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Date: 11 June 2019

## Notice of meeting

### Cabinet

**Date:** Wednesday, 19 June 2019

**Time:** 7.00 pm

**Place:** Goddard Room, Council Offices, Knowle Green, Staines-upon-Thames

<b>The members of the Cabinet</b>	<b>Cabinet member areas of responsibility</b>
I.T.E. Harvey (Leader)	Leader and Council Policy co-ordination
A.C. Harman (Deputy Leader)	Deputy Leader and Finance
M.M. Attewell	Community Wellbeing and Housing
R.O. Barratt	Environment and Compliance
J.R. Boughtflower	Corporate Management
O. Rybinski	Economic Development, Customer Service, Estates and Transport

**Spelthorne Borough Council, Council Offices, Knowle Green**

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## **AGENDA**

**Page nos.**

- 1. Apologies for absence**  
To receive any apologies for non-attendance.
- 2. Minutes** **5 - 8**  
To confirm the minutes of the meeting held on 24 April 2019 as a correct record.
- 3. Disclosures of Interest**  
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Single-Use Plastics Policy and Strategy - Key Decision** **9 - 38**  
**Councillor R.O. Barratt**  
  
To consider a report on adoption of a single-use plastics policy and 5-year action plan and the associated single-use plastics strategy for Surrey.
- 5. Treasury Management Strategy Annual report** **39 - 50**  
**Councillor A.C. Harman**  
  
To note the 2018/19 outturn report for Treasury Management.
- 6. Revenue Monitoring Q4 - (January to March 2019) and outturn of previous year** **51 - 72**  
**Councillor A.C. Harman**  
  
To note the provisional revenue outturn for 2018/19 and consider a request to approve carry-forwards.
- 7. Capital Monitoring Q4 - (January to March 2019) and outturn of previous year** **73 - 82**  
**Councillor A.C. Harman**  
  
To note the provisional capital outturn for 2018/19 and consider a request to approve carry-forwards.
- 8. Appointments to Outside Bodies** **83 - 86**  
**Councillor I.T.E. Harvey**  
  
To consider the nominations for councillor appointments to Outside

Bodies.

**9. Leader's announcements**

To receive any announcements from the Leader.

**10. Urgent items**

To consider any items which the Chairman considers as urgent.

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## **Minutes of Cabinet**

**24 April 2019**

### **Present:**

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination  
Councillor A.C. Harman, Deputy Leader and Communications  
Councillor M.M. Attewell, Community Wellbeing  
Councillor C. Barnard, Planning and Economic Development  
Councillor J.R. Boughtflower, Corporate Management  
Councillor M.P.C. Francis, Housing  
Councillor D. Patel, Environment and Compliance  
Councillor O. Rybinski, Customer Service, Estates and Transport  
Councillor H.R.D. Williams, Finance

**In attendance:** Councillor R.W. Sider BEM

### **2598 Minutes**

The minutes of the Cabinet meeting held on 27 March 2019 were agreed as a correct record.

### **2599 Disclosures of Interest**

There were none.

### **2600 Corporate Risk Management**

Cabinet considered the recommendation from the Audit Committee on the Corporate Risk Register.

**Resolved** to approve the Corporate Risk Register as submitted.

#### **Reason for decision**

The Register summarises the Council's most significant risks. It sets out the controls which have been put in place and identifies any further action which might be needed to mitigate risks.

### **2601 \*Anti-Fraud, Bribery & Corruption Strategy**

Cabinet considered the recommendation of the Audit Committee on amendments to the Anti-Fraud, Bribery and Corruption Strategy.

**Resolved** to recommend the Anti-Fraud, Bribery and Corruption Strategy as amended, to Council for approval.

#### **Reason for Decision**

The Strategy forms part of the Council's Constitution and is in line with best practice. The Strategy continues to underpin the Council's commitment to

prevent all forms of fraud, bribery and corruption, demonstrating the important role it plays in the overall Corporate Governance framework.

**2602 SCC Consultation on 'Making Surrey Safer'**

Cabinet considered a draft response to Surrey County Council's consultation on its 'Making Surrey Safer plan 2020-2023'.

**Resolved:**

1. to agree the draft response to the 'Making Surrey Safer' consultation as outlined at Appendix C to the report and
2. to delegate authority to the Deputy Chief Executive (Lee O'Neil), in consultation with the Leader, to finalise the response for submission by 26<sup>th</sup> May 2019.

**2603 Leader's announcements**

The Leader made the following announcements:-

"The Council is making preparations for the European Election on 23 May 2019.

Esso has confirmed the final route for the replacement pipeline, from Southampton to London. They will be writing to any residents who live within 50m of the final route.

CCTV camera and metal bollards have been installed at Sheepwalk in Shepperton to deter fly-tipping.

The council has reminded residents that they will never be contact by text to apply for a council tax refund and that if this happens, it is a scam.

Neighbourhood Services are offering to provide equipment and rubbish clearing services for community-led street cleans being organised in April.

10-year-old Param Patel was declared the winner of the Spelthorne's Got Talent final on Friday 22 March. Held at Halliford School's John Crook theatre in Shepperton, 13 acts comprising singers, dancers, comedians, musicians and magicians gathered to perform to a sold-out audience, raising money for the Mayor's charities."

**2604 Urgent items**

There were none.

**NOTES:-**

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***

- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) *Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) *When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***

  - Outline their reasons for requiring a review;***
  - Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
  - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
  - Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) *The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 2 May 2019.***

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**Cabinet****19 June 2019**

<b>Title</b>	Single-use plastics policy and action plan		
<b>Purpose of the report</b>	To make a Key Decision		
<b>Report Author</b>	Mark Rachwal		
<b>Cabinet Member</b>	Councillor Richard Barratt	<b>Confidential</b>	No
<b>Corporate Priority</b>	Clean and Safe Environment		
<b>Recommendations</b>	<b>To adopt the Spelthorne Borough Council Single-use Plastics Policy and Five Year Action Plan, and the associated Single-use Plastics Strategy for Surrey.</b>		
<b>Reason for Recommendation</b>	<b>To show Spelthorne Borough Council understands the urgent need to tackle avoidable plastic waste and is committed to being part of the solution.</b> <b>To embed and enact the common vision for Surrey and set a clear roadmap on how this will be achieved in Spelthorne.</b>		

**1. Key issues**

- 1.1 The UK Government published its 25 Year Environment Plan in January 2018, which includes a target of “achieving zero avoidable plastic waste by the end of 2042”. DEFRA’s new waste and resources strategy 2018/19 also sets out a number of plastic waste reduction reforms to help the Government achieve its ambitious plans for a greener future.
- 1.2 Plastic waste is one of the greatest environmental challenges facing the world today. The UK estimates that there are currently more than 150 million tonnes of plastic in the world’s oceans, and 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year.
- 1.3 Spelthorne Council understands the urgent need to tackle avoidable plastic waste and be part of the solution. Spelthorne actively participated in the Surrey Single-use-Plastic Task Group set up in August 2018, which included representatives from all Surrey local authorities. A common vision was established of “supporting Surrey to become a SUP free county” and joint policy objectives agreed in October 2018. A Surrey wide strategy was then developed and subsequently adopted by the Surrey Environment Partnership in January 2019. The strategy provides a roadmap to meet the objectives and

an action plan with good practice activities enabling each authority to customise its approach.

- 1.4 All Surrey local authorities were requested to adopt the Strategy.
- 1.5 To go in line with the Surrey strategy, Spelthorne have developed a single-use plastics policy and an adapted version of the five year Surrey action plan.
- 1.6 To help embed and enact the common vision in Spelthorne it is important the policy and action plan is adopted, along with the Surrey strategy.

## **2. Options analysis and proposal**

- 2.1 Single-use Plastics Strategy for Surrey, SBC Single-use Plastics Policy and SUP Five Years Action Plan are offered for adoption. This will enable the Council to respond to Government single-use plastics targets and meet the needs and expectations of residents in respect to tackling avoidable plastic waste. The strategy and policy will help embed these principles into other areas of the Council and stakeholders' activities.

## **3. Financial implications**

- 3.1 Financial implications will fall under individual projects within the action plan.

## **4. Other considerations**

- 4.1 Not adopting the strategy and policy could result in some negative publicity and may demonstrate a lack of commitment and initiative in an area currently topping many political agendas.
- 4.2 As the action plans do inter-link it is necessary for complete 'buy-in' from all stakeholders and 'responsible people' to ensure progress. Not adopting the strategy could leave the Borough more open to these risks.

## **5. Timetable for implementation**

Report to Cabinet June 2019

Adoption of Strategy and Policy – June 2019

## **Background papers:**


### **Appendices:**

Appendix 1 - Single-use Plastics Strategy for Surrey

Appendix 2 - Spelthorne Borough Council Single-use Plastics Policy

Appendix 3 - Spelthorne Borough Council Single-use Plastics Five Years Action Plan





# **A Single-use Plastics Strategy for Surrey**



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Version Control			
Version	Owner	Issue date	Key changes
V1	Gulcin Polat	Jan 2019	-

## Foreword

The UK Government published its [25-Year Environment Plan](#) in January 2018, which includes a target of “achieving zero **avoidable plastic** waste by the end of 2042”. DEFRA’s new waste and resources strategy 2018/9 also sets out a number of plastic waste reduction reforms to help the Government achieve its ambitious plans for a greener future. These include proposals for further financial incentives to change consumer habits and greater responsibilities for retailers and manufacturers, such as handling the cost of treatment or disposal of their products at the end of their lifecycle and eco-friendly product design.

All of Surrey’s 12 local authorities\* understand the urgent need to tackle avoidable plastic waste and are dedicated to being part of the solution. This strategy outlines our commitment to working towards eliminating avoidable single-use plastics (SUP) in the county. It reflects our overarching ambition for Surrey residents to “*live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities*” which is captured in [our shared Community Vision For Surrey In 2030](#).

To achieve this a SUP Task Group, with representatives from all 12 local authorities, came together with the support of the Surrey Waste Partnership (SWP). Together we established a common vision of “supporting Surrey to become a SUP free county” and agreed joint policy objectives in October 2018. Subsequently we developed this strategy, which provides roadmaps to meet the objectives and an action plan with good practice activities enabling each authority to customise its approach.

This strategy will be governed by SWP, which includes representatives from all 12 of Surrey’s local authorities. SWP aims to manage Surrey’s waste (including SUP) in the most efficient, effective, economical and sustainable manner.

Taking this collaborative approach means we will have a greater impact on SUP reduction and as one of the first county partnerships to tackle the issue we hope to set a leading example for other local authorities.

Thanks to the drive and commitment of all involved, including council Members, Leaders and Officers we have created a far reaching agreement. Our strategy is a true partnership product, but we recognise we need to widen our reach to have the greatest impact.

The next step for us is working closely with our communities, businesses, schools, hospitals and beyond in order to implement our SUP objectives so as to enable Surrey residents, businesses and visitors to enjoy the long-term benefits these positive actions will bring.

Cllr Mike Goodman



Cllr Beryl Hunwicks



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\*Elmbridge Borough Council, Epsom & Ewell Borough Council, Guildford Borough Council, Mole Valley District Council, Reigate & Banstead Borough Council, Runnymede Borough Council, Spelthorne Borough Council, Surrey County Council, Surrey Heath Borough Council, Tandridge District Council, Waverley Borough Council, and Woking Borough Council

## 1. Introduction

During 2018 concern around the impact of SUP and plastic as a material in the wider environment has grown, in particular in the UK after the release of the [BBC's Blue Planet documentary series](#).

Although the benefits of plastic are undeniable, the global ability to cope with plastic waste is already overwhelmed. The programme revealed that only 9% of the nine billion tonnes of plastic the world has ever produced has been recycled. Therefore, unless action is taken to reduce the consumption of SUP and our addiction to its convenience, it will inevitably turn to a crisis.

SUP, often referred to as disposable plastics, are commonly used for packaging and are intended to be used only once before they are thrown away. They include, among other items, food packaging, bottles, straws, containers, cups, cutlery and grocery bags. SUP are also often described as being “avoidable” when a reusable or recyclable alternative could have been used instead.

In line with national policy, reducing SUP has become a priority for many local authorities across the UK and elsewhere. The target of “removing SUP from government estate by 2020” highlighted in DEFRA’s new Waste And Resources Strategy requires all local authorities to take action immediately in order to meet the given 2020 target.

Within Surrey, the 12 authorities have already brought their resources together to embrace a united approach to this matter. This is a significant opportunity for authorities to make a bigger impact and reduce the use of SUP through their roles as an employer, a service provider and as an advocate across the county. Therefore, each authority is committed to focus on what matters most in order to lead the change within their local area as well as tackling the problem collectively, consistently and comprehensively across the county.

This strategy is formed under four key themes:

Theme	Explanation
1. Getting our house in order 2. Working with our suppliers and contractors	<p>These themes focus on each council’s internal practices to control the use of SUP across their own estates and operations in line with the Government’s target of removing SUP from its estates by 2020.</p> <p>Each authority will take responsibility for implementing action plan activities and report back progress to SWP.</p>
3. Raising awareness across Surrey 4. Supporting Surrey to take action	<p>These themes are about extending our efforts across Surrey more widely. We want to influence and encourage our residents, visitors and employers to refuse SUP and consistently act responsibly “to prevent waste from occurring in the first place, and manage it better when it does”, which is one of DEFRA’s highlighted strategic principles.</p> <p>These activities will be managed by a lead officer from the SWP Task Group in order to establish a consistent approach to any infrastructure requirements.</p>

This strategy is long-term. The Five Year Action Plan (Appendix 1) provides a comprehensive list of necessary activities and good practice ideas around these themes to ensure a consistent approach.

Each authority will be responsible for delivering it reflecting their own local priorities and constraints. General progress, according to deadlines, will be reported on a quarterly basis.

## **1.1 The Challenges of SUP**

Plastic is undoubtedly one of the most useful inventions in recent history and has allowed us to increase our quality of life. However, the current volume of plastic waste means it has also now become a pressing environmental challenge.

Its low cost has encouraged the development of many SUP items:

- SUP are found in many products: medical supplies that cannot be reused for safety and hygiene reasons, cigarette filters containing plastic among other materials, chewing gums, disposable nappies, food packaging, vehicle tyres, balloons, cups, straws and many more.
- The types of polymers used to produce some items are currently hard to recycle so they often end up in residual waste. The numbers of SUP items are high; the UK Government estimates that every year 4.7 billion plastic straws, 316 million plastic stirrers and 1.8 billion plastic-stemmed cotton buds end up in landfill.
- Items used 'on-the-go' are the most often littered, creating an environmental pollutant and removing the possibility of managing their end of life effectively.
- When SUP items are not adequately captured and managed at their end of life, they represent a real threat to our ecosystems by degrading into tiny particles. Known as micro-plastics, they can contaminate the food chain at its base by being ingested by plankton.

There is a move in the industry, including potentially in future legislation, to review how waste is measured, shifting the focus away from weight- and towards impact-based measurement. DEFRA's new Waste And Resource Strategy outlines that using weight data as the basis for making policy, setting targets and monitoring progress can be misleading. Plastic in particular is an issue because it is lightweight but has a large environmental impact.

Therefore, the Government will develop new indicators and metrics to help better measure waste, which may lead to even more emphasis on the reduction of plastic waste in the future. At Surrey's 12 councils, this confirms the need to focus on SUP, when taken in the context of our ongoing accountabilities to improve services for all waste streams.

## **1.2 Legislation around SUP**

Increasingly, legislation in the UK, in Europe and internationally is being redefined to regulate the demand of SUP and its collection and processing in order to minimise environmental impact.

<b>United Kingdom</b>	<p>The Government has committed to eliminate all avoidable plastic waste by 2042 in its 25 Year Environment Plan. It builds on the success of the 5p charge on carrier bags introduced in 2015, which led to 9 billion fewer bags used per year in the UK. It includes:</p> <ul style="list-style-type: none"><li>- A ban on the sale of products containing microbeads, which came into effect in June 2018.</li></ul>
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- A ban on plastic stirrers, straws and cotton buds, which is currently being worked on to divert these items from ending up in landfills or waterways and seas.

Nonetheless, this is a very limited range of items when compared to the significant quantity of SUP items (plastic or composites of materials including plastics) that are used each day in the UK. DEFRA's new Waste And Resources Strategy (published in December 2018) details further actions and commitments for the coming years, such as:

- Invoking the polluter pays principle and Extended Producer Responsibility (EPR) for packaging, ensuring that producers pay the full costs of disposal for packaging they place on the market.
- Stimulating demand for recycled plastic by introducing a tax on plastic packaging with less than 30% recycled plastic.
- Setting minimum requirements through eco-design to encourage resource-efficient product design.
- Incentivising consumers to purchase sustainably, for example by consulting on extending and increasing the carrier bag charge.
- Providing consumers with better information on the sustainability of their purchases through better product labelling.
- Continuing the ban on the most problematic SUP products (where there is a clear case for it and alternatives exist) in a systematic approach.
- Addressing barriers to reuse, repair and remanufacture.
- Introducing a deposit return scheme (DRS) for single-use drinks containers, subject to consultation.
- Developing measures to reduce the environmental impacts of disposable cups.
- Producing consumer guidance for the recycling, resale, reuse and disposal of consumer internet-connected devices.
- Leading by example by procuring more sustainably and requiring all government bodies to remove consumer SUP products from government estate by 2020.

The Government's new planned actions are ambitious and will potentially result in drastic changes to the way waste management is currently handled by local authorities. The polluter pays principle in particular is expected to take financial burden away from taxpayers, which could benefit local authorities significantly. Surrey's 12 local authorities will respond to the Government's consultation to support this reform.

Finally, although not directly related to SUP, Her Majesty's Treasury will be consulting on its plans to require a minimum of 30% recycled content in plastic products. It is envisaged that this will increase demand for certain plastic products and polymers in recycling market.



