

*Please reply to:*

Contact: Gary Lelliott  
Service: Committee Services  
Direct Line: 01784 446337  
E-mail: [g.elliott@spelthorne.gov.uk](mailto:g.elliott@spelthorne.gov.uk)  
Date: 04 March 2022

## **Notice of meeting**

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

**Date:** Monday, 14 March 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**

[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk) [customer.services@spelthorne.gov.uk](mailto:customer.services@spelthorne.gov.uk) Telephone 01784 451499

# Agenda

Page nos.

**1. Apologies and Substitutes**

To receive apologies for absence and notification of substitutions.

**2. Disclosures of Interest**

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

**3. 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.

**4. 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.

**5. Expectations on Developer Consultations for Significant Pre-Application Planning Proposals**

**5 - 12**

The report sets out the process to encourage developers to consult with the community at an early stage in the pre-application process. The report also details the roles of members and the process around formal briefings.

**6. Corporate Health and Safety Policy**

**13 - 40**

This report seeks the formal adoption of the Council's Health and Safety Policy (2022-2024).

**7. 2022/23 to 2024/25 Funding support for KGE**

**41 - 52**

To consider funding support for Knowle Green Estates for the period from 1 April 2022 through to 31 March 2024.

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006:

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding process for the site/services by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council to acquire a site/service to enable regeneration in the Borough.

**8. Revenue Monitoring Report Q3 (Oct-Dec 2021) 53 - 76**

This report provides a summary of the forecast outturn position for the financial year 2021/22 as at 31 December 2021.

**9. Capital Monitoring Report Q3 (Oct-Dec 2021) 77 - 102**

The capital monitoring report covers the cumulative actual expenditure to date, against the cumulative council approved capital programme budget and compares this against the latest forecast outturn from officers.

**10. Calendar of Meetings 2022-2023**

To note the draft calendar of meetings for the 2022/23 municipal year, following consideration by the Committee System Working Group.

*To follow.*

**11. Forward Plan 103 - 106**

To consider the forward plan for committee business.

**12. Urgent business**

To consider any business deemed as urgent by the chair.

This page is intentionally left blank

# Corporate Policy and Resources Committee

14 March 2022



<b>Title</b>	Consultation on Emerging Large Major Planning Proposals
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Esmé Spinks, Planning Development Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Community Environment Service delivery
<b>Recommendations</b>	<b>Committee is asked to:</b>  1. Agree the report
<b>Reason for Recommendation</b>	To improve the communication on larger major planning applications by encouraging developers to consult with the community at an early stage in the pre-application process.

## 1. Summary of the report

- 1.1 The report sets out the process to encourage developers to consult with the community at an early stage in the pre-application process. The report also details the roles of members and the process around formal briefings.

## 2. Key issues

- 2.1 The planning process for Borough Councillors and the local community will be enhanced if they are consulted about emerging proposals for complex major development or other sensitive ones at an early stage. This is encouraged in the National Planning Policy Framework (NPPF 2021) which advises that *'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality preapplication discussion enables better coordination between public and private resources and improved outcomes for the community'*.

- 2.2 The process will normally apply to major applications proposing 50+ dwellings and/or commercial schemes of 10,000+sqm of commercial floorspace. It will also relate to major developments of a sensitive nature and will require consultation by the developer with the local community.
- 2.3 Following initial discussions with the planning officers, the developer will be requested by the planning officers to discuss their proposals with the local community.
- 2.4 The consultation process advises that the developers shall be responsible for arranging a consultation event for their proposals. This shall be arranged to cover an afternoon/early evening period to enable the maximum number of people to attend. Consideration shall also be given by the developer to arrange an evening event. The developer shall invite the borough ward councillors and local residents and businesses. Other borough councillors may attend if they wish.
- 2.5 The developer shall circulate a report of the proceedings. Further meetings may take place with the planning officers and a further meeting with the community may be necessary.
- 2.6 Following the consultation process outlined above and prior to the submission of the planning application, the applicant shall undertake a final public consultation process with the wider community. This shall be in a public area and include at least one evening and one weekend
- 2.7 The report advises Planning Committee Members should be careful not to say anything which could be perceived as showing they had taken a fixed position on the proposals (or any aspect of them) or could be taken as an indication of bias, known as predetermination or bias.
- 2.8 The process also outlines the arrangements for formal member briefings which have taken place over a number of years.
- 2.9 Spelthorne is taking a proactive approach to the communication on larger major planning applications and is leading the way for local planning authorities. However, it should be noted that there is no statutory requirement for this consultation process to take place and planning officers cannot insist developers undertake such meetings with the community.
3. **Options analysis and proposal**
  - 3.1 The proposal seeks to improve consultation between the developer and the ward councillors and local community on large and complex or sensitive proposals early on in the pre-application process.
  - 3.2 Early consultation with the community by the developer on large proposals encourages greater collaborative working and provides the community with an opportunity to express their views with the developer at an early stage when the scheme is still being formulated. However, it should be noted that the developer has no statutory obligation to undertake this.
4. **Financial implications**
  - 4.1 There are no financial implications.

**5. Other considerations**

5.1 There are no further considerations to be taken into account.

**6. Equality and Diversity**

6.1 This does not have any direct equality and diversity impacts

**7. Sustainability/Climate Change Implications**

7.1 There are no sustainability/climate change issues.

**8. Timetable for implementation**

8.1 It is proposed that the process will be implemented with immediate effect.

**9. Contact**

9.1 For further details please contact Esmé Spinks at  
[e.spinks@spelthorne.gov.uk](mailto:e.spinks@spelthorne.gov.uk)

**Background papers:** There are none

**Appendices:**

1. Consultation on Emerging Planning Proposals.

This page is intentionally left blank



## **Consultation on Emerging Planning Proposals**

### **1.0 Introduction**

The planning process for Borough Councillors and the local community will be enhanced if they are consulted about emerging proposals for complex major development or other sensitive ones at an early stage.

As with any other discussion in a forum involving officers, the community, developers and councillors, Planning Committee Members should be careful about saying any matter which could be perceived as showing they had taken a fixed position on the proposals (or any aspect of them) or could be taken as an indication of bias, known as predetermination or bias. Planning Officers will, of course, make their professional recommendations to the Planning Committee in the usual fashion in due course. Separate discussions may be held between developers and other teams within the council where relevant to their area of responsibility.

### **2.0 Primary Purpose of Community Consultations and Briefings**

The National Planning Policy Framework (NPPF 2021)<sup>1</sup> advises that *‘early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality preapplication discussion enables better coordination between public and private resources and improved outcomes for the community’*.

It further advises that Local Planning Authorities *‘should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community and, where relevant, with statutory and non-statutory consultees, before submitting their applications’*.

Pre-application consultations are a useful and productive part of the evolution of a proposal that will lead in most cases to an application being considered by the Planning Committee. They are intended to serve a number of purposes including:

- To provide an improved collaborative way of working
- To assist members and the local community in gaining an initial understanding of often very complex proposals and their planning implications.

- To reassure Spelthorne communities that they are being listened to and that their elected representatives are helping to ensure their views are fed into the planning process.
- To help demonstrate the Council's commitment to sustainable "growth" by providing a forum for members to consider developers' perspectives and for developers to understand some of the issues that may be important to members.
- To give members an involvement in emerging development proposals without compromising their ultimate role as decision makers by allowing them to provide their provisional input / steer.

### 3.0 Community Consultation Process

- This process will normally apply to major applications proposing 50+ dwellings and/or commercial schemes of 10,000+sqm of commercial floorspace. It will also relate to major developments which is a sensitive development and will require consultation by the developer with the local community.

The process will have the following steps:

1. Developers make a request for pre-application advice to the Planning Development Officers in accordance with the established process set out on the Council's website.
2. The case officers will meet with the developers to discuss the proposals. No more than two meetings will take place before the developers will be requested by the planning officer discuss their proposals with the local community.
3. Developers shall arrange a consultation event for their proposals. This shall be arranged to cover an afternoon/early evening period to enable the maximum number of people to attend. Consideration shall also be given by the developer to arrange an evening event. The developer shall invite the borough ward councillors and local residents and businesses. Other borough councillors may attend if they wish. The developer shall send details of the consultation event to the borough council so that it may be advertised via the Council's social media platforms.
4. The developer will provide a summary of the consultation to the planning case officer and copied to the ward councillors for their information.
5. The developer should meet again with the planning case officers to set out changes (if applicable) to their proposals following their consultation with the community. The planning officers will provide feedback on the amended scheme.

6. If the planning officer considers it to be necessary, a further meeting between the developer and the local community should be arranged in accordance with the procedures outlined in 3. Above.
7. Following the consultation process outlined above and prior to the submission of the planning application, the applicant shall undertake a final public consultation process with the wider community. This shall be in a public area and include at least one evening and one weekend.
8. During times of restriction, for e.g., an epidemic, consultation shall take place virtually online.

In addition, **formal briefings** for the borough councillors will take place. The guidelines are set out below.

#### 4.0 The role of members at Briefings

- All councillors will be invited to Briefings.
- Whilst there is no requirement for members to attend any Briefing, their presence is strongly encouraged and welcomed. The more members give their views through Briefings, the more “value” is added to the overall process. This will strengthen the robustness of the decision-making process. However, non-attendance of Planning Committee members will not prevent their subsequent participation in deciding an application at a Planning Committee meeting.
- As referenced above, with any discussion in a forum involving officers, developers and councillors, Planning Committee Members should be careful about saying things at Briefings which could be perceived as showing they had taken a fixed position on the proposals (or any aspect of them) or could be taken as an indication of bias, known as predetermination or bias.
- However subject to that constraint, Planning Committee Members (and other members) should feel free to ask questions to understand and explore the nature of proposals being considered by the Briefing. Questions primarily should be factual, but it would be perfectly in order, for example, for a member to ask whether a particular option or approach had been explored or why a particular approach had not been explored or whether it could be explored in the future.
- A Planning Committee member commenting (or not commenting) on any aspect of proposals will not in any way “bind” the member or the Committee on any subsequent application which the Planning Committee should as always determine with an open mind based on all the information before them at that point.

## 5.0 Process around the Briefings

- The Planning Development Manager will agree with the Chair and/or Vice Chair of the Planning Committee where it is considered beneficial for Borough Councillors to receive a briefing due to of the size, impact, complexity or due to the controversial nature of a proposal.

Briefings may either be given by the applicant or by planning officers.

- Briefings involving the applicant will usually only take place prior to submission of a planning application.
- Briefings may take place in person or virtually.
- Briefings for each application will normally be expected to last 60 -75 minutes.
- The Planning Development Manager or appropriate substitute will introduce the briefing highlighting its function as a discussion-based member forum to facilitate members giving non-binding input on proposals at a preliminary stage.
- The applicant will make a presentation (usually up to 20-25 minutes) including all significant planning issues.
- If the applicant is not present, the planning officer will make a presentation (usually up to 20-25 minutes) covering all significant planning issues.
- Following the completion of the presentation, members may comment and ask questions to the applicant (if present) and the planning officers.
- Planning officers may arrange for officer technical briefings to take place with the Planning Committee for complex proposals.
- This Protocol will be reviewed after 12 months.

## 6.0 Housekeeping

- Meetings are to be held in the early evening usually starting at 6pm on dates to be agreed between the Planning Development Manager and Committee Services.
- Briefings may take place in person at the Council Offices or virtually.
- Meetings will usually hear one presentation only.
- If the Planning Development Manager is not present, the nominated Planning Officer will perform the duties.

03/02/22

# Policy and Resources Committee



**Date of meeting 14 March 2022**

<b>Title</b>	Spelthorne's Health and Safety Policy (2022-2024)
<b>Purpose of the report</b>	To make a recommendation to Policy and Resources Committee/Council
<b>Report Author</b>	Tracey Willmott-French, Senior Environmental Health Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	NA
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a committee decision.
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ul style="list-style-type: none"> <li>• <b>To adopt the corporate Health and Safety Policy</b></li> <li>• <b>To authorise the Chief Executive to agree minor variations to the adopted health and safety policy</b></li> </ul>
<b>Reason for Recommendation</b>	Members are asked to adopt and commit to the Council's Health and Safety Policy to safeguard the health, safety, and welfare of staff, its members, and the public.

## 1. Summary of the report

- 1.1 This report seeks the formal adoption of the Council's Health and Safety Policy (2022-2024).

## 2. Key issues

- 2.1 The Health and Safety at Work Act 1974 places a legal duty on all organisations to assess and control the risks to the health, safety, and welfare of employees and the public that arise from the activities associated with the organisation.
- 2.2 Where the organisation has five or more employees the organisation must write down within a policy how health and safety will be managed within the organisation.
- 2.3 Spelthorne Borough Council has assessed the risks to the health, safety, and welfare of its employees, members and the public that may arise from its activities. It has put in place arrangements for implementing health and safety control measures.
- 2.4 The Council has set down how it will manage and control any such risks in its health and safety policy, attached at **Appendix 1**.

