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Date: 28 January 2022

## **Notice of meeting**

### **Corporate Policy and Resources Committee**

**Date:** Monday, 7 February 2022

**Time:** 7.00 pm

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

#### **To the members of the Corporate Policy and Resources Committee**

Councillors:

L. E. Nichols (Chairman)	A. Brar	V.J. Leighton
J.R. Sexton (Vice-Chairman)	S. Buttar	S.C. Mooney
C.F. Barnard	S.M. Doran	R.J. Noble
I.J. Beardsmore	S.A. Dunn	O. Rybinski
J.R. Boughtflower	N. Islam	V. Siva

Substitute Members: Councillors C. Bateson, J.T.F. Doran, T. Fidler, H. Harvey, D. Saliagopoulos, R.A. Smith-Ainsley and J. Vinson

*Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.*

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

**Staines-upon-Thames TW18 1XB**

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# Agenda

Page nos.

**1. Apologies and Substitutes**

To receive apologies for absence and notification of substitutions.

**2. Minutes**

To confirm the minutes of the meeting held on 19 January 2021 as a correct record.

*To follow.*

**3. Disclosures of Interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

**4. Questions from members of the Public**

The Chair, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions had been received.

**5. Ward Issues**

To consider any issues raised by ward councillors in accordance with Standing Order 34.2

At the time of publication of this agenda no ward issues had been received.

**6. Capital Programme 2022/23**

To follow.

**7. Detailed Revenue Budget 2022/23**

To follow.

**8. Fees and Charges**

To follow.

**9. Pay Award 2022-23**

To consider the staff pay award for 2022/23.

5 - 8

- 10. 2022/23 to 2024/25 Funding Support for KGE**  
To follow.
- 11. Capital Strategy 2022 to 2027**  
To follow.
- 12. Capital and Revenue Reserves Strategy**  
To follow.
- 13. Treasury Management Strategy Statement**  
To follow.
- 14. Recovery Action Plan**  
To follow.
- 15. Update on Proposed Transactional Financial Service Partnership** **9 - 24**  
To review the progress made by both Mole Valley District Council and Spelthorne Borough Council in progressing the proposed partnership.
- 16. Forward Plan** **25 - 28**  
To consider the Forward Plan for committee business.
- 17. Urgent Actions**  
There are none.
- 18. Urgent business**  
To consider any business deemed as urgent by the chair.

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# Corporate Policy and Resources Committee



## 7 February 2022

<b>Title</b>	Pay Award 2022/23
<b>Purpose of the report</b>	To make a recommendation to Council
<b>Report Author</b>	Debbie O'Sullivan/Angela Tooth, Human Resources Managers
<b>Ward(s) Affected</b>	Not applicable
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Committee/Council decision.
<b>Recommendations</b>	<p><b>The Corporate Policy and Resources Committee is asked to recommend to Council that the 2022/23 pay award is approved as follows:</b></p> <p><b>2% to all scale points including personal salaries and apprentices</b></p>
<b>Reason for Recommendation</b>	<p><b>As a result of moving to local pay on 1 April 2019, the pay award for 2022/23 is to be decided by full Council.</b></p> <p><b>The pay award is made to help attract and retain staff and is in recognition of their ongoing hard work and dedication in supporting the Council's services.</b></p>

### 1. Key issues

- 1.1 With effect from 1 April 2019 Spelthorne Borough Council (Spelthorne) became a local pay and local terms and conditions employer. Pay awards are to be decided by full Council and the Corporate Policy and Resources Committee are asked to recommend to Council the pay award for 2022/23.
- 1.2 The Chief Finance Officer presented at a Budget Briefing for councillors on 26<sup>th</sup> January 2022, which included a proposal for the pay award which will take into consideration pay review data from other councils within Surrey and any available information from the national pay award negotiations. In order to remain competitive and retain staff a total increase of 2% for all staff is recommended. Sufficient provision will be built into the 2022/23 budget.