<b>European Union</b>	<p>As part of the Circular Economy Package adopted in early 2018, the European Commission is working on a directive to influence the demand, usage and disposal of the top 10 most commonly littered SUP items found in seas. Notably, this includes:</p> <ul style="list-style-type: none"> <li>- Market restriction measures on cotton bud sticks, cutlery and plates, stirrers and straws as well as balloon sticks.</li> <li>- Banning measures on ‘very lightweight’ plastic bags, products made of oxo-degradable plastics and fast food containers made of expanded polystyrene.</li> <li>- Manufacturing requirements ensuring that plastic bottle manufacturers meet a 35% recycled content target by 2025, with restrictions on the sale of non-recycled content bottles into Europe.</li> <li>- Collection targets to be met by Member States to ensure that 90% of plastic bottles are collected and recycled by 2025.</li> <li>- Additionally, EPR is expected to be a key mechanism that will significantly affect how the waste and resources industry collects and processes these materials. Such systems are already in place in the UK for a number of items, such as cars, electronic waste, batteries and packaging items.</li> </ul> <p>The above is expected to be integrated into UK law after withdrawal from the EU in 2019.</p>
<b>Scotland</b>	<p>Scotland announced in January that it will match the EU in banning SUP by 2030, committing to making all plastic packaging recyclable or reusable.</p> <p>Scotland has funded an initiative, known as Action On Plastic Zero Waste Towns, with £500,000 to help communities reduce use of SUP. This is to help introduce water refill stations, replace takeaway containers with reusable ones and ensure that unavoidable SUP items are made from the same polymer to make recycling them easier.</p>
<b>Wales</b>	<p>The Welsh Government has two initiatives that are designed to help drive the country to become zero waste. Plastic waste is mentioned in both the Towards Zero Waste and Waste Prevention Programme documents but they are not specific to SUP, instead focusing on mixed recycling.</p>
<b>China’s Operation National Sword</b>	<p>China’s ban on contaminated loads of plastic coming from abroad has shrunk the reprocessing market significantly and caused the cost of plastic recycling to rise for councils.</p> <p>This issue is expected to continue as more countries follow China’s example and emerging markets for plastics abroad become less reliable and safe. In Surrey, a small percentage of the plastic collected by some Boroughs is sent to non-EU facilities, but we also work with plastic reproducers in the UK to make sure plastic waste is given a new life more locally.</p>

<b>Other English county councils</b>	<p>Plastic recycling is not uniform across England, as it is limited by the types of polymers local recycling facilities can process. The often-confusing message of what plastics can and can't be recycled must then be communicated effectively to residents, who must then put it into practice by putting the right plastics in the correct bins.</p> <p>The most widely recycled polymers taken by kerbside collections in the UK are PET (eg soft drinks bottles), HDPE (eg milk bottles) and PP (eg food tubs, trays, pots), with some councils offering additional services. Household Waste Recycling Centres (HWRCs) will normally accept a broader range of materials. For instance, few councils offer polystyrene recycling on kerbside collections, but polystyrene can be recycled at some HWRCs.</p> <p>In Surrey, not all district and borough councils accept the same types and formats of SUP.</p>
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### ***1.3 The New Plastic Economy and the UK Plastic Pact***

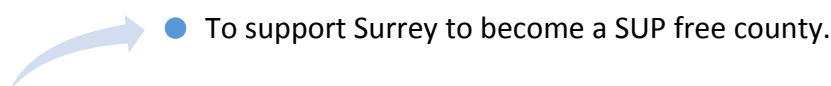
The Ellen MacArthur Foundation launched a global-scale action plan on plastic items as part of its New Plastic Economy initiative. It binds signatory members to take important steps towards addressing plastic waste by 2025. The four working areas are:

- Eliminate unnecessary and problematic SUP packaging through redesign and innovation,
- Ensure all plastic packaging is reusable, recyclable, or compostable,
- Increase the reuse, collection, and recycling of plastic packaging,
- Increase recycled content in plastic packaging.

In the UK, the WRAP ([Waste and Resources Action Programme](#)) UK Plastics Pact addresses the same four themes and was signed by 42 businesses that are estimated to be responsible for 80% of the plastic sold as packaging in the UK. It gathers a number of retailers and members of the hospitality sector who contribute to SUP waste and encourages them to take steps to increase the recyclability of their packaging or reduce plastics overall. Many of these companies operate in Surrey and/or place SUP in the county through their business activities.

## 2. Surrey Vision and Strategic Delivery Planning

### 2.1 Joint Vision



Surrey County Council is responsible for waste disposal while Surrey's 11 district and borough councils are responsible for waste collection in the county. Together the 12 councils want to influence the behaviour of their communities and employees to help them reduce SUP usage and reduce the volume of plastic waste produced.

This strategy marks Surrey's 12 local authorities' shared vision of "supporting Surrey to become a SUP free county".

### 2.2 SUP Joint Policy

Joint policy objectives were agreed in principal by SWP in October 2018. The SUP Task Group has worked to develop this strategy from these objectives and expand them, as below. The Five Year Action Plan includes the necessary activities required to meet the objectives as well as a range of good practice activities (appendix 1).

The table below illustrates how the objectives are linked to the strategy themes. The delivery of the strategy themes will be reliant upon successful meeting objectives, with this strategy establishing what Surrey's 12 councils must do to achieve this.

Theme	Joint Policy Objective (agreed in October 2018)
1. Getting our house in order	-End the sale and provision of SUP products in order to phase out their use across our own estates and operations (where there is a clear case for it and alternatives exist).
2. Working with our suppliers and contractors	-Ensure that our procurement policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use (when applicable) in their service provision including at any events that take place. -Support greater awareness and action from our suppliers and contractors in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates.
3. Raising awareness across Surrey	-Share best practice, raise awareness and support our staff, Members, partners, communities, schools, businesses, hospitals and beyond towards making their own locations avoidable plastic-free zones.
4. Supporting Surrey to take action	-With the support of our partner authorities, innovate and encourage people in Surrey to reduce their SUP use, with a particular focus on busy public locations, and other areas where local authorities have control or influence.

## 2.3 Aims and Objectives

### 2.3.1 Getting our house in order

Objective 1: End the sale and provision of SUP products in order to phase out their use across our own estates and operations (where alternatives exist).

#### What we are already doing

We carried out SUP waste audits at three of our office sites: Spelthorne Borough Council in Staines-upon-Thames and Waverley Borough Council in Godalming and Surrey County Council in Kingston-upon-Thames.

This gave us a detailed picture of the SUP found at these premises and highlighted problem areas in an office environment. For instance, drinks bottles, food packaging, milk bottles, cleaning supplies, plastic bags, yogurt pots, cling film, drinks cups and stationery were the most common forms of SUP waste at these premises. We have grouped these items with some others in terms of how easy they are to eliminate (easy, moderate, hard) so that we can tackle them in priority order starting with easy items.

This categorisation was based on whether or not there were environmentally and financially efficient solutions currently available for alternative products and with this in mind we determined the timescales for each category.

EASY	MODERATE	HARD
drink bottles, drink cups, food takeaway boxes, cutlery, grocery bags, straws, stirrers, sauce sachets and tea bags with plastic wrappers.	hot drinks cups and lids, coffee capsules and stationery.	bin bags, food wrappers, yogurt pots, composite food packaging (eg chocolate boxes, biscuit trays, crisp bags, soup containers), milk bottles, cleaning supplies (eg washing-up fluid, other cleaning fluids and wet wipes), food packaging film and protective packaging for fragile items.

We have made considerable progress on the first stage of work to eliminate SUPs listed under the easy category. The large majority of the 12 councils have stopped providing plastic cups for water fountains and introduced a range of reusable or compostable products to replace non-recyclable single-use catering items. However, due to differing priorities, this exercise has not yet been completed by everyone although we are working towards achieving this objective by December 2019.

The latest round of measures includes the provision of reusable bottles, instead of daily bottled water, to Surrey's 600 firefighters. This saves approximately 29,515 plastic bottle per year.

A lead officer within our SUP Task Group will assess whether proposed replacements have a lower environmental impact. They will also research emerging industry trends and share findings and general good practice.

### **What we want to do next and why**

We want to end the sale and provision of SUP products across our estates and operations completely unless there is a justifiable reason for not being able to do so. We have started with easy and moderate items, however, we also need to focus on phasing out the provision of hard SUP items in line with the timeframe outlined within the Five Year Action Plan (Appendix 1).

We recognise that eliminating some of the hard SUP items (eg crisp packets, yogurt pots, sweet wrappers, washing-up fluid containers etc.) will be difficult without limiting choice because there are currently no alternative packaging options available. The Government's recently proposed reforms should play a key role in incentivising manufacturers to redesign their product packaging to address this and we will use our voice and influence wherever we can to support this.

According to our recent SUP waste audit results, the highest percentage of our SUP waste was actually externally sourced, where our staff purchased or obtained items while off site. These were then subsequently brought into the office and disposed of. This highlights the importance of raising awareness and staff engagement. To achieve this we plan to introduce various pledge initiatives, for example asking staff to refuse to purchase some SUP.

### **Mode of priority action**

- End domestic sale and provision of SUP items.
- Raise staff awareness.

## ***2.3.2 Working with our suppliers and contractors***

**Objective 2:** Ensure that our procurement policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use (whenever applicable) in their service provision including at any events that take place.

**Objective 3:** Support greater awareness and action from our suppliers and contractors in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates.

### **What we are already doing**

Working towards zero internally sourced SUP is an important milestone in achieving our long-term objective of becoming a SUP-free county. A key way of doing this is to introduce procurement policies that limit the purchase of SUP.

An approach piloted by Surrey County Council involves adding an Environmental Standards section to the Supplier Code of Conduct Procurement Policy with a specific reference to SUP reduction for new suppliers and contractors. The Social Value Procurement Charter has also been revised and now includes a financial proxy for the reduction in SUP which could have an influence over the outcome of the award of contract following a tender process.

### What we want to do next and why

We want to work with the Surrey Procurement Group, which is a collective, Surrey-wide procurement partnership, to roll out further the implementation of the SUP reduction criteria. The first step identified is that each authority needs to formally approve this strategy document and publish it on its own website in order to support and act as a driver for any variations to each authority's procurement policy. Once this is accomplished by each authority, the joint SUP objectives also need to be brought into other key organisational policies and plans to ensure broader buy-in for successful implementation.

This approach is in line with the Government's proposed measures in trying to achieve SUP elimination at procurement stage. As explained in the new Waste And Resources Strategy, the Government wants to enable sustainability to be considered and balanced against cost at the heart of procurement policy across the public sector.

The Government also announced its intention to extend the requirements of the 2012 Social Value Act to ensure that all major procurement explicitly evaluates social value where appropriate, rather than just consider it. Other proposed measures require all government departments to report on the social value impact of major new procurements and train relevant staff in how to take into account social value and procure from social enterprises, which we hope are enabled quickly.

We also want to support greater awareness and action in finding sustainable replacements for SUP items wherever appropriate and encourage higher recycling rates across our estates and at licensed events.

Although the primary objective of SUP policy is to reduce the amount of plastic waste generated in the first place, on occasions where this is not possible (eg where SUP is purchased outside and brought into our buildings) we want to increase recycling of SUP and any replacement products. Therefore, another area of focus will be on increasing recycling of SUP when it cannot be avoided. See appendix 1 for a range of actions proposed to achieve this goal.

#### Mode of priority action

- Embed our SUP objectives within our procurement policies.
- Make recycling easy.

### ***2.3.3 Raising awareness across Surrey***

**Objective 4:** Share best practice, raise awareness and support our staff, members, partners, communities, schools, businesses, hospitals and beyond towards making their own locations avoidable plastic-free zones.

#### What we are already doing

We know that communication is vital to influencing and changing the habits and behaviour of people living and working in the county. We are working with other organisations and are compiling a list of local and national plastic-free initiatives and organisations to share learnings on SUP reduction practices.

We are also involving schools and are working with education teams to ensure this strategy is part of the 2019 Surrey Conference for Schools agenda. A number of awareness-raising activities have been

rolled out to Surrey schools within the last six months, including speakers at school assemblies and poster campaigns.

We support the Eco-Schools programme and are encouraging Surrey schools to participate. This international awards programme guides schools on their sustainable journey, providing a framework to help embed sustainable principles into the heart of school life. We are working towards increased emphasis on SUP reduction within this programme. We are also promoting the Wastebuster online schools programme, which includes activities and competitions to promote the reduction of SUP, to primary schools.

We have established links with Surrey Chamber of Commerce and Surrey CC & Buckinghamshire CC Trading Standards in order to engage with local businesses and share best practice more effectively in the near future.

### **What we want to do next and why**

We want to improve communication with residents and local businesses, increasing awareness and encouraging positive behaviour change to reduce the use of SUP and implement better recycling practices.

Depending on funding and resource available, a countywide communications campaign may take place or the partnership may work to ensure that each authority's local campaigns and communications are accurate and consistent.

Each authority will also continue to use their existing communications channels to emphasise the importance of protecting our urban environments, rural environments and waterways in Surrey and to support and promote plastic-free initiatives, awareness-raising campaigns and actions for reducing plastic waste at a wider level.

Finally, we want to explore how Surrey schools, businesses, hospitals and communities can be supported effectively to become SUP-free. We also want to support communities and litter-pick initiatives to ensure our parks, riversides and open spaces are free from plastic litter.

### **Mode of priority action**

- Explore options to successfully communicate about the harm caused by SUP usage and to encourage consumer behaviour change by linking to awareness events and information.
- Find effective ways of supporting Surrey schools, businesses, hospitals and communities to become SUP-free and help them make improvements in line with the Government's targets.

## **2.3.4 Support Surrey to take action**

**Objective 5:** With the support of our partner authorities, innovate and encourage people in Surrey to reduce their SUP use, with a particular focus on busy public locations, and other areas where local authorities have control or influence.

### **What we are already doing**

We are taking steps to give Surrey a voice in all national debates on SUP currently taking place at national and international level. We are participating in DEFRA's consultation on Single Use Carrier Bags: Extending And Increasing The Charge and we are lobbying the Government for implementation of "EPR for Packaging" reform as quickly as possible.

### What we want to do next and why

We want to work with partners in joint ventures and innovative projects for reducing SUP waste, for example water fountains and refill schemes and DRS's.

Where we can we want to use government legislation and initiatives that regulate the supply, collection and treatment of SUP. For example, the Government published plans for several reforms within its new Waste And Resource Strategy to tackle avoidable plastic waste, including the polluter pays principle; taxation on plastic packaging with less than 30% recycled plastic; better product labelling; extending product lifetimes through warranties and disclosure and improving product design.

To help with Surrey's 12 local authorities' efforts, we will continually review the Government's progress in launching these reforms. We will follow up any legislative adjustments and support their application through Surrey County Council's Trading Standards teams.

### Mode of priority action

- Launch local refill schemes (covering all Surrey districts and boroughs), developing refill stations across Surrey and involving businesses in the national [Refill campaign](#). Evaluate the costs and practicalities of putting water stations in public areas and speak to water supply companies to see if they can provide support.
- Encourage and support the roll-out of DRS's across Surrey and seek government incentives or initiatives to help authorities develop them.
- Map links to local businesses to identify external sources of SUP and encourage them (in particular high-street retailers) to reduce SUP use across Surrey.

## 3. Next steps

### ***3.1 Summary of Five Year Action Plan***

The Five Year Action Plan (Appendix 1) includes activities to help Surrey's 12 local authorities work towards the objectives of this strategy.

Authorities have been at differing stages of progress up to this point due to varying priorities and resourcing issues, so it is recognised that the implementation of all actions within the plan may not be feasible for all. To address this issue we have identified 'nice-to-have' activities, which have been classified as "good practice" with timeframes left open within the plan.

Although we encourage all authorities to implement these good practices activities as much as they practicably can, we recommend that all authorities initially focus on activities classified as "monitor and control", "operational effectiveness", and "engagement". However, this will be down to each organisation to assess and take as many actions as they practically can in order to meet the defined priority areas.

The action plan also specifies how long activities are expected to take, grouping them into short (one year), medium (three years) or long term (five years). Despite our full commitment, we will be reliant on future developments in the industry to achieve some of our long term actions to meet national requirements.



### 3.2 Reporting and Review

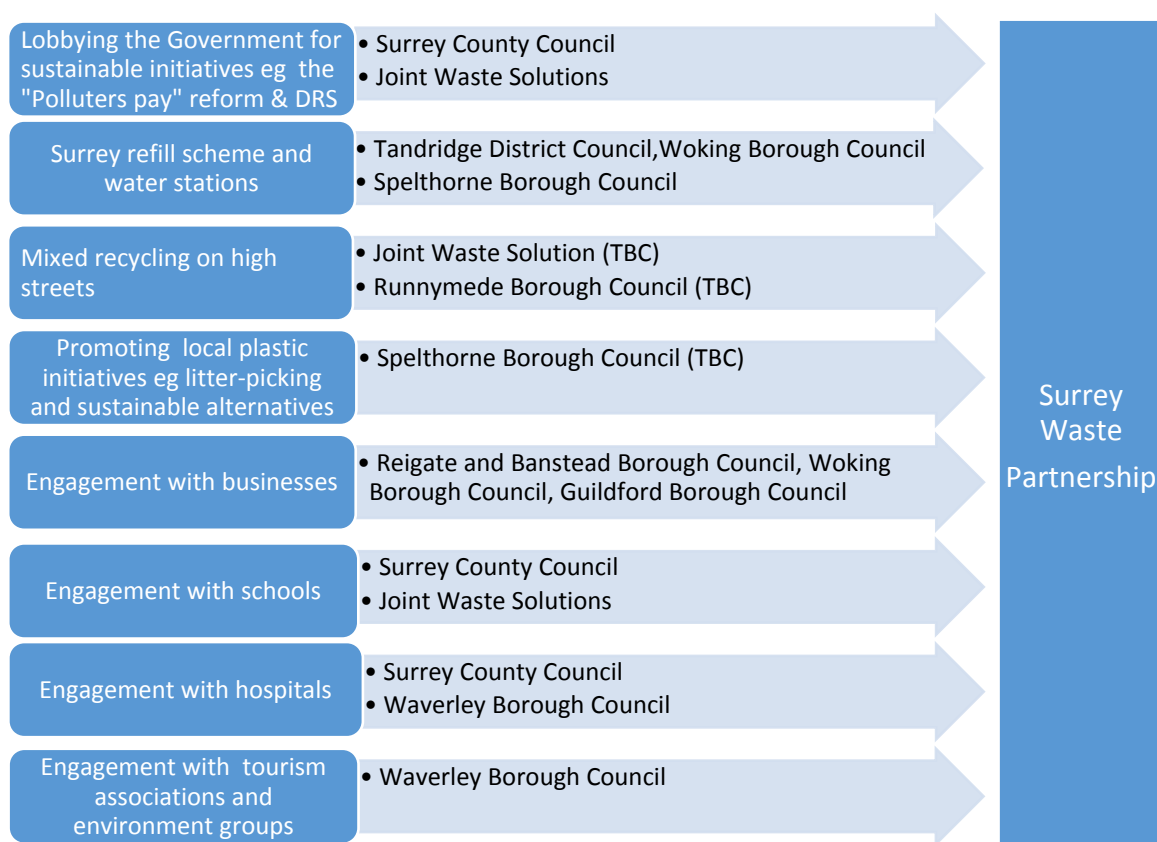
SWP (and the Joint Committee that is due to replace it) will seek to pool resources and identify funding to ensure the successful delivery of this strategy. It will also support and guide the SUP Task Group throughout the timeframe of this strategy. The group will discuss any key issues or decision-making requirements with Senior Officers initially, refining and improving the action plan before reporting progress to Members on a quarterly basis.