- 2.5 The health and safety policy has been circulated and signed off by Management Team and Group Heads. Responsibility for health and safety also extends to Members, it is therefore appropriate that they should formally adopt the policy recommended to them by Officers.
- 3. Options analysis and proposal**
- 3.1 **Option one** (*the recommended option*) - Members adopt the Council's Health and Safety Policy (2022-2024) which is attached at **Appendix 1**.
- 3.2.1 As a public and member lead organisation, members are signing up to the Council's commitment to safeguard the health, safety, and welfare of staff, members, and the public.
- 3.2.2 Further, to agree that the Chief Executive approves any minor variations required to be made to the adopted health and safety policy without its referral back to Committee.
- 3.2 **Option two** – Members ask for amendments to the policy.
- 3.3 **Option three** – Members do not adopt the policy.
- 4. Financial implications**
- 4.1 There are no financial implications outside the existing budget.
- 5. Other considerations**
- 6. Equality and Diversity**
- 6.1 The implementation of controls to protect health, safety, and welfare by their nature considers people's specific needs and diversities.
- 7. Sustainability/Climate Change Implications**
- 7.1 Implementation of the policy has no relevancy for sustainability or climate change issues.
- 8. Timetable for implementation**
- 8.1 Immediate - Spelthorne's health and safety policy has already been consulted internally across the organisation.
- 9. Contact**
- 9.1 Tracey Willmott-French, Senior Environmental Health Manager (01784 446271); [t.willmott-french@spelthorne.gov.uk](mailto:t.willmott-french@spelthorne.gov.uk)

**Background papers:** There are none

**Appendices:**

Appendix 1 – Spelthorne's Health and Safety Policy (March 2022-2024)

**Spelthorne Borough Council  
&  
Companies Operated by Spelthorne Borough Council**

**Health and Safety Policy Statement (2022-2024)**

This policy statement demonstrates our ongoing and determined commitment to health and safety at work throughout our organisation. It sets out how we manage health and safety within our workplace and the steps, arrangements and systems we have in place to make sure we comply with legislation.

The Council aims to:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction, and supervision for employees
- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill-health
- maintain safe and healthy working conditions
- provide safe and healthy accommodation

This policy will be reviewed and revised at least every two years.

.....  
**Daniel Mouawad**  
**Chief Executive**

.....  
**Cllr Lawrence Nichols**  
**Leader of the Council**

**Date: March 2022**

**Next Review: March 2024, or earlier if required**

<b>Health and Safety Policy</b>			
<b>Applicable to</b>	All Spelthorne councillors, staff and others working on Spelthorne Council property and or business, including volunteers, agency workers, contractors. All Spelthorne subsidiary companies and activities.		
	All Spelthorne councillors, staff and others working on Knowle Green Estates Ltd, Spelthorne Direct Services Ltd property and/or business, including volunteers, agency workers, contractors, and non-executive directors.		
<b>Implemented by</b>	Leader of the Council, Corporate Policy and Resources Committee, Chief Executive, Deputy Chief Executives, Directors and Officers of Council-owned businesses.		
<b>Delivered by</b>	Group Heads, Managers in charge of services, Managers and Team leaders. Directors and Officers of Council-owned businesses.		
<b>Monitored by</b>	Group Heads, Managers in charge of services. Directors and Officers of Council-owned businesses. Health and Safety Service.		
<b>Compiled by</b>	Health and Safety Services		
<b>Summary of Legislation and Guides</b>	<ul style="list-style-type: none"> <li>• The Health and Safety at Work Act 1974</li> <li>• The Management of Health and Safety at Work Regulations 1999</li> <li>• Successful Health and Safety Management HSG65</li> <li>• Many regulation and guidance documents have been produced by the HSE to guide and inform on compliance.</li> </ul>		
<b>Policy Date</b>	March 2022	<b>Review Date</b>	March 2024

## **Safety Culture**

The Council understands the need for an inclusive safety culture with the whole organisation and will actively focus on developing this using the established methods identified by the Health and Safety Executive (HSE), Institute of Occupational Safety and Health (IOSH) and the Institute of Directors (IOD).

## **Areas of serious risk**

By their inherent nature some hazards present a higher risk for the Council, and therefore require more detailed examination for the implementation of appropriate control procedures. These include but are not limited to:

- a) Fire and fire risk to our buildings and accommodation provision
- b) Electrical installations and electrical testing
- c) Gas safety and certification
- d) Vehicle and driving risks
- e) Equipment provision
- f) Training and monitoring
- g) Violence and abuse towards staff and councillors



- h) Public safety on our estates
- i) Housing provision
- j) Asbestos
- k) Legionella
- l) Confined spaces
- m) Vicarious liability

## Contents

Health and Safety Policy Statement	1
Organisation and Responsibilities	5
Occupational Health and Safety	10
General Arrangements	10
Information	11
Training	11
Safe Systems of Work and Safe Places of Work	12
Procurement	13
Plant and Equipment	13
Personal Protective Equipment (PPE), Respiratory Equipment (RPE), Safety Appliances and Equipment	14
Accident Reporting and Investigation	15
Risk Management Group	15
First Aid at Work	16
Safety Management System	16
Audit	17
Manual Handling Policy	17
Control of Contractors on Council Property/Carrying Out Work on the Council's Instruction	18
Corporate Procurement Instructions	19
Fire Safety	19
Environment	19
Good Housekeeping	20
Management of Violence Policy	20
Record Keeping	21
Review of Policy	21
<b>Appendix 1</b>	<b>22</b>
Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)	
<b>Appendix 2</b>	<b>23</b>
Risk Management Committee Membership (with particular areas of interest noted)	
<b>Appendix 3</b>	<b>24</b>
Health and Safety Committee Membership	
<b>Appendix 3</b>	<b>25</b>
Health and Safety at Spelthorne Public Events	

## **1.0 ORGANISATION AND RESPONSIBILITIES**

**1.1 The Leader of the Council and the Corporate Policy and Resources Committee** fully endorse and have adopted the Health and Safety Policy.

**1.2 The Chief Executive** has ultimate responsibility for all matters relating to employee safety and occupational health.

### **1.3 Deputy Chief Executives**

**1.3.1** The Deputy Chief Executives are responsible to the Chief Executive for the implementation of the Health and Safety policy and the Annual Safety Plan.

**1.3.2** The Deputy Chief Executives will report directly to the Chief Executive in respect of health and safety issues which fall within their areas of responsibility.

**1.3.3** The general health and safety responsibilities of the Deputy Chief Executive include ensuring:-

- a) Implementation and compliance with the policy and arrangements within their areas of control.
- b) Provision of adequate resources for this purpose.
- c) Co-ordination, co-operation, control and monitoring in respect of suppliers and contractors.
- d) Monitoring of health and safety performance within their areas of control.
- e) Accountability for the acts and omissions of their subordinates.
- f) Proper arrangements for the provision of health and safety information and training for staff and, where necessary, contractors.

### **1.4 Group Heads/Senior Managers in charge of services**

**1.4.1** All Group Heads/Senior Managers in charge of services are responsible to their Deputy Chief Executive or Chief Executive for the implementation of the Health and Safety Policy and the Annual Safety Plan for their respective areas.

**1.4.2** As part of this general role they will ensure that:-

- a) All personnel under their control are competent to perform their duties and are provided with adequate information, instruction, training and supervision as is necessary to ensure their health and safety.
- b) Responsibilities for health and safety are properly defined, understood and carried out at all levels.
- c) Policy and arrangements are implemented in their areas of control.
- d) All personnel under their control act in compliance with all relevant health and safety legislation.
- e) Suitable and sufficient risk assessments of work activities are carried out and the results of such assessments are acted upon where necessary.
- f) The Council's procedures are adhered to for the reporting and recording of all accidents, dangerous occurrences, and near misses that may occur from time to time.

- g) Appoint one or more safety representatives to the Council's Safety Committee Group and ensure that they have the resources and authority to undertake their role. Generally this will be the Deputy Group Head or similar, but, circumstances will dictate this appointment. Safety representatives will be responsible for attending the monthly Safety Committee Group meeting.
- h) Ensure that safety representatives attend the monthly Safety Committee Group meetings and have updated the annual plan prior to the meeting.
- i) Work with other service areas where responsibilities overlap to provide a harmonious safety and health outcome.

## **1.5 Deputy Group Heads/Safety Committee Representatives**

1.5.1 All deputy group heads and Safety Committee representatives are responsible to their Group Head/Service Manager, and Deputy Chief Executive/Chief Executive for the implementation of the Health and Safety Policy, and plan for their respective group/service areas.

1.5.2 As part of this general role they will ensure that:-

- a) Adequate training, support and guidance is given to managers and team leaders to enable them to effectively manage the health and safety of staff and the processes they are responsible for.
- b) They will be the focal point for the dissemination of information from the Corporate Health, Safety and Insurance Team.
- c) They will attend the monthly Safety Committee Group meetings representing their service area; or will provide a substitute representative on the occasions they are unable to attend.
- d) They will take the lead in implementing the annual Health and Safety Action plan and make regular (monthly) updates on progress ready for the monthly safety representatives meeting.
- e) They undertake the annual safety audit on their group/service or as required on other service areas.
- f) The Council's procedures for reporting, recording and investigating all incidents, accidents, dangerous occurrences and near misses are followed, including accident investigation.

## **1.6 Managers/Team Leaders/Supervisors**

1.6.1 All managers, team leaders and supervisors have a responsibility for managing the health and safety of those areas under their control. General responsibilities will include ensuring, where reasonably practicable, the following:-

- a) Members of staff receive adequate information, instruction, training and supervision for health and safety.
- b) Work areas are maintained in a safe condition.
- c) Suitable and sufficient risk assessments of work activities are carried out and the results acted upon where necessary.
- d) Safe systems of work are established for work activities and followed by staff at all times.

- e) Equipment used by staff is maintained in a safe condition.
- f) Where necessary, employees are provided with suitable personal protective equipment and make proper use of it.
- g) The Council's procedures for the reporting and recording of all accidents, dangerous occurrences and near misses are followed.
- h) Provision is made for the supervision of work activities carried out in their area of control. This is particularly important for new or inexperienced members of staff. Adequate safety induction training must be given to new or inexperienced members of staff before they are allowed to start work.
- i) Management procedures are in place for checking that risk assessments, safe systems of work and training is being monitored, checked and reviewed.

## **1.7 Employees**

1.7.1 Every employee and volunteer is responsible to their line manager for the efficient performance of their duties. The Health and Safety at Work Act 1974 requires that all employees must take reasonable care of their own safety and that of others who could be affected by their acts and omissions whilst at work. In particular employees are required to:-

- a) Co-operate with Management to ensure that safe and healthy working practices and workplaces are maintained.
- b) Report promptly to their line manager any hazardous situation or defect.
- c) Make full and proper use of any personal protective or other safety equipment/facilities provided.
- d) Follow any instructions and training given in respect of any activity involving risks to health and safety.
- e) Act responsibly at all times whilst at work.
- f) Co-operate with the Council to implement and observe all statutory requirements
- g) Not to misuse or interfere with anything provided in the interests of health and safety.

1.7.2 Communicating health and safety messages is the responsibility of Group Heads, managers in charge of services, Deputy Group Heads, safety representatives, service/area management teams, and the Health & Safety Team.

1.7.3 Spelthorne Council understands that to be effective in the management of health and safety everyone has a part to play in the delivery of this policy.

1.7.4 Failure to comply with this health and safety policy will be formally investigated and, where appropriate, disciplinary action will result.

## **1.8 Directors and Officers of Subsidiary Companies**

1.8.1 The Boards of subsidiary companies are responsible for the implementation of the health and safety policy and annual safety plan and for demonstrating this to the Council as the shareholder

- 1.8.2 The Boards of subsidiary companies will report directly to the Corporate Policy and Resources Committee as the shareholder representative in respect of health and safety issues which fall within their areas of responsibility.
- 1.8.3 General health and safety responsibilities of the Boards of subsidiary companies include ensuring:-
- a) Implementation and compliance with the policy and arrangements within their areas of control.
  - b) Provision of adequate resources for this purpose.
  - c) Co-ordination, co-operation, control and monitoring in respect of suppliers and contractors.
  - d) Monitoring of health and safety performance within their areas of control.
  - e) Accountability for the acts and omissions of their subordinates.
  - f) Proper arrangements for the provision of health and safety information and training for staff and, where necessary, contractors.

## **1.9 Responsibilities of Everyone**

- 1.9.1 Everyone who is involved with Spelthorne Borough Council, elected members, officers, volunteers, contractors and suppliers have general duty to look after themselves and others and report any safety concerns to their manager or the Principle Health, Safety and Insurance Officer.

## **1.10 Pandemic Planning**

- 1.10.1 The Council is aware of the major changes that have taken place since March 2020, and the effect that COVID-19 has had on the elected members, staff, volunteers and others through the differing working conditions, work places and working environments. The Council understands that there will not be a return to pre Covid-19 normal working for some time and when conditions normalise there will still be changes to the way the Council operates and delivers its services.
- 1.10.2 Due regard will be given to individuals, teams and services to ensure that lessons are learned and best practice is employed through the creation of risk assessments that focus on the mental health and wellbeing of the workforce to ensure that any ill health or mental health effects are managed to the best of our abilities. Risk assessment will include the requirement that all staff working on a remote/hybrid basis undertake an annual assessment of their remote working set up.
- 1.10.3 The lessons learned during the current COVID-19 situation will be used to develop future pandemic planning.

