal
 - Register to bid for public sector business from any authority using the Portal
 - Access support and guidance on making the best bid possible
 - Find out more about the purchasing authorities (buyers) including links to other work opportunities over a wider geographic area thus enabling a business to expand beyond Spelthorne.
- 1.5 To encourage and to make local business aware of the Council's likely purchases we attend events such as the Heathrow Business Summit regional road show. The event is seen as a unique opportunity for SMEs to get a foot in the door and capitalise on the business opportunities available at Heathrow. Local authorities surrounding Heathrow also attend thus allowing businesses to be aware of how local authorities procure and the services they are likely to require.
- 1.6 We recently appointed a Procurement and Contracts Manager to develop our procurement strategy which does reference working with SMEs, including promoting awareness of the Council's procurement approach through the Spelthorne Business Forum and identification of barriers/solutions to the Council doing business with SMEs and the voluntary sector. With a resource in place we can ensure that local businesses are aware of our requirements for future procurements. **Appendix 1** suggests some possible actions to encourage engagement on procurement involving local businesses.
- 1.7 Local procurement by SBC is something that we have tried to promote over the years with limited success. However, over time with a procurement and contract management resource now in place plus a strengthened Economic Development team it provides opportunities for change over a period of time

2. Options analysis and proposal

- 2.1 Working with local businesses encourages economic development and we will therefore endeavour to ensure that they are aware of future procurements. This report therefore provides an update on recent Council activities in procurement. Possible suggestions of ways to assist local businesses are listed in **Appendix 1** but are subject to agreement through formal Council processes.
- 2.2 Not to do so will impinge on the Council's ability to deliver social and economic value locally.

3. Financial implications

- 3.1 None at this stage.

4. Other considerations

4.1 As outlined in our Procurement Strategy, we will take account of Equality and Diversity, and Sustainability in any purchases we undertake.

5. Timetable for implementation

5.1 N/A.

Background papers: None

Appendices: Appendix 1 Options

Appendix 1 Options

As part of our commitment to increasing procurement locally (complying with all procurement standing orders) we could also consider a number of options:-

- Hold an event for Spelthorne businesses to encourage them to register on the South-East Portal – The Economic Development team are currently in the early stages of discussions about potentially holding a North Surrey joint procurement awareness event involving Spelthorne, Runnymede & Elmbridge Councils for business situated in the three boroughs.
- Our Contract Standing Orders presently stipulate that only a confirmation of price is required for any spend below £5000 so this provides opportunities to use local suppliers who can render such a service. The Economic Development Team could carry out research on behalf of all service areas and pull together a list of such local SMEs together with their suitability for the various services. Obviously the quality and value for money has to be at least equal to existing standards.
- Under our Contract Standing Orders for purchases between £5,001 and £40,000, the Standing Orders require at least 3 quotes from suppliers. However, the procurement does not require to be advertised via 'Intend' and the whole process can be approved within the Spelthorne BC. The Economic Development team could again research service areas and opportunities for SMEs.
- Procurements between £40,001 and £100,000 again require 'at least' 3 quotes from suppliers **but should be advertised on 'Intend'** which would mean it would be run as a "relaxed tender" (i.e. a request for quote (RFQ)) and local suppliers registered on the Intend system can be contacted directly and are able to submit quotes. However, as the Council is bound to obtain best value in its procurement activities, local businesses would have to show that they provide best value to compete with suppliers out of the Council's catchment area as suppliers outside of the Council's jurisdiction can't be prevented from submitting quotes, if registered on 'Intend'. An alternative option with spends between £40k -100k is for the Council to purchase off frameworks. In such circumstances local suppliers would have to be registered on such a framework to be considered.
- Therefore local suppliers can be encouraged to:
 - a) Register on frameworks, Dynamic Purchasing Systems (DPSs)
 - b) Make available to the Economic Development team a list of frameworks that they are registered on to enable us to more easily access them if required
- We do hold information on our website concerning procurement but we are conscious that this needs reviewing and updating, which will take resource to complete by spring 2018.

- If there are requirements for goods/services below the threshold that demands a prescribed process, they could be advertised via local business networks (Spelthorne Business Forum/Local Chambers of Ashford/Sunbury / Shepperton/Staines BID). If we clearly plan our procurement processes in the future the above suggestion could be most useful for spends between £5k and £40k.
- At a Spelthorne Business Awards event planned for late 2018 we could have a section for the 'Best Local Supplier' for SBC which may promote and encourage other Spelthorne businesses to engage with the Council.