The SUP Task Group will meet every 8 to 10 weeks to review progress to date within each authority and will set up a knowledge sharing platform.

While each authority is accountable for implementing theme 1 and 2 actions within their own organisations, joint work will also be needed to deliver countywide objectives relating to strategy themes 3 and 4.

A nominated lead will set up a sub-working group for delivery of joint work-streams. The operation of the groups will be determined by the nominated lead and the selected group members moving forward and they will feed back their progress to the SUP Task Group's quarterly meetings. If the lead for the sub-group identifies that further involvement from each authority is required, such as inclusion of relevant officers who are responsible for any particular area of work, this will be organised and accommodated by each SUP Task Group officer on behalf of their local authority.

#### Demonstration of SUP Task Group work-streams and the sub-group councils





# Spelthorne Borough Council

## Single-Use Plastics (SUP) Policy

### Background

Plastic waste is one of the greatest environmental challenges facing the world today. The UK government estimates that there are currently more than 150 million tonnes of plastic in the world's oceans, and 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year.

DEFRA has published its [25 Year Environmental Plan](#), presenting their target of “achieving zero avoidable plastic waste by the end of 2042”.

### What are single-use plastics (SUP)?

The definition for SUP, according to the Institute for European Environmental Policy: “single use plastics can include any disposable plastic item which is designed to be used only once”. Single use items are often used in packaging, consumer products, cosmetics and healthcare. Examples include: light-weight plastic bags, disposable utensils, stirrers, beverage containers, plastic lids, coffee capsules, and wet wipes.

### The Policy

SBC is committed to reducing the use of SUPs within Spelthorne and, with this in mind, we support the county council's call to the Government to bring forward the 2042 date.

SBC will work towards zero avoidable SUP across its own operations and services.

SBC will also proactively work with other organisations to find positive solutions to reducing SUP across Spelthorne, with a commitment to work towards Spelthorne becoming SUP free.

More specifically, SBC will commit to the following:

1. Reduce, with the aim to end, the use of SUP products across SBC estates.
2. Ensure that our procurement policy and procedures require all of our suppliers to minimise and work towards zero avoidable SUP use (wherever possible). This includes at any events run by SBC.
3. Support greater awareness and action from our suppliers and contractors in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across SBC estates.
4. Share best practice, raise awareness, and support SBC staff, businesses, schools, communities, other authorities and beyond towards making their own estates SUP free zones.
5. Work with all stakeholders including the county council, schools, communities and businesses to promote, support and innovate to reduce SUP across Spelthorne.

Further details can be found in the SBC action plan.

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## Single-Use Plastics Five Years Action Plan - Spelthorne Borough Council

Theme 1: Getting our house in order					
<b>Objective 1:</b> End the sale and provision of SUP products in order to phase out the use of SUP across our estates and operations wherever possible.					
Output	Action		Classification	Lead	Target Date
1.1 Identify SUP streams in SBC owned buildings	1.1	Audit the main SBC operational buildings (Council Offices, White House Depot, Laleham Nursery & Day Centres) to identify main SUP streams.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Sept 19
	1.2	Audit SUP use in pavilions, village halls and other SBC buildings.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Mar 20
1.2 Group SUP items into level of difficulty to eliminate e.g. easy, moderate, hard.	1.3	EASY- plastic drink bottles, plastic drink cups, plastic food takeaway boxes, plastic cutlery, plastic grocery bags, straws, stirrers, sauce sachets and tea bags with plastic wrappers.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Dec-19
	1.4	MODERATE- hot drink cups and lids, coffee capsules and stationery.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Mar-20
	1.5	HARD- bin bags, food wrappers, yogurt pots, milk bottles, composite food packaging (e.g: chocolate boxes, biscuit trays, crisp bags, soup containers), cleaning supplies (e.g: washing-up fluid, other cleaning fluids and wet wipes), food packaging film, protective packaging for fragile items etc.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Dec-21

Theme 2: Working with Suppliers and Contractors					
<b>Objective 2:</b> Ensure that our Procurement Strategy, Procurement Policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use in their service provision including at any events that are run.					
2.1 Revise existing Procurement Strategy, Procurement policy and procedures.	2.1	Publish the SUP Strategy on intranet and external website - this is to support and act as a driver for any variations the authority's procurement policy (as well as general awareness raising).	Measure and Control, Restrict access	Sustainability Officer	July-19
	2.2	Incorporate SUP reduction criteria in to procurement policy and work collaboratively with Surrey Procurement Group where possible.	Measure and Control, Restrict access	Head of Procurement	Sept -19 On-going
	2.3	Procurement of only recyclable or reusable containers for catering facilities where applicable.	Measure and Control, Restrict access	Contracts Manager	Dec-19
	2.4	Procurement of cleaning materials to include only recyclable or reusable containers.	Measure and Control, Restrict access	Facilities Manager	Sept-23
2.2 Ensure where contractually possible that no SUP cups, bottles, straws, plates, cutlery etc. are used by contractors at events we run.	2.5	Compile list of events currently run by SBC.	Measure and Control	Sustainability Officer	Sept-19
	2.6	To eliminate the use of SUP at internal events we run.	Measure and Control	Sustainability Officer	Mar-20
	2.7	To eliminate the use of SUP at external events we run.	Measure and Control	Sustainability Officer	Mar-21

		<i>To encourage those external organisers (who apply for licensing for public events) to use alternatives materials to replace SUP items such as paper cups, plates and trays etc.</i>	<i>Good Practice</i>		<i>NOC (No overall control)</i>
<b>Objective 3:</b> Support greater awareness and action in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates.					
3.1 Promote the use of eco-friendly and fit-for-purpose alternatives.	3.1	Share good practice between Surrey Environment Partnership (SEP) Task Group representatives.	Operational effectiveness	Senior Waste & Recycling Officer	On-going
	3.2	When a SUP item cannot be eliminated or replaced by a reusable option, thoroughly assess any proposed alternatives to ensure that they have a lower environmental impact.	Operational effectiveness	Sustainability Officer / Senior Waste & Recycling Officer	Ongoing
		<i>Keep up with emerging trends and new alternatives as they become available.</i>	<i>Operational effectiveness</i>	<i>Sustainability Officer / Senior Waste &amp; Recycling Officer</i>	<i>GP (Good Practice) - ongoing</i>
		<i>Replace SUP items with reusable items in order to avoid any type of single-use waste at the first instance.</i>	<i>Good Practice</i>		<i>GP</i>
3.2 Embed our SUP objectives into other key organisational policies and plans.		Speak to CEX & Deputies where possible and encourage them to include SUP objectives in business plans, corporate strategies etc	Engagement initiative	Group Head Neighbourhood Services / Sustainability Officer	GP

3.3 Improve knowledge of recycling facilities, where they are provided in-house, across our own estate and enable our employees to recycle better.	3.3	Look at best practice guidance on the WRAP Recycle Now website, and use this as a template for offices.	Facilities	Waste & Recycling Officer	Dec-19
	3.4	Ensure water dispensers are sufficiently available and in good working order.	Facilities	Facilities Manager	July-19 On-going
	3.5	Application of standardised labelling for each waste stream, and corresponding bins across all sites.	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-19
	3.6	Reduce number of internal bins (where applicable) and assess saving in employee/cleaner time emptying bins.	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-19
	3.7	Place internally standardised bin containers in central areas (where applicable).	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-19
	3.8	Assess your largest SUP contributors by volume to identify key target for change.	Operational Effectiveness, Good Practice	Sustainability Officer / Waste & Recycling Officer	Dec-19
	3.9	Format specific initiatives: stationary - offer recycled and/or recyclable options on site, offer a stationary recycling bin	Good Practice, Operational Effectiveness	Waste & Recycling Officer	Dec-19
	3.10	Input of standardised colour coded bins for each waste stream and for every consolidated waste zone.	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-20



	3.11	Increase ratio of recycling volume to general waste volume (where applicable).	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-21 Ongoing
		<i>Keep staff informed of best practice and waste performance &amp; initiatives through regular updates by using internal communication channels such as intranet, newsletters, notice board etc.</i>	<i>Good Practice</i>	<i>Waste &amp; Recycling Officer</i>	<i>GP</i>
		<i>Record waste weights supplied by waste service company and monitor to reduce and control cost.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Control materials on site by offering onsite options, for example tea and coffee instead of externally sourced disposable cups. Compare value of saving of provision of coffee and tea facilities with increase in cost of waste volume of non-recyclable material.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Format specific initiatives: drinks cups - remove plastic cups &amp; consider offering cup recycling service for compostable products.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Ongoing training support and communication for cleaning teams regarding recycling.</i>	<i>Good Practice</i>	<i>Facilities Manager / Senior Waste &amp; Recycling Officer</i>	<i>GP</i>
		<i>Work with all waste authorities and actors in Surrey to collectively purchase solutions for hard to recycle materials.</i>	<i>Good Practice</i>	<i>Senior Waste &amp; Recycling Officer</i>	<i>GP</i>
		<i>Organise waste awareness days provide guidance and education for staff that encourages good recycling practices.</i>	<i>Good Practice</i>	<i>Waste &amp; Recycling Officer</i>	<i>GP</i>

Theme 3: Raise Awareness across Surrey					
<b>Objective 4:</b> Share best practice, raise awareness, and support our own staff, partner authorities, communities, schools, businesses and beyond towards making their own buildings SUP free zones.					
4.1 Raise staff awareness and encourage positive behaviour change to reduce the use of SUP.	4.1	Regularly share best practice guidance with your staff for cascading the SUP message.	Engagement initiative (employee focussed)	Sustainability Officer / Waste & Recycling Officer	Dec-19 Ongoing
	4.2	Regularly create accessible online content (i.e. social media) for wide ranging readership on the topic of SUP.	Engagement initiative	Sustainability Officer / Waste & Recycling Officer	Dec-19 Ongoing
4.2 Communicate the importance of protecting our urban environments, rural environments and waterways in Surrey through various channels including our social media, and support and promote plastic free initiatives, awareness raising campaigns and actions for reducing plastic waste at a wider level.	4.3	Look out for local SUP initiatives to support and get involved in, and promote via communication channels.	Engagement initiative	All	Dec-19 Ongoing

4.3 Support our schools, businesses, communities and beyond in their efforts to become SUP free by sharing and demonstrating our best practice.	4.4	SCHOOLS- Work with the SCC team that encourages schools to participate in Eco Schools Awards, to see how SUP can be included in the programme. Incorporate SUP in to the annual Schools Eco-conference and Junior Citizenship events.	Engagement initiative	Senior Waste & Recycling Officer	Dec-21
	4.5	BUSINESSES (High street retailers in particular) - Map out links to local businesses (eg LEPs) and ways to engage with them to encourage SUP reduction.	Engagement initiative, Monitor & Control	Sustainability Officer / Economic Development Manager	Dec-19 Ongoing
	4.6	Work closely with ENVIRONMENTAL GROUPS to ensure their support for our SUP policy implementation.	Engagement initiative	Countryside & Commons Officer	Dec-19 Ongoing
	4.7	RESIDENTS- Agreement & implementation of joint communications in order to raise public awareness about the harm caused by SUP use & encourage consumer behaviour change.	Engagement initiative	Surrey Environment Partnership / Senior Waste & Recycling Officer	Dec-21
Theme 4: Support Surrey to take action					
<b>Objective 5:</b> With the support of our partner authorities, innovate and encourage people in Spelthorne to reduce their SUP use, with a particular focus on busy public locations, and other areas where we have control or influence.					
5.1 Work with partners in joint ventures and innovative projects for reducing single-use plastic waste e.g: water fountains & Refill	5.1	Assess potential for a local Refill scheme and develop water refill stations across high street locations with the involvement of businesses.	Infrastructure requirement for desired change	Sustainability Officer / Economic Development Manager	Dec-21

Scheme.	5.2	Look into costs and practicalities of putting water stations in public areas and liaise with water supply companies whether any support can be given. Joint procurement options to be explored.	Infrastructure requirement for desired change	Sustainability Officer / Allotments & Parks Officer	Mar-20
	5.3	Support effective roll out of Deposit Return Schemes across Surrey.	Infrastructure requirement for desired change	Surrey Environment Partnership / Senior Waste & Recycling Officer	Dec-23
	5.4	Adopt goals set out in the UK Plastics Pact and promote to businesses in Surrey	Engagement initiative, Monitor & Control	Sustainability Officer / Economic Development Manager	Dec-21
	5.5	Explore ways to support local businesses wherever we can on SUP reduction and encourage switch to widely recycled or lower environmental impact alternatives where SUPs are unavoidable (i.e. use of widely recycled polymers over polystyrene).	Engagement initiative, Monitor & Control	Economic Development Team	Dec-21
	5.6	Introduce a Green Business category at the Spelthorne Means Business Awards	Engagement initiative	Business Engagement Officer	Sept-20
	5.7	Work with Staines Market to reduce their use of plastic packaging and plastic bags	Engagement initiative	Service Monitoring Officer	Dec-20
		<i>Help retailers and fast-moving consumer goods (FMCG) companies wherever we can to support their goals towards reducing SUP</i>	<i>Good Practice</i>		<i>Dec-21</i>

5.2 Use government legislation/initiatives that regulates/encourages against the use of single-use plastics to support our efforts where we can.	5.8	Lobbying government for incentivised schemes e.g: offering tax rebates for sustainable alternatives.	Engagement initiative, Monitor & Control	Joint Waste Solutions, Surrey County Council	Dec-19 Ongoing
	5.9	Support government initiatives to ensure broad buy-in from manufacturers to reduce SUP waste arising from their products/services.	Engagement initiative, Monitor & Control	Joint Waste Solutions, Surrey County Council	Dec-23
5.3 Support communities and litter-pick initiatives to ensure our parks, riversides and open spaces are free from plastic litter.	5.10	Promote local litter pick events	Engagement initiative	Waste & Recycling Officer	Dec-19 Ongoing
	5.11	Signpost people to the organisers of big litter pick events (such as Keep Britain Tidy) where they can find local litter picks.	Engagement initiative	Waste & Recycling Officer	Dec-19 Ongoing

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**Cabinet****19 June 2019**

<b>Title</b>	Treasury Management Annual Report 2018-19		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Anna Russell, Deputy Chief Accountant		
<b>Cabinet Member</b>	Councillor Tony Harman	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	<b>Cabinet is asked to note the treasury outturn position for 2018-19 and the financial environment in global markets.</b>		
<b>Reason for Recommendation</b>	<b>Not applicable.</b>		

**1. Key issues**

- 1.1 The Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA TM Code, edition 2017) requires that authorities report on the performance of the treasury management function at least twice a year (mid-year and at year end). This report fulfils the Council's legal obligation to have regard to the CIPFA TM Code.
- 1.2 The Council's Treasury Management Strategy for 2018-19 was approved by Cabinet on 21 January 2018 and then by full Council on 22 February 2018.
- 1.3 This report is an outturn statement of treasury management activities for the financial year 2018-19. The Council has invested and borrowed substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's treasury management strategy.
- 1.4 CIPFA's 2017 Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Council's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 21 February 2019.

## **2. External Context provided by Arlingclose**

- 2.1 The narrative for external context is provided by the Council's treasury advisers, Arlingclose, with minor revisions by council officers reflecting for example the timing of this report compared to the Arlingclose draft.

### **Economic background**

- 2.2 After spiking at over \$85/barrel in October 2018, oil prices fell back sharply by the end of the year, declining to just over \$50 in late December before steadily climbing toward \$70 in April 2019. UK Consumer Price Inflation (CPI) for February 2019 was up 1.9% year/year, just above the consensus forecast but broadly in line with the Bank of England's February Inflation Report. The labour market data for the three months to January 2019 showed the unemployment rate fell to a new low 3.9% while the employment rate of 76.1% was the highest on record. The 3-month average annual growth rate for pay excluding bonuses was 3.4% as wages continue to rise steadily and provide some upward pressure on general inflation. Once adjusted for inflation, real wages were up 1.4%.
- 2.3 After rising to 0.6% in the third calendar quarter from 0.4% in the second, fourth quarter economic growth slowed to 0.2% as weaker expansion in production, construction and services dragged on overall activity. Annual GDP growth at 1.4% continues to remain below trend. Following the Bank of England's decision to increase Bank Rate to 0.75% in August 2018, no changes to monetary policy have been made since.
- 2.4 The US Federal Reserve continued its tightening bias throughout 2018, pushing rates to the 2.25%-2.50% range in December. However, a recent softening in US data caused the Fed to signal a pause in hiking interest rates at the last Federal Open Market Committee (FOMC) meeting in March.
- 2.5 With the 29 March 2019, the original EU 'exit day' now been and gone, having failed to pass a number of meaningful votes in Parliament, including rejecting Theresa May's deal for the third time, MPs voted by a majority of one (313 to 312) to force the prime minister to ask for an extension to the Brexit process beyond 12 April in order to avoid a no-deal scenario. Recent talks between the Conservative and Labour parties to try to reach common ground on a deal which may pass a vote by MPs failed to yield any positive results. The EU has granted an extension to 31 October and its leaders have been clear that the terms of the deal are not up for further negotiation. The ongoing uncertainty continues to weigh on sterling and UK markets.
- 2.6 While the domestic focus has been on Brexit's potential impact on the UK economy, globally the first quarter of 2019 has been overshadowed by a gathering level of broader based economic uncertainty. The US continues to be set on a path of protectionist trade policies and tensions with China in particular, but with the potential for this to spill over into wider trade relationships, most notably with EU. The EU itself appeared to be show signs of a rapid slowdown in economic growth with the major engines of its economy, Germany and France, both suffering misfires from downturns in manufacturing alongside continued domestic/populist unrest in France. The International Monetary Fund downgraded its forecasts for global economic growth in 2019 and beyond as a consequence.