## **HIERARCHY OF HEALTH AND SAFETY RESPONSIBILITIES**

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

*Responsible for the strategic direction of the Council*

### **Chief Executive**

*Responsible for the overall implementation of the Policy and service delivery*

### **Deputy Chief Executives**

*Responsible for matters they can directly control*

### **Group Heads/Managers in Charge of Services**

*Responsible for matters they can directly control*

### **Deputy Group Heads, Managers, and Safety Representatives**

*Responsible for managing and promoting the overall Safety Management System for the service, and the*

### **Managers**

*Responsible for matters they can directly control*

### **Team Leaders/Supervisors**

*Responsible for matters they can directly control*

### **All Staff, volunteers and Councillors**

*Responsible for themselves and others*

### **Health and Safety Team**

*Responsible for providing advice and guidance to all*

*[note this structure relates to Health and Safety accountability only]*

## **2.0 Occupational Health and Safety**

- 2.1 The Council is committed to promoting the health and wellbeing of its employees. This commitment is to both the physical and mental health of our employees.
- 2.2 The Health & Safety Team offers an information and advisory service to all group heads and service management teams. An occupational health service is provided by the Ashford and St. Peter's NHS Trust and other aspects of staff health such as counselling and mental health support through other providers. These services are accessible to staff via direct contact, information is widely available on notice boards, SpelNet or through Human Resources and the Health, Safety, and Insurance Team.
- 2.3 The Council has the benefit of Care First. This is an Employee Assistance Programme (EAP) which provides confidential information, advice and counselling for Spelthorne employees. Care First counsellors are available 24 hours a day, seven days a week, 365 days a year, to provide confidential support with work related or personal issues. In addition, information specialists are available Monday to Friday (8am - 8pm) and can provide advice on practical information, for example debt and consumer issues. The service is available to employees on temporary or permanent contracts.
- 2.4 These arrangements are in place to improve awareness throughout the workforce of the need to promote and maintain safety, as well as to ensure the physical and mental wellbeing of all employees.
- 2.5 The principles outlined in this policy cannot be achieved solely by management. An essential requirement is the support and co-operation of all employees. All staff are invited to raise any concerns on safety and health matters, or suggestions for improvements, with their line manager, safety representative or UNISON Safety Officer.
- 2.6 Section two of this policy sets out general arrangements for the health, safety and welfare of all employees, councillors, volunteers, contractors, visitors and any others who might be affected by work or activities on any site for which the Council is responsible.

## **3.0 General Arrangements**

- 3.1 The Council defines Health and Safety as avoidance of death, injury, or poor health to its employees, councillors, volunteers, contractors, visitors and the general public, caused by occupational accidents, incidents or hazards.
- 3.2 As an organisation, Spelthorne aims to employ best practice solutions when applying policies, procedures and controls to ensure, as far as is reasonably practicable, the safety and health of employees, councillors, volunteers, contractors, visitors and members of the general public.
- 3.3 This section of the policy deals with the practical arrangements by which the Policy will be implemented.
- 3.4 The Policy will form the cornerstone of the Council's Safety Management System, in specifying health and safety objectives, detailing the steps that need to be taken to meet these objectives, making arrangements to deal with risks, and outlining the mechanisms to be used to monitor the effectiveness of the systems in place.



#### **4.0 Information**

- 4.1 Providing health and safety information is a very important element of Spelthorne's Health and Safety policy.
- 4.2 Government agencies and lead bodies in industry, health and the environment produce legislation (Acts), regulations (Regs), approved codes of practice (ACOP) and guidelines for the many aspects of occupational health and safety. These documents are regularly reviewed and any necessary changes made.
- 4.3 The Health, Safety and Insurance Team will interpret the legislation and other related documents. Ensuring that the provisions and requirements that apply to the Council are incorporated into the Safety Management System.
- 4.4 Policies and procedures relating to health and safety law will be developed by the Health and Safety team and by Service Areas directly and as appropriate. These will be maintained and circulated to all managers and employees. The Health, Safety and Insurance Team will develop and hold a repository of all health and safety related policies and procedures.
- 4.5 The Health, Safety and Insurance Team will provide information relating to matters affecting the safety, health and welfare of employees by the following means as appropriate:
  - a) Safety Policy (this document)
  - b) Annual Safety Plan
  - c) Specific policies (dependent on risk exposure)
  - d) Procedures for dealing with specific hazards
  - e) Statutory notices
  - f) Safety information area (on SpelNet)
  - g) Safety representatives shared area
  - h) Staying safe in Spelthorne (staff handbook)
  - i) Safety signs
  - j) Safety posters
  - k) SpelNet notices and targeted information
  - l) Specific targeted information/training sessions and management briefings.

#### **5.0 Training**

- 5.1 The Council is committed to providing such information, instruction and training as may be necessary to enable all employees to carry out their duties, as far as is reasonably practicable, without risk to either their own health and safety, or that of others who may be affected by their activities.
- 5.2 All new staff and existing employees transferring between posts/changing the nature of their employment shall be given adequate and suitable training to enable them to carry out their duties safely and without risk.
- 5.3 All new staff are required to attend corporate safety induction training which will include general awareness of health and safety and this policy. Site-specific training in relation to particular jobs and/or services will be part of the local

induction programme and is a group head/manager in charge of service responsibility.

## **6.0 Safe systems of work and safe places of work**

- 6.1 Managers and team leaders shall carry out risk assessments which:
- a) identify all reasonably foreseeable hazards and risks associated with each work task.
  - b) identify preventative and protective steps necessary for controlling risks.
  - c) formulate controls that are effective.
  - d) monitor the effectiveness of these controls and implement corrective action where required.
- 6.2 In accordance with “The Managers Guide to Risk Assessment” (SpelNet health and safety area), all risk assessments must be subject to regular review. This shall be undertaken:
- a) every two years for low risk activities unless there has been a change to the activities.
  - b) annually for medium and high risk activities.
  - c) following an accident/incident, or near miss.
  - d) following a change in process.
  - e) following the introduction of a new process.
- 6.3 Managers and others with responsibility for producing risk assessments are to ensure that all the required control measures including information, instruction, training, and inspection and that records are maintained.
- 6.4 A record of all risk assessments will be held locally in paper format and centrally by the Health and Safety Team. All risk assessments will be made available for staff to view electronically on the EVOTIX (was SHE) Health and Safety Management System.
- 6.5 Safe systems of work for all hazardous work activity that has been identified by risk assessment (including introducing new plant, equipment, processes or substances), shall be formulated, using specialist advice as necessary, to ensure, as far as is reasonably practicable, the health and safety of all employees and other persons who may be affected. Wherever possible, managers should adopt best practice solutions for the control of hazards. These shall include identifying major hazards and providing instruction and training in emergency procedures.
- 6.6 Managers at all levels shall ensure, as far as is reasonably practicable, that places of work are maintained in a condition that is safe and without risk to the health of employees.
- 6.7 If financial, human or material resources are unavailable at departmental level to effect the resolution of a problem or hazard, a case must be made to the next level of management in the organisation until a level is reached where authority exists to:

- a) take short-term remedial actions, and/or
- b) initiate longer-term corrective actions to reduce or eliminate the problem or hazard.

6.8 The following activities require special attention, most of which are the subject of specific legislation:

- a) Fire precautions
- b) Installation, use and control of electrical apparatus, equipment and cabling
- c) Use and control of substances hazardous to health
- d) Manual handling
- e) Asbestos-containing materials/structures
- f) Work in an area where noise and/or vibration hazard exists
- g) Working time and rest breaks
- h) Working alone during and outside of usual office hours, and hybrid working (which includes working remotely and from home)
- i) Working with plant and machinery
- j) Driving for or at work
- k) Managing contractors

6.9 Particular attention shall be given to the definition and control of activities which may implicate Spelthorne in joint liability in respect of its relationship with contractors and others involved in on-site work.

## 7.0 Procurement

7.1 All employees involved in purchasing any article for use at work at any site/area must ensure, so far as is reasonably practicable, that the article is designed and constructed so that it will be safe and without risks to health at all times, when being set, used, cleaned or maintained by a person at work. The requirements of the **Supply of Machinery (Safety) Regulations 2008 and Provision and Use of Work Equipment Regulations 1998 and any other regulations must be met.**

7.2 All employees involved in purchasing any substance for use at work at any site/area must ensure, so far as is reasonably practicable, that the substance will be safe and without risks to health at all times, when being used, handled, processed, stored or transported by a person at work. To this end, all employees involved in the procurement or purchase of known hazardous substances for use at work, must ensure that the requirements of the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** are satisfied. This is to include the undertaking of a COSHH Risk Assessment and provision of the Materials Safety Data Sheet (MSDS).

## 8.0 Plant and Equipment

8.1 All plant and equipment must be recorded on the equipment inventory for each service area. Plant and equipment shall be inspected and tested in accordance with laid-down statutory schedules, and maintained to the required standards.

Machinery, plant and equipment shall be effectively guarded to prevent exposure to dangerous or moving parts.

- 8.2 Where there is a requirement to use hired plant or equipment, arrangements shall be made by the employee responsible for organising the hire, to ensure that all statutory requirements and inspections are carried out by the owner. Proof of such arrangements shall be requested on hiring and appropriate records kept.
- 8.3 Portable electrical appliances for use at work on any site/area for which the Council owes a duty of care and responsibility must be registered and identified on the Master Electrical Appliances Inventory. Portable electrical appliances are subject to regular inspection and testing in accordance with laid-down statutory and Council schedules, and maintained to the required standards. This includes newly-purchased electrical equipment.
- 8.4 All privately-owned portable electrical appliances that are brought on to a site/area for which the Council owes a duty of care and responsibility, and which are connected to a mains electricity supply, shall also be recorded on the Inventory, and be subject to regular inspection and test. However, the maintenance of such items is the duty of the owner.
- 8.5 If any such portable electrical appliances are found to be unsafe/unserviceable upon inspection and test, the owner will be instructed to remove them from site until they have been repaired/rendered safe and serviceable, and subject to re-test.

## **9.0 Personal Protective Equipment, Respiratory Protective Equipment, and Safety Appliances/Equipment**

- 9.1 Personal Protective Equipment (PPE), including Respiratory Protective Equipment (RPE), and Safety Appliances/Equipment will be issued to, and worn/used by employees involved in activities where a known hazard exists, and the level of risk cannot be controlled in any other way, or where there is a statutory requirement to do so. This includes the wearing of PPE provisions required to ensure hygiene measures associated with coronavirus as directed by Senior Management Team.
- 9.2 Managers/supervisors responsible for undertaking such activities will make a written, detailed risk assessment of each work process, specifying PPE/RPE and safety equipment requirements.
- 9.3 Where a risk assessment has indicated a need for PPE/RPE or safety equipment, the specification for that equipment must be kept under regular review to ensure an appropriate level of protection is always achieved.
- 9.4 Managers/supervisors must ensure that employees are given suitable and adequate information, instruction and training in the correct use of PPE/RPE and safety equipment, including the care and maintenance of such equipment.
- 9.5 Records of training, issue and maintenance of PPE/RPE and safety equipment must be held on site by the manager/supervisor responsible, where it may easily be produced for inspection or safety audit.
- 9.6 Managers must set a good example to employees by not only ensuring that all staff under their control comply with PPE/RPE requirements, but that they themselves also conform to good, safe working practices.

- 9.7 PPE and RPE should only be used either as a back-up to other control measures, or as a last resort, where other control measures cannot be practically implemented. (Elimination, reduction or substitution of process by engineering control methods should always be considered as the primary methods of controlling hazards in the workplace, before considering the use of PPE/RPE)
- 9.8 In all cases where PPE and safety equipment has been provided, the expectation is that it shall be used. Non-usage will be subject to Spelthorne's disciplinary procedures.

## **10.0 Incident reporting and investigation**

- 10.1 All incidents leading to accidents, near-misses, injuries, diseases, dangerous occurrences and cases of ill-health arising from work activities must be reported in accordance with statutory requirements and the Council's Incident Reporting Procedure.
- 10.2 Managers are responsible for investigating and submitting a report into the circumstances of all incidents with the objective of determining the immediate, underlying and root causes, and to implement measures to prevent recurrence.
- 10.3 The EVOTIX (was SHE) Safety Management system is to be used for reporting and all sections must be completed and submitted to the Health and Safety Team within three working days of the accident occurring. Where the report cannot be completed within the three-day period, the Health and Safety Team must be notified of the incident by email or telephone.
- 10.4 An **incident** is defined as an unplanned event, happening or occurrence which leads to one or more of the following:
- a) **Accident** is defined as an unplanned, unexpected or undesirable event, causing damage, injury or loss.
  - b) **Near miss** is defined as an unplanned event or series of events that could, under slightly different circumstances, have resulted in harm to people, damage to property or interruption to services provided by Spelthorne.
  - c) A **dangerous occurrence**, when used in this policy, relates exclusively to the definition of a dangerous occurrence contained in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
- 10.5 Occasionally more serious incidents occur. The Council has a responsibility to ensure that certain incidents are reported to the Health & Safety Executive in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 10.6 The responsibility to report these accidents to the Health & Safety Executive lies with the Health, Safety and Insurance Team. The responsibility to report these accidents to the Health, Safety and Insurance Team lies with the group head/manager in charge of the service responsible for the work area in connection with the incident. Further information on reporting procedures is given in the 'Guide to Accident Reporting and Investigation' (SpelNet Health and Safety Area).
- 10.7 Vehicle accidents are to be reported to the Transport Manager in the first instance and then to the Health, Safety and Insurance Team. The details of accidents involving Council-controlled vehicles (leased cars/'grey' fleet) are to be entered

onto the EVOTIX (was SHE) Safety Management System by the Transport Manager or nominated officers, and the Health, Safety and Insurance Team for other areas.