- 1.3 It is recommended that the 2% budget is a “flat” rate across all scale points with no bottom loading. This will bring Spelthorne in line with the other Surrey District and Boroughs who we understand are budgeting between 2% to 3%. Bottom loading does not meet organisational business need as detailed further below.
- 1.4 In order to continue to delivery high quality services, Spelthorne’s focus is on retaining the breadth and depth of skills, technical knowledge and managerial experience we have together with the ability to attract suitable and qualified candidates for vacant posts. In the last 12 months up to 8 December 2021, 10 staff resigned citing their reason as either higher salary or promotion. A further 10 members of staff retired. These posts were mainly in the managerial or technical grades, for example, Building Control, ICT, Licensing, Information Governance and Housing.
- 1.5 In the last 12 months (up to December 2021), recruitment took more than one attempt or was unsuccessful for 14 posts. In addition to the hidden cost of the time involved in recruitment campaigns, some services are having to use agency personnel at rates of between £55 to £60 per hour (Environmental Health) or service delivery will take longer or is reduced.
- 1.6 The average total pay growth for the private sector was 5.4% from August to October 2021 and for the public sector it was 2.7% ([www.ons.gov.uk](http://www.ons.gov.uk)). The latest Consumer Prices Index measure of inflation is 5.4% and is projected to rise to more than 6% in the coming months. National Insurance employee (and employer) contributions are due to increase by 1.25% from April 2022. Therefore, all staff will be experiencing significant cost of living increases.
- 1.7 The proposal has been subject to consultation and negotiation, within the limits of the Collective Agreement, between the Chief Executive, Deputy Chief Executive, Human Resources and UNISON as further detailed below.
- 1.8 UNISON made a pay submission to the Chief Executive in October 2021 with the first consultation meeting in relation to the pay award held on 10 November 2021. There have been several consultation meetings held since this date, particularly to take account of the financial, recruitment and retention challenges. Agreement has been reached on the distribution as detailed above. UNISON are supportive of all scale points receiving the same rate due to the compression issues of bottom loading on scale points, the cost of living increases all staff are experiencing and the retention and recruitment issues the Council are experiencing.
- 1.9 Clause 1.4 of the Collective Agreement, Mechanism and timetable for deciding pay awards states:

“UNISON may make representations to Corporate Policy and Resources Committee when they consider the budget for the following year. The Corporate Policy and Resources Committee will consider any pay submission/representation from UNISON before they make a recommendation to Council for the Local Pay Award for the following year.”
- 1.10 UNISON may choose to make their own submission/representation to Corporate Policy and Resources Committee.
- 1.11 This explains the main criteria upon which the decision is to be based.

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

- 2.1 To approve the distribution of the pay award as detailed in this report. This is required to remain competitive with our comparators and will demonstrate a commitment to all staff. **Preferred option.**
- 2.2 To not approve the pay award or award a lower pay award or implement bottom loading will impact on morale, recruitment and retention.
- 2.3 Consideration needs to be given on the effect of a higher incremental increase to lower scales as this will cause compression issues between scales and provide little differential between one grade and the next. Posts are graded according to the complexity of work, range of responsibilities and the skills and experience required to undertake them. Reducing the differential may effectively “downgrade” the next scale up. For the 2021/22 pay award, Scales 1-3 received a higher incremental increase. This in turn may make it increasingly difficult to promote into roles just above these scales (for example refuse vehicle drivers).

## **3. Financial implications**

- 3.1 The budget for 2022/23 has built in sufficient provision to cover the proposed additional percentage increase and will add approximately £425,900 (inclusive of national insurance and superannuation). to the base budget for 2022/23.

## **4. Other considerations**

- 4.1 If agreed the pay award, as detailed above, is applicable to all staff including those on protected salaries, personal salaries and apprentices – apart from those staff whose terms of secondment does not qualify for a pay award.
- 4.2 If agreed, the 2% increase will be applied to certain allowances that are increased annually in line with any pay award.
- 4.3 Under clause 1.1 of the Collective Agreement, Section 1: Arrangement for agreeing the Spelthorne Local Pay Award it states the following:

“Spelthorne will give due regard to the NJC, JNC and JNC for Chief Executives National Pay Award.”

The 2021/22 National Pay award has not yet been concluded and there has been no indication of any proposals for 2022/23. Should the 2022/23 National Pay Award be higher than the Spelthorne Local Pay Award, due consideration will be given to proposing to Council that the Local Pay Award meets the National Award, subject to affordability.

## **5. Sustainability/Climate Change Implications**

- 5.1 There will be no impact on climate change issues.

## **6. Timetable for implementation**

The pay award will be effective from 1 April 2022.