## **Financial markets**

- 2.7 December saw poor performance of riskier asset classes, most notably equities. The FTSE 100 (a good indicator of global corporate sentiment) returned -8.8% assuming dividends were reinvested; in pure price terms it fell around 13%. However, since the beginning of 2019 markets have rallied, and the FTSE 100 and FTSE All share indices were both around 10% higher than at the end of 2018.
- 2.8 Gilt yields continued to display significant volatility over the period on the back of ongoing economic and political uncertainty in the UK and Europe. After rising in October, gilts regained their safe-haven status throughout December and into the New Year - the 5-year benchmark gilt yield fell as low as 0.80% and there were similar falls in the 10-year and 20-year gilts over the same period dropping from 1.73% to 1.08% and from 1.90% to 1.55%. The increase in Bank Rate pushed up money markets rates over the year. One-month, 3-month and 12-month LIBID (London Interbank Bid) rates averaged 0.53%, 0.67% and 0.94% respectively over the period.
- 2.9 Recent activity in the bond markets and PWLB interest rates highlight that weaker economic growth is not just a UK phenomenon but a global risk. During March the US yield curve inverted (10-year Treasury yields were lower than US 3 month money market rates) and German 10-year Bund yields turned negative. The drivers are a significant shift in global economic growth prospects and subsequent official interest rate expectations given its impact on inflation expectations. Further to this is world trade growth which collapsed at the end of 2018 falling by 1.8% year-on-year. A large proportion of this downturn in trade can be ascribed to the ongoing trade tensions between the US and China which despite some moderation in January does suggest that the International Monetary Fund's (IMF) and Organisation for Economic Co-Operation & Development's (OECD) forecasts for global growth in 2019 of 3.5% might need to be revised downwards..

## **Credit background**

- 2.10 Credit Default Swap (CDS) spreads drifted up towards the end of 2018 on the back of Brexit uncertainty before declining again in 2019 and continuing to remain low in historical terms. After hitting around 129 basis points in December 2018, the spread on non-ringfenced bank NatWest Markets plc fell back to around 96bps at the end of March, while for the ringfenced entity, National Westminster Bank plc, the CDS spread held relatively steady around 40bps. The other main UK banks, as yet not separated into ringfenced and non-ringfenced from a CDS perspective, traded between 33 and 79bps at the end of the period.
- 2.11 The ringfencing of the big four UK banks (Barclays, Bank of Scotland/Lloyds, HSBC and RBS/NatWest Bank plc) transferred their business lines into retail (ringfenced) and investment banking (non-ringfenced) entities.
- 2.12 In February, Fitch put the UK AA sovereign long-term rating on Rating Watch Negative as a result of Brexit uncertainty, following this move with the same treatment for UK banks and a number of government-related entities.
- 2.13 There were minimal other credit rating changes during the period. Moody's revised the outlook on Santander UK to positive from stable to reflect the bank's expected issuance plans which will provide additional protection for the its senior unsecured debt and deposits.

### 3. Local Context

#### Overview

- 3.1 With the purchase of commercial properties generating sustainable income streams starting with the BP international campus site in Sunbury during 2016-17, the Council now has significant levels of long-term borrowing secured on fixed rates to fund property acquisitions.
- 3.2 The Council's strategy when making strategic asset acquisitions is to take advantage of the cheap borrowing rates available and fix at those rates to provide long-term funding certainty, whilst maintaining and supplementing when possible the investment portfolio that has been built up.
- 3.3 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The CFR and resources applied are summarised in Table 1 below.

**Table 1: Balance Sheet Summary as at 31 March 2019**

	Actual 31/03/2018 £m	Movement 2018-19 £m	Actual 31/03/2019 £m
Opening Capital Financing Requirement	416	265	681
Capital investment	273	109	382
Less:			
Capital Receipts, Grants & Contributions	(2)	1	(1)
Revenue Contributions	(1)	0	(1)
Minimum Revenue Provision	(5)	(2)	(7)
<b>Closing Capital Financing Requirement</b>	<b>681</b>	<b>373</b>	<b>1,054</b>

- 3.4 On 31 March 2019, the Council had net borrowing of £970m arising from its revenue and capital income and expenditure, an increase on 2017-18 of £333m (shown at Table 2). Net borrowing has increased due to a rise in the CFR as new capital expenditure was higher than the financing applied including minimum revenue provision (MRP).
- 3.5 The Council's current strategy is to maintain borrowing below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs low. The Council also continues to consider alternative funding to assess availability of funders at rates cheaper than the PWLB. The treasury management position as at 31 March 2019 and the change over the period is show in Table 2 below.

**Table 2: Treasury Management Summary**

	Balance 31/03/2018 £m	Movement £m	Balance 31/03/2019 £m	Rate 31/03/2019 %
Long-term borrowing	(651)	(389)	(1,039)	2.41%
Short-term borrowing *	(14)	3	(11)	0.79%
<b>Total borrowing</b>	<b>(665)</b>	<b>(386)</b>	<b>(1,050)</b>	
Long-term investments #	21	15	36	4.23%
Short-term investments	1	29	30	0.98%
Cash and cash equivalents	5	9	14	0.77%
<b>Total investments</b>	<b>27</b>	<b>53</b>	<b>80</b>	
<b>Net borrowing</b>	<b>(638)</b>	<b>(333)</b>	<b>(970)</b>	

Notes:

\* Short term borrowing includes £5m relating to PWLB.

# For long-term investments, the annualised rate of return excludes funds added to the portfolio during February 2019 where dividends had not been allocated for 2019/20.

- 3.6 The changes in long-term and short-term funds was significant during 2018-19. In summary, increased borrowing is mainly due to property acquisitions made during 2018-19, with a smaller element of financing of affordable housing developments. However, it should be noted that there is no requirement to link such borrowing to specific spend.
- 3.7 The Council increased long-term investments by £15m after consultation with our treasury management advisers, Arlingclose, who provided sensitivity analyses in the context of existing pooled funds. This enabled treasury managers to assess various options, and to diversify the pooled fund portfolio, balancing risk and returns.
- 3.8 Considering reasons for the changes in more detail, the following issues during 2018-19 contributed to changes in cash and short-term investments.
- 3.9 For the Brockton portfolio acquisition, the Council borrowed funds based on the implied value of the properties which reflected expected rental flows as well as the value of the assets. The purchase price was adjusted to account for example for vacant tenancies and outstanding contractual obligations. This reduction provided funds for cover items such as £12m for guaranteed rental sums where tenants had not been in place on acquisition and £26m for sums retained for contractual obligations including those which would only be required if specific tenants were placed.
- 3.10 A prospective and imminent £15m acquisition at the end of 2018-19 was aborted within days of completion. Funds of £20m had been borrowed a month earlier, to take advantage of low PWLB rates as well as to cover two acquisitions, the other of which was successful.
- 3.11 In terms of financing, the borrowing does help offset the capital financing requirement, which increased during 2018-19 because of acquisitions (mainly) and development projects.
- 3.12 In terms of cash, borrowing during 2018-19 has increased cash and short term investments. Increasing longer term investments is a deliberate process that takes time to action, including confirming availability of funds long term.

### Borrowing Activity

- 3.13 At 31 March 2019, the Council held £1,050m of loans, an increase of £385m from 31 March 2018, including £1,027m long-term PWLB borrowing as part of the strategy for funding major acquisitions and developments. The 31 March 2019 borrowing position is show in Table 3 below.

**Table 3: Borrowing Position**

	Balance 31/03/2018 £m	Movement £m	Balance 31/03/2019 £m	Rate 31/03/2019 %	Maturity (wtd av) 31/03/2019 years
Public Works Loan Board	648	379	1,027	2.41%	49
Local authorities (long-term)	3	14	17	0.74%	2
Local authorities (short-term)	14	(8)	6	0.79%	<1
<b>Total Borrowing</b>	<b>665</b>	<b>385</b>	<b>1,050</b>		

- 3.14 At 31 March 2019, the Council's short-term borrowing totalled £6m. This reflected the impact of the Council's cashflow, including costs associated with acquisitions such as VAT which is reclaimed from Government. Short-term funding for acquisitions were borrowed from other local authorities because of the affordable rates on offer.
- 3.15 The Council will need to borrow additional funds on both long- and short-term bases for any further acquisition purchases that occur in the future. Work is ongoing with Arlingclose and the portfolio holder to ensure that the cheapest and most appropriate duration and source are secured.
- 3.16 The Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. Flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 3.17 Affordability and the "cost of carrying" remained important influences on the Council's borrowing strategy alongside the consideration that, for any borrowing undertaken ahead of need, the proceeds would have to be invested in the money markets at rates of interest significantly lower than the cost of borrowing.

### Investment Activity to 31 March 2019

- 3.18 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield consistent with these principles. However, the ability to maximise interest returns within these guidelines is paramount to generating sufficient funds to support the Council's revenue budget.
- 3.19 As at 31 March 2019, the Council's investment portfolio was a total of £80.6m, with £14.3m of this in short-term cashflow funds. A breakdown of the investments is given in **Appendix A**.
- 3.20 Given the increasing risk and continued low returns from short-term unsecured bank investments, it is the Council's aim to further diversify into more secure or higher yielding asset classes. The availability of funds for

investment is dependent upon the timing of precept payments, receipt of grants and progress on the capital programme. The Council has no funds placed with the ‘challenger’ bank, Metro Bank.

- 3.21 The pooled fund investments form a key part of the portfolio and a full list of these and their current performance is detailed in **Appendix B**.

### **Investment Performance Monitoring**

- 3.22 Security of capital has remained the Council’s main investment objective. This has been maintained by following the Council’s counterparty policy as set out in its Treasury Management Strategy Statement for 2018-19.
- 3.23 Table 4 shows the performance of the Council’s investments compared to budget.

**Table 4: Performance of investments**

<b>Investment Income 2018-19</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance from budget</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Pooled Fund - Dividends	(800)	(752)	48
Fixed Term Deposits - Interest	(50)	(72)	(22)
Money Market Funds - Dividends	(50)	(193)	(143)
<b>Total Investment Income</b>	<b>(900)</b>	<b>(1,017)</b>	<b>(117)</b>

- 3.24 The Council seeks professional advice from Arlingclose and closely adheres to the advice set out in the Ministry for Housing, Communities and Local Government (MHCLG) guidance. Given Spelthorne’s dependency on investment returns to balance the budget, the Council’s investment strategy is also kept under constant review and regular quarterly review meetings are held with Arlingclose, the Council’s treasury advisors. All investment and borrowing decisions are made in consultation with our advisors.
- 3.25 Counterparty credit quality was assessed and monitored with reference to credit ratings (the Council’s minimum long-term counterparty rating for institutions defined as having “high credit quality” is A- across rating agencies Fitch, S&P and Moody’s); credit default swap prices, financial statements, information on potential government support and reports in the quality financial press.

### **Non-Treasury Investments**

- 3.26 The definition of investments in CIPFA’s revised Treasury Management Code now covers all the financial assets of an authority as well as other non-financial assets that an authority holds primarily for financial return. This is replicated in MHCLG’s Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially for financial return.
- 3.27 The Authority also held £1bn of such investments in:
- directly owned property £1bn;
  - subsidiary £7m.

- 3.28 These investments generated £38m of investment income for the Council after taking account of direct costs, representing a rate of return of 3.8%.

#### **4. Financial implications**

- 4.1 The financial implications are as set out in this report. The ability to maximise interest returns is paramount to generate sufficient funds to support the General Fund and even a small decline in interest rates can mean a significant reduction in cash returns. Our aim is to continue to maintain flexibility commensurate with the high level of security and liquidity and minimal risk when making investment decisions.

#### **5. Other considerations**

- 5.1 The Council fully complies with best practice as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities, the Department for Communities and Local Government (DCLG, now MHCLG) Guidance on Investments issued in March 2004 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management in the Public Sector 2009 and Cross Sectional Guidance Notes.
- 5.2 Nothing in the Council's current strategy is intended to preclude or inhibit capital investment in local projects deemed beneficial to the local community and which have been approved by the Council.

#### **6. Timetable for implementation**

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

**Background papers:** There are none

**Appendices:** Appendices A – B are attached

## Details of Investments Held as at 31 March 2019

Investment Type	Initial Investment Amount £m	Yield %	Start Date	Maturity Date
<b><i>Pooled Investment Funds</i></b> <b><i>(see Appendix B for details)</i></b>				
Charteris Elite Equity Income	0.8	4.53	11 May 2012	N/A
Schroders UK Corporate Bond	1.5	4.33	11 May 2012	N/A
Schroders Income Maximiser	1.0	8.07	06 Jul 2012	N/A
Schroders Income Maximiser	1.0	4.26	24 Jul 2015	N/A
Schroders Income Maximiser	1.0	6.59	26 Aug 2016	N/A
Schroders Income Maximiser	3.0	-	25 Feb 2019	N/A
M&G Global Dividend	1.0	3.95	27 Jun 2012	N/A
M&G Global Dividend	3.0	-	20 Feb 2019	N/A
M&G Optimal Income Sterling	1.7	2.32	13 Apr 2015	N/A
M&G Extra Income Fund	2.0	3.82	15 Aug 2016	N/A
Investec Diversified Income	3.0	4.12	25 Aug 2016	N/A
Investec Diversified Income	1.5	-	20 Feb 2019	N/A
Threadneedle UK Equity Fund	2.0	3.38	08 Sept 2016	N/A
Threadneedle UK Equity Fund	1.5	-	21 Feb 2019	N/A
Threadneedle Global Equity Fund	1.5	-	21 Feb 2019	N/A
CCLA Property Fund (LAMIT)	1.5	4.71	31 Mar 2013	N/A
CCLA Property Fund (LAMIT)	1.0	3.24	30 Apr 2014	N/A
UBS Multi- Asset Income Fund	1.5	-	22 Feb 2019	N/A
Kames Diversified Monthly Income Fund	3.0	4.01	21 Feb 2019	N/A
<b>Total</b>	<b>32.5</b>	<b>4.23</b>		
<b><i>Fixed Rate Deposits</i></b>				
Network Housing Group	2.0	3.60	28 Apr 2016	27 Apr 2021
<b>Total</b>	<b>2.00</b>	<b>3.60</b>		
<b>Total of Core Investment Portfolio</b>	<b>34.5</b>	<b>4.16</b>	<b>Average</b>	

## Details of Investments Held as at 31 March 2019

Investment Type	Initial Investment Amount £m	Yield %	Start Date	Maturity Date
<b><i>Cash Flow Investments</i></b>				
Aberdeen Liquidity Fund	5.0	0.78		Instant Access
Amundi	4.3	0.75		Instant Access
CCLA	5.0	0.79		Instant Access
<b>Total</b>	<b>14.3</b>	<b>0.77</b>		
<b><i>Investments: Other Local Authorities</i></b>				
Wokingham BC	5.0	0.92	28 Sep 2018	
Rotherham BC	5.0	0.90	15 Oct 2018	
Rhondda Cynon Taff	5.0	1.00	21 Feb 2019	
Telford & Wrekin Council	5.0	1.00	25 Feb 2019	
<b>Total</b>	<b>20.0</b>	<b>0.96</b>		
<b><i>Investments: Other</i></b>				
Close Brothers	5.0	0.80%	20 Dec 2018	
Lloyds Bank	5.0	1.25%		32 day notice
<b>Total</b>	<b>10.0</b>	<b>1.03%</b>		
<b><i>Funding Circle</i></b>				
Loans to small businesses	0.3	3.05	16 Apr 2015	N/A
<b>Total Investments at 31 March 2019</b>	<b>80.6</b>	<b>1.92</b>	<b>Overall average</b>	



## Pooled Funds as at 31 March 2019

Key: New funds set up in February 2019

Fund	Date of Purchase	Initial Investment £	Dividends Received to 31/3/18 £	Dividend Yield * %	Capital Gain/ (Loss) at 31/3/18 £	Total Return at 31/3/18 £	Total Return - Yield
Charteris Elite Premium Income Fund	11/05/12	800,120	36,236.94	4.53%	(61,304)	(25,067)	(3.13%)
Schroders UK Corporate Bond Fund	11/05/12	1,500,000	65,011.27	4.33%	219,718	284,730	18.98%
Schroders Income Maximiser Fund	06/07/12	1,000,000	80,699.17	8.07%	155,515	236,215	23.62%
Schroders Income Maximiser Fund	24/07/15	1,000,000	42,551.90	4.26%	(60,639)	(18,088)	(1.81%)
Schroders Income Maximiser Fund	26/08/16	1,000,000	65,900.08	6.59%	(1,952)	63,948	6.39%
Schroders Income Maximiser Fund	25/02/19	3,000,000	-		(74,399)	(74,399)	(2.48%)
M&G Global Dividend Fund	27/06/12	1,000,000	39,464.50	3.95%	707,041	746,505	74.65%
M&G Global Dividend Fund	20/02/19	3,000,000	-		24,846	24,846	0.83%
M&G Optimal Income Sterling	13/04/15	1,690,636	39,185.48	2.32%	29,184	68,369	4.04%
M&G UK Income Distribution Sterling	15/08/16	2,000,000	76,341.06	3.82%	(38,602)	37,739	1.89%
Investec Diversified Income	25/08/16	3,000,000	123,485.45	4.12%	(116,554)	6,932	0.23%
Investec Diversified Income	20/02/19	1,500,000	-		726	726	0.05%
Threadneedle Inv Services - UK Equity	08/09/16	2,000,000	67,532.03	3.38%	(8,977)	58,555	2.93%
Threadneedle Inv Services - UK Equity	21/02/19	1,500,000	-		(26,152)	(26,152)	(1.74%)
Threadneedle Global Equity Fund	21/02/19	1,500,000	-		8,886	8,886	0.59%
CCLA - The LAs Property Fund	31/03/13	1,500,000	70,709.81	4.71%	530,450	601,160	40.08%
CCLA - The LAs Property Fund	30/04/14	1,000,000	32,408.66	3.24%		32,409	3.24%
UBS Multi- Asset Income Fund	22/02/19	1,500,000	-		15,832	15,832	1.06%
Kames Diversified Monthly Income Fund *	21/02/19	3,000,000	12,865.57	4.01%	21,060	33,926	1.13%
<b>Value at 31/3/2018</b>		<b>32,490,756.00</b>	<b>752,391.92</b>	<b>2.32%</b>	<b>1,324,677.61</b>	<b>2,077,069.53</b>	<b>6.39%</b>
<b>Value excluding new funds with no dividends*</b>		<b>17,490,756.00</b>	<b>739,526.35</b>	<b>4.23%</b>	<b>1,353,879.57</b>	<b>2,093,405.92</b>	<b>11.97%</b>

\* Kames % yield was annualised to reflect that the fund was started in February 2019.

## Pooled Fund Performance to 31 March 2019

The net capital appreciation of these investments as at 31/3/19 is 7.74% (4.08% including the new funds purchased during February 2019). However, capital gains and losses may fluctuate throughout the period the investments are held. In 2018-19, any gains would only have been realised had the funds been sold. Dividends are received at various times during the year, with some paid quarterly and others half yearly. The income yield for 2018-19 as at 31/3/18 is 4.23% for the year (2.32% including all new funds, most of which had no dividends for the year).