### **11.0 Risk Management Group/Safety Representatives**

- 11.1 The requirements of this Health and Safety Policy and Safety Management System cannot be achieved solely by managers.
- 11.2 The Corporate Risk Management Group (CRMG) meets 4 times per year and has a membership representing each group/service area, as detailed in **Appendix 2**. The purpose of the CRMG is to be the steering group for all the Council's high risk areas.
- 11.3 Safety representatives from the various services of the Council meet monthly and are the main conduit for strategic information from the CRMG into the operational delivery group. Service area representatives for the Safety Committee are detailed in **Appendix 3**.

### **12.0 First Aid at Work**

- 12.1 The Council will fully meet the obligations for the provision of First Aid at Work. (Health and Safety at Work (First Aid) Regulations 1981).
- 12.2 The Health, Safety, and Insurance Team will ensure that there are sufficient trained and authorised first aiders available at all times when employees are at work, including flexible working patterns.
- 12.3 Group Heads and Service Managers will work with the Health, Safety, and Insurance Team achieve this by encouraging and nominating staff to stand as First Aiders. Nominations for staff to act as first aiders and receive training should be forwarded to the Health, Safety and Insurance Team.
- 12.4 The Health, Safety, and Insurance Team will ensure that First Aid training courses for nominated first aiders are included in the annual training programme.
- 12.5 The Council have engaged the services of Occupational Health providers and Mental Health First Aiders to assist in the health and wellbeing of staff.

### **13.0 Safety Management System**

- 13.1 The Safety Management System (SMS) developed by the Council will ensure that all obligations imposed by current legislation are met, and will be driven by the following core documents:
  - a) Corporate Risk Register - This is maintained by Audit and is presented to the Audit Committee. This document identifies the critical risks that can affect the Council.
  - b) Group/Service Risk Register - This is maintained by each group/service and is presented to the CRMG. This document identifies the critical risks that affect the group/service.
- 13.2 The level of risk identified in the above documents will decide the depth of the management controls required. Typical management controls include:

- a) Risk Assessment
- b) COSHH Assessment
- c) Safety Tours of Inspection (Physical Conditions Inspection)
- d) Safety Risk Management Committee
- e) Safety Information for Employees
- f) Safety Training Needs Programme
- g) Accident, Incident, Dangerous Occurrence, Ill-Health Reporting and Investigation

13.2 The health and safety performance of the Council will be monitored to ensure continuous improvement.

13.3 Monitoring will be by a system of active and reactive methods.

13.4 The Council will actively monitor health and safety performance by:

- a) Annual vehicle and driving documentation check ('grey' fleet)
- b) Annual office/workplace safety inspection
- c) Annual risk assessment review
- d) Annual Display Screen Equipment (DSE) assessment
- e) Annual safety equipment check
- f) Annual lone worker training (departmental)
- g) Annual contractor documentation review
- h) Annual violence and aggression training (departmental)
- i) Annual fire risk assessment review
- j) Annual induction refresher (departmental)
- k) Recording of group/service-specific training (manual handling etc)
- l) Annual service audit of the 12 Month Safety Plan\*
- m) Annual hybrid (remote & home) working assessment

All the above records and checks will be entered on the EVOTIX (was SHE) safety Management System as they are undertaken.

13.5 The Council will reactively monitor health and safety performance by:

- a) Reporting of all accidents/incidents and near misses, along with local investigation of all accidents.
- b) Reporting of all accidents to the Risk Management Group and Management Team.
- c) Annual report and review of accidents and incidents to establish trends, areas for improvement and develop training needs.

#### **14.0 Audit**

14.1 Spelthorne will implement a programme for reviewing its health and safety performance, through a system of independent audit of its safety management functions and implement corrective actions where required. Audit outcomes will be reported for discussion to the Senior Environmental Health Manager, the Corporate Risk Management Group, and to Management Team.

- 14.2 In February each year, all group/service areas will either undertake a self-audit or have an audit undertaken, the results of this will be taken to the next CRMG meeting and will be used to direct the annual safety action plan for the coming year.

## **15.0 Manual Handling Policy**

- 15.1 It is the aim of the Council to reduce injuries in connection with manual handling to the lowest level possible and to provide a safe working environment. This will be achieved by a programme to reduce the need for employees to undertake manual handling operations especially as and when new technology and information are introduced. Where manual handling cannot be eliminated Group Heads and service managers will ensure that the manual handling risk is assessed.
- 15.2 Where manual handling still exists, all staff concerned will receive the appropriate information, instruction and training on safe handling techniques. Training needs will be reviewed annually (during risk assessment reviews and at staff annual appraisals), with a basic requirement for all staff to attend refresher training every two years.
- 15.3 This policy can only work with the co-operation of staff. It is therefore a requirement that staff must co-operate with safe working practices, to know their lifting limitations and to keep themselves physically fit for manual handling operations when it is unavoidable.

Staff must report immediately any health problem or change in health status which could give rise to an increased risk of injury when manual handling.

## **16.0 Control of contractors on Council/subsidiary company property and/or carrying out work under the Council's instruction**

- 16.1 The Council and its subsidiary companies has a duty to ensure the health and safety of workers and others on premises they enter to carry out contract work.
- 16.2 In turn, contractors and their employees have a duty to ensure that they carry out their work in a manner that is both safe to themselves and others who may be affected by their work.
- 16.3 The Council/subsidiary companies and their Contractors both have a legal duty to share whatever information is necessary to ensure that the Council/subsidiary companies and their Contractors are able to comply with all health and safety requirements that may be impacted by the contract.
- 16.4 It is the responsibility of Group Heads and service managers contracting out work to use due diligence in assessing the contractor's competence to carry out the work being contracted. All contractors will be subject to appraisal for their health and safety performance prior to appointment. As a minimum, the following should be sought at the relevant stage of contract tender/award.
- a) **Contract Tender Stage** – a general policy statement should be obtained with a clear declaration of intent to ensure the health, safety and welfare of employees and others.
  - b) **Contract Award Stage**
    - Contractor to complete the contractor appraisal questionnaire.



- A detailed safety policy giving detailed organisation and arrangements.
- Work method statements (essential for high risk work activities).
- Information on any hazards (risk assessments) associated with the work to be undertaken (may relate to plant, equipment and materials utilised).
- The name of the individual responsible for the health and safety of the works being contracted.
- Records of any relevant health and safety training.

**c) Control on site**

- It is the responsibility of the contracting group head to ensure that the contractor is kept fully informed of any significant hazards that may be present. Where possible information must be made available prior to work commencing so that adequate risk assessments and safe systems of work are in place prior to work commencing.
- A signing in and out system must be in place and a Spelthorne employee identified as the point of contact.

**d) Sub-contractors**

Sub-contractors are commonly used to supplement the skills of the main contractor and it is the responsibility of the main contractor to enforce statutory and contract compliance by sub-contractors. Spelthorne Borough Council reserves the right to monitor the performance of sub-contractors and intervene if standards are not achieved.

- 16.4 All contractors must comply with the Council's Health and Safety Policy and any associated codes of safe working practice.
- 16.5 A copy of the Council's Health and Safety Policy will be provided to all potential contractors.
- 16.6 It is the responsibility of the main contractor to inform any sub-contractors of the local site arrangements for health and safety.

**17.0 Corporate Procurement Instructions**

The guidance given in 16 above will be included in corporate procurement instructions.

**18.0 Fire safety**

- 18.1 Proper systems to ensure fire safety and establish fire precautions are provided for all Council-owned and managed property. All requirements of current legislation will be satisfied, with all property subject to regular risk assessment.
- 18.2 All occupied premises will be subject to a minimum of six-monthly, planned emergency evacuations.
- 18.3 Information, instruction and training in fire precautions will be provided for all Spelthorne employees, commencing with induction training for all newly appointed employees.
- 18.4 All work activity and processes that have the potential to cause fire will be fire risk-assessed and the required control measures implemented.

- 18.5 The Health, Safety, and Insurance Team will carry out an assessment to determine the number of Fire Wardens needed within each Council occupied and managed building (and would include for example the Depot, the Nursery, day centres) every two years, or sooner if required (for example if significant changes are made to working systems/patterns).
- 18.6 Assessments to determine the number of Fire Wardens for subsidiary company occupied and managed buildings will be carried out in accordance with contracts associated with the management of the buildings.

## **19.0 Environment**

- 19.1 **Workplace Environment.** The Council will ensure that adequate facilities for employees are provided in every workplace. This will include provision of a reasonable temperature, suitable lighting, adequate ventilation, sufficient sanitary conveniences and adequate workspace. A suitable standard of cleanliness will also be maintained.
- 19.2 **Environmental Protection.** The Council will ensure, as far as is reasonably practicable, that no banned substances are released into air, water or land to pollute or damage the surrounding environment, at any site for which the Council owes a duty of care and responsibility.

## **20.0 Good Housekeeping**

- 20.1 Group Heads will ensure that good housekeeping arrangements are in place to maintain safe and healthy workplace conditions.
- 20.2 The cleaning specification for Knowle Green is detailed on SpelNet along with the management system for monitoring the quality of cleaning achieved. All staff have an active role to play in ensuring good housekeeping/cleanliness.
- 20.3 The maintenance of good housekeeping policies and procedures is a prerequisite in the prevention of workplace accidents and occupational ill-health. Main hazards can be eliminated by attention to detail, including environmental hygiene, tidiness of work sections, desks, benches and storage.
- 20.4 Good housekeeping is especially important in catering operations such as kitchens and food preparation areas where cleanliness and hygiene are essential. Wet and slippery floors and work surfaces pose a particular hazard to catering staff.
- 20.5 In general office accommodation, good housekeeping can reduce slips, trips and falls and contact accidents. It can also considerably reduce fire risks by ensuring correct storage of paper and other stationery items.

## **21.0 Management of Violence Policy**

- 21.1 The Council is committed to minimising the risk to its employees from acts of violence. We define violence as “Any incident in which an employee is abused, threatened or assaulted by a person/people in circumstances relating to their work and such that they feel offended or at risk”. In giving this commitment, the Council is aware that this requires proper monitoring and training in the management of aggression and counselling for those who are at risk from violence. To provide a

framework for preventing violence towards staff whilst at work, the Council has adopted a Violence at Work Policy.

- 22.2 Group Heads and senior managers will therefore arrange for risk assessments to be carried out in order to identify the level of risk of violence to staff under their control, and of the measures necessary to control it.
- 22.3 Risk assessments should also identify the training needs of individual members of staff. Recognition is given to the need for training and support for staff and so training on conflict management and personal safety are provided on an annual corporate basis. Further support/training may be given on a service-specific basis.
- 22.4 A violent incident must be reported to the Health, Safety and Insurance Team so that it can be registered on the Staff Safety Register. Guidance on the incident register can be found on SpelNet under Corporate, Publications and Guidelines, then Policies and Guidelines.

### **23.0 Record Keeping**

- 23.1 Record keeping (compliance checking) is an essential requisite of a successful safety management system. Accident records, inspection/audit records, health records and training records can provide vital information to Management when seeking to measure successful performance, or identify areas of concern.
- 23.2 Records of all risk assessments made should be kept. A central register of risk assessments will be maintained by the Health, Safety, and Insurance Team. Service areas shall have available for all staff copies of all current risk assessments, safe systems of work, specific procedures and instructions relating to their area. All risk assessments should identify any significant hazards, the persons who may be affected and the steps taken to control the risks.
- 23.3 Current legislation requires records of all accidents, incidents, dangerous occurrences and cases of occupational ill-health to be kept for at least three years, and, also, to make extracts of such records available to the enforcing authority, if required.
- 23.4 The maintenance of employee training records is necessary to establish competency, authorisation and certification of employees to carry out specified duties, tasks and functions within the organisation. Section 2 of the Health & Safety at Work Act 1974 requires employers to document details of all training given and received.

### **24.0 Review of Policy**

- 24.1 This Policy will be reviewed at least every two years, or sooner if legislation or other changes require this.
- 24.2 The Policy Statement of Intent, contained on the first page, shall be signed and dated by the Chair of Corporate Policy and Resources Committee, Chief Executive, Deputy Chief Executives and Group Heads/Managers in charge of services, thereby indicating top level commitment to the programme for the management of safety and health within Spelthorne.

## **Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)**

The responsibility to report these accidents to the Health & Safety Executive lies with the Health, Safety, and Insurance Team. The responsibility to report these accidents to the Health, Safety, and Insurance Team lies with the group heads/managers in charge of services responsible for the work in connection with the accident/incident.

It is not just injuries to employees which are reportable but also injuries to the self-employed, trainees, visitors, or passers by - in fact anyone who is injured as a result of the work activities.

A report must be made where:

- \* there is a death due to work activities.
- \* There is an accident at work causing major injury.
- \* As a result of an accident to a person who is NOT at work who suffers injury resulting in that person being taken directly to hospital.
- \* There is a statutory dangerous occurrence  
(detailed definitions available from Health and Safety Team).
- \* An accident at work causes an employee incapacity for seven consecutive days or more.

Further guidance on reporting injuries, diseases and dangerous occurrences is given in the 'Guide to Accident Reporting and Investigation' (SpelNet Health and Safety Area).

### Corporate Risk Management Group Membership

#### Core Group (with particular areas of interest noted)

- Risk Representative, Deputy Chief Executive (Chair)
- Group Head of Commissioning and Transformation
- Deputy Group Head of Commissioning and Transformation (Safety Representative)
- Group Head of Neighbourhood Services
- Deputy Group Head of Neighbourhood Services (Safety Representative)
- Group Head of Community Wellbeing
- Deputy Group Head of Community Wellbeing (Safety Representative)
- Deputy Group Head of Customer Services (Safety Representative)
- Group Head of Regeneration and Growth
- Planning Development Management (Safety Representative)
- Head of Corporate Governance (Safety Representative)
- Senior Environmental Health Manager (Safety Representative)
- Family Support Manager (Safety Representative)
- Building Control Manager (Safety Representative)
- Finance Manager (Safety Representative)
- Audit Manager (Safety Representative)
- Human Resources Manager
- All Officers of the Health, Safety, and Insurance Team
- Unison Health and Safety Officer
- Unison Health and Safety Representative from Neighbourhood Services
- Staff (non-Union) representative

Other officers or specialists with relevant interest, as required.