### **Background papers:**

There are none

**Appendices:**

There are none



# Corporate Policy & Resources Committee

7<sup>th</sup> February 2022



<b>Title</b>	Update on proposed Transactional Financial Service Partnership
<b>Purpose of the report</b>	To note
<b>Report Author</b>	Terry Collier, Chief Financial Officer
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	Service
<b>Recommendations</b>	<p><b>Committee is asked to note and endorse the progress made by both Mole Valley District Council and Spelthorne Borough Council in progressing the proposed partnership, which is being established with the aims of achieving:</b></p> <ul style="list-style-type: none"> <li>• <b>Greater resilience</b></li> <li>• <b>Aiding recruitment &amp; retention</b></li> <li>• <b>Generating efficiencies and savings</b></li> </ul> <p><b>in the transactional finance service to meet the needs of both Spelthorne Borough Council (SBC) and Mole Valley District Council (MVDC).</b></p> <p><b>The Committee is asked to refer the proposal to the Collaborative Opportunities Working Group to evaluate the pros and cons of moving to implement phase 1 of the proposed partnership by April 2022.</b></p>
<b>Reason for Recommendation</b>	Both Councils are facing challenges recruiting and retaining staff to their Finance functions. Potentially by combining we will be able to offer a more attractive structure to finance professionals and will improve resilience across the finance function and maximise our ability to drive value from the functionality of the finance software platform.

## 1. The Partnership

1.1 Partnerships can bring a number of potential benefits including efficiencies/savings, resilience, service improvement, and the potential to improve recruitment and retention. In the view of the two Chief Finance Officers, the intended benefits of this Partnership between the finance functions of Mole Valley District Council, (MVDC) and Spelthorne Borough Council (SBC) in priority order are:

- **Resilience** – like virtually all district and borough councils, Mole Valley and Spelthorne operate small finance teams in order to deliver value for

money for their Councils. They carry no 'surplus' resource, and are constructed to deliver just what is needed by the Council and no more. However, this does create a vulnerability in relation to resilience, whenever one or more posts becomes vacant. This can be particularly challenging in relation to certain functions, (such as Systems Accountant or Treasury Management Accountant), which are generally undertaken by a single member of staff. It is proposed that in a larger combined Team it will be both easier to cover for vacancies generally, and to spread skills across a number of people, reducing reliance on a single person.

- **Recruitment and Retention** – The above issues of resilience are made more challenging by difficulties in relation to recruitment and retention. Despite the broader economic impact of the COVID-19 pandemic, recruitment and retention of local government professionals is challenging. As teams have become smaller in the drive for efficiencies, it has become ever harder to recruit and retain appropriately skilled staff, as opportunities for career development are by definition more limited in small teams. People who put the effort and time into gaining accountancy skills and qualifications are generally very career focused and willing to move employers in order to progress their careers.

This issue is further compounded by a significant reduction in the training of CIPFA qualified public sector accountants nationally, over the past decade, as public sector budgets have been squeezed. As a result, it has become increasingly difficult to attract accountants with the appropriate skills, qualifications and experience. (In a number of areas, local government accounting requirements are materially different from the private sector). It is proposed that in a larger Partnership environment, greater career development opportunities can be built into the design of the staffing structure, and that by its very nature, a multi-authority service will be more attractive to some individuals in terms of experience and career development.

- **Efficiencies/savings** – While the primary drivers of this proposal are those identified above, the medium term financial environment currently facing all authorities is such that generating efficiencies, and associated savings, must be a material consideration in all service developments as part of a broader strategy of financial sustainability, and it is believed that this proposed Partnership should be able to deliver such efficiencies over the medium term. Whilst this proposal was identified before Corporate Policy and Resources approved a Working Group to consider the potential of specific collaborative partnership proposals, this proposal very much sits within the remit of that approach and it is suggested that the Working Group considers the merits of this proposal as one of the first collaborative opportunities it considers.