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**Cabinet****19 June 2019**

<b>Title</b>	2018/19 Provisional Revenue Outturn Report		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Laurence Woolven, Chief Accountant		
<b>Cabinet Member</b>	Councillor Tony Harman	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	<p>The Cabinet is asked to:</p> <ul style="list-style-type: none"> <li>a) Note the provisional revenue outturn for 2018/19</li> <li>b) Approve the revenue carry forwards for 2018/19 totalling £1,626,061</li> </ul>		
<b>Reason for Recommendation</b>	Not applicable		

**1. Key issues**

- 1.1 The summary on Appendix A shows a surplus for the year of £2.97m, £1.63m of this figure relates to proposed carry forward items with £1.34m being able to be set aside for future planned projects. This results in a net balanced budget.
- 1.2 During the year an additional £10.2m was achieved due to rental income generated from new property purchases, this was offset by additional debt costs of £6m and additional sinking fund transfers of £4m.
- 1.3 The collection rates for Council Tax and Business Rates were 98.4% and 99.7% respectively.
- 1.4 There were a number of salary underspends throughout the year and these ensured that the vacancy monitoring saving requirement was met.
- 1.5 The Council opted to make additional Minimum Revenue Provision payments of £500k in year, in order to reduce the burden on future years by setting aside additional funds for future debt repayments.
- 1.6 Appendix B summarises spend across portfolios by service areas broken down in employees, other expenditure and income.
- 1.7 Appendices C1 to C9 give a breakdown by service of spend against the revised budget plus comments on various variances.

**Investment Income**

- 1.8 Interest earned on our investments amounted to £301k above the original budget. The main reason for this extra income is due to the income from acquisitions.
- 1.9 The average interest rate on long term investments was 4.22% compared to a base rate of 0.75%.

### **Transfers to and from Funds**

- 1.10 In year, £5.8m has been transferred to the various property sinking fund reserves and £1.3m has been transferred to planned project funds for projects including Surrey infrastructure work (partly match funded by SCC), Fordbridge Community Centre extension and a range of other Environmental works such as Photovoltaic Cells on Council buildings, electric vehicle charging points, new trade refuse vehicle and tree planting.
- 1.11 Carry forwards totalling £1,626k have been put forward for approval. The largest of these relates to the ring fenced Economic Development schemes (£886k) funded from specific Business Rates Pilot income. These have been taken into account on appendix A and can be accommodated within the overall budget position. It is proposed to transfer to these carry forwards to specific planned project funds.
- 1.12 These Schemes are identified in appendix D.

## **2. Options analysis and proposal**

- 2.1 The Cabinet are asked to note the provisional revenue outturn position and list of carry forwards provisionally approved by corporate management team.

## **3. Financial implications**

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

## **4. Other considerations**

- 4.1 There are none.

## **5. Timetable for implementation**

- 5.1 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.
- 5.2 Monthly system generated summary reports with drill down facilities are sent to corporate management team, group heads of service and cabinet members.

**Background papers: None**



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	A	B	C	D	G
1	<b>APPENDIX A</b>				
2	<b>2018/19 Net Revenue Budget Monitoring</b>				
3	<b>As at end of 31 MARCH 2019</b>				
4					
5		18/19	18/19	18/19	18/19
6		<b>Budget</b>		<b>Total</b>	<b>Variance</b>
7		<b>Original</b>	<b>Revised</b>	<b>Actuals</b>	<b>to Revised</b>
8		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
9					
10	Gross Expenditure	63,189,300	63,109,600	62,650,566	(459,034)
11	Less Benefits (offset by grant)				
12	Total Gross Expenditure excluding Benefits	63,189,300	63,109,600	62,650,566	(459,034)
13	Less Housing Benefit grant	(32,021,000)	(31,221,000)	(30,064,064)	1,156,936
14	Less Specific fees and charges income	(9,733,400)	(9,664,400)	(13,074,568)	(3,410,168)
15	<b>Net Expenditure - broken down as below</b>	<b>21,434,900</b>	<b>22,224,200</b>	<b>19,511,934</b>	<b>(2,712,266)</b>
16					
17	Leader of the Council	1,404,000	1,367,100	1,221,225	(145,875)
18	Deputy Leader	563,400	573,100	568,142	(4,958)
19	Corporate Management	2,155,700	2,383,800	1,087,652	(1,296,148)
20	Housing	2,103,900	2,108,800	2,016,344	(92,456)
21	Finance and Customer Service	2,660,500	2,690,800	2,877,740	186,940
22	Planning and Economic Development	4,446,500	4,891,800	5,471,463	579,663
23	Environment and Compliance	5,691,200	5,778,400	4,115,012	(1,663,388)
24	Community Wellbeing	393,300	393,300	316,840	(76,460)
25	Transport	2,016,400	2,037,100	1,837,516	(199,584)
26					
27	<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>21,434,900</b>	<b>22,224,200</b>	<b>19,511,934</b>	<b>(2,712,266)</b>
28					
29	Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
30					
31					
32	<b>NET EXPENDITURE</b>	<b>21,134,900</b>	<b>21,924,200</b>	<b>19,511,934</b>	<b>(2,412,266)</b>
33					
34	<b>NET EXPENDITURE</b>	<b>21,134,900</b>	<b>21,924,200</b>	<b>19,511,934</b>	<b>(2,412,266)</b>
35					
36	Asset Acquisition Income	(31,305,500)	(31,305,500)	(41,521,081)	(10,215,581)
37	Debt Interest Payable	14,395,300	14,395,300	20,403,851	6,008,551
38	Minimum Revenue Provision	7,344,700	7,344,700	7,844,734	500,034
39	Refurbishments Reserve Contributions	1,700,000	1,700,000	5,783,826	4,083,826
40					
41	Interest earnings	(900,000)	(900,000)	(1,201,143)	(301,143)
42	Other Revenue Grants	(56,000)	(133,900)	416,690	550,590
43	Revenue Contributions to Capital Outlay	747,000	747,000	747,000	-
44					
45	<b>BUDGET REQUIREMENT</b>	<b>13,060,400</b>	<b>13,771,800</b>	<b>11,985,811</b>	<b>(1,785,989)</b>
46					
47	Baseline NNDR Funding	(3,300,000)	(3,300,000)	(3,539,622)	(239,622)
48	Business Rates - Economic Development Set Aside	(1,000,000)	(1,000,000)	(1,000,000)	-
49	New Homes Bonus	(956,900)	(956,900)	(907,678)	49,222
50	Section 31 Grants			(991,494)	(991,494)
51					
52	<b>NET BUDGET REQUIREMENT</b>	<b>7,803,500</b>	<b>8,514,900</b>	<b>5,547,017</b>	<b>(2,967,883)</b>
53					
54	2017/18 Revenue carry forward	-	(711,400)	(711,384)	16
55					
56	Collection Fund Surplus/(deficit)	(48,100)	(48,100)	(48,100)	-
57	Income from Council Tax	(7,755,400)	(7,755,400)	(7,755,443)	(43)
58					
59	<b>(Surplus)/Deficit for the year</b>	<b>-</b>	<b>-</b>	<b>(2,967,910)</b>	<b>(2,967,910)</b>
60					
61	Contributions to Planned Project Funds	-	-	1,341,849	1,341,849
62	2018/19 Revenue carry forward	-	-	1,626,061	1,626,061
63					
64	<b>Net Position</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>
65					

<b>Appendix B</b>				
<b>REVENUE MONITORING 2018/19</b>				
<b>EXPENDITURE AND INCOME SUMMARY 31 MARCH 2019</b>				
<b>Results to</b>	<b>Budget</b>		<b>Actual</b>	<b>Variance</b>
<b>31-Mar-19</b>	<b>Original</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Leader of the Council</b>				
Employees	982,800	934,800	834,688	(100,112)
Other Expenditure	619,700	630,800	640,740	9,940
Income	(198,500)	(198,500)	(254,203)	(55,703)
	<b>1,404,000</b>	<b>1,367,100</b>	<b>1,221,225</b>	<b>(145,875)</b>
<b>Deputy Leader</b>				
Employees	137,600	137,600	159,130	21,530
Other Expenditure	431,800	441,500	415,693	(25,808)
Income	(6,000)	(6,000)	(6,681)	(681)
	<b>563,400</b>	<b>573,100</b>	<b>568,142</b>	<b>(4,958)</b>
<b>Corporate Management</b>				
Employees	1,604,000	1,660,300	1,312,646	(347,654)
Other Expenditure	596,000	767,800	561,608	(206,192)
Income	(44,300)	(44,300)	(786,601)	(742,301)
	<b>2,155,700</b>	<b>2,383,800</b>	<b>1,087,652</b>	<b>(1,296,148)</b>
<b>Housing</b>				
Employees	1,630,500	1,630,500	1,623,987	(6,513)
Other Expenditure	34,291,400	33,496,300	32,943,563	(552,737)
Housing Benefit grant income	(32,021,000)	(31,221,000)	(30,064,064)	1,156,936
Income	(1,797,000)	(1,797,000)	(2,487,142)	(690,142)
	<b>2,103,900</b>	<b>2,108,800</b>	<b>2,016,344</b>	<b>(92,456)</b>
<b>Finance and Customer Service</b>				
Employees	2,502,300	2,502,300	2,472,065	(30,235)
Other Expenditure	171,100	201,400	415,814	214,414
Income	(12,900)	(12,900)	(10,139)	2,761
	<b>2,660,500</b>	<b>2,690,800</b>	<b>2,877,740</b>	<b>186,940</b>
<b>Planning and Economic Development</b>				
Employees	2,062,300	2,062,300	1,996,742	(65,558)
Other Expenditure	3,712,700	4,158,000	5,391,046	1,233,046
Income	(1,328,500)	(1,328,500)	(1,916,325)	(587,825)
	<b>4,446,500</b>	<b>4,891,800</b>	<b>5,471,463</b>	<b>579,663</b>
<b>Environment and Compliance</b>				
Employees	5,308,500	5,314,500	5,389,518	75,018
Other Expenditure	4,272,700	4,284,900	3,801,919	(482,981)
Income	(3,890,000)	(3,821,000)	(5,076,424)	(1,255,424)
	<b>5,691,200</b>	<b>5,778,400</b>	<b>4,115,012</b>	<b>(1,663,388)</b>
<b>Community Wellbeing</b>				
Employees	1,747,500	1,747,500	1,711,040	(36,460)
Other Expenditure	681,400	681,400	731,084	49,684
Income	(2,035,600)	(2,035,600)	(2,125,284)	(89,684)
	<b>393,300</b>	<b>393,300</b>	<b>316,840</b>	<b>(76,460)</b>
<b>Transport</b>				
Employees	1,046,200	1,046,200	993,630	(52,570)
Other Expenditure	1,390,800	1,411,500	1,255,654	(155,846)
Income	(420,600)	(420,600)	(411,768)	8,832
	<b>2,016,400</b>	<b>2,037,100</b>	<b>1,837,516</b>	<b>(199,584)</b>
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>21,434,900</b>	<b>22,224,200</b>	<b>19,511,934</b>	<b>(2,712,266)</b>



REVENUE MONITORING 2018/19				
EXPENDITURE AND INCOME SUMMARY 31 MARCH 2019				
<b>Results to</b>	<b>Budget</b>		<b>Actual</b>	<b>Variance</b>
<b>31-Mar-19</b>	<b>Original</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Total Employees	17,021,700	17,036,000	16,493,447	(542,553)
Total Other Expenditure	46,167,600	46,073,600	46,157,119	83,519
Housing Benefit grant income	(32,021,000)	(31,221,000)	(30,064,064)	1,156,936
Total Income	(9,733,400)	(9,664,400)	(13,074,568)	(3,410,168)
	21,434,900	22,224,200	19,511,934	(2,712,266)
<b>Total Expenditure</b>	<b>63,189,300</b>	<b>63,109,600</b>	<b>62,650,566</b>	<b>(459,034)</b>
<b>Total Income</b>	<b>(41,754,400)</b>	<b>(40,885,400)</b>	<b>(43,138,632)</b>	<b>(2,253,232)</b>
<b>Net</b>	<b>21,434,900</b>	<b>22,224,200</b>	<b>19,511,934</b>	<b>(2,712,266)</b>

Appendix C1					
<b>Leader of the Council</b>					
<b>Results to</b>	<b>Budget</b>		<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-19</b>	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	106,900	106,900	100,870	(6,030)	
Other Expenditure	2,200	2,200	4,136	1,936	
Income	0	0	0	0	
<b>Corporate Governance</b>	<b>109,100</b>	<b>109,100</b>	<b>105,006</b>	<b>(4,094)</b>	
Employees	12,100	12,100	13,176	1,076	
Other Expenditure	356,800	356,800	370,770	13,970	Members allowances are higher against the budget
Income	0	0	0	0	
<b>Democratic Rep &amp; Management</b>	<b>368,900</b>	<b>368,900</b>	<b>383,946</b>	<b>15,046</b>	
Employees	2,300	2,300	0	(2,300)	
Other Expenditure	7,900	7,900	7,418	(482)	
Income	0	0	(3,908)	(3,908)	
<b>Elections</b>	<b>10,200</b>	<b>10,200</b>	<b>3,510</b>	<b>(6,690)</b>	
Employees	137,800	137,800	146,249	8,449	Higher expenditure against temporary staff budget
Other Expenditure	100,900	100,900	85,720	(15,180)	Overall expenditure is lower against the budget
Income	(1,000)	(1,000)	(2,137)	(1,137)	
<b>Electoral Registration</b>	<b>237,700</b>	<b>237,700</b>	<b>229,831</b>	<b>(7,869)</b>	
Employees	63,200	63,200	62,611	(589)	
Other Expenditure	42,600	42,600	29,279	(13,321)	Less money to be paid to SCC due to reduction in searches
Income	(180,000)	(180,000)	(173,979)	6,021	New burdens grant received, reduction in search fees due to uncertainty around Brexit.
<b>Land Charges</b>	<b>(74,200)</b>	<b>(74,200)</b>	<b>(82,089)</b>	<b>(7,889)</b>	
Employees	556,300	556,300	463,131	(93,169)	Savings due to vacant posts, partially covered by agency staff.
Other Expenditure	51,600	51,600	86,118	34,518	Legal costs & Software costs are higher against the budget
Income	(17,500)	(17,500)	(74,169)	(56,669)	Higher income due to more activity
<b>Legal</b>	<b>590,400</b>	<b>590,400</b>	<b>475,080</b>	<b>(115,320)</b>	
Employees	56,200	56,200	48,651	(7,549)	
Other Expenditure	68,800	68,800	57,300	(11,500)	
Income	0	0	(10)	(10)	
<b>People &amp; Partnerships</b>	<b>125,000</b>	<b>125,000</b>	<b>105,941</b>	<b>(19,059)</b>	
Total Employees	<b>934,800</b>	<b>934,800</b>	<b>834,688</b>	<b>(100,112)</b>	
Total Other Expenditure	<b>630,800</b>	<b>630,800</b>	<b>640,740</b>	<b>9,940</b>	
Total Income	<b>(198,500)</b>	<b>(198,500)</b>	<b>(254,203)</b>	<b>(55,703)</b>	
	<b>1,367,100</b>	<b>1,367,100</b>	<b>1,221,225</b>	<b>(145,875)</b>	

Appendix C2					
<b>Deputy Leader</b>					
<b>Results to</b>	<b>Budget</b>		<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-19</b>	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	137,600	137,600	159,130	21,530	A couple of members of staff worked additional hours to cover the Web related work which has been approved by MAT
Other Expenditure	99,600	99,600	92,969	(6,631)	Savings achieved mainly against marketing budget off set by higher costs against software & web support budget
Income	(5,000)	(5,000)	(6,681)	(1,681)	
<b>Corporate Publicity</b>	<b>232,200</b>	<b>232,200</b>	<b>245,418</b>	<b>13,218</b>	
Employees	0	0	0	0	
Other Expenditure	109,600	109,600	103,324	(6,276)	
Income	(1,000)	(1,000)	0	1,000	
<b>Emergency Planning</b>	<b>108,600</b>	<b>108,600</b>	<b>103,324</b>	<b>(5,276)</b>	
Employees	0	0	0	0	
Other Expenditure	219,300	219,300	219,400	100	
Income	0	0	0	0	
<b>General Grants</b>	<b>219,300</b>	<b>219,300</b>	<b>219,400</b>	<b>100</b>	
Employees	0	0	0	0	
Other Expenditure	13,000	13,000	0	(13,000)	
Income	0	0	0	0	
<b>Research &amp; Consultation</b>	<b>13,000</b>	<b>13,000</b>	<b>0</b>	<b>(13,000)</b>	
Total Employees	<b>137,600</b>	<b>137,600</b>	<b>159,130</b>	<b>21,530</b>	
Total Other Expenditure	<b>441,500</b>	<b>441,500</b>	<b>415,693</b>	<b>(25,808)</b>	
Total Income	<b>(6,000)</b>	<b>(6,000)</b>	<b>(6,681)</b>	<b>(681)</b>	
	<b>573,100</b>	<b>573,100</b>	<b>568,142</b>	<b>(4,958)</b>	