#### Meeting Attendance

All members are required to attend the December AGM meetings, other meetings are to be attended by the safety representatives. If CRMG representatives are unable to attend they must send a substitute to attend on their behalf.

### **Safety Committee Representatives Membership**

- Deputy Group Head of Commissioning and Transformation (Safety Representative)
- Deputy Group Head of Neighbourhood Services (Safety Representative)
- Deputy Group Head of Community Wellbeing (Safety Representative)
- Deputy Group Head of Customer Services (Safety Representative)
- Planning Development Management (Safety Representative)
- Property and Development Manager
- Head of Corporate Governance (Safety Representative)
- Senior Environmental Health Manager (Safety Representative)
- Family Support Manager (Safety Representative)
- Building Control Manager (Safety Representative)
- Finance Manager (Safety Representative)
- Audit Manager (Safety Representative)
- Human Resources Manager
- Human Resources Advisors
- Facilities Manager
- ICT Manager
- KGEL Safety Representative
- SDSL Safety Representative
- Health & Safety Admin Assistant (Neighbourhood Services)
- UNISON Health and Safety Officer
- Principal Health, Safety, and Insurance Officer (H&S at Work and Insurance)
- Health, Safety and Insurance Officer (H&S at Work and Insurance)
- Health and Safety Officer (Health and Safety)

### **Meeting Attendance:**

All Members are to attend the monthly meeting. If Safety Committee representatives are unable to attend they must send a substitute to attend on their behalf.

**Health and Safety at Spelthorne Public Events****1. Introduction**

As a local authority, Spelthorne Borough Council regularly organises events attended by the Public. The health and safety of both staff and the Public are a priority for the Council. As such, health and safety will be considered at all stages in the planning of such events.

Group Heads/Service Managers organising events have responsibility for organising the health and safety of the event prior to and during the event.

Advice will be provided by the Council's Health, Safety, and Insurance Team.

The Group Head of Neighbourhood Services will act as the Chairperson of the Spelthorne Safety Advisory Group (SAG). The SAG will consist of Blue Light organisations, Community Safety, Environmental Health, other Council services as appropriate, and event organisers.

**2. Contractors**

Events organised by the Council will often involve the participation of contractors. Section 17.0 of the Safety Policy will apply.

Contractors may also take the form of voluntary groups, etc. who wish to fund raise at Council events. Risk assessments will be requested for all activities run by voluntary groups as part of the main event.

Information will be provided to voluntary groups, as with contractors, on issues relating to health and safety.

The Group Heads/Service Managers organising the event will satisfy themselves that the risks arising out of event activities are reduced to as low as is reasonably practicable and standards of best practice have been employed.

**3. Risk Assessments**

As part of the planning for any event, the Group Heads/Service Managers will ensure that risk assessments are carried out for the event and risk assessments requested from contractors and participants. Any significant hazards identified will be brought to the attention of all contractors and participants, as necessary.

**4. Training/Provision of Information**

All staff required to undertake duties outside of their normal job description, e.g. stewarding, will receive information, instruction, and training for those additional duties, prior to the event.

**5. Accidents**

The Council's accident/incident report form should be completed for any incident occurring involving a member of staff. Accidents shall be reported for members of the public when the accident is because of the event, i.e. in connection with work.

## **6. First Aid**

The need for First Aid provisions shall be considered for all events in accordance with the Health and Safety at Work (First Aid) Regulations 1981. The risk assessments carried out will assist in determining medical and First Aid needs at events.



Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank



# Corporate Policy & Resources Committee



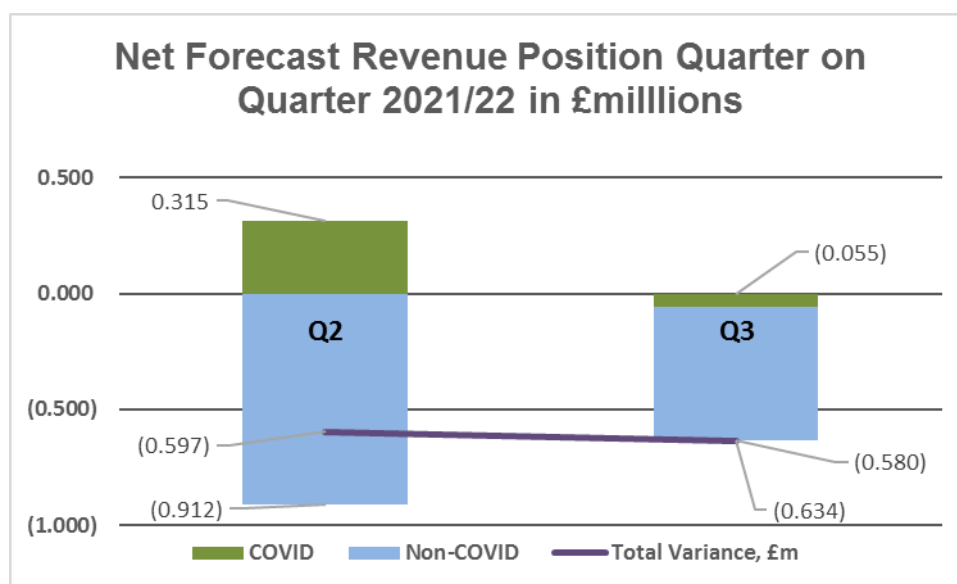
14 March 2022

<b>Title</b>	<b>Q3 Revenue Monitoring Report as at 31 December 2021</b>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	Anna Russell, Deputy Chief Accountant
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	Community Affordable Housing Recovery Environment Service delivery
<b>Recommendations</b>	<b>Committee is asked to note the forecast outturn for 2021/22 as at 31 December 2021 for the Council and review their own Committee's report at appendix C.</b>  <b>(Please note that individual committees will receive the relevant section of this report at their next meeting, which for Q3 is before this committee formally meets).</b>
<b>Reason for Recommendation</b>	<b>Not applicable</b>

## 1. Key issues

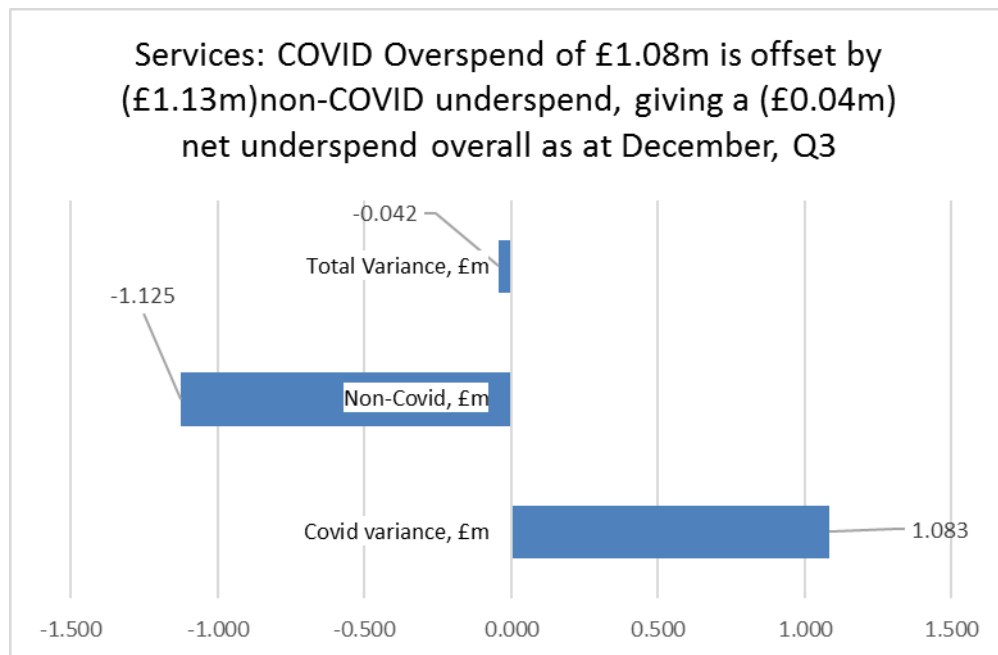
- 1.1 This report provides a summary of the forecast outturn position for the financial year 2021/22 as at 31 December, which is showing a projected net underspend of (£634k), 1.27% of gross expenditure (as at end September: (£597k), 0.92%) based on the planned gross expenditure of £58,482k (September: £64,817k). This includes the £200k impact of the 1% increase the 2021/22 pay award agreed at Council 24 February 2022.
- 1.2 The following is a key to how figures are presented in this report, noting that where appropriate comparative figures are given for the previous quarter, that is, as at the end of September 2021. Variances indicate how the actual expenditure or income differs from the budget.
- (Negative figures) shown in brackets = a **favourable** variance  
 = Underspend (expenditure less than budgeted)  
 or Over-recovery (income more than budgeted)
- Positive figures, not bracketed = an **adverse** variance  
 = Overspend (expenditure more than budgeted)  
 or Under-recovery (income less than budgeted)

- 1.3 Charts, given at the end before the appendices, graphically present information in Appendices A, B and C2. The figures in the charts are in £millions. Staffing numbers in full time equivalents (FTEs) have also been added in the appendices.
- 1.4 Page 1 of the Charts are also included in this report as appropriate, with the chart given next comparing the overall net forecast position for Q2 and Q3.



- 1.5 This shows the Q2 and Q3 net positions, as well as what relates to COVID and non-COVID. The net (£634k) underspend (September: (£597k)) is broken down as follows:
- (a) Cost of Services – a projected underspend of (£42k) (September: £498k overspend) (see section 3 below)
  - (b) Net Asset Income – a projected break even (September: (£169k)) (see section 4 below)
  - (c) Other movements – projected underspend of (£592k) (September: (£925k)) (see section 5 below)
- 1.6 The overall net underspend of (£634k) is further broken down to show the impact of COVID-19 on the Council forecast outturn position, summarised as follows:
- (a) COVID-19 – a projected (£55k) unused contingency budget net of overspends and income loss support grants (September: (£315k)).
  - (b) Non COVID-19 – a projected net underspend of (£580k) (September: (£912k))

The following chart illustrates the impact of COVID-19 on services, showing that the non-COVID underspend of (£1,125k) (September: (£802k)), was offset by COVID-19 under-recovery of £1,083k (September: £1,300k), resulting in the net underspend of (£42k) (September: £498k overspend).



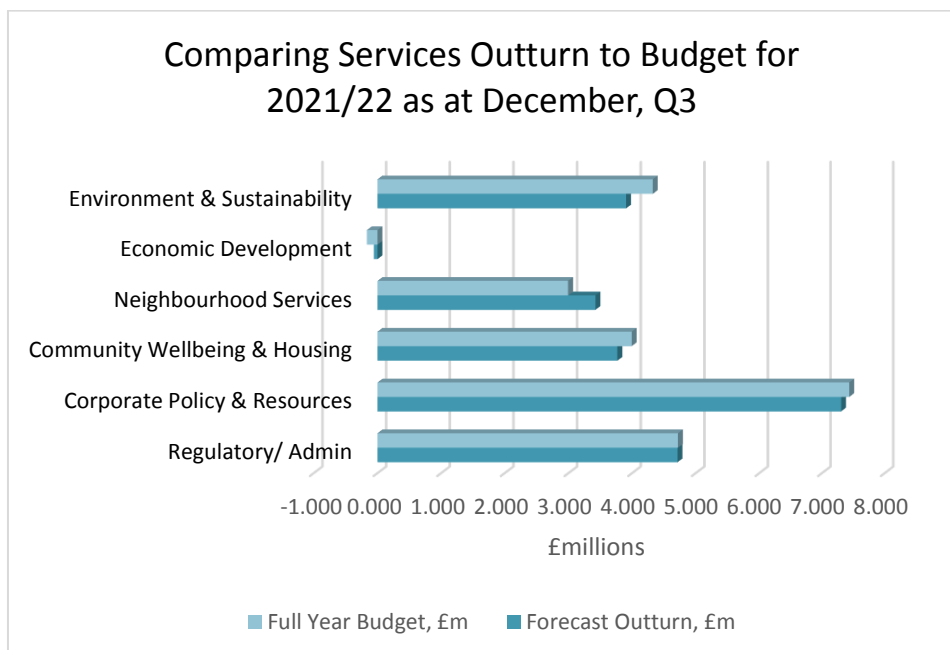
- 1.7 The forecast outturn shows the projected impact of COVID-19 on Cost of Services is mainly an under-recovery of fees, charges, and income particularly with our Car Parks, Staines Town Centre Management and Community Centres, together with the ongoing support for our leisure centres (further details are shown in section 3 below). In some service areas, the amount of under-recovery of income has improved slightly since the last Quarter.
- 1.8 Despite the continuing impact of COVID-19, having had the funding settlement confirmed for 2022-23, we know there is not going to be any further Government funding support beyond 30 June 2021 when the support ended, to offset the impact of the Pandemic reducing fees and charges income. Therefore, as shown in Appendix A, the Council is only forecasting (£252k) of support, which means that we anticipate having to use the (£1,000k) COVID-19 Contingency brought forward from last year and built into the corporate Budget.