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Overview and Scrutiny Committee

28 November 2017



Title	Capital Monitoring Report		
Purpose of the report	To note		
Report Author	Laurence Woolven (Chief Accountant)		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	Overview and Scrutiny Committee to note the current level of spend.		
Reason for Recommendation	Not applicable		

1. Expenditure to date and Estimated Outturn

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to September 2017.
- 1.2 For the period ending September 2017, capital expenditure including commitments was £62.3m, which represents 20.4% of the revised budget.
- 1.3 The projected outturn shows that we are anticipating to spend £298.5m which represents 97.6% of the revised budget of £305.9m.

Councillor Barnard - Planning and Economic Development

- 1.4 It is expected that £1.18 M will be spent in accordance with the budget in respect of redeveloping the Churchill Hall site (£0.7m) and other sites.
- 1.5 To date expenditure in this area is £34,173 (2.9% of budget).

Councillor Harvey - Leader

- 1.6 It is expected that the £200m of 17/18 budget and the £94.5m carry forward will be spent on a number of acquired assets by the end of the financial year. The Council has successfully acquired 3 Roundwood Avenue and WBC4, more expenditure is expected on acquiring new assets during this financial year.
- 1.7 There may be a total of £200,000 spend relating to carrying out the master plan study relating to accommodation. The expected underspend on the £7m budget will need to be rolled forward to next year.

- 1.8 The £260k Ward grants programme is currently expected to be on budget.
- 1.9 To date expenditure in this area is £62.15m (20.6% of budget).

Councillor Mitchell – Corporate Management

- 1.10 There is a £33.9k spend on the Council Chamber Audio project for which there was no budget.
- 1.11 All other projects are expected to be completed in this financial year. It should be noted that expenditure to date on this area is £101,338 out of a budget of £662,800 including carry forwards (15.3%).

Councillor Francis - Housing

- 1.12 The level of activity relating to disability facilities is higher than expected which will lead to higher costs later this year.

Councillor Gething – Environment and Compliance

- 1.13 There is a £12k overspend on refuse/recycling vehicles now that the bids are in, this is offset by forecast underspends on Laleham Park (£200k), Solar panels (£20k), Parking Service vans (£20k) and Air Quality (£24.5k). These underspends will need to be rolled forward to 18/19.
- 1.14 Small Scale Area Regeneration is forecast to be £260k underspent, Edinburgh Drive Parade has been completed with 3 more parades still to be upgraded as waiting for S278 agreement. SCC funding has ceased for future projects of this type.
- 1.15 To date £348.9K has been spent (20.3% of budget).

2. Financial implications

- 2.1 Any underspend on the approved Capital Programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes.

3. Timetable for implementation

- 3.1 Bi monthly monitoring reports are prepared for Management team and incorporate revised actual figures.

Background papers: None

Appendices: A&B

Appendix A

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2017

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Francis - Housing	184,300	15,000	287,700	487,000	(348,832)	6,500	423,934	(63,066)
Cllr Gething - Environment & Compliance	1,157,700	64,600	500,000	1,722,300	348,870	109,102	1,202,900	(519,400)
Cllr Barnard - Planning and Economic Development	1,236,600	56,200	-	1,292,800	28,727	-	1,251,600	(41,200)
Cllr Harvey - Leader	207,257,000	94,500,000	-	301,757,000	62,146,806	155,834	294,960,000	(6,797,000)
Cllr Mitchell - Corporate Management	441,000	221,800	-	662,800	101,338	150,102	696,700	33,900
	210,276,600	94,857,600	787,700	305,921,900	62,276,909	421,537	298,535,134	(7,386,766)