Appendix C3						
<b>Corporate Management</b>						
<b>Results to</b>	<b>Budget</b>			<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Dec-18</b>	<b>Original</b>	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	282,000	282,000	282,000	244,583	(37,417)	Savings mainly due to lower expenditure against Temporary staff / consultants relating to Local pay. A request to Carry forward a budget of £10k has been put forward
Other Expenditure	57,300	57,300	57,300	22,500	(34,800)	A total of £30k budget has been requested to carry forward in the next financial year
Income	0	0	0	(5)	(5)	
<b>HR</b>	<b>339,300</b>	<b>339,300</b>	<b>339,300</b>	<b>267,079</b>	<b>(72,221)</b>	
Employees	55,400	55,400	55,400	52,894	(2,506)	
Other Expenditure	800	800	800	460	(340)	
Income	0	0	0	0	0	
<b>Payroll</b>	<b>56,200</b>	<b>56,200</b>	<b>56,200</b>	<b>53,354</b>	<b>(2,846)</b>	
Employees	568,900	568,900	568,900	464,972	(103,928)	Savings due to current vacant post partially covered by additional payments to other members of staff
Other Expenditure	348,400	348,400	348,400	302,127	(46,273)	Savings achieved against overall Infrastructure & applications budget
Income	(44,300)	(44,300)	(44,300)	(9,365)	34,935	Shared partnership has ceased in the 1st quarter of this financial year
<b>Information &amp; Comms Technology</b>	<b>873,000</b>	<b>873,000</b>	<b>873,000</b>	<b>757,735</b>	<b>(115,265)</b>	
Employees	89,400	89,400	89,400	91,412	2,012	
Other Expenditure	18,000	18,000	18,000	14,470	(3,530)	
Income	0	0	0	0	0	
<b>Committee Services</b>	<b>107,400</b>	<b>107,400</b>	<b>107,400</b>	<b>105,882</b>	<b>(1,518)</b>	
Employees	256,000	256,000	256,000	23,600	(232,400)	Retention allowance payments are lower against the budget
Other Expenditure	158,000	158,000	158,000	213,965	55,965	Treasury Management (£4k), Other expenses (£26k), Books & Publications (£7k) and consultants costs are higher against budget
Income	0	0	0	(11,650)	(11,650)	
<b>Corporate Management</b>	<b>414,000</b>	<b>414,000</b>	<b>414,000</b>	<b>225,916</b>	<b>(188,084)</b>	
Employees	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	
Income	0	0	0	(750,000)	(750,000)	Result of an exercise to clear old credit balances on Council Tax accounts
<b>Corporate Savings</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(750,000)</b>	<b>(750,000)</b>	
Employees	352,300	408,600	408,600	435,184	26,584	Additional expenditure mainly incurred for Back Scanning funded through Back Scanning Budget (Please see below)
Other Expenditure	13,500	185,300	185,300	8,085	(177,215)	Lower expenditure mainly against Back Scanning Budget out of which £30k has been requested to be carried forward into next financial year
Income	0	0	0	(15,582)	(15,582)	
<b>Project Management</b>	<b>365,800</b>	<b>593,900</b>	<b>593,900</b>	<b>427,687</b>	<b>(166,213)</b>	
Total Employees	<b>1,604,000</b>	<b>1,660,300</b>	<b>1,660,300</b>	<b>1,312,646</b>	<b>(347,654)</b>	
Total Other Expenditure	<b>596,000</b>	<b>767,800</b>	<b>767,800</b>	<b>561,608</b>	<b>(206,192)</b>	
Total Income	<b>(44,300)</b>	<b>(44,300)</b>	<b>(44,300)</b>	<b>(786,601)</b>	<b>(742,301)</b>	
	<b>2,155,700</b>	<b>2,383,800</b>	<b>2,383,800</b>	<b>1,087,652</b>	<b>(1,296,148)</b>	

Appendix C4					
<b>Housing</b>					
<b>Results to</b>	<b>Budget</b>		<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-19</b>	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	1,078,200	1,078,200	1,086,916	8,716	
Other Expenditure	44,200	44,200	55,498	11,298	
Income	(33,900)	(33,900)	(25,054)	8,846	
<b>Housing Needs</b>	<b>1,088,500</b>	<b>1,088,500</b>	<b>1,117,360</b>	<b>28,860</b>	
Employees	0	0	0	0	
Other Expenditure	2,133,400	2,133,400	2,408,675	275,275	
Income	(1,441,200)	(1,441,200)	(2,047,032)	(605,832)	£300k Revenue grants received, transferred to usable funds in "Other revenue grants" line
<b>Homelessness</b>	<b>692,200</b>	<b>692,200</b>	<b>361,642</b>	<b>(330,558)</b>	
Employees	552,300	552,300	537,071	(15,229)	
Other Expenditure	46,700	46,700	45,770	(930)	
Income	(321,900)	(321,900)	(415,056)	(93,156)	Revenue grant received, transferred to usable funds in "Other revenue grants" line
<b>Housing Benefits Admin</b>	<b>277,100</b>	<b>277,100</b>	<b>167,786</b>	<b>(109,314)</b>	
Employees	0	0	0	0	
Other Expenditure	31,272,000	31,272,000	30,433,620	(838,380)	£233k relates to benefits awarded not attracting 100% subsidy, the balance is due to non recovery of benefit overpayments
Income	(31,221,000)	(31,221,000)	(30,064,064)	1,156,936	
<b>Housing Benefits Payments</b>	<b>51,000</b>	<b>51,000</b>	<b>369,556</b>	<b>318,556</b>	
Total Employees	<b>1,630,500</b>	<b>1,630,500</b>	<b>1,623,987</b>	<b>(6,513)</b>	
Total Other Expenditure	<b>33,496,300</b>	<b>33,496,300</b>	<b>32,943,563</b>	<b>(552,737)</b>	
Total Income	<b>(33,018,000)</b>	<b>(33,018,000)</b>	<b>(32,551,206)</b>	<b>466,794</b>	
	<b>2,108,800</b>	<b>2,108,800</b>	<b>2,016,344</b>	<b>(92,456)</b>	

Appendix C5					
<b>Finance and Customer Service</b>					
<b>Results to</b>	<b>Budget</b>		<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-19</b>	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	196,600	196,600	208,926	12,326	Corporate Training costs are higher against the budget
Other Expenditure	8,400	8,400	7,388	(1,012)	
Income	0	0	0	0	
<b>Chief Executive</b>	<b>205,000</b>	<b>205,000</b>	<b>216,314</b>	<b>11,314</b>	
Employees	114,900	114,900	117,492	2,592	
Other Expenditure	3,600	3,600	3,864	264	
Income	0	0	0	0	
<b>MaT Secretariat &amp; Support</b>	<b>118,500</b>	<b>118,500</b>	<b>121,356</b>	<b>2,856</b>	
Employees	255,500	255,500	252,473	(3,027)	
Other Expenditure	2,400	2,400	1,398	(1,002)	
Income	0	0	(134)	(134)	
<b>Deputy Chief Executives</b>	<b>257,900</b>	<b>257,900</b>	<b>253,737</b>	<b>(4,163)</b>	
Employees	121,400	121,400	74,994	(46,406)	Savings mainly due to vacant post in the earlier part of the year
Other Expenditure	88,500	88,500	84,495	(4,005)	
Income	(12,900)	(12,900)	0	12,900	No income from Woking Borough Council for ICT audit work
<b>Audit</b>	<b>197,000</b>	<b>197,000</b>	<b>159,489</b>	<b>(37,511)</b>	
Employees	541,900	541,900	548,348	6,448	Professional training costs with no budget
Other Expenditure	46,900	46,900	36,770	(10,130)	Savings achieved against Subscription and Books & Publications budget
Income	0	0	(10,005)	(10,005)	Mainly recharge income from Knowle Green Estates Ltd with no budget
<b>Accountancy</b>	<b>588,800</b>	<b>588,800</b>	<b>575,112</b>	<b>(13,688)</b>	
Employees	1,272,000	1,272,000	1,269,832	(2,168)	
Other Expenditure	51,600	51,600	45,174	(6,426)	Savings achieved mainly against Document Exchange budget (£3k) and In house training budget
Income	0	0	0	0	
<b>Unapportionable CentralO/Heads</b>	<b>1,323,600</b>	<b>1,323,600</b>	<b>1,315,007</b>	<b>(8,593)</b>	
Employees	0	0	0	0	
Other Expenditure	0	0	236,725	236,725	Increase in general Bad Debts provision by £120k, Written of old Balance Sheet Balances (£129k) partially off set by cashbook write off credit balances
Income	0	0	0	0	
<b>Misc Expenses</b>	<b>0</b>	<b>0</b>	<b>236,725</b>	<b>236,725</b>	
Total Employees	<b>2,502,300</b>	<b>2,502,300</b>	<b>2,472,065</b>	<b>(30,235)</b>	
Total Other Expenditure	<b>201,400</b>	<b>201,400</b>	<b>415,814</b>	<b>214,414</b>	
Total Income	<b>(12,900)</b>	<b>(12,900)</b>	<b>(10,139)</b>	<b>2,761</b>	
	<b>2,690,800</b>	<b>2,690,800</b>	<b>2,877,740</b>	<b>186,940</b>	

Appendix C6					
<b>Planning and Economic Development</b>					
<b>Results to</b>	<b>Budget</b>		<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Dec-18</b>	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	0	0	
Other Expenditure	1,479,900	1,479,900	1,161,477	(318,423)	Estimate based on current expenditure
Income	0	0	0	0	
<b>Planned Maintenance Programme</b>	<b>1,479,900</b>	<b>1,479,900</b>	<b>1,161,477</b>	<b>(318,423)</b>	
Employees	124,900	124,900	128,037	3,137	
	953,700	953,700	89,692	(864,008)	Projects over a 3 year plan for Gigabit installation (500k), Business incubator(150k), Electric Charging points (175k). Likely that not much will be spent in 18/19 and majority of spending will commence in 2019/20.
Other Expenditure					credit note relating to 17/18
Income	0	0	267	267	
<b>Economic Development</b>	<b>1,078,600</b>	<b>1,078,600</b>	<b>217,996</b>	<b>(860,604)</b>	
Employees	357,500	357,500	291,782	(65,718)	Agency budget (50K) - will be capitalising project manager salary, posts being recruited
	1,070,200	1,070,200	3,604,435	2,534,235	Additional costs relating to assets acquired in year which are offset by the additional income received, other variances realte to Thameside House related costs (464k), White House, Ashford (10k), legal fees relating to Stadbury Meadow (15k), overspends at Station Road and Bugle redevelopments (6.6k) & (5.6k) respectively. Main underspends on other budgets; KG relocation (100k), KG redevelopment (85k) & Spelthorne Leisure Centre (87k), Elmsleigh Lifts (118k) under - due to start Feb.
Other Expenditure					
Income	(7,500)	(7,500)	(28,163)	(20,663)	Income from living guardians at Thameside House, £24,763 reimbursement from KGE
<b>Asset Mgn Administration</b>	<b>1,420,200</b>	<b>1,420,200</b>	<b>3,868,054</b>	<b>2,447,854</b>	
Employees	0	0	0	0	
Other Expenditure	0	0	3,550	3,550	
Income	0	0	0	0	
<b>Sea Cadets</b>	<b>0</b>	<b>0</b>	<b>3,550</b>	<b>3,550</b>	
Employees	332,400	332,400	388,705	56,305	Training costs for staff member (£7.5k), Professional subs (£1k) due to a bigger team, £50,907 relates to Env Imp
Other Expenditure	102,400	102,400	122,735	20,335	Legal costs, cases won will be recovered, £55,609 relate to exp Env Imp
Income	(1,000)	(1,000)	(160,555)	(159,555)	Income received for Heathrow project, offset by expenditure elsewhere
<b>Planning Policy</b>	<b>433,800</b>	<b>433,800</b>	<b>350,885</b>	<b>(82,915)</b>	includes net (50,221) relating to Env Impact
Employees	896,500	896,500	832,500	(64,000)	New post recruited to throughout the year
Other Expenditure	183,100	183,100	231,424	48,324	Legal costs (£20k), higher advertising costs of planning notices due to increased applications, Computer Software 25k more than forecast
Income	(512,000)	(512,000)	(774,904)	(262,904)	Increase in planning fees in the year
<b>Planning Development Control</b>	<b>567,600</b>	<b>567,600</b>	<b>289,020</b>	<b>(278,580)</b>	
Employees	0	0	0	0	
Other Expenditure	140,000	140,000	1,503	(138,497)	
Income	0	0	0	0	
<b>Staines Upon Thames Programme</b>	<b>140,000</b>	<b>140,000</b>	<b>1,503</b>	<b>(138,497)</b>	
Employees	351,000	351,000	355,717	4,717	
Other Expenditure	21,400	21,400	15,780	(5,620)	
Income	(360,000)	(360,000)	(386,782)	(26,782)	Income is higher due to more activity
<b>Building Control</b>	<b>12,400</b>	<b>12,400</b>	<b>(15,285)</b>	<b>(27,685)</b>	
Employees	0	0	0	0	
Other Expenditure	47,300	47,300	42,354	(4,946)	
Income	(48,000)	(48,000)	(73,208)	(25,208)	Additional licences granted for use of part of Bugle, back rent payment
<b>General Property Expenses</b>	<b>(700)</b>	<b>(700)</b>	<b>(30,855)</b>	<b>(30,155)</b>	
Employees	0	0	0	0	
Other Expenditure	160,000	160,000	118,097	(41,903)	42k credit back rec'd Jan 19
Income	(400,000)	(400,000)	(492,980)	(92,980)	
<b>Staines Town Centre Management</b>	<b>(240,000)</b>	<b>(240,000)</b>	<b>(374,883)</b>	<b>(134,883)</b>	
Total Employees	<b>2,062,300</b>	<b>2,062,300</b>	<b>1,996,742</b>	<b>(65,558)</b>	
Total Other Expenditure	<b>4,158,000</b>	<b>4,158,000</b>	<b>5,391,046</b>	<b>1,233,046</b>	
Total Income	<b>(1,328,500)</b>	<b>(1,328,500)</b>	<b>(1,916,325)</b>	<b>(587,825)</b>	
	<b>4,891,800</b>	<b>4,891,800</b>	<b>5,471,463</b>	<b>579,663</b>	

Appendix C7					
<b>Environment and Compliance</b>					
<b>Results to</b>	<b>Budget</b>		<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-19</b>	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	0	0	
Other Expenditure	3,500	3,500	2,390	(1,110)	
Income	0	0	0	0	
<b>Abandoned Vehicles</b>	<b>3,500</b>	<b>3,500</b>	<b>2,390</b>	<b>(1,110)</b>	
Employees	0	0	0	0	
Other Expenditure	114,700	114,700	160,098	45,398	Higher Utility costs (£9k), Business Rates (£7K), Insurance excess payments (£5k) and remainder relates to higher payment to Surrey County Council relating to steet lighting for 2017-18 & 2018-19. Please note the overall expenditure is lower against the overall budget of Neighbourhood Services
Income	0	0	0	0	
<b>Depot</b>	<b>114,700</b>	<b>114,700</b>	<b>160,098</b>	<b>45,398</b>	
Employees	1,075,700	1,075,700	1,064,681	(11,019)	Mainly employee Insurance costs are lower against the budget
Other Expenditure	93,900	93,900	90,849	(3,051)	
Income	(3,000)	(3,000)	(27,442)	(24,442)	Additional income for shared services from Runneymede BC & Higher Penalty charges fees income
<b>DS Management &amp; Support</b>	<b>1,166,600</b>	<b>1,166,600</b>	<b>1,128,087</b>	<b>(38,513)</b>	
Employees	1,274,500	1,274,500	1,220,758	(53,742)	Savings achieved due to vacant posts during the year which were partially covered by Agncy staff & additional overtime payments.
Other Expenditure	886,000	886,000	812,494	(73,506)	Savings achieved against Vehicles Tyres (£30k) and Surrey County Council Contracts Budget. A request has also been put forward to carry forward a budget of £39k in the next financial year
Income	(662,600)	(662,600)	(917,484)	(254,884)	Green waste and Textile services income are higher due to more activity
<b>Refuse Collection</b>	<b>1,497,900</b>	<b>1,497,900</b>	<b>1,115,768</b>	<b>(382,132)</b>	
Employees	0	0	0	0	
Other Expenditure	10,100	10,100	7,938	(2,162)	
Income	0	0	(906)	(906)	Additional renewable energy income through Solar PV's
<b>Energy Initiatives</b>	<b>10,100</b>	<b>10,100</b>	<b>7,032</b>	<b>(3,068)</b>	
Employees	0	0	0	0	
Other Expenditure	92,500	92,500	77,352	(15,148)	
Income	(25,000)	(25,000)	(2,281)	22,719	
<b>Environmental Enhancements</b>	<b>67,500</b>	<b>67,500</b>	<b>75,071</b>	<b>7,571</b>	Overall Neighborhood services expenditure is below against the budget
Employees	0	0	0	0	
Other Expenditure	0	0	0	0	
Income	0	0	0	0	
<b>Enviro Services Administration</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	631,700	631,700	569,160	(62,540)	Savings achieved due to vacant posts which were partially covered by Agncy staff & additional overtime payments.
Other Expenditure	314,500	314,500	311,673	(2,827)	
Income	(47,700)	(47,700)	(46,895)	805	
<b>Street Cleaning</b>	<b>898,500</b>	<b>898,500</b>	<b>833,938</b>	<b>(64,562)</b>	
Employees	0	0	0	0	
Other Expenditure	410,000	410,000	(416)	(410,416)	No payments made this year due to change of Recycling credit system as the final income for this year has included all the payments (Please see below)
Income	(505,200)	(505,200)	(338,029)	167,171	
<b>Waste Recycling</b>	<b>(95,200)</b>	<b>(95,200)</b>	<b>(338,445)</b>	<b>(243,245)</b>	
Employees	0	0	0	0	
Other Expenditure	20,700	20,700	12,003	(8,697)	Savings achieved due to closure of Public Conveniences
Income	0	0	(9,000)	(9,000)	Refund received for previous year's payments due to earlier closure
<b>Public Conveniences</b>	<b>20,700</b>	<b>20,700</b>	<b>3,003</b>	<b>(17,697)</b>	
Employees	0	0	0	0	
Other Expenditure	22,900	22,900	22,831	(69)	
Income	(37,000)	(37,000)	(28,721)	8,279	Income is less against the budget due to low activity
<b>Allotments</b>	<b>(14,100)</b>	<b>(14,100)</b>	<b>(5,891)</b>	<b>8,209</b>	
Employees	0	0	0	0	
Other Expenditure	78,200	78,200	91,975	13,775	Electricity costs and Business rates are higher against the budget. A request has been put forward to carry forward £12k in the next financial year
Income	(63,200)	(63,200)	(97,344)	(34,144)	
<b>Parks Strategy</b>	<b>15,000</b>	<b>15,000</b>	<b>(5,369)</b>	<b>(20,369)</b>	