## 2. Uncertainties

- 2.1 COVID-19 will continue to impact the Council's finances over the coming months and years. Although officers have spent a great deal of time considering the impact on their cost of services and net budget position, there are still several major uncertainties that could change the forecast outturn position for 2021/22, including and not limited to the following main items:
- (a) When will our aggregate fees and charges return to pre-pandemic levels?
  - (b) Moratoriums, as highlighted in 3.3(c) below: the Council is projected to incur an additional £531k in business rates and service charges because of the Council approved Moratorium which delayed the start of both demolition and construction work at a few key development projects in the Borough.

3. **Significant Forecast Budget (Under)/Overspends at year end by Committee, to Cost of Service level.**

3.1 The following chart shows the budget and outturn positions for the services as forecast at Q3.



3.2 The net projected underspend, at net service expenditure level before “below the line” adjustments, is (£42k) (September: £498k overspend) representing (0.1%) (September: 0.8%) of gross budget expenditure. Shown below by Committee are variances of £20k and above, and where there has been a change in variance since Q2.

3.3 **Regulatory & Administration Committee** – a projected net underspend of (£7k) (September: (£73k)) and the significant net variances are as follows:

- (a) Committee Services – total projected overspend of £17k (September: £25k) for the overtime costs of covering vacant posts under the new Committee structure, and for hire costs of holding Council meetings at Spelthorne Leisure Centre due to COVID-19 restrictions (the latter has now ceased to be required from December onwards for Council meetings).
- (b) Corporate Management – a net projected overspend of £159k (September: £88k), made up of:
  - i) A projected underspend of (£138k) (September: (£127k)) being unused budget available for retention allowance.
  - ii) A projected overspend of £322k (September: £240k):
    - £179k relating to: £60k legal advice on property-related governance; £71k consultancy on constitutional change and property issues; £30k on insurance claims handling fees.
    - £143k will be funded by: reserves (£52k River Thames Improvement Programme); Government grants (£60k High Street Recovery); and capital (£31k loan-related costs)

- iii) Additional staff recharges to KGE, a projected over recovery of income of (£25k)
- (c) Democratic Rep & Management – No change in the forecast (£41k) underspend on Other Expenditure reported last quarter.
- (d) Elections - projected net overspend of £30k (September: £16k) due to by-elections this financial year
- (e) HR (Human Resources) – Minor change in the forecast underspend of (£27k) (September: (£24k)) reported last quarter.
- (f) ICT (Information, Communications & Technology) – Minor change in the forecast underspend of (£35k) (September: (£30k)) reported last quarter
- (g) Land Charges – Minor change in the forecast net over-recovery of (£80k) (September: (£81k) reported last quarter.
- (h) Legal – Minor change in the forecast net underspend of (£21k) (September: (£26k)) reported last quarter.

#### 3.4 **Corporate Policy & Resources Committee** (see also Charts page 2, at end)

– a projected net overspend of £129k (September: £15k) and the significant net variances are as follows:

- (a) Accountancy – a projected net underspend of £36k (September: £18k) due to savings expected due to a vacant post, partially to be covered by temporary staff.
- (b) Asset Management – a projected net overspend of £74k overall (September: £40k) made up as follows:
  - i) a projected underspend on total costs of (£91k) (September: (£126k)), due to strategic decision made to reduce payments to contractors, including the change in cost of a consultant becoming a council employee.
  - ii) no change in the forecast £166k under recovery on income reported last quarter.
- (c) Customer Services Management & Support – no change in the forecast net under-recovery of £9k overall (September: £9k) reported last quarter.
- (d) Development Properties – a net projected overspend of £482k (September: £427k) due to: the costs of vacant properties including Thameside House, Oast House, Hanover House; service charge costs at Elmsleigh MSPC (Multi-Storey Car Park); and additional costs incurred in Q3 for security of Whitehouse, Harper House and West Wing developments.
- (e) General Property Expenses – a minor change in the net projected underspend of (£30k) (September: (£27k)) made up as follows:
  - i) no change in the forecast underspend of (£61k) (September: £61k) reported last quarter.
  - ii) minor change in the forecast under-recovery of £30k (September: £34k) reported last quarter.
- (f) Facilities management – a net underspend of (£76k) (September: (£57k) due mainly to the following:

- i) no change in the forecast underspend of (£15k) reported last quarter.
  - ii) minor change in the forecast of (£28k) (September: (£25k) reported last quarter.
  - iii) the remaining underspend of (£33k) (September: (£17k)) relates to budget for office moves which is unlikely to be used in year and other savings, for example on office equipment and furniture, from staff working at home
- (g) Planned Maintenance Programme – a projected net underspend of (£269k) (September: (£110k)) mainly made up as follows:
  - i) a projected underspend of (£11k) (September: (28k)) due to a staff vacancy being moved to Asset Management.
  - ii) a projected underspend of (£257k) (September: (£82k) due to planned maintenance work being delayed following the end of the Runnymede works contract. New contractors have had to be tendered and procured which has caused delay in works taking place. The underspend will be put forward to be carried forward into 2022/23 in order to catch up on the delayed works.
- (h) Project Management – no change in the forecast underspend of (£50k) reported last quarter.
- (i) Unapportioned Overheads – minor change in the projected net underspend of (£225k) (September: (£227k)) made up as follows:
  - i) no change in the forecast underspend of (£269k) reported last quarter.
  - ii) minor change in the forecast overspend of £44k (September: £42k) reported last quarter.

**3.5 Community Wellbeing & Housing Committee** – a projected net underspend of (£225k) (September: £122k overspend), with significant net variances as follows:

- (a) SPAN (Spelthorne Alarm Network) - a projected (£25k) over recovery of income (September: (£5k)) following an influx of new clients earlier in the year due to COVID-19; numbers have since reduced
- (b) Community Care Administration – a projected net underspend of (£21k) (September: (£27k)) mainly due to the following:
  - i) £25k overspend due to unbudgeted posts transferred from A2 Dominion during the year
  - ii) (£55k) over recovery compared to budget due to additional Wellbeing Prescriber grant awarded after budget setting
- (c) Community Centres - a net projected overspend of £50k (September: £77k overspend), which was due to the following:
  - i) £233k under recovery of income (September: (£261k)) due to the pandemic, offset by
  - ii) (£121k) underspend (September: (£125k)) due to unfilled vacancies, caused by the pandemic; and

- iii) (£62k) underspend in costs (September: (£59k)) due to the pandemic
- (b) Spelthorne Family Support - a net projected underspend of (£50k) (September: (£5k) underspend), due to savings expected for a vacant post offset by temporary staff costs and to reimbursement for work relating to Afghan Refugees
- (c) Community Development – an underspend of (£49k) (September: (£27k)) which was due to an unfilled vacancy
- (d) Housing Needs – a net underspend of (£41k) (September: (£1k)) which was mainly due to periods of staff vacancies before posts were filled. All posts are now filled.
- (e) Homelessness – a net underspend and over recovery of income of (£183k) (September: (£2k)), with delays in the delivery of White House and Harper House contributing to the underspends offset by under-recovery of income.
- (f) Housing Benefit Admin – a net underspend and over recovery of income of (£122k) (September: (£100k)) mainly due to:
  - i) A projected underspend of (£75k) (September: (£59k)) for vacancies which are being recruited to.
  - ii) Minor change in the forecast (£49k) (September: (£47k)) over-recovery of income reported last quarter.
- (g) Housing Benefits Payments – No change in the forecast net underspend of (£37k) reported last quarter
- (h) Leisure Administration – a net underspend and over-recovery of (£64k) (September: (£75k) underspend) due to:
  - i) Minor change in the forecast underspend of (£45k) (September: (£52k)) reported last quarter.
  - ii) Minor change in the forecast over-recovery of (£20k) (September: (£24k)) reported last quarter.
- (a) Spelthorne Leisure Centre – No change in the forecast net overspend of £297k reported last quarter.

**3.6 Neighbourhood Services Committee** – a forecast net overspend and under recovery of income of £429k (September: £509k) and the significant net variances are as follows:

- (a) Car parks – a forecast under recovery of income of £567k (September: £642k) due to the reduction in shoppers and office workers requiring parking facilities.

**3.7 Note of an additional risk:** It is noted that Network Rail will be closing main access roads to Staines-upon-Thames during March and into April, which is likely to have a significant impact on parking income, estimated up to £56k. The Council will get (£34k) income from a license for Network Rail to use parking during that time, and potentially from legal action under that license for loss of income.

- (b) Building control – a forecast net overspend of £22k (September: £6k) due mainly to the following:

- i) No change in the forecast underspend of (£35k) reported last quarter.
  - ii) A forecast under recovery of income of £62k (September: £49k).
- (c) Cemeteries – No change in the forecast over recovery of income of (£50k) reported last quarter.
- (d) Neighbourhood Services Management Support – No change in the forecast employees underspend of (£50k) reported last quarter.
- (e) Environmental Health Administration – No change in the overall forecast underspend of £25k reported last quarter.
- (f) Environmental Protection Act – a forecast net underspend of (£26k) (September: (£41k)) due to overbudgeted Pollution Control Assessments costs.
- (g) Taxi Licensing – A forecast under recovery of income of £24k (September: £15k) due to the impact of the COVID-19 crisis.
- (h) Street Cleaning - A forecast underspend of (£40k) (September: (£30k)) due unfilled vacancies offsetting overtime and agency costs.
- (i) Spelride – a net forecast under recovery of income of £12k (September: £28k) due to the following:
  - i) A forecast underspend of (£20k) (September: £0k)
  - ii) A forecast underspend of (£18k) (September: (£22k)) in transport costs due to fewer passengers using the service and therefore fewer journeys being made.
  - iii) No change in the forecast 50k under recovery of income reported last quarter.
- 3.8 **Economic Development Committee** – A minor increase in the projected net overspend of £109k (September: £101k) reported last quarter.
- 3.9 **Environment & Sustainability Committee** – a projected net underspend of (£419k) (September: £176k), with significant net variances as follows:
  - (a) Emergency Planning – Minor change in the forecast underspend of (£42k) (September: £49k) reported last quarter.
  - (b) Grounds Maintenance - forecast underspend of (£30k) (September: £nil) due to vacant posts partially covered by overtime payments and agency staff, with no impact on service delivery.
  - (c) Parks Strategy – forecast overspend of £22k (September: £nil) due to costs following a water leak, details of which are still being confirmed.
  - (d) Planning Development Control – a projected net over-recovery of (£123k) (September: £47k net overspend) which is made up mainly as follows:
    - i) (£29k) underspend on cost budgets (September: £140k overspend net of staffing underspend), a significant decrease in forecast due to expectations of lower potential external legal costs on current developer planning appeals.
    - ii) No change in the forecast (£94k) income above budget reported last quarter.



- (e) Planning Policy – a net underspend of (£181k) (September: (£103k)) which is made up mainly of (£184k) underspend (September: (£109k)) for the Local Plan which is now scheduled to complete in 2022/23.
- (f) Refuse Collection – a net over-recovery of income of (£73k) (September: (£90k)) which is made up as follows:
  - i) No change in the forecast £30k overspend budget reported last quarter.
  - ii) (£103k) over-recovery (September: (£120k)) of income due to an increase in customer take-up of Garden Waste services (£133k), offset by £30k lower income from refuse and bulky waste bins due to less activity during the pandemic.

#### 4. Net Asset Income

- 4.1 The Council is forecasting overall to break even (September: (£597k)) for the year ended 31 March 2022 (Appendix A). Commercial and Regeneration Assets will be used to fund our regeneration programme and contribute to our cost of services because of reduced government grants, and Surrey County Council Funding. The following table illustrates this, showing the Commercial and Regeneration Assets forecast net income position of (£9,964k) (September: (£9,293k)).

<b>Commercial and Regeneration Assets</b>	<b>Revised Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance £'000</b>
Rental Income	(51,339)	(47,753)	3,586
Loan Interest Payable	24,498	24,333	(165)
Minimum Revenue Provision	12,327	11,538	(789)
Sinking Funds - contributions to	6,814	7,647	833
Sinking Funds - release from	(2,628)	(6,093)	(3,465)
Set Asides for specific revenue purposes	364	364	0
<b>Net Income (to fund Revenue budget)</b>	<b>(9,964)</b>	<b>(9,964)</b>	<b>0</b>

- 4.2 We forecast that sinking fund reserves will increase £7,647k, a net increase of £1,554k after funds released. This is in accordance with the Council-approved policy, to ensure that we put sufficient funds aside to reduce the risk exposure to the Council and provide additional funds to fund any future deficits.
- 4.3 With interest rates historically low on short-term to medium-term borrowing (although noting that the base rate has been increasing since November 2021), the overall budget for borrowing is forecast to be significantly underspent, by (£166k) (September (£169k)). It should be noted that investment income, mainly from pooled funds, is also lower than expected for the year to date, with forecast under-recovery for the year of £114k, resulting in a forecast net underspend on interest of (£51k).

- 4.4 The uplift in rental payments from BP have been included in the above forecast and the additional funds have been paid into the sinking fund for future use.

## 5. Other Movements

- 5.1 The table below highlights the other movements amounting to (£592k) (September: (£925)) used to fund the items mention in section 3 from reserves and other grant income.