1.2 This proposal has come from discussions between a number of the Finance Directors of local authorities across Surrey. The ultimate

proposal for a Partnership between Mole Valley and Spelthorne arises from two key factors:

- Strategic Goals – Most ‘strategic partnerships’ that fail, do so because the partners go into the partnership wanting to get different things out of it. The Finance Directors of Mole Valley and Spelthorne are in agreement that the objectives of the Partnership should be those set out in paragraph 1.1 above, and in that order.
  - Efficiencies – the achievement of efficiencies in this service will be largely dependent on the integration of ICT systems. Each ‘specialist’ ICT system in local government is generally provided by only a small number of suppliers nationally, ( e.g. in relation to Council Tax Collection, an authority is either a ‘Capita authority’ or a ‘Northgate authority’). However, the significant number of such specialist systems means that authorities often have an almost unique combination of ICT systems. In this instance, Mole Valley and Spelthorne share the same suppliers for their financial ledgers, exchequer systems, revenues, benefits and HR/payroll. This assists with both the sharing of knowledge and skills across any combined Partnership, and also provides a far greater potential for achievement of efficiencies, in terms of, scale, speed and cost, as the automation of routine, ‘non-value-added activities’ will not require the replacement of existing systems.
- 1.3 While not a direct driver of this proposal, it is also helpful that two of Spelthorne BC’s senior Finance staff, (Chief Finance Officer and Chief Accountant), have previously worked for Mole Valley DC.
- 1.4 While the above criteria have led to a proposal to form a partnership between Mole Valley and Spelthorne, one other authority has indicated that they are very interested in joining such a partnership, (they share common objectives and similar commonality of financial systems), but timing is not right for them in terms of other current issues in that authority. Similarly, a couple of others have indicated that they are interested in seeing how the Partnership develops, with a view to potentially joining at a later date.
- 2.**
- 2.1 It is proposed that the Partnership initially covers ‘transactional’ activity only. This would include the following items:
- (a) Financial accounting, including production of annual Statement of Accounts;
  - (b) Supporting the external audit and presenting the outcome to Audit Committee;
  - (c) Maintenance and development of the ledger and associated financial systems;
  - (d) Production of standard financial reports including factual monitoring information and budget planning information;
  - (e) Production of financial and statistical returns to/for government;
  - (f) Operational treasury management;

- (g) Exchequer services, (banking, payments and receipts);
- (h) Liaising with Internal Audit in relation to transactional activities.

It is proposed that both Councils would enter into a s113 (1972 Local Government Act) Agreement to enable staff in both teams to undertake work for the other council whilst remaining with their existing employer, as part of Phase 1. This will assist with providing resilience and assist with recruitment and retention. This allows flexibility for both Councils in the event that we do not proceed to Phase 2 to be able to bring the partnership to a conclusion without creating any employment issues. This approach will allow time for the teams to then during Phase 1 to begin to build a one team culture and doing preparatory work on moving to upgrading financial platform, and to decide on a longer term operating model. During this period it will be a good opportunity to gain the views and ideas from the teams in moving the partnership forward and will support team collaboration and “buy in”.

- 2.2 Each Authority would retain their own dedicated Section 151 Officer, and sufficient resource to deliver financial advice to Council, Members and Managers. This would include activities such as: forecasting and budget monitoring; modelling and production of Medium Term Financial Strategy /budget; financial analysis and production of business cases. In effect this is all activity which supports policy development and organisational decision making.
- 2.3 It is proposed to take a two stage approach. Phase 1 would not immediately result in a significant change for individual staff who would continue to operate in their current working location (much of which since the pandemic is on a virtual basis) and focused on their current Council. This would be done as a joint S113 Agreement which enables staff to continue with their existing employer, thereby avoiding Transfer of Undertaking Implications (TUPE) for Phase 1 or changes to terms and conditions of staff. There is a statutory duty under S113 Agreements to consult staff, which both Councils will do.
- 2.4 We are currently evaluating whether 1) to make one of the two Council's Chief Accountants a Project Manager for Phase 1, in return for a small responsibility allowance (approx. £5k to £10k) to focus on how a single team can be progressed and how to maximise efficiencies from moving to a share financial platform and provide some additional project resource to support the project manager; or 2) recruit a temporary Project Manager to drive forward Phase 1. If we pursue the first option, additional elements would be added to that postholder's Job Description. The Partnership Manager would be tasked with driving forward the partnership and start to develop the benefits during the initial phase1 and in particular would look at how resilience benefits can be developed and to start to identify how system benefits could be achieved. Capacity would need to considered in the decision together with any “back fill” requirements
- 2.5 After the initial review period, approximately twelve months from commencement of Phase 1, both parties will evaluate the benefits of the partnership as part of Phase 2, when the substantive savings is systems and processes can be delivered with a move to a common system approach. This would be combined with the need to future proof our current financial system

by moving to web version (called Centros) of the software platform with more powerful and flexible reporting.