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2017

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Housing Investment Programme											
Cllr Francis - Housing											
D Ashman & K Sinclair	40203	Disabled Facilities Mandatory	644,300	-	287,700	932,000	358,436	-	932,000	-	
D Ashman & K Sinclair	40204	Disabled Facilities Discretion	29,600	-	-	29,600	98	-	29,600	-	Expenditure expected in the latter part of the financial year
		Less Specified Capital Grant	(644,300)	-	-	(644,300)	(707,366)	-	(707,366)	(63,066)	
		Net Cost of Disabled Facilities Grants	29,600	-	287,700	317,300	(348,832)	-	254,234	(63,066)	
D Ashman & K Sinclair	40209	Home Improvement Agency grant	81,000	-	-	81,000	-	-	81,000	-	Expenditure expected in the latter part of the financial year
		HIA Funding	(26,300)	-	-	(26,300)	-	-	(26,300)	-	
		Total	54,700	-	-	54,700	-	-	54,700	-	
Total For HIP			84,300	-	287,700	372,000	(348,832)	-	308,934	(63,066)	
Other Capital Programme											
Cllr Francis - Housing											
D Ashman & K Sinclair	42044	Community Bulding Grant Scheme	25,000	-	-	25,000	-	-	25,000	-	This scheme is highly unlikely to be continued due to Surrey County Council cuts which they announced recently. However, these funds may be available for alternative capital projects administered via Grant Panel
		Total	25,000	-	-	25,000	-	-	25,000	-	
Sandy Muirhead	42013	Civica EDMS&Locata Integration	25,000	-	-	25,000	-	6,500	25,000	-	This project is ongoing and linked to Civica upgrade which should be completed by December 2017 subject to agreeing terms & conditions with Civica (Deputy Group Head Housing is progressing this) and then expected to progress & complete Locata by March 2018.
Sandy Muirhead	42015	Landlord Guarantee Scheme	50,000	15,000	-	65,000	-	-	65,000	-	Now looking to link to Civica System & building finance link via Integra. Project is expected to be completed by end of this financial year subject to housing teams, Customer Services and Finance being able to meet deadlines especially around testing
		Total	75,000	15,000	-	90,000	-	6,500	90,000	-	
Cllr Gething - Environment & Compliance											
Jackie Taylor	41026	Laleham Park Upgrade	200,000	-	-	200,000	-	-	-	(200,000)	This project is underway with building proposals at pre planning stage and expected to be completed during 2018/19
Jackie Taylor	41030	Hengrove Park	-	14,600	-	14,600	-	-	14,600	-	Further review will take place in November 2017 to ascertain what is still required in the park. It is expected that will be completed by end of this financial year
Jackie Taylor	41322	Bridge St Car Parking Machines	25,000	-	-	25,000	18,515	7,863	25,000	-	Machines have been installed. Partial payment is still outstanding.
Jackie Taylor	41502	Refuse/Recycling Vehicles	225,000	-	-	225,000	165,660	750	237,000	12,000	Project has nearly complete as all vehicles have been delivered. there are still payments outstanding
Jackie Taylor	41505	GroundsMaintenanceProject	-	-	500,000	500,000	107,940	18,528	500,000	-	Procurement is underway and project is expected to be completed by end of this financial year
Jackie Taylor	41506	Spelride Bus Replacement	-	-	-	-	(6,755)	-	-	-	Payment accrued in the previous year is expected to be made during this financial year
Jackie Taylor	41609	Replacement Multi Use Vehicle	80,000	-	-	80,000	-	53,257	80,000	-	Procurement is underway and the project is expected to be completed by end of this financial year
Jackie Taylor	41610	Miniature Railway Staines park	15,000	-	-	15,000	-	13,805	15,000	-	This project is completed waiting for the payment to be made.
Jackie Taylor	41620	Wheelie Bins	50,000	-	-	50,000	49,630	6,203	50,000	-	Bins will be ordered throughout the financial year depending on need as & when identified
Jackie Taylor	41624	InstallElecVehicleChargePoints	15,000	-	-	15,000	13,080	-	13,100	(1,900)	This project is completed
Jackie Taylor	41625	TothillCarParkLightingUpgrade	30,400	-	-	30,400	-	-	30,400	-	Currently all the quotes are being looked at. Trial run of three different types of LEDs. Lux levels have taken place. Next stage is to expand the trial working towards the whole car park. The project is expected to be completed by end of this financial year