Details	£'000
Use of the COVID contingency	(1,000)
Government support for the loss of fees and charges	(252)
Less income from pooled funds than budgeted	114
Less Capitalisation of Interest on Development Properties than budgeted	536
Use of the NNDR Business rates retention reserve	10
<b>Total</b>	<b>(592)</b>

- 5.2 As mentioned in section 3, our fees, and charges, particularly in respect of car parks, Staines Town Centre Management and Community Centres have been adversely affected, and together with the additional support for our Leisure Centres, we anticipate having to utilise the COVID-19 contingency and the estimate government support totalling (£1,252k) as shown above.

## 6. Subsidiary companies

### 6.1 Knowle Green Estates

- (a) The budgeted surplus for the year is (£113k) and the forecast outturn at 31 December is expected to be a £197k deficit.
- (b) This represents a projected net under-recovery of £310k, due to under-recovery of rent £306k expected due mainly to the West Wing delay, with net overspends of £27k due to security costs and loan interest costs offset by underspends on other expenditure budgets. KGE is on target to achieve its contribution to central overheads.

### 6.2 Spelthorne Direct Services

- (a) The budgeted deficit for the year is £39k, with a forecast surplus of (£50k).
- (b) This represents a projected net underspend of (£89k). SDS has not grown as much as anticipated due to COVID, and SDS therefore has not needed to purchase as many bins or pay for additional staff as originally planned. As a result, equipment and staffing are forecast to be underspent by (£104k) and income is forecast to be under-recovered by £16k.

## **7. Pay Award**

- 7.1 As a result of Council on 24th February 2022 approving an additional 1% uplift for staff for 2021/22 pay award to ensure that all staff received at least 1.75% to match the national employers offer, this will cost (including national insurance and superannuation) an additional £200k and has been factored into Appendix A.

## **8. Other considerations**

- 8.1 None.

## **9. Equality and Diversity**

- 9.1 Not applicable.

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

- 10.1 Not applicable.

## **11. Timetable for implementation**

- 11.1 Not applicable

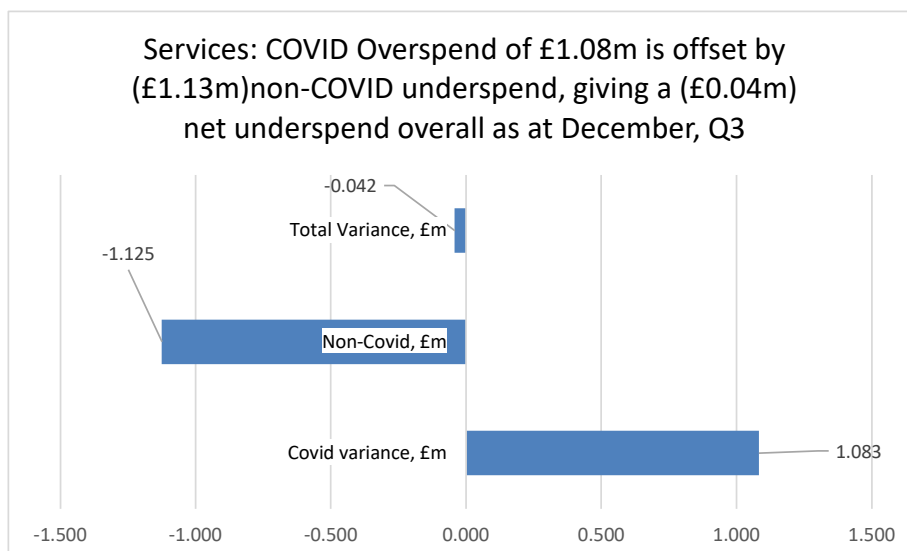
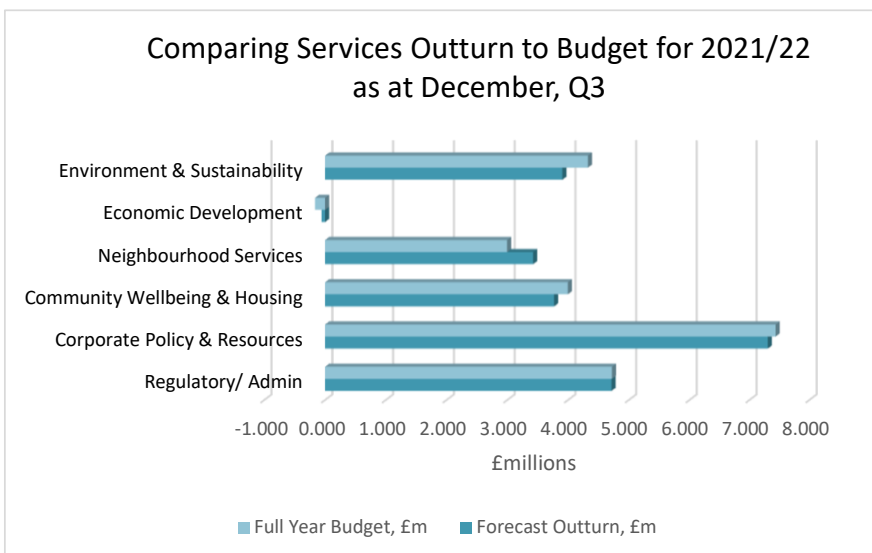
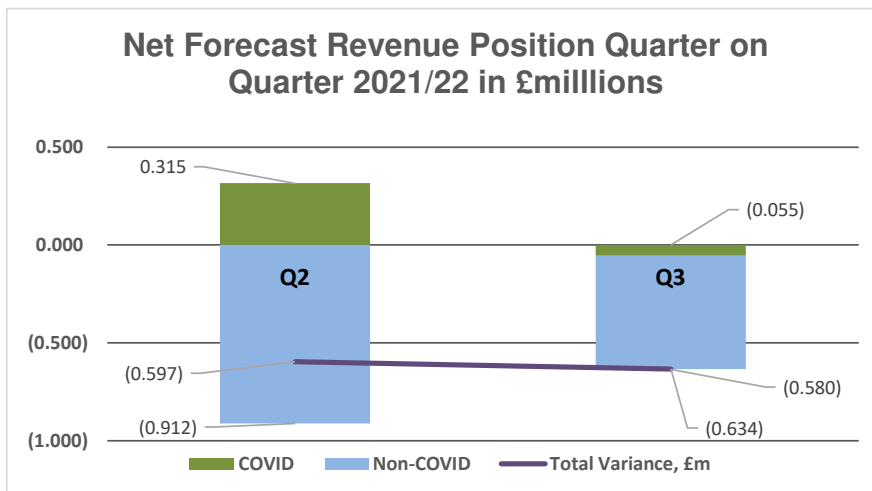
**Background papers:** There are none.

### **Appendices:**

- Charts p1** – Overall Position and Services Q3
- Charts p2** – Variances CP&R Q3
- Appendix A** – Net Revenue Budget Monitoring Q3
- Appendix B** – Net Revenue Monitoring by Committee Q3
- Appendix C2** – CP&R Revenue Report Q3

This page is intentionally left blank

## Overall net position and Net service totals, £m Based on Appendix A



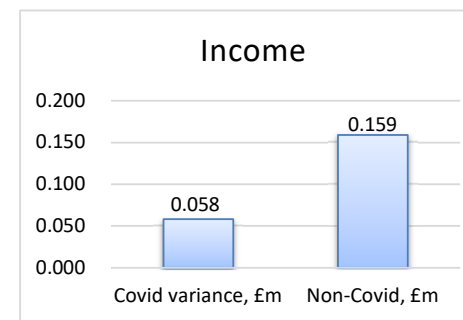
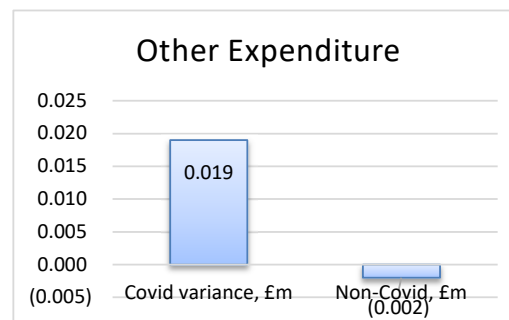
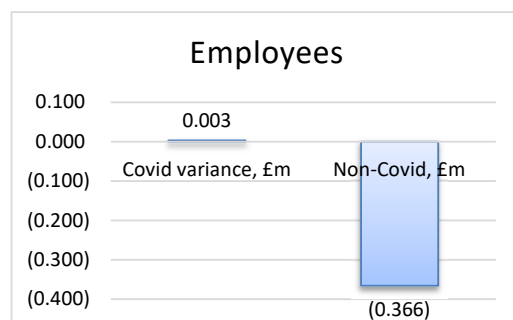
This page is intentionally left blank

## Analysis of Major Variances - Corporate Policy & Resources, £m

Based on Appendix C2

## Charts

Page 2 of 2



### Major Variances Explained

Employees	Over/ (Under) spend, £m
Accountancy	(0.030)
Project Management	(0.050)
Unapportionable CentralO/Heads	(0.269)
Other variances less than +/-£20k	(0.014)
<b>Total explained</b>	<b>(0.363)</b>

Non-COVID	Savings expected due to a vacant posts, partially to be covered by temporary staff
Non-COVID	No change from Q2.
Non-COVID	Lower than planned contributions to Surrey County Pension fund.

Other Expenditure	Over/ (Under) spend, £m
Asset Mgn Administration	(0.107)
Development Properties	0.482
General Property Expenses	(0.061)
Facilities Management	(0.076)
Planned Maintenance Programme	(0.257)
Unapportionable CentralO/Heads	0.044
Other variances less than +/-£20k	(0.008)
<b>Total explained</b>	<b>0.017</b>

Non-COVID	Strategic decision made to reduce payments to contractors.
Non-COVID	Vacant property costs. Service Charge at Elmsleigh MSCP. Extra costs incurred in Q3 for Security of Whitehouse, Harper House & West Wing developments.
Non-COVID	Underspends on external eg surveyors, valuers as more undertaken by staff in-house.
Non-COVID	Business rates £15k below budget due to split of West Wing. Budget for £28k budget for printer leasing no longer needed as the printer is owned. Other savings from staff working at home (Office Equipment & Furniture etc)
Non-COVID	Planned maintenance work has been delayed due to the end of Runnymede contracts. Procurement process for new contractors resulting in delays. Related underspend to be carried forward into 2022/23 to catch up on delayed works.
Non-COVID	Staff security costs are expected to be higher than budgeted.

Income	Under-recovery, £m
Asset Management Administration	0.166
Customer Services Mgt & Support	0.028
General Property Expenses	0.030
Other variances less than +/-£20k	(0.007)
<b>Total explained</b>	<b>0.217</b>

Non-COVID	Historic issue: 'Landid' saving not removed from budget 2021/22.
COVID	No change from Q2.
COVID	COVID Relief for some tenants. Some tenants have also now left.

This page is intentionally left blank



## Net Revenue Budget Monitoring - 2021/22

As at end of 31 DECEMBER 2021

	2021/22 Budget Revised £	2021/22 Forecast Outturn £	2021/22 Variance Covid £	2021/22 Variance Non-Covid £	2021/22 Variance to Revised £	Staffing Budget FTE	Staffing Actual FTE
Gross Expenditure	65,547,900	58,481,660	709,546	(7,775,786)	(7,066,240)		
Less Housing Benefit grant	(28,621,000)	(22,757,300)	-	5,863,700	5,863,700		
Less Specific fees and charges income	(13,624,400)	(12,463,720)	373,663	787,017	1,160,680		
<b>Net Expenditure - broken down as below</b>	<b>23,302,500</b>	<b>23,260,640</b>	<b>1,083,209</b>	<b>(1,125,069)</b>	<b>(41,860)</b>		
Regulatory / Administrative Committees	4,719,700	4,712,790	23,915	(30,825)	(6,910)	53	47
Corporate Policy & Resources	7,434,700	7,305,460	79,306	(208,546)	(129,240)	71	64
Community Wellbeing & Housing	3,993,900	3,769,000	239,338	(464,238)	(224,900)	98	92
Neighbourhood Services	2,995,400	3,424,000	597,550	(168,950)	428,600	97	84
Economic Development	(165,700)	(56,510)	100,000	9,190	109,190	4	4
Environment & Sustainability	4,324,500	3,905,900	43,100	(461,700)	(418,600)	121	104
2021/22 Pay Award Settlement	-	200,000	-	200,000	200,000		
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>23,302,500</b>	<b>23,260,640</b>	<b>1,083,209</b>	<b>(1,125,069)</b>	<b>(41,860)</b>	<b>444</b>	<b>395</b>
Salary expenditure - Vacancy monitoring	(300,000)	(300,000)	-	-	-		
<b>NET EXPENDITURE</b>	<b>23,002,500</b>	<b>22,960,640</b>	<b>1,083,209</b>	<b>(1,125,069)</b>	<b>(41,860)</b>		
<b>NET EXPENDITURE</b>	<b>23,002,500</b>	<b>22,960,640</b>	<b>1,083,209</b>	<b>(1,125,069)</b>	<b>(41,860)</b>		
Interest Earnings	(1,249,300)	(1,135,041)	114,259	-	114,259		
Asset Acquisition Income	(51,339,200)	(47,753,640)	-	3,585,560	3,585,560		
Debt Interest Payable	24,498,300	24,332,678	-	(165,622)	(165,622)		
Minimum Revenue Provision	12,327,200	11,538,305	-	(788,895)	(788,895)		
Set Aside	363,800	363,800	-	-	-		
Capitalisation of Interest on Development Properties	(1,221,100)	(684,752)	-	536,348	536,348		
Contingency Provision for Covid	1,000,000	-	(1,000,000)	-	(1,000,000)		
Green Initiatives fund	250,000	250,000	-	-	-		
<b>NET EXPENDITURE AFTER INTEREST EARNINGS</b>	<b>7,632,200</b>	<b>9,871,990</b>	<b>197,468</b>	<b>2,042,322</b>	<b>2,239,790</b>		
<b>Appropriation from Reserves</b>							
Reserves - Revenue Contributions to Capital Outlay	835,100	835,100	-	-	-		
Sinking fund contributions	6,814,000	7,647,333	-	833,333	833,333		
Release of funding from sinking funds	(2,627,900)	(6,092,620)	-	(3,464,720)	(3,464,720)		
<b>BUDGET REQUIREMENT</b>	<b>12,653,400</b>	<b>12,261,803</b>	<b>197,468</b>	<b>(589,065)</b>	<b>(391,597)</b>		
COVID-19 Sales Fees & Charges support	-	(252,000)	(252,000)	-	(252,000)		
Retained Business Rates	(1,929,000)	(1,929,000)	-	-	-		
Section 31 Grants	(800,000)	(800,000)	-	-	-		
Lower Tier Services grant re core spending power	(82,100)	(82,100)	-	-	-		
Business Rates - Economic Development Set Aside	(800,000)	(790,500)	-	9,500	9,500		
Covid Grant 21/22	(506,400)	(506,400)	-	-	-		
New Homes Bonus	(252,000)	(252,000)	-	-	-		
Use of General Fund Reserves (Unused Covid Allocation)	73,700	73,700	-	-	-		
<b>NET BUDGET REQUIREMENT</b>	<b>8,357,600</b>	<b>7,723,503</b>	<b>(54,532)</b>	<b>(579,565)</b>	<b>(634,097)</b>		
2020/21 Revenue carry forward	(474,300)	(474,300)	-	-	-		
General Fund Reserves- Supplementary Estimate			-	-	-		
Collection Fund Surplus/(deficit)	117,000	117,000	-	-	-		
Income from Council Tax	(8,000,300)	(8,000,300)	-	-	-		
<b>Net Position</b>	<b>-</b>	<b>(634,097)</b>	<b>(54,532)</b>	<b>(579,565)</b>	<b>(634,097)</b>		