- 2.6 A Memorandum of Understanding is currently being prepared for review by the two S151 Officers, this will be run past the Spelthorne Collaborative Opportunities Task Group. The MoU will be based around ensuring that any additional costs are split evenly between the two Councils. Note if at the review of the end of Phase 1 it is felt that the benefits of the partnership are not sufficient to warrant to continue the partnership then both Councils will go their separate ways,

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

- 3.1 A number of options are being reviewed and discussed, including and not limited to those shown below.
- (a) transferring both financial team into the partnership and extending it beyond just transactional activities.
  - (b) Having the two Chief Accountants currently in situ manage the process to Phase 2 and then handover to a Partnership Manager.
  - (c) Recruiting a Partnership Manager immediately to take responsibility from Phase 1 and drive forward proposals to move to Phase 2.
  - (d) For Phase 1 allocate the Partnership Manager responsibilities to one of the two Chief Accountants, in return for a small partnership responsibility allowance. To ensure this was not an unrealistic burden on the selected chief accountant we might also need to create an additional recruitment resource to support moving forward the Phase 1 work
- 3.2 We are currently evaluating the merits of options c) and d) the additional Phase 1 costs of either of these options would be shared equally between the two Councils. Appendix 3 sets out the proposed structure of the team

### **4. Financial implications**

- 4.1 The budgets are currently being prepared so that each partner knows what their commitment is to the new venture.
- 4.2 As stated at the beginning of the report the driver is not to generate additional savings. However, by improving recruitment and retention both teams would be looking to reduce the risk of being exposed to the very significant costs of having to employ expensive agency staff to cover gaps. If we move to Phase 2 we would anticipate some savings through combining software packages.
- 4.3 Whilst cashable savings are not a driver, if we moved to phase 2 then potential software licence savings across the two councils could amount to £100k per annum. Any savings would be split equally between the two Councils.
- 4.4 For Phase 1 which is feeding into the implementation of the upgraded financial system, it is anticipated that additional combined cost for Phase 1 for the two councils could be between £40k and £80k depending on whether we go with option c or option D. The cost to Spelthorne would therefore be between £20k and £40k for Phase 1. This would be more than offset for Spelthorne by the proposed savings arising from capitalising some resourcing during the Centros implementation process. In phase II there would be

estimated upfront costs of £120k or £60k per partner when the two councils transfer to one software licence with the supplier but there would then be a payback from ongoing reduction in annual software licence and support costs.

**Other considerations**

- 4.5 The staff in both Council's team are being kept fully informed of the proposed partnership. Both Council's legal teams are assisting in drafting the Memorandum of Understanding and the preparation of a S113 Transfer Agreement. Similarly the local UNISON branch has been kept informed. HR and Legal advice is being drawn upon in developing the MoU. The Council's Business Improvement and Internal Audit Teams will be involved in order to assist with maximising efficiencies and ensuring appropriate systems of control and safeguards are built in.

**5. Equality and Diversity**

- 5.1 No change for either Council.

**6. Sustainability/Climate Change Implications**

- 6.1 No change for either Council. With the benefit of virtual working, it is not anticipated that there will be a need for significant physical movement of staff between the two councils.

**7. Timetable for implementation**

- 7.1 Phase 1 implementation in April 2022
- 7.2 January 2023 each Council evaluates project to date and either agrees to Phase 2 below or the project is cancelled
- 7.3 Phase 2 implementation April 2023

**Background papers:** There are none.

**Appendices:**

- Appendix 1 – Partnership Manager's Draft Additional Job Description responsibilities
- Appendix 2- Current (2021-22) Budgets of the functions across the two teams
- Appendix 3 – Draft (Phase 1) staffing structure