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2017

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Jackie Taylor	41626	GreenoDayCenLightingUpgrade	10,800	-	-	10,800	-	-	10,800	-	Work is in progress and this project is expected to be completed by end of this financial year
Jackie Taylor	41627	Solar PV For Staines Comm Cent	25,000	-	-	25,000	800	-	-	(25,000)	Currently all the quotes are being looked at and considered. This project may not be completed until 2018/19 and the funding may need to be requested to be carried forward
Jackie Taylor	41628	Parking Service Vans	20,000	-	-	20,000	-	-	-	(20,000)	The suitable Electric or hybrid vehicles are not available until next financial year. However, in the interim the research will continue for appropriate electric vehicles to suit the service. Budget may be requested to be carried forward or rephrased into next financial year.
Jackie Taylor	42027	Domestic Home Energy	30,000	-	-	30,000	-	4,920	30,000	-	Project is underway and expected to be completed by end of this financial year
Total			726,200	14,600	500,000	1,240,800	348,870	105,327	1,005,900	(234,900)	
			20.5%								
Lee O'Neil	41314	Air Quality	24,500	-	-	24,500	-	-	-	(24,500)	The project is in progress with other priorities and expected to be completed by end of 2018/19. The balance of budget will be requested to be carried forward into next financial year
Total			24,500	-	-	24,500	-	-	-	(24,500)	
<u>Cllr Barnard - Planning and Economic Development</u>											
Heather Morgan	41007	Stanwell Skate Park	-	-	-	-	(1,249)	-	-	-	Retention payment is expected to be paid in this financial year
Heather Morgan	41015	Runnymede Estates	55,600	-	-	55,600	-	-	55,600	-	Capitalised Planned Maintenance expenditure to be moved here at the end of the financial year
Heather Morgan	41622	Affordable Housing Opportunity	1,181,000	-	-	1,181,000	34,173	-	1,181,000	-	£0.7m is expected on Redevelopment of Churchill Hall and remainder on other projects as we will continue to look for the other opportunities and in touch with Registered Social landlords Partners
Heather Morgan	42017	Memorial Gardens	-	-	-	-	(2,926)	-	-	-	There are some retention payments are still due to Runnymede Borough Council
Heather Morgan	42033	Greeno Centre Car Park	-	-	-	-	(1,270)	-	-	-	Retention payment is still to be paid by end of this financial year.
Heather Morgan	42036	Towpath Car Park	-	56,200	-	56,200	-	-	15,000	(41,200)	Work relating to clearing the site and installing fencing around is expected to undertaken in this financial year
Total			1,236,600	56,200	-	1,292,800	28,727	-	1,251,600	(41,200)	
<u>Cllr Harvey - Leader</u>											
D Ashman & K Sinclair	42045	Ward Grants	260,000	-	-	260,000	77,969	-	260,000	-	Applications are being processed. Potential for under spend has not been established, possible further allocations by the end of financial year
Heather Morgan	42038	Acquisition of Assets	200,000,000	94,500,000	-	294,500,000	62,068,837	155,834	294,500,000	-	Expenditure has been incurred on acquiring two new sites i.e. 3 Roundwood Avenue and World Business Centre4. More expenditure is expected on acquiring further new sites during this financial year.
Heather Morgan	42011	Replace Council Accommodation	6,997,000	-	-	6,997,000	-	-	200,000	(6,797,000)	We are evaluating options for our office accommodation. There may be expenditure expected to carry out master plan study relating to the entire accommodation.
Total			207,257,000	94,500,000	-	301,757,000	62,146,806	155,834	294,960,000	(6,797,000)	
<u>Cllr Mitchell - Corporate Management</u>											
Helen Dunn	43621	VDI	-	177,800	-	177,800	46,982	-	177,800	-	Work is currently in progress and expected to be completed by end of this financial year.
Helen Dunn	43003	New Software	20,000	-	-	20,000	7,314	22,006	20,000	-	Expenditure on various software enhancements throughout the financial year
Helen Dunn	43608	Other Hardware	30,000	-	-	30,000	3,100	-	30,000	-	Expenditure on various hardware enhancements throughout the financial year
Helen Dunn	43622	ICT Network	150,000	-	-	150,000	10,940	128,096	150,000	-	Project is in progress and expected to be completed by end of this financial year
Helen Dunn	43623	Peripheral Devices	3,500	-	-	3,500	-	-	3,500	-	Replacement tablet is required. The project is expected to be completed by end of this financial year
Helen Dunn	43624	Council Chamber Audio	-	-	-	-	32,882	-	33,900	33,900	Project has already been approved by MAT to go ahead and the initial installation of equipment has been completed. There are some goosenecks and a roaming mic are still required
Total			203,500	177,800	-	381,300	101,218	150,102	415,200	33,900	