Environment and Compliance					
Results to	Budget		Actual	Variance	Comments
31-Mar-19	Revised	YTD	YTD	to Revised	
	£	£	£	£	
Employees	920,800	920,800	1,121,193	200,393	Additional Staff used in High Verges for additional shared service work was undertaken for Runnymede BC/ Surrey County Council, funded through higher shared services income. Additionally vacant posts are also covered by agency staff with higher payments and overtime payments funded through other lines. A request has been put to carry forward a budget of £8,800 in next financial year
Other Expenditure	776,000	776,000	647,334	(128,666)	Please see above
Income	(86,800)	(86,800)	(290,542)	(203,742)	Please see above
<b>Grounds Maintenance</b>	<b>1,610,000</b>	<b>1,610,000</b>	<b>1,477,986</b>	<b>(132,014)</b>	
Employees	0	0	0	0	
Other Expenditure	5,500	5,500	4,045	(1,455)	
Income	0	0	0	0	
<b>Water Courses &amp; Land Drainage</b>	<b>5,500</b>	<b>5,500</b>	<b>4,045</b>	<b>(1,455)</b>	
Employees	414,000	414,000	416,103	2,103	
Other Expenditure	996,200	996,200	1,107,721	111,521	Mainly higher Business Rates (£62k) and higher on Street Parking costs payable to Surrey County Council
Income	(1,932,900)	(1,932,900)	(2,807,806)	(874,906)	Backdated Penalty Charges notices income of £559k received from Surrey County Council for prior years & this year with no budget and higher income received for major car parks due to more usage
<b>Car Parks</b>	<b>(522,700)</b>	<b>(522,700)</b>	<b>(1,283,983)</b>	<b>(761,283)</b>	
Employees	0	0	0	0	
Other Expenditure	113,300	113,300	134,827	21,527	Mainly higher Business rates against the budget
Income	(250,000)	(250,000)	(224,576)	25,424	Income is less due to lower activity
<b>Staines Market</b>	<b>(136,700)</b>	<b>(136,700)</b>	<b>(89,749)</b>	<b>46,951</b>	
Employees	807,300	807,300	808,803	1,503	
Other Expenditure	78,200	78,200	47,242	(30,958)	Consultants costs relating to Heathrow expansion and Computer Software costs are lower against the budget
Income	0	0	(8,254)	(8,254)	Income with no budget
<b>Environmental Health Admin</b>	<b>885,500</b>	<b>885,500</b>	<b>847,790</b>	<b>(37,710)</b>	
Employees	0	0	0	0	
Other Expenditure	64,000	64,000	52,019	(11,981)	Pollution control monitoring expenditure lower (£9K) and Noise Control expenditure lower against the budget
Income	(5,100)	(5,100)	(2,985)	2,115	
<b>Environmental Protection Act</b>	<b>58,900</b>	<b>58,900</b>	<b>49,034</b>	<b>(9,866)</b>	
Employees	0	0	0	0	
Other Expenditure	21,900	21,900	13,845	(8,055)	Kennel costs are lower (£7k) and Pest control contract expenditure is lower against the budget
Income	(5,000)	(5,000)	(3,773)	1,228	
<b>Rodent &amp; Pest Control</b>	<b>16,900</b>	<b>16,900</b>	<b>10,073</b>	<b>(6,827)</b>	
Employees	0	0	0	0	
Other Expenditure	1,300	1,300	742	(558)	
Income	(3,000)	(3,000)	(124)	2,876	Income is less due to low number of external courses undertaken this year
<b>Food Safety</b>	<b>(1,700)</b>	<b>(1,700)</b>	<b>618</b>	<b>2,318</b>	
Employees	0	0	590	590	
Other Expenditure	7,900	7,900	2,904	(4,996)	
Income	(12,900)	(12,900)	(13,906)	(1,006)	
<b>Public Health</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(10,412)</b>	<b>(5,412)</b>	
Employees	125,200	125,200	131,480	6,280	Vacant post was covered by agency staff with higher costs and also one off payment to take on Agency staff permanently
Other Expenditure	3,000	3,000	6,447	3,447	
Income	(102,600)	(102,600)	(155,782)	(53,182)	Exceeded the budget due to higher HMO Licences income
<b>Licensing</b>	<b>25,600</b>	<b>25,600</b>	<b>(17,854)</b>	<b>(43,454)</b>	
Employees	0	0	0	0	
Other Expenditure	0	0	9,409	9,409	
Income	0	0	(21,802)	(21,802)	
<b>Parks Properties Project</b>	<b>0</b>	<b>0</b>	<b>(12,394)</b>	<b>(12,394)</b>	
Employees	65,300	65,300	56,750	(8,550)	One member of staff worked on reduced hours and also due to a vacant post in latter part of the year
Other Expenditure	167,300	167,300	183,729	16,429	Higher CCTV maintenance costs against the budget
Income	0	0	(2,790)	(2,790)	Recharged income for staisafe through Staines BID
<b>Community Safety</b>	<b>232,600</b>	<b>232,600</b>	<b>237,689</b>	<b>5,089</b>	
Employees	0	0	0	0	
Other Expenditure	3,300	3,300	2,468	(832)	
Income	(79,000)	(79,000)	(75,982)	3,018	
<b>Taxi Licensing</b>	<b>(75,700)</b>	<b>(75,700)</b>	<b>(73,514)</b>	<b>2,186</b>	

Environment and Compliance					
Results to	Budget		Actual	Variance	Comments
31-Mar-19	Revised	YTD	YTD	to Revised	
	£	£	£	£	
Total Employees	5,314,500	5,314,500	5,389,518	75,018	
Total Other Expenditure	4,284,900	4,284,900	3,801,919	(482,981)	
Total Income	(3,821,000)	(3,821,000)	(5,076,424)	(1,255,424)	
	5,778,400	5,778,400	4,115,012	(1,663,388)	

Appendix C8					
Community Wellbeing					
Results to	Budget		Actual	Variance	Comments
31-Mar-19	Revised	YTD	YTD	to Revised	
	£	£	£	£	
Employees	91,900	91,900	88,226	(3,674)	
Other Expenditure	83,200	83,200	83,720	520	
Income	(205,000)	(205,000)	(230,262)	(25,262)	
Span	(29,900)	(29,900)	(58,315)	(28,415)	
Employees	277,000	277,000	204,539	(72,461)	Vacancies
Other Expenditure	18,500	18,500	15,344	(3,156)	
Income	(78,000)	(78,000)	(270)	77,730	No employee recharge to Disabled Facilities Grant scheme
Com Care Administration	217,500	217,500	219,613	2,113	
Employees	485,900	485,900	457,066	(28,834)	
Other Expenditure	245,000	245,000	287,866	42,866	Cleaning costs, tutors and equipment purchases - all higher than budget
Income	(419,800)	(419,800)	(395,422)	24,378	Higher needs income lower than anticipated
Day Centres	311,100	311,100	349,511	38,411	
Employees	110,000	110,000	105,338	(4,662)	
Other Expenditure	87,400	87,400	79,864	(7,536)	
Income	(151,600)	(151,600)	(126,363)	25,237	Lower number of meals invoiced to date
Meals on Wheels	45,800	45,800	58,839	13,039	
Employees	379,100	379,100	445,140	66,040	
Other Expenditure	8,800	8,800	24,969	16,169	
Income	(406,100)	(406,100)	(421,462)	(15,362)	
Spelthorne Troubled Families	(18,200)	(18,200)	48,648	66,848	Surrey County Council funding lower against the actual costs incurred
Employees	182,900	182,900	185,174	2,274	
Other Expenditure	48,100	48,100	53,978	5,878	Vehicle Maintenance costs are higher against the budget
Income	(74,300)	(74,300)	(109,093)	(34,793)	Additional funding of £20k from Surrey County Council which was not expected earlier, Higher Fordbridge Charges & other income
SAT	156,700	156,700	130,059	(26,641)	
Employees	204,400	204,400	223,511	19,111	
Other Expenditure	10,000	10,000	10,283	283	
Income	0	0	0	0	
Leisure Administration	214,400	214,400	233,794	19,394	
Employees	0	0	0	0	
Other Expenditure	57,600	57,600	48,266	(9,334)	
Income	(245,400)	(245,400)	(260,346)	(14,946)	Increase in profit share forecast
Spelthorne Leisure Centre	(187,800)	(187,800)	(212,079)	(24,279)	
Employees	12,500	12,500	1,314	(11,186)	
Other Expenditure	3,300	3,300	3,197	(103)	
Income	(3,100)	(3,100)	(2,892)	208	
Resource Centre	12,700	12,700	1,619	(11,081)	
Employees	2,300	2,300	640	(1,660)	
Other Expenditure	16,500	16,500	21,123	4,623	
Income	(6,500)	(6,500)	(14,673)	(8,173)	
Sports Development	12,300	12,300	7,090	(5,210)	
Employees	0	0	0	0	
Other Expenditure	0	0	0	0	
Income	(46,200)	(46,200)	(41,732)	4,468	
Sunbury Golf Club	(46,200)	(46,200)	(41,732)	4,468	
Employees	0	0	0	0	
Other Expenditure	1,000	1,000	100	(900)	
Income	0	0	0	0	
Safeguarding	1,000	1,000	100	(900)	
Employees	0	0	0	0	
Other Expenditure	7,700	7,700	2,529	(5,171)	
Income	(51,900)	(51,900)	(47,884)	4,016	
Public Halls	(44,200)	(44,200)	(45,355)	(1,155)	
Employees	0	0	0	0	
Other Expenditure	4,900	4,900	9,328	4,428	
Income	(8,000)	(8,000)	0	8,000	
Museum	(3,100)	(3,100)	9,328	12,428	
Employees	0	0	33	33	
Other Expenditure	25,500	25,500	23,384	(2,116)	
Income	0	0	0	0	
Youth	25,500	25,500	23,417	(2,083)	
Employees	0	0	0	0	
Other Expenditure	5,000	5,000	2,692	(2,308)	
Income	(600)	(600)	(75)	585	

Community Wellbeing					
Results to	Budget		Actual	Variance	Comments
31-Mar-19	Revised	YTD	YTD	to Revised	
	£	£	£	£	
Active Lifestyle	4,400	4,400	2,617	(1,783)	
Employees	1,500	1,500	59	(1,441)	
Other Expenditure	29,800	29,800	24,376	(5,424)	
Income	(3,000)	(3,000)	(3,210)	(210)	
Arts Development	28,300	28,300	21,225	(7,075)	
Employees	0	0	0	0	
Other Expenditure	27,100	27,100	40,862	13,762	Higher Business Rates (£12k) and Grounds maintenace costs against the budget
Income	(336,100)	(336,100)	(471,601)	(135,501)	Additional income due to more activity
Cemeteries	(309,000)	(309,000)	(430,739)	(121,739)	
Employees	0	0	0	0	
Other Expenditure	2,000	2,000	(798)	(2,798)	
Income	0	0	0	0	
Events	2,000	2,000	(798)	(2,798)	
Total Employees	1,747,500	1,747,500	1,711,040	(36,460)	
Total Other Expenditure	681,400	681,400	731,084	49,684	
Total Income	(2,035,600)	(2,035,600)	(2,125,284)	(89,684)	
	393,300	393,300	316,840	(76,460)	

Appendix C9					
<b><u>Customer Service, Estates &amp; Transport</u></b>					
<b><i>Results to</i></b>	<b>Budget</b>		<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b><i>31-Mar-19</i></b>	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	906,700	906,700	848,883	(57,817)	Savings achieved due to vacant posts during the year which were partially covered by agency/ temporary staff & Consultants
Other Expenditure	380,000	380,000	460,115	80,115	Additional Consultants costs incurred to cover vacant posts
Income	(311,500)	(311,500)	(333,807)	(22,307)	Council Tax recovered income costs are higher against the budget
<b>Cserv Management &amp; Support</b>	<b>975,200</b>	<b>975,200</b>	<b>975,191</b>	<b>(9)</b>	
Employees	139,500	139,500	144,748	5,248	
Other Expenditure	733,500	733,500	559,436	(174,064)	Lower external printing costs, no lease charge for printers from Oct, savings on contract cleaning
Income	(109,100)	(109,100)	(77,064)	32,036	Budgeted income from KG Rental Income & Surrey Police will not be received.
<b>Facilities Management</b>	<b>763,900</b>	<b>763,900</b>	<b>627,119</b>	<b>(136,781)</b>	
Employees	0	0	0	0	
Other Expenditure	269,700	269,700	192,922	(76,778)	Insurance costs are lower against the budget
Income	0	0	(897)	(897)	
<b>Insurance</b>	<b>269,700</b>	<b>269,700</b>	<b>192,025</b>	<b>(77,675)</b>	
Employees	0	0	0	0	
Other Expenditure	28,300	28,300	43,182	14,882	Business rates are higher against the budget
Income	0	0	0	0	
<b>Bus Station</b>	<b>28,300</b>	<b>28,300</b>	<b>43,182</b>	<b>14,882</b>	
Total Employees	<b>1,046,200</b>	<b>1,046,200</b>	<b>993,630</b>	<b>(52,570)</b>	
Total Other Expenditure	<b>1,411,500</b>	<b>1,411,500</b>	<b>1,255,654</b>	<b>(155,846)</b>	
Total Income	<b>(420,600)</b>	<b>(420,600)</b>	<b>(411,768)</b>	<b>8,832</b>	
	<b>2,037,100</b>	<b>2,037,100</b>	<b>1,837,516</b>	<b>(199,584)</b>	

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	A	B	C	D	E	F	G	H
2	<b>Carry forward requests 2018/19</b>							
3								
4		<b>GL Code</b>	<b>Account Description</b>	<b>Budget 18/19 £</b>	<b>Spend 18/19 £</b>	<b>Unspent budget £</b>	<b>Amount requested to be carried forward £</b>	<b>Comments</b>
5								
6	<b>Revenue</b>							
7		454032202	Grounds Maintenance	1,432,600	1,425,189	7,411	7,400	Underspend used to replenish food caddies and bin stock
8		302012205	DS Management	1,166,600	1,128,087	38,513	16,400	Underspend used to replenish food caddies and bin stock
9		202015042	Refuse Collection	2,004,300	1,883,130	121,170	39,000	Replenish bin stocks, ordered will arrive early 2019
10		151012208	Parks Strategy	15,000	- 5,369	20,369	12,000	Shepperton Lock toilets, work to be completed May 2019
11		30130	Human Resources	395,500	320,433	75,067	10,000	Needed for project work of discretionary pensions policy
12			Human Resources				15,000	iTrent contract negotiations will lead to increase
13			Human Resources				10,000	Technical Consultancy support for iTrent system work
14			Human Resources				5,000	Employee assistance programme as part of Occ Health review
15		315054979	Corporate Back Scanning	188,000	74,436	113,564	30,000	To undertake back scanning of HR files
16		318041012	Procurement	65,000	11,385	53,615	48,600	Carry forward for Procurement Interim costs
17		266985042	Car Parks	- 522,700	- 1,283,983	761,283	100,000	Tender advertised but unlikely to be awarded until April 2019
18		124014002	SPAN IL	6,400	-	6,400	4,400	Required to fund spend in 19/20
19		121065501	DHP	400,000	342,388	57,612	30,000	Required to fund spend in 19/20
20		21114	Knowle Green Redevelopment	100,000	39,236	60,764	60,764	Additional works required post project Lima (e.g. roof, toilets, clock tower, lighting, car park, disabled access)
21		21121	Elmsleigh Lifts	445,300	144,269	301,031	177,000	works in progress. Completion expected 07/19
22		30703	Knowle Green Offices	647,300	595,173	52,127	52,000	see 21114 above
23		21106	Bridge Street Car Park	40,000	1,503	38,497	23,497	to further site investigations and surveys that may be required
24		21008	Tothill Car Park / Elmsleigh IV	100,000	-	100,000	100,000	to cover external expert resource required to deal with Elmsleigh Centre (more active role will be required if Aberdeen sell on long leasehold to an active 'development' company rather than a passive pension investor)
25		213014401	Economic Development	909,000	24,000	885,000	885,000	Economic Development projects funded by ring fenced BR money
26								
27		<b>1,626,061</b>						

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**Cabinet****19 June 2019**

<b>Title</b>	2018/19 Provisional Capital Outturn Report		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Laurence Woolven, Chief Accountant		
<b>Cabinet Member</b>	Councillor Tony Harman	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	<p>The Cabinet are asked to:</p> <p>a) note the provisional capital outturn spend for 2018/19</p> <p>b) approve the capital carry forward of £17,474,900</p>		
<b>Reason for Recommendation</b>	Not applicable		

**1. Key issues**

- 1.1 There will be an under spend for the 2018/19 financial year of £473.68m.
- 1.2 The majority of the under spend (£444.18m) relates to the acquisition of assets project. The remaining £29.5m primarily relates to Housing Development schemes.
- 1.3 £17.5m is requested to be carried forward to 2019/20.

**Details of Variances**

- 1.4 Attached as Appendix A & B is the provisional level of spend as at the 31<sup>st</sup> March of £381.1m against the revised budget.

Attached as Appendix C is the list of £17.5m worth of carry forwards that MAT have agreed, of this £16.2m relates to Ashford Hospital with the remaining £1.3m from various other capital schemes.

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

The following projects are worth noting with respect to variances from the original planned programme.