## Spelthorne Borough Council

### Job Description

Date Prepared:	16 September 2021		
Post Title:	Partnership Manager		
Post Number:	xxxx	Grade:	Xxxx (£xxx to £xxx)
Group:	Finance		
Report To:	Deputy Chief Executive		
General Duties:	To manage the Transactional Financial Services Partnership between Spelthorne Borough Council and Mole Valley District Council. Ensuring the partnership supports the management accounting teams in each of the councils and provides technical accounting, and transactional services for both councils. Deputise for the Deputy Chief Executive as and when required.		
Essential Requirements:	A qualified CCAB accountant with a minimum of 2 years local, government experience		
General Responsibilities:	<p><u>Equal Opportunities:</u> The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.</p> <p><u>Health and Safety:</u> To work in accordance with each of the councils' commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures and attending training as appropriate.</p> <p><u>Risk Management:</u> To be aware of each of the councils' policies on Risk Management and to escalate any new, emerging or potential risks to your line manager.</p> <p><u>Data Protection:</u> To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for</p>		

purpose in accordance with each of the councils' Data Protection Policies.

### **Particular Duties:**

- As team manager, recruit, develop and manage the partnership to ensure the provision of a high quality, effective professional financial accounting and transactional finance service, keeping yourself and the section abreast of developments affecting local government generally and professional accounting developments in particular and maintain your professional status through your accountancy bodies' continuous professional development scheme.
- Line management of:
  - Deputy Chief Accountant (Financial accounting lead for SBC)
  - the financial accounting Lead for MVDC
  - Systems Accountant / Creditors Team Leader (Transactional Services Lead SBC)
  - Exchequer Manager (Transactional Services Lead for MVDC)
- Line management duties for the above posts include for example, having regular 1 to 1 meetings (at least once per month), undertaking personal development reviews in accordance with Spelthorne Borough Council's scheme, and reviewing job descriptions etc. Any changes to either the structure of the partnership or any job descriptions / person specifications will need to be approved by both the S151 Officers of the councils in the partnership.
- Actively promote service development and ensure continuous improvement of specific activities within the partnership as identified by the partnership working group.
- Manage the closure of accounts, preparation of the statement of accounts, all supporting statements and working papers and associated liaison with the external auditors and other related parties for each of the councils in the partnership.
- Ensure that there are appropriate systems and procedures for treasury management activity and reporting, including the prudential indicators.
- Assist the Section 151 Officer in the overall production of the Final Accounts
- Provision of high quality and timely financial advice and information to officers, councillors and external parties.
- Arrange and manage regular liaison meetings with each of the council's lead officers for management accounting.



- Overall responsibility for providing appropriately verified monthly budget monitoring summaries for revenue and capital budgets to the management accounting lead officers in each of the councils in the partnership. These will be provided on a mutually agreed schedule and in a mutually agreed format.
- Monitor the overall system of recharges of central support costs and ensure regular updates, including recharges to Council companies
- Ensure the completion of relevant statutory financial returns to the agreed deadlines
- Committee work – drafting reports, and attending committees of the Council, as required and particularly for reports written by your service.
- Attend other working parties and committees etc as required during working hours , or with a minimum of 24 hours notice for out of hours meetings
- Provide budget monitoring, closure of accounts support to Knowle Green Estates, and other Council companies
- Provision of information to lead management accounting officers in each of the councils so that they can support services in formulating their business plans, performance measures, and revenue and capital spending plans.
- Maintenance and security of clear, understandable and accurate financial and other accounting records. This includes ensuring that each of the councils have systems and procedures in place to:
  - Monitor and reconcile balance sheet codes (reserves, suspense accounts etc.)
  - Monitor progress against any relevant financial strategies, e.g. the treasury management strategies for each of the councils.
  - Monitor compliance with each of the councils' financial regulations and review and update the financial regulations on a regular basis.
- To act as a council director on the Council's Spelthorne Environmental Services company.
- Lead and support corporate projects and policies, as required.
- Carry out such other duties as may be required by your Section 151 Officer / management team appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed.
- In accordance with the Disability Discrimination Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

- This is a politically restricted post as defined by the Local Government and Housing Act 1989.

## Person Specification

### Essential

### Experience and Knowledge

- Significant post-qualification experience of working in a finance environment.
- Experience of providing financial advice and information to officers, councillors and external organisations.
- Experience of managing closedown, the production of the statement of accounts and the external audit.
- Knowledge of the other key financial processes and how they need to be run: budget setting and budget monitoring.
- Experience of being a line manager.
- Experience of using Microsoft Excel and Microsoft Word at an intermediate level.
- Experience of using complex financial management systems, for example, Integra, SAP, Agresso etc.