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2017

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Sandy Muirhead	43503	Agile Working	28,200	19,000	-	47,200	120	-	47,200	-	The project is quite wide ranging in terms of moving towards more agile working besides physical location and moves towards encouraging home working etc. it also covers review of change management and training needs for staff, analysing the current working patterns and learning lessons from trials. Plans are moving ahead at looking at better use of space in Knowle Green which then links to the agile working and technology used. The project is now progressing rapidly with views on future locations of the offices becoming more certain
Sandy Muirhead	43511	ScannersCorporateEDMS Roll out	31,000	5,000	-	36,000	-	-	36,000	-	Project is part of EDMS. The project is in progress and expected to be completed by end of March 2018
Sandy Muirhead	43512	Sharepoint redesign & Relaunch	70,000	20,000	-	90,000	-	-	90,000	-	This project is under review and will be integrated with other ICT projects and expected to be completed in this financial year.
Sandy Muirhead	43515	Corporate EDMS Project	108,300	-	-	108,300	-	-	108,300	-	Work on Phase II is being undertaken. Project is currently in progress linked to office moves and largely expected to be completed by end of this financial year subject to all services allocating resources to deal with archivable documents
Total			237,500	44,000	-	281,500	120	-	281,500	-	
<u>Cllr Gething - Enviroment & Compliance</u>											
Keith McGroary	41619	Small Scale Area Regeneration	620,000	-	-	620,000	-	275	50,000	(570,000)	Edinburgy Drive Parade has been completed and 3 more parads still to be upgraded as waiting for S278 agreement licence from Surrey County Council. No more funding for future projects of this type is available as funding from Suurey County Council has ceased.
Keith McGroary	41621	External Funding CCTV Enhancement	(310,000) 97,000	- 50,000	-	(310,000) 147,000	-	- 3,500	- 147,000	310,000 -	Meeting with Surrey Police & all Surrey Districts/ Boroughs took place recently to agree stragegic plan for CCTV tendering process now to proceed to identify Contractor to instal the system. Delivery is expected to be completed in this financial year
Total			407,000	50,000	-	457,000	-	3,775	197,000	(260,000)	
Total For Other			210,192,300	94,857,600	500,000	305,549,900	62,625,741	421,537	298,226,200	(7,323,700) #	
Total Expenditure			211,257,200	94,857,600	787,700	306,902,500	62,984,275	421,537	299,268,800	(7,633,700)	
Total Funding			(980,600)	-	-	(980,600)	(707,366)	-	(733,666)	246,934	
GRAND TOTAL			210,276,600	94,857,600	787,700	305,921,900	62,276,909	421,537	298,535,134	(7,386,766)	

Overview and Scrutiny Committee

28 November 2017



Title	Revenue Monitoring Report		
Purpose of the report	To note		
Report Author	Laurence Woolven (Chief Accountant)		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	To note the current level of spend		
Reason for Recommendation	Not applicable		

1. Key issues

1.1 To provide Overview and Scrutiny Committee with the net revenue spend figures to the end of September 2017.

- The forecast outturn at net expenditure level is shown below It shows a positive variance of £0.58M :

	Budget £M	Forecast Outturn £M	Variance £M
Total Expenditure	60.00	59.94	(0.06)
Total Income	(59.98)	(60.90)	(0.92)
Salary budget saving (<i>actual vacancy savings are reflected in services expenditure outturn</i>)	(0.30)	0	0.30
Interest Earnings	0	0.08	0.08
Debt Interest Payable	0	0.05	0.05
Budget Adjustment	0.28	0.28	-
Revenue Carry forward	-	(0.03)	(0.03)
Net	-	(0.58)	(0.58)

2. Options analysis and proposal

- 2.1 Overview and Scrutiny Committee is asked to note the current net revenue spend and forecast position.

The following highlights variances where the variance is greater than 5% of the spend area. In addition, all variances of over £5K are noted.

Leader

Spend Area	Variance	Comment
Corporate Governance	Adverse £43k	Employee saving of £7k due to cessation of shared service with Reigate BC off set by £50k income budget not being achievable
Democratic Representation and Management	Adverse £6.6K	2% increase on basic allowances
Elections	Positive £5.9K	No further expenditure expected provided there is no by election
Total	Adverse £44.0K	

Deputy Leader

Spend Area	Variance	Comment
Corporate Publicity	Adverse 19.5K	Incorrect recharge re web support for Runnymede reversed out in this financial year
Emergency Planning	Adverse £7.5K	Training costs for Prevent strategy work but funding received in 2016-17.
Total	Adverse £29.1K	

Corporate Management

Spend Area	Variance	Comment
HR	Adverse £23.5K	Overspends due to increased employees costs to cover extra workload
ICT	Positive £70.1K	Underspend on Network manager post being covered by Elmbridge partially offset by one off e-tendering costs for hosting and training fees

Project Management	Positive £147.4K	Redundancy costs not budgeted in year but delivering ongoing saving (£12.5K). Back scanning project costs to be carried forward to 18/19 (£-159.9K)
Total	Positive £194.2K	