- 1.5 Acquisition of Assets: Successful acquisitions of Communications House, Thames Tower, Charter Building and Porter Building were completed during 2018/19. The Council is now focusing on Housing development and the underspend is therefore not being carried forward.
- 1.6 Ashford hospital: This project was agreed late in 2018/19 and the £16.2m budget is therefore requested to be carried forward.
- 2. Options analysis and proposal**
- 2.1 The Cabinet are asked to note the provisional capital outturn position.
- 3. Financial implications**
- 3.1 Any underspend on the approved Capital Programme enables the Council to invest the monies to gain additional investment income or can be used to fund additional schemes identified.
- 4. Other considerations**
- 4.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allocated the funds to complete the works.
- 5. Timetable for implementation**
- 5.1 Monthly position statements are provided to MAT as an update on the current spends to date position.
- 5.2 All group heads with capital schemes are provided monthly with system reports which enable them to investigate spend in order to identify any spend which doesn't relate to the scheme.
- 5.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

**Background papers: None**

**Appendices: A, B & C**

## 2018/19 Capital Outturn

Portfolio Member	ORIGINAL BUDGET £	REVISED BUDGET £	ACTUALS £	VARIANCE £
Cllr Attewell - Housing	73,100	279,200	233,231	(45,969)
Cllr Barratt - Environment & Compliance	362,500	494,600	234,955	(259,645)
Cllr Harvey - Planning and Economic Development	13,825,500	32,957,700	4,077,998	(28,879,702)
Cllr Harvey - Leader	-	73,100	30,900	(42,200)
Cllr Boughtflower - Corporate Management	1,462,300	1,473,800	1,203,105	(270,695)
	<b>15,723,400</b>	<b>35,278,400</b>	<b>5,780,188</b>	<b>(29,498,212)</b>
Acquisition of Assets Scheme	203,500,000	819,499,500	375,315,168	(444,184,332)
<b>Acquisition of Assets Scheme</b>	<b>203,500,000</b>	<b>819,499,500</b>	<b>375,315,168</b>	<b>(444,184,332)</b>
<b>Grand Total</b>	<b>219,223,400</b>	<b>854,777,900</b>	<b>381,095,356</b>	<b>(473,682,544)</b>

	B	C	D	E	H	I	J	M	N
1	Appendix B								
2	2018/19 Capital Outturn								
3									
4	Portfolio Member / Service Head	Cost Centre	Description	Original Budget £	Revised Budget £	Actuals £	Variance £	Comments	
5									
6									
7	<u>Housing Investment Programme</u>								
8									
9	<u>Cllr Attewell - Housing</u>								
10									
11	Deborah Ashman & K Sinclair	40203	Disabled Facilities Mandatory	707,400	845,400	1,127,997	282,597	Additional work undertaken	
12	Deborah Ashman & K Sinclair	40204	Disabled Facilities Discretion	29,600	29,600	-	(29,600)		
13			Less Specified Capital Grant	(707,400)	(707,400)	(938,349)	(230,949)	Increased grant	
14			Net Cost of Disabled Facilities Grants	29,600	167,600	189,648	22,048		
15									
16	Deborah Ashman & K Sinclair	40209	Home Improvement Agency grant	83,000	83,000	80,451	(2,549)		
17			HIA Funding	(39,500)	(39,500)	(39,368)	132		
18			Total	43,500	43,500	41,083	(2,417)		
19									
20	Total For HIP			73,100	211,100	230,731	19,631		
21									
22	<u>Other Capital Programme</u>								
23	<u>Cllr Attewell - Housing</u>								
24	Deborah Ashman & K Sinclair	42044	CommunityBuildingsGrantScheme	-	3,100	2,500	(600)		
25			Total	-	3,100	2,500	(600)		
26									
27	Sandy Muirhead	42015	Landlord Guarantee Scheme	-	65,000	-	(65,000)	The budget has been requested to be carried forward in the next financial year as the project has been morphed over time and a module was not purchased as orginally envisaged.	
28			Total	-	65,000	-	(65,000)		
29									
30	<u>Cllr Barratt - Environment &amp; Compliance</u>								
31	Jackie Taylor	41025	Tennis Court Refurbishment	27,500	27,500	14,000	(13,500)	£6,000 has been requested to be carried forward in the next financial year	
32	Jackie Taylor	41030	Hengrove Park Improvement	-	11,900	-	(11,900)	No carry forward requested	
33	Jackie Taylor	41505	GroundsMaintenanceProject	-	55,900	55,930	30		
34	Jackie Taylor	41609	Replacement Multi Use Vehicle	-	80,000	80,000	-		
35	Jackie Taylor	41620	Wheelie Bins	50,000	50,000	38,697	(11,303)	£11,000 has been requested to be carried forward in the next financial year	
36	Jackie Taylor	41624	InstallElecVehicleChargePoints	-	1,900	1,320	(580)		
37	Jackie Taylor	41627	Solar PV For Staines Comm Cent	25,000	7,400	6,454	(946)		
38	Jackie Taylor	42027	Domestic Home Energy	30,000	30,000	8,339	(21,661)	This project has been completed, no carry forward requested	
39	Jackie Taylor	42043	Renewal of Toilet Facilities	60,000	60,000	4,745	(55,255)	£55,200 has been requested to be carried forward in the next financial year - as at the 31/3/2019 there were delays in obtaining permission from the Environment Agency and also tender issues. The project has now been completed week commencing 20/5/2019.	
40	Jackie Taylor	41621	CCTV Enhancement	145,500	145,500	25,469	(120,031)	£120,000 has been requested to be carried forward in the next financial year - as at the 31/3/2019 most of the work was complete but delays in obtaining permissions and MOUs from others..i.e. Metropolitan Housing and the Police for masts to be placed on their buildings is causing a delay to completion of the project, most of the new CCTV is up and running and being monitored.	

	B	C	D	E	H	I	J	M	N
2	2018/19 Capital Outturn								
3									
4	Portfolio Member / Service Head	Cost Centre	Description	Original Budget £	Revised Budget £	Actuals £	Variance £	Comments	
5									
41				Total	338,000	470,100	234,955	(235,145)	
42									
	Lee O'Neil	41314	Air Quality	24,500	24,500	-	(24,500)	The budget has been requested to be carried forward in the next financial year. The air quality action planning work is progressing but this spend is dependent upon completion of Surrey air quality modelling work and subsequent air quality scenario testing. The air quality modelling work is largely completed but has to be finalised. Conversations are currently ongoing with the air quality consultants regarding tightening the quote for the air quality scenario testing and subsequent action planning work.	
43				Total	24,500	24,500	-	(24,500)	
44									
45									
46									
47									
48									
49									
50									
51									
52	Cllr Harvey - Planning and Economic Development								
53									
54	Heather Morgan	41007	Stanwell Skate Park	-	-	(1,249)	(1,249)		
55	Heather Morgan	41015	Runnymede Estates	55,600	55,600	54,653	(947)		
56	Heather Morgan	41024	SpelthorneLeisurCenDevelopment	1,800,000	1,800,000	90,149	(1,709,851)	Development work is currently on hold until later in the current financial year. Actuals relate to consultancy services.	
57	Heather Morgan	41026	Laleham Park Upgrade	200,000	200,000	1,625	(198,375)	Cabinet approval of project given, funds to be carried forward to 2019/20.	
58	Heather Morgan	41622	Affordable Housing Opportunity	966,000	343,200	-	(343,200)	Funds requested to be carried forward to enable future opportunities to be taken.	
59	Heather Morgan	42010	Knowle Green Car Park Improvements	100,000	100,000	55,904	(44,096)	Phase one works to rear have been completed. Remaining budget to be used in 2019/20 as a comprehensive review of car parking is being undertaken due to the conversion of the West Wing.	
60	Heather Morgan	42017	Memorial Gardens			(2,256)	(2,256)		
61	Heather Morgan	42034	Community Centre Projects	100,000	100,000	131,818	31,818	Project completed. Overspend due to allocation of budget being made before tender work had been carried out and an idea on cost was known. All tenders were over £100k budget allocated.	
62	Heather Morgan	42036	Plot 12&13 Towpath Car Park	41,200	56,200	-	(56,200)	The budget has been requested to be carried forward in the next financial year.	
63	Heather Morgan	41328	Ashford MSCP	-	-	30,267	30,267	MAT agreed this project go ahead. Costs associated with consultants. Parking review for Ashford currently being carried out.	
64	Heather Morgan	42039	Bugle	1,450,000	1,450,000	1,325,619	(124,381)	£50,000 has been requested to be carried forward to the next financial year for payment of retention. Therefore the project is showing a net underspend.	
66	Heather Morgan	42041	Churchill	570,000	570,000	494,877	(75,123)	£14,500 has been requested to be carried forward to the next financial year for payment of retention. Therefore the project is showing net underspend.	
67	Heather Morgan	42042	Ceaser Court	8,000,000	8,000,000	577,975	(7,422,025)	Phase 1 of the project will be undertaken during the 2019/20 financial year.	
68	Heather Morgan	42054	Thameside House	-	2,600,000	635,853	(1,964,147)	Preliminary design underway for residential development	
69	Heather Morgan	42052	Whitehouse	175,000	855,000	349,198	(505,802)	Demolition work has been completed. Planning permission & designing work are underway. Cabinet approval of design fees for Affordable Housing and Hostel approved in July & September. Project due to be complete in 2020/21.	
70	Heather Morgan	42056	Whitehouse Hostel	-	210,000	138,359	(71,641)		
71	Heather Morgan	42055	West Wing		-	151,823	151,823	Current costs associated with consultants. Further costs to be incurred in 2019/20 for actual project start.	
72	Heather Morgan	42057	Ashford Hospital	-	16,250,000	11,370	(16,238,631)	Agreement received at year end, acquisition made in 19/20 therefore remaining balance to be carried forward to fund development works.	

	B	C	D	E	H	I	J	M	N
2	2018/19 Capital Outturn								
3									
4	Portfolio Member / Service Head	Cost Centre	Description	Original Budget £	Revised Budget £	Actuals £	Variance £	Comments	
5									
73	Heather Morgan	42058	Waterfront	-	-	16,970	16,970		
74	Keith McGroary	41619	Small Scale Area Regeneration	605,800	605,800	137,333	(468,467)	The small scale area regeneration covered 4 shopping parades; Edinburgh Drive, Groveley Road, Clare Road and Woodlands Parade. The first 2 shopping parades have been completed. Work on Clare Road has started and work will start on Woodlands Parade as soon as Clare Road has been completed. SCC have committed £101k to these projects and work is now underway to recoup that investment.	
75		External Funding	(238,100)	(238,100)	(122,290)	115,810			
76									
77			Total	13,825,500	32,957,700	4,077,998	(28,879,702)		
78									
79									
80	Deborah Ashman & K Sinclair	42045	Ward Grants	-	73,100	30,900	(42,200)	No carry forward requested.	
81									
82			Total	-	73,100	30,900	(42,200)		
83									
84	Cllr Boughtflower - Corporate Management								
85									
86	Alistair Corkish	43003	New Software	20,000	20,000	17,547	(2,453)		
87	Alistair Corkish	43608	Other Hardware	38,000	38,000	45,822	7,822	Overspend funded through other lines within ICT	
88	Alistair Corkish	43611	Mobiles and Tablets	15,000	15,000	9,415	(5,585)	The project has been completed	
89	Alistair Corkish	43612	Mobile Device Management	10,000	10,000	8,832	(1,168)	The project has been completed	
90	Alistair Corkish	43621	Virtual Desktop Infrastructure	90,000	90,000	42,414	(47,586)	The project has been completed	
91	Alistair Corkish	43622	ICT Network	30,000	30,000	28,605	(1,395)	The project has been completed	
92	Alistair Corkish	43624	Council Chamber Audio	-	-	1,186	1,186	Project approved by MAT.	
93	Alistair Corkish	43625	Customer Portal	10,000	10,000	-	(10,000)	The budget has been requested to be carried forward into next financial year.	
94	Alistair Corkish	43626	Customer Services Contact Cent	40,000	40,000	-	(40,000)	The budget has been requested to be carried forward into next financial year. The demos were originally done in 2017, then again in 2018 but there were delays between customer services and procurement in agreeing the business case and spec. The carry forward is being used this year to purchase one of the systems we have seen. (£85k made up from £40k Customer Services Contact Centre, £10k Customer Portal & £35k Sharepoint Upgrade).	
95	Alistair Corkish	43627	Oracle Upgrade	10,000	10,000	8,735	(1,265)	The project has been completed	
96	Alistair Corkish	43628	Reception Terminals	8,000	8,000	5,229	(2,771)	The project has been completed	
97	Alistair Corkish	43629	Sharepoint Upgrade	35,000	35,000	-	(35,000)	The budget has been requested to be carried forward into next financial year. These will form part of an office 365 project. They now have a separate Corporate Document Management budget of £305K that sits within projects.	
98	Alistair Corkish	43630	SQL Server	30,000	30,000	26,120	(3,880)	The project has been completed	
99	Alistair Corkish	43631	Canon Printer			56,729	56,729	The project has been completed. The project is without budget due to expenditure being agreed by Management team. It saved around 20% by having the initial capital outlay rather than leasing over 5 years.	
100			Total	336,000	336,000	250,634	(85,366)		
101									

	B	C	D	E	H	I	J	M	N
2	2018/19 Capital Outturn								
3									
4	Portfolio Member / Service Head	Cost Centre	Description	Original Budget £	Revised Budget £	Actuals £	Variance £	Comments	
5									
102	Sandy Muirhead	42008	Project Lima	885,000	885,000	950,625	65,625	Overspend to be funded through other lines within Asset Management & Agile working. Also a budget of £69k has been requested to be carried forward to be funded through Asset Management	
103	Sandy Muirhead	43503	Agile Working	27,000	27,000	671	(26,329)	This project is interlinked with Project Lima which is to deliver office space reorganisation and consolidation, new modern furniture and storage functions. Project Lima is incorporating the roll-out of Virtual Desktop infrastructure which will create more flexible hotdesking opportunities. The Agile Working Project is therefore running alongside Lima particularly in relation to creating collaborative working spaces and providing technology to support group working.	
104	Sandy Muirhead	43511	ScannersCorporateEDMS Roll out	31,000	31,000	1,175	(29,825)	£5,000 has been requested to be carried forward in the next financial year as couple of new scanners are still required.	
105	Sandy Muirhead	43512	Sharepoint redesign & Relaunch	90,000	90,000	-	(90,000)	The budget has been requested to be carried forward into next financial year. These will form part of an office 365 project. They now have a separate Corporate Document Management budget of £305K that sits within projects.	
106	Sandy Muirhead	43515	Corporate EDMS Project	93,300	104,800	-	(104,800)	No carry forward required as there is already a budget for this project in 2019-20.	
107				Total	1,126,300	1,137,800	952,471	(185,329)	
108									
109									
110	Total For Other			15,650,300	35,067,300	5,549,457	(29,517,843)	#	
111									
112	Acquisition of Assets Scheme								
113									
114	Heather Morgan	42038	Acquisition of Assets	203,500,000	819,499,500	375,315,168	(444,184,332)	No carry forward required, budget in 19/20 sufficient.	
115				Total	203,500,000	819,499,500	375,315,168	(444,184,332)	
116									
117	Total For Acquisition of Assets			203,500,000	819,499,500	375,315,168	(444,184,332)	#	
118									
119									
120	Total Expenditure			220,208,400	855,762,900	382,195,362	(473,567,538)		
121	Total Funding			(985,000)	(985,000)	(1,100,007)	(115,007)		
122	GRAND TOTAL			219,223,400	854,777,900	381,095,356	(473,682,544)		
123									
124									

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	A	B	C	D	E	F	G	H
1	Spelthorne Borough Council							Appendix C
2	Carry forward requests 2018/19							
3								
4		GL Code	Account Description	Budget 18/19 £	Spend 18/19 £	Unspent budget £	Amount requested to be carried forward £	Comments
5								
6								
7	Capital							
8		43626	Contact Centre Replacement	40,000	-	40,000	40,000	System to be purchased in 2019/20
9		43625	Customer Portal	10,000	-	10,000	10,000	Project anticipated to be undertaken in 2019/20
10		43629	Sharepoint Upgrade	35,000	-	35,000	35,000	To be used for Office 365 project
11		41314	Air Quality	24,500	-	24,500	24,500	Project anticipated to be finalised in 2019/20
12		41025	Tennis Court Refurbishment	27,500	14,000	13,500	6,000	Only £6k is requested to be carried forward in next financial year
13		41621	CCTV Enhancement	145,500	25,469	120,031	120,000	The balance of budget is requested to be carried forward to be spent in next financial year
14		41620	Wheelie Bins	50,000	38,697	11,303	11,000	Requested to be carried forward to fund additional bin purchases
15		42043	Renewal of Toilet Facilities	60,000	4,745	55,255	55,200	Project delayed due to obtaining Environment Agency permissions
16		42015	Landlord Guarantee Scheme	65,000	-	65,000	65,000	Project anticipated to be undertaken in 2019/20
17		43511	Scanners Corporate EDMS	31,000	1,175	29,825	5,000	Only £5k is requested to be carried forward in next financial year
18		43512	Sharepoint Design & Relaunch	90,000	-	90,000	90,000	To be used for Office 365 project
19		41026	Laleham Park	200,000	1,625	198,375	198,300	Cabinet approval to progress with project given. Anticipate spend in full in 2019/20
20		41622	Affordable Housing opportunity	343,200	-	343,200	343,200	monies required to spot purchase on street properties to assist housing
21		42010	KG Car park Improvements	100,000	55,904	44,096	44,000	Remainder of budget to be used in 2019/20. Review of car parking is currently being undertaken - talk of £20k being used for project LIMA which is not shown
22		42036	Plot 12 & 13 towpath car park	56,200	-	56,200	56,200	Project not yet started
23		42039	The Bugle	1,450,000	1,325,619	124,381	50,000	reserve contingency for post payment of retention
24		42041	Churchill	570,000	494,877	75,123	14,500	reserve contingency for post payment of retention
25		42057	Ashford Hospital	16,250,000	11,370	16,238,631	16,238,000	Currently with consultants and monies required to ensure development can be delivered
26		42008	Project Lima	885,000	933,259	Nil	69,000	To be funded through Asset Management Budget
27								
28								
29		17,474,900						

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# Cabinet

19 June 2019



<b>Title</b>	Appointments to Outside Bodies for 2019-20		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Gill Scott		
<b>Cabinet Member</b>	Councillor Ian Harvey	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Recommendations</b>	<b>The Cabinet is asked to appoint representatives to the Outside Bodies as shown at Appendix 1 for 2019-20.</b>		
<b>Reason for Recommendation</b>	The annual appointment of representatives to Outside Bodies helps the Council fulfil its community engagement role.		

## 1. Key issues

- 1.1 The annual appointment of representatives to Outside Bodies helps the Council fulfil its community engagement role.

## 2. Options analysis and proposal

- 2.1 This report seeks approval to appoint the proposed representatives and deputy representatives to the Outside Bodies for 2019-2020 as shown at Appendix 1.

## 3. Timetable for implementation

- 3.1 The appointments will be effective immediately until June 2020.

### Background papers:

None

### Appendices:

Appendix 1 – List of Outside Bodies to which appointments are to be made (nominations to follow)

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	A	B
1	<b>Outside Body</b>	<b>Special Responsibilities</b>
2	<b>A2Dominion Customer Insight Panel</b>	Representative
3		
4	<b>Ashford and St Peter's Hospitals NHS Foundation Trust</b>	Representative
5		
6	<b>Heathrow Community Noise Forum</b>	Representative
7		
8	<b>Heathrow Local Focus Forum</b>	Representative
9		
10	<b>HeathrowCommunity Engagement Board</b>	Representative
11		
12	<b>Local Authority Aircraft Noise Committee</b>	Representative
13		
14	<b>Management Committee of Mediation North Surrey</b>	Representative
15		
16	<b>River Thames Alliance</b>	Representative
17		
18	<b>Runnymede and Spelthorne SHMA - Joint Member Liaison group</b>	Representative
19		Deputy
20		
21	<b>South East Employers</b>	Representative
22		
23	<b>Spelthorne Business Forum</b>	Representative
24		Representative
25		Deputy
26		Deputy
27		
28	<b>Spelthorne Mental Health Association Management Committee</b>	Representative
29		
30	<b>Spelthorne Safer, Stronger Partnership Board</b>	Representative
31		
32	<b>Strategic Aviation Special Interest Group</b>	Representative
33		Representative
34		
35	<b>Surrey Museums Consultative Committee</b>	Representative
36		
37	<b>Surrey Traveller Community Relations Forum</b>	Representative
38		
39	<b>Surrey Environment Partnership</b>	Representative
40		
41	<b>Sustainability and Transformation Plan Stakeholder Reference Group</b>	Representative
42		
43	<b>The Traffic Penalty Tribunal</b>	Representative
44		Representative

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