### Education and Qualifications

- Professional accountancy qualification with either a CCAB member (ICAEW, ACCA, CIPFA, ICAS and Chartered Accountants Ireland) or CIMA.

### Skills

- Good financial judgment.
- Ability to make rational and timely decisions whilst supporting the management accounting lead officers in each of the councils to meet their deadlines.
- Good interpersonal skills, including ability to liaise with external professional bodies, people from all levels of an organisation and the public.

- Ability to communicate clearly, succinctly and persuasively.
- Ability to manage staff and organise and co-ordinate the work of a team.
- Ability to explain complex financial issues to non-financial stakeholders
- Excellent analytical skills and ability to solve complex financial problems.
- Ability to deliver quality work within predetermined timescale.
- Accurate and methodical working practices.
- Ability to work with minimal supervision and to plan work delivery over short, medium and long-range.

### Special Aptitudes

- Pro-active attitude, and ability to take the initiative, as required.
- Being a flexible and effective team player.
- Energy, tenacity and ability to manage high workloads under pressure.
- Ability to create an effective team.

### Job Requirements

- Able to be flexible with working arrangements to help ensure the team meets statutory and corporate deadlines.
- Able to attend evening meetings, as necessary.
- Able to travel to other council locations.
- To meet statutory and corporate deadlines, it may be necessary to restrict leave at key times of the year.

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## Appendix 2

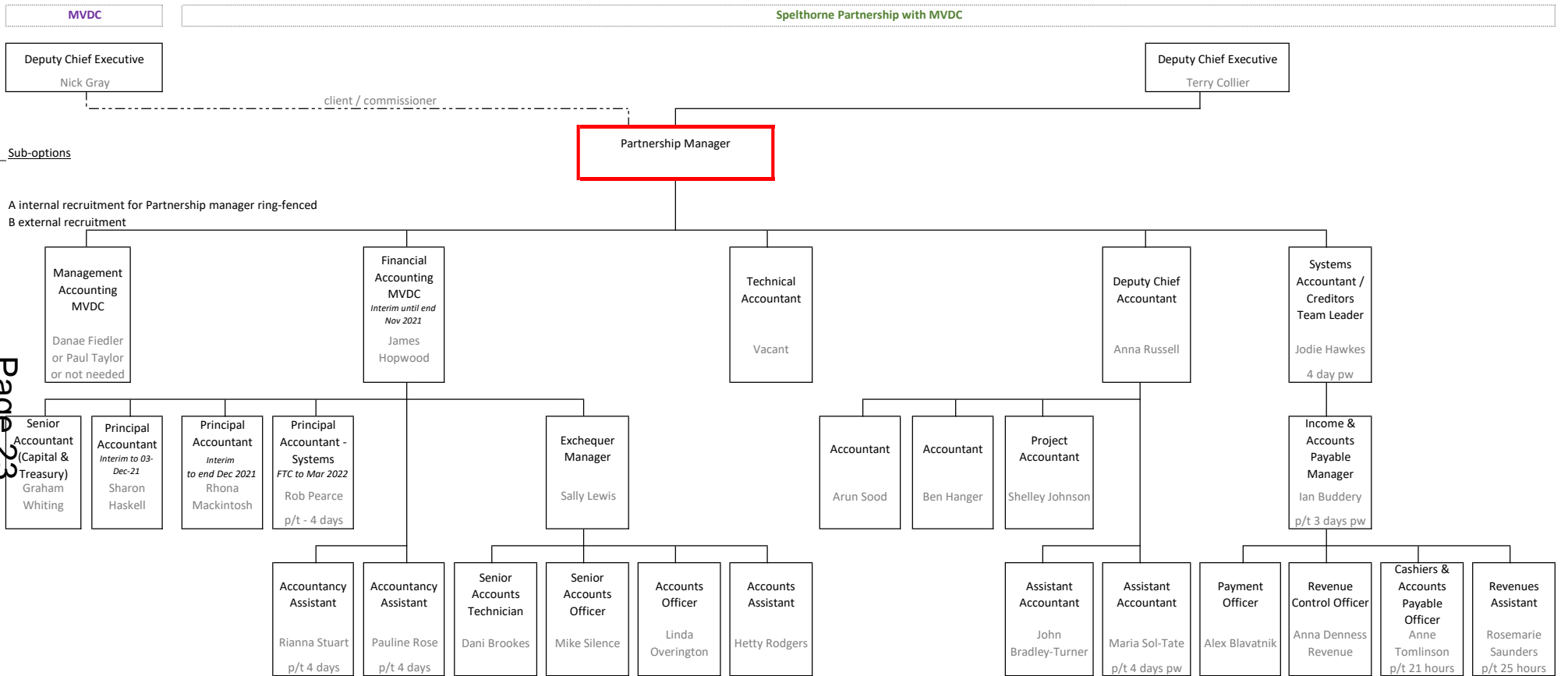
### Partnership budget (Based on current 2021/22 Budget for the two Councils)