Environment & Compliance

Spend Area	Variance	Comment
Depot	Adverse £13.9K	Insurance excess charges with no budget
DS Management and Support	Adverse £25K	Out of hours and overtime payments in relation to traveller incursions and elections
Refuse Collection	Positive £108.7K	One off payment due to Surrey County Council re changes to recycling credits system £89.7K adverse variance Higher income expected due to more activity: £198.4K positive variance
Street Cleaning	Positive £25K	Savings expected due to vacant posts partially covered by temporary staff & overtime payments Offsets DS Management overspend above, Street Scene budget therefor on target
Waste Recycling	Positive £14K	School recycling income higher due to more activity
Public Conveniences	Positive £8K	Savings expected against the business rates budget
Parks Strategy	Positive £16.2K	Higher expenditure on windfall projects offset by additional grant
Car Parks	Adverse £61.2K	Business Rates above budget
Environmental Health Admin	Adverse £26.5K	Higher software costs and no recharge income as DFG work now undertaken by Independent Living
Community Safety	Adverse £51.1K	Variance made up of : Temporary staff Expenditure with no budget, Radio Equipment has now been sold to Business Improvement District (BID); adverse £8K Higher CCTV telephone maintenance costs partially offset by lower contribution to CSP Fund; net adverse £7.4K

		No recharge Income contribution through CSP from this financial year onwards: adverse £35.7K
Total	Adverse £9.8K	

Housing

Spend Area	Variance	Comment
Housing Needs	Positive £34.6K	Vacant posts in year covered by secondments in the team
Homelessness	Positive £212.8K	B&B usage has been lower than anticipated. This area will be kept under close review as numbers could rise before year end.
Housing Benefits Admin	Positive £30.5K	Underspend expected due to current vacant part time posts: Positive £31.4K IT costs : Adverse £19.1K Revenue grant funding IT costs: Positive variance £18.2K
Housing Benefits Payments	Adverse £164K	Overpayments raised are less than budgeted, due to slow down of real time info from DWP
Total	Positive £113.9K	

Community Well Being

Spend Area	Variance	Comment
SPAN	Positive £17.7K	Additional income received for Surrey Telecare Equipment
Day Centres	Adverse £13.6K	Principally made up of: Vacancies at start of the year (£11.5K positive variance) High needs income currently not on target, will review during the year (£27.6K adverse variance)
Spelthorne Troubled Families	Adverse £11.4K	Vacant posts are being covered by temporary posts. Costs are expected to be partially offset by reimbursement through Surrey County Council as part of Family Support Programme

Spelthorne Leisure Centre	Positive £13.2K	Profit share increased due to RPI increase
Public Halls	Adverse £10.4K	Survey costs for Churchill Centre which cannot be capitalised £7.4K adverse variance Lease surrendered at Churchill Centre and lease reduced for St Martins Hall £3K adverse variance
Total	Adverse £9.6K	

Planning and Economic Development

Spend Area	Variance	Comment
Economic Development	Adverse £13.6K	Overspend due to Economic Development Manager in budget for 50% of salary split with Community Safety. This post is now 100% in Economic Development. Vacancies early in year will reduce the overspend
Asset Management Administration	Positive £671.8K	Development Surveyor vacant and delay in filling other posts has led to positive variance of £46.2K No budget for the Bugle Public House site, to be funded from additional income generated in year. Adverse variance of £275.1K Additional income from asset acquisitions in year. Positive variance of £900.7K
Planning Policy	Positive £31.7K	Two senior planning officer posts were vacant earlier in year (both now filled)
Planning Development Control	Adverse £103.4K	Use of overtime and temporary staff for increased workload Consultancy costs higher than budgeted Income slightly below target due to no large planning applications
Building Control	Positive £25.3K	Additional cost incurred as a result of structural engineering work due to increased volume of incoming work/applications. Adverse £10K Higher income expected due to more activity. Positive £38.9K
General Property Expenses	Positive £1.1K	Additional costs relating to works at Cedars Recreation ground. Adverse £17.1K Additional income received for licences. Positive £18.2K
Knowle Green	Positive £196.4K	Underspend due to Senior Facilities Manager vacancy. Positive £25.4K

		Business rates lower than budgeted. Positive £182.4K Reduction in rents, due to tenants vacating Knowle Green offices. Adverse £11.4K
Total	Positive £812.7K	

Finance and Customer Relations

Spend Area	Variance	Comment
Chief Executive	Adverse £31.2K	Professional fees for CX recruitment
Accountancy	Adverse £42K	Cost of agency staff to cover posts and consultants fees paid to recruit for the vacant posts with no budget
Committee Services	Positive £19.8K	Underspend due to Committees Manager retiring
Total	Negative £53K	

3. Financial implications

3.1 As set out within the report and appendices

4. Other considerations

4.1 There are none

5. Timetable for implementation

5.1 Bi – monthly reports are produced for Management team

Background papers: None

Appendices:

A and B

APPENDIX A

2017/18 Net Revenue Budget Monitoring

As at end of 30 SEPTEMBER 2017

	17/18	17/18	17/18	17/18
	Budget		Forecast Outturn	Variance to Revised
	Original £	Revised £		
Gross Expenditure	59,961,400	59,995,100	59,941,400	(53,700)
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	59,961,400	59,995,100	59,941,400	(53,700)
Less Housing Benefit grant	(31,944,000)	(31,944,000)	(31,944,000)	-
Less Specific fees and charges income	(28,015,500)	(28,032,300)	(28,953,900)	(921,600)
Net Expenditure - broken down as below	1,900	18,800	(956,500)	(975,300)
Leader of the Council	1,131,000	1,131,000	1,175,000	44,000
Deputy Leader	550,600	559,300	588,400	29,100
Corporate Management	2,103,300	2,038,500	1,844,300	(194,200)
Housing	1,671,900	1,671,900	1,558,000	(113,900)
Finance and Customer Service	3,792,400	3,817,400	3,870,400	53,000
Planning and Economic Development	(14,645,300)	(14,580,500)	(15,393,200)	(812,700)
Environment and Compliance	5,166,800	5,166,800	5,176,600	9,800
Community Wellbeing	231,200	214,400	224,000	9,600
NET EXPENDITURE AT SERVICE LEVEL	1,900	18,800	(956,500)	(975,300)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
NET EXPENDITURE	-298,100	-281,200	-956,500	(675,300)
NET EXPENDITURE	-298,100	-281,200	-956,500	(675,300)
Interest earnings	(900,000)	(900,000)	(820,000)	80,000
Debt Interest Payable	8,307,000	8,307,000	8,360,000	53,000
Minimum Revenue Provision	4,482,100	4,482,100	4,482,100	-
Refurbishments Reserve Contributions	700,000	700,000	700,000	-
BUDGET REQUIREMENT	12,291,000	12,307,900	11,765,600	(542,300)
Baseline NNDR Funding	(3,009,000)	(3,009,000)	(3,009,000)	-
Revenue Support grant	0	0	0	-
Transition Grant	(96,000)	(96,000)	(96,000)	-
New Homes Bonus	(1,530,900)	(1,530,900)	(1,530,900)	-
NET BUDGET REQUIREMENT	7,655,100	7,672,000	7,129,700	(542,300)
Collection Fund Surplus/(deficit)	(167,493)	(167,493)	(167,493)	-
CHARGE TO COLLECTION FUND	7,487,607	7,504,507	6,962,207	(542,300)
2016/17 Revenue carryforward			(33,700)	(33,700)
Net Position				(576,000)

Appendix B				
REVENUE MONITORING 2017/18				
EXPENDITURE AND INCOME SUMMARY 30 SEPTEMBER 2017				
Results to 30-Sep-17	Budget		Forecast	Variance
	Revised	YTD	Outturn	to Revised
	£	£	£	£
Leader of the Council				
Employees	827,100	409,700	820,400	(6,700)
Other Expenditure	577,400	307,400	607,800	30,400
Income	(273,500)	(136,800)	(253,200)	20,300
	1,131,000	580,300	1,175,000	44,000
Deputy Leader				
Employees	134,800	66,500	144,400	9,600
Other Expenditure	435,500	195,600	445,500	10,000
Income	(11,000)	0	(1,500)	9,500
	559,300	262,100	588,400	29,100
Corporate Management				
Employees	1,391,500	702,500	1,346,900	(44,600)
Other Expenditure	691,300	317,000	542,000	(149,300)
Income	(44,300)	(22,100)	(44,600)	(300)
	2,038,500	997,400	1,844,300	(194,200)
Housing				
Employees	1,445,100	710,300	1,371,800	(73,300)
Other Expenditure	33,954,400	16,957,600	33,678,300	(276,100)
Housing Benefit grant income	(31,944,000)	(15,971,900)	(31,944,000)	-
Income	(1,783,600)	(899,000)	(1,548,100)	235,500
	1,671,900	797,000	1,558,000	(113,900)
Finance and Customer Service				
Employees	3,234,600	1,609,400	3,184,300	(50,300)
Other Expenditure	907,200	414,900	1,012,000	104,800
Income	(324,400)	(6,500)	(325,900)	(1,500)
	3,817,400	2,017,800	3,870,400	53,000
Planning and Economic Development				
Employees	1,765,400	874,300	1,718,000	(47,400)
Other Expenditure	3,107,800	1,705,400	3,279,800	172,000
Income	(19,453,700)	(9,738,500)	(20,391,000)	(937,300)
	(14,580,500)	(7,158,800)	(15,393,200)	(812,700)
Environment and Compliance				
Employees	4,231,800	2,105,600	4,993,500	761,700
Other Expenditure	4,966,000	2,672,300	4,448,300	(517,700)
Income	(4,031,000)	(2,041,500)	(4,265,200)	(234,200)
	5,166,800	2,736,400	5,176,600	9,800
Community Wellbeing				
Employees	1,637,700	814,100	1,636,600	(1,100)
Other Expenditure	687,500	365,100	711,800	24,300
Income	(2,110,800)	(997,600)	(2,124,400)	(13,600)
	214,400	181,600	224,000	9,600
NET EXPENDITURE AT SERVICE LEVEL	18,800	413,800	(956,500)	(975,300)
Total Employees	14,668,000	7,292,400	15,215,900	547,900
Total Other Expenditure	45,327,100	22,935,300	44,725,500	(601,600)
Housing Benefit grant income	(31,944,000)	(15,971,900)	(31,944,000)	0
Total Income	(28,032,300)	(13,842,000)	(28,953,900)	(921,600)
	18,800	413,800	(956,500)	(975,300)
Total Expenditure	59,995,100	30,227,700	59,941,400	(53,700)
Total Income	(59,976,300)	(29,813,900)	(60,897,900)	(921,600)
Net	18,800	413,800	(956,500)	(975,300)