Description	MVDC Budget £	SBC Budget £	Total budget £
Finance Permanent staff salaries	423,173	513,900	937,073
Finance Temporary staff	0	20,000	20,000
Finance National Insurance	37,499	54,100	91,599
Finance superannuation	51,122	88,700	139,822
Finance First aid allowance	0	200	200
Finance Fire Wardens allowance	0	200	200
Finance Employee related training expenses	1,000	0	1,000
Finance employee related insurance	2,745	3,500	6,245
Finance employee subscriptions	998	0	998
Finance Transport related insurances	350	0	350
Finance public transport	500	0	500
Finance car allowances	60	0	60
Finance car leasing	2,300	0	2,300
Finance general equipment	4,500	0	4,500
Finance software support	61,000	30,100	91,100
Finance Internal printing	0	300	300
Finance stationery	850	0	850
Finance controlled stationery	1,000	0	1,000
Finance books and publications	0	5,000	5,000
Finance post & envelopes	0	900	900
Finance legal fees	5,000	0	5,000
Finance telephones	150	200	350
Finance courses and seminars	3,000	0	3,000
Finance subscriptions	24,000	10,400	34,400
Finance charges - non-vatable	-13,000	0	-13,000
Finance other reimbursements	0	-69,000	-69,000
<b>Total Finance budgets</b>	<b>606,247</b>	<b>658,500</b>	<b>1,264,747</b>
Corporate costs treasury management	30,000	18,000	48,000
Corporate costs bank charges	120,000	36,000	156,000
Corporate costs external audit	60,000	237,500	297,500
<b>Total Corporate Costs budgets</b>	<b>210,000</b>	<b>291,500</b>	<b>501,500</b>
<b>Total Partnership budgets</b>	<b>816,247</b>	<b>950,000</b>	<b>1,766,247</b>

Note: Scope of budgets within the partnership to be finalised.

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Transactional Financial Services Partnership between MVDC and SBC - proposed structure



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## Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

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

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

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk).



## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 7 February 2022 to 31 May 2022

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 14 03 2022  Council 28 04 2022	Calendar of Meetings 2022-2023 To agree the calendar of meetings for the Municipal year 2022-2023.	Non-Key Decision	Public	Gary Lelliott, Principal Committee Manager
Corporate Policy and Resources Committee 14 03 2022	Expectations on developer consultations for significant pre-application planning proposals	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Corporate Policy and Resources Committee 14 03 2022	Capital Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 14 03 2022	Revenue Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant
Corporate Policy and Resources Committee 14 03 2022	Expectations on Developer Consultations for Significant Pre-Application Planning Proposals	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Corporate Policy and Resources Committee 14 03 2022	Corporate Health and Safety Policy To adopt a Corporate Health and Safety Policy	Non-Key Decision	Public	Tracey Willmott-French, Senior Environmental Health Manager

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 19 04 2022	Annual Review of Community Lettings Policy	Non-Key Decision	Public	Deborah Ashman, (Joint) Group Head - Community Wellbeing, Nick Cummings, Property and Development Manager
Corporate Policy and Resources Committee 19 04 2022	Recovery Action Plan To receive an update on the COVID-19 Recovery Action Plan	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Lee O'Neil, Deputy Chief Executive
Corporate Policy and Resources Committee 19 04 2022	Treasury Management Outturn report To consider the Treasury Management Outturn report.	Non-Key Decision	Public	Paul Taylor, Chief Accountant