Overview and Scrutiny Committee Work Programme 2017-2018

Date of Meeting	ISSUE	Lead Officer	Objectives
28 November 2017	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Budget Issues – 2018–2019/2019-2020	Terry Collier/Cllr Williams	To consider the issues for the Budget 2018-2019.
	3. Changes in the Homelessness duty	Karen Sinclair/Deborah Ashman/Cllr Francis	To consider the impact on the Council from changes in the Homelessness duty.
	4. Procurement from local businesses	Sandy Muirhead/Cllr Mitchell	To review the involvement of local businesses in the Council's procurement processes.
	5. Leader's Task Group for Economic Development	Heather Morgan / Cllr Barnard	To review the work of the Economic Development Engagement Group
	Reports for noting		
	6. Capital Monitoring Report Q2	Terry Collier /Laurence Woolven / Cllr Williams	To receive and note the current Capital spend position.
	7. Revenue Monitoring Report Q2	Terry Collier /Laurence Woolven / Cllr Williams	To receive and note the current Revenue spend position.
8. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.	

Overview and Scrutiny Committee Work Programme 2017-2018

Date of Meeting	ISSUE	Lead Officer	Objectives
16 January 2018	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. The Council's property investment strategy	Terry Collier/Cllr Williams	To review the Council's property investment strategy.
	3. Business Rates – avoidance and evasion	Punita Talwar/Roy Tilbury/ Cllr Williams	To review the Council's counter fraud work.
	4. Leader's Task Group for Economic Development	Heather Morgan / Cllr Barnard	To receive an update on the work of the Economic Development Engagement Group
	Reports for noting		
	5. Capital Monitoring Report Q3 and projected outturn	Terry Collier / Cllr Williams	To receive and note the current Capital spend position.
	6. Revenue Monitoring Report Q3 and projected outturn	Terry Collier / Cllr Williams	To receive and note the current Revenue spend position.
	7. Treasury Management half-yearly report	Terry Collier / Cllr Williams	To note the Treasury Management situation.
	8. Project Management update	Sandy Muirhead/Cllr Mitchell	To review the update on the status of current Council projects.
9. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.	

Overview and Scrutiny Committee Work Programme 2017-2018

Date of Meeting	ISSUE	Lead Officer	Objectives
13 March 2018	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Impact of Heathrow and Compton Flight Plan (provisional)	Ann Biggs/Cllr Gething	To consider the impact of Heathrow generally, and the Compton Flight Plan in particular, on Spelthorne Borough residents and what the Borough is doing to mitigate that impact.
	3. Environmental Planning Enforcement	Heather Morgan/Cllr Barnard	To consider actions being taken by the Planning Enforcement team to deal with unlawful development.
	4. Overnight parking in lay-bys of HGVs	Jackie Taylor/Cllr Gething/Cllr Rybinski	To consider the effect on residents of overnight parking in lay-bys by HGVs.
	5. Review of Code of Corporate Governance	Michael Graham/Cllr Harvey	To consider the review of the Code of Corporate Governance in the Constitution
	6. Leader's Task Group for Economic Development	Heather Morgan / Cllr Barnard	To review the work of the Economic Development Engagement Group
	7. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.

Topics to be scheduled:

- Regeneration of Laleham Park
- Review of operation of EcoPark
- River Thames and Environment Agency
- Parking in Ashford

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