This page is intentionally left blank

## Net Revenue Budget Monitoring by Committee - 2021/22

## Expenditure and Income Summary 31 DECEMBER 2021

<i>Results to 31-Dec-21</i>	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Staffing Budget FTE	Staffing Actual FTE
<b>Regulatory / Administrative Committees</b>							
Employees	3,108,600	2,890,320	9,459	(227,739)	(218,280)	53	47
Other Expenditure	2,259,600	2,585,370	31,655	294,115	325,770		
Income	(648,500)	(762,900)	(17,200)	(97,200)	(114,400)		
	<b>4,719,700</b>	<b>4,712,790</b>	<b>23,915</b>	<b>(30,825)</b>	<b>(6,910)</b>	<b>53</b>	<b>47</b>
<b>Corporate Policy &amp; Resources</b>							
Employees	6,140,400	5,777,130	2,598	(365,868)	(363,270)	71	64
Other Expenditure	2,524,200	2,541,130	18,708	(1,778)	16,930		
Income	(1,229,900)	(1,012,800)	58,000	159,100	217,100		
	<b>7,434,700</b>	<b>7,305,460</b>	<b>79,306</b>	<b>(208,546)</b>	<b>(129,240)</b>	<b>71</b>	<b>64</b>
<b>Community Wellbeing &amp; Housing</b>							
Employees	4,476,000	4,198,600	(177,505)	(99,895)	(277,400)	98	92
Other Expenditure	33,854,700	27,426,900	734,680	(7,162,480)	(6,427,800)		
Housing Benefit grant income	(28,621,000)	(22,757,300)	0	5,863,700	5,863,700		
Income	(5,715,800)	(5,099,200)	(317,837)	934,437	616,600		
	<b>3,993,900</b>	<b>3,769,000</b>	<b>239,338</b>	<b>(464,238)</b>	<b>(224,900)</b>	<b>98</b>	<b>92</b>
<b>Neighbourhood Services</b>							
Employees	4,188,300	4,181,700	89,950	(96,550)	(6,600)	97	84
Other Expenditure	1,881,800	1,800,900	0	(80,900)	(80,900)		
Income	(3,074,700)	(2,558,600)	507,600	8,500	516,100		
	<b>2,995,400</b>	<b>3,424,000</b>	<b>597,550</b>	<b>(168,950)</b>	<b>428,600</b>	<b>97</b>	<b>84</b>
<b>Economic Development</b>							
Employees	215,000	214,900	0	(100)	(100)	4	4
Other Expenditure	171,300	180,590	0	9,290	9,290		
Income	(552,000)	(452,000)	100,000	0	100,000		
	<b>(165,700)</b>	<b>(56,510)</b>	<b>100,000</b>	<b>9,190</b>	<b>109,190</b>	<b>4</b>	<b>4</b>
<b>Environment &amp; Sustainability</b>							
Employees	4,185,800	4,170,060	0	(15,740)	(15,740)	121	104
Other Expenditure	2,542,200	2,314,060	0	(228,140)	(228,140)		
Income	(2,403,500)	(2,578,220)	43,100	(217,820)	(174,720)		
	<b>4,324,500</b>	<b>3,905,900</b>	<b>43,100</b>	<b>(461,700)</b>	<b>(418,600)</b>	<b>121</b>	<b>104</b>
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>23,302,500</b>	<b>23,060,640</b>	<b>1,083,209</b>	<b>(1,325,069)</b>	<b>(241,860)</b>	<b>444</b>	<b>395</b>
Total Employees	<b>22,314,100</b>	<b>21,432,710</b>	<b>(75,498)</b>	<b>(805,892)</b>	<b>(881,390)</b>		
Total Other Expenditure	<b>43,233,800</b>	<b>36,848,950</b>	<b>785,044</b>	<b>(7,169,894)</b>	<b>(6,384,850)</b>		
Housing Benefit grant income	<b>(28,621,000)</b>	<b>(22,757,300)</b>	<b>0</b>	<b>5,863,700</b>	<b>5,863,700</b>		
Total Income	<b>(13,624,400)</b>	<b>(12,463,720)</b>	<b>373,663</b>	<b>787,017</b>	<b>1,160,680</b>		
<b>NET EXPENDITURE</b>	<b>23,302,500</b>	<b>23,060,640</b>	<b>1,083,209</b>	<b>(1,325,069)</b>	<b>(241,860)</b>		

<b>Total Expenditure</b>	<b>65,547,900</b>	<b>58,281,660</b>	<b>709,546</b>	<b>(7,975,786)</b>	<b>(7,266,240)</b>
<b>Total Income</b>	<b>(42,245,400)</b>	<b>(35,221,020)</b>	<b>373,663</b>	<b>6,650,717</b>	<b>7,024,380</b>
<b>Net</b>	<b>23,302,500</b>	<b>23,060,640</b>	<b>1,083,209</b>	<b>(1,325,069)</b>	<b>(241,860)</b>

This page is intentionally left blank

# Corporate Policy & Resources

<b>Results to 31-Dec-21</b>	<b>Budget Revised £</b>	<b>Forecast Outturn £</b>	<b>COVID-19 Variance £</b>	<b>Non-COVID-19 Variance £</b>	<b>Total Variance to Revised £</b>	<b>Staffing Budget FTE</b>	<b>Staffing Actual FTE</b>	<b>Comments</b>
Employees	742,900	712,900	0	(30,000)	(30,000)	13.46	11.17	Savings expected due to a vacant posts, partially to be covered by Temporary staff
Other Expenditure	46,900	46,900	134	(134)	0			
Income	(69,000)	(74,700)	0	(5,700)	(5,700)			
<b>Accountancy</b>	<b>720,800</b>	<b>685,100</b>	<b>134</b>	<b>(35,834)</b>	<b>(35,700)</b>	<b>13</b>	<b>11</b>	
Employees	752,500	767,700	0	15,200	15,200	10.18	11.18	Overspend to be funded from underspend in consultants budget due to a consultant becoming a SBC employee.  Strategic decision made to reduce payments to contractors. No Change from Q2
Other Expenditure	450,900	344,300	5,559	(112,159)	(106,600)			
Income	(765,600)	(599,800)	0	165,800	165,800			
<b>Asset Mgn Administration</b>	<b>437,800</b>	<b>512,200</b>	<b>5,559</b>	<b>68,842</b>	<b>74,400</b>	<b>10</b>	<b>11</b>	
Employees	213,800	213,600	0	(200)	(200)	1	1	
Other Expenditure	8,400	1,200	0	(7,200)	(7,200)			
Income	0	0	0	0	0			
<b>Chief Executive</b>	<b>222,200</b>	<b>214,800</b>	<b>0</b>	<b>(7,400)</b>	<b>(7,400)</b>	<b>1</b>	<b>1</b>	
Employees	0	0	0	0	0			
Other Expenditure	(481,300)	(481,300)	0	0	0			
Income	0	0	0	0	0			
<b>Corporate Savings</b>	<b>(481,300)</b>	<b>(481,300)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# Corporate Policy & Resources

<b>Results to 31-Dec-21</b>	<b>Budget Revised £</b>	<b>Forecast Outturn £</b>	<b>COVID-19 Variance £</b>	<b>Non-COVID-19 Variance £</b>	<b>Total Variance to Revised £</b>	<b>Staffing Budget FTE</b>	<b>Staffing Actual FTE</b>	<b>Comments</b>
Employees	1,003,300	984,300	0	(19,000)	(19,000)	25.02	20.08	No change from Q2.
Other Expenditure	453,600	453,600	0	0	0			
Income	(311,500)	(283,800)	27,700	0	27,700			
<b>CServ Management &amp; Support</b>	<b>1,145,400</b>	<b>1,154,100</b>	<b>27,700</b>	<b>(19,000)</b>	<b>8,700</b>	<b>25</b>	<b>20</b>	
Employees	283,700	283,500	0	(200)	(200)	2	2	
Other Expenditure	2,400	1,100	0	(1,300)	(1,300)			
Income	0	0	0	0	0			
<b>Deputy Chief Executives</b>	<b>286,100</b>	<b>284,600</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>2</b>	<b>2</b>	
Employees	0		0	0	0	0	0	Variances relate to various vacant properties such as Thameside House, Oast House, Hanover House & Service Charge at Elmsleigh MSCP. Extra costs incurred in Q3 for Security of Whitehouse, Harper House & West Wing developments.
Other Expenditure	0	481,700	0	481,700	481,700			
Income	0		0	0	0			
<b>Development Properties</b>	<b>0</b>	<b>481,700</b>	<b>0</b>	<b>481,700</b>	<b>481,700</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0	0	0	Underspends on Consultants, Surveyors and Valuers as more work undertaken by staff in-house. Covid Relief for some tenants. Some tenants have also now left. Budget to be reviewed for 2022-23.
Other Expenditure	82,400	21,900	0	(60,500)	(60,500)			
Income	(83,800)	(53,500)	30,300	0	30,300			
<b>General Property Expenses</b>	<b>(1,400)</b>	<b>(31,600)</b>	<b>30,300</b>	<b>(60,500)</b>	<b>(30,200)</b>	<b>0</b>	<b>0</b>	

# Corporate Policy & Resources

Results to 31-Dec-21	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Staffing Budget FTE	Staffing Actual FTE	Comments
Employees	178,900	178,900	2,289	(2,289)	0	4.00	4.00	Business rates £15k below budget due to split of West Wing. Budget for £28k budget for printer leasing no longer needed as the printer is owned. Budget for office moves is unlikely to be used in year (£7.5k). Other savings from staff working at home (Office Equipment & Furniture etc)
Other Expenditure	519,200	443,630	13,016	(88,586)	(75,570)			
Income	0	0	0	0	0			
<b>Facilities Management</b>	<b>698,100</b>	<b>622,530</b>	<b>15,305</b>	<b>(90,875)</b>	<b>(75,570)</b>	<b>4</b>	<b>4</b>	
Employees	93,500	94,800	309	991	1,300	2	2	
Other Expenditure	3,600	2,200	0	(1,400)	(1,400)			
Income	0	0	0	0	0			
<b>MaT Secretariat &amp; Support</b>	<b>97,100</b>	<b>97,000</b>	<b>309</b>	<b>(409)</b>	<b>(100)</b>	<b>2</b>	<b>2</b>	
Employees	167,600	156,230	0	(11,370)	(11,370)	3.50	3.00	Previous vacant post has been vired over to Asset Management.  Planned maintenance work has been delayed due to the end of the Runnymede work contracts. New contractors have had to be tendered and procured which has caused delay in works taking place. The underspend will be carried forward into 22-23 to catch up on the works delayed.
Other Expenditure	1,335,000	1,078,300	0	(256,700)	(256,700)			
Income	0	(1,000)	0	(1,000)	(1,000)			
<b>Planned Maintenance Programme</b>	<b>1,502,600</b>	<b>1,233,530</b>	<b>0</b>	<b>(269,070)</b>	<b>(269,070)</b>	<b>4</b>	<b>3</b>	
Employees	561,000	511,000	0	(50,000)	(50,000)	10.00	9.92	No change from Q2.
Other Expenditure	41,500	41,500	0	0	0			
Income	0	0	0	0	0			
<b>Project Management</b>	<b>602,500</b>	<b>552,500</b>	<b>0</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>10</b>	<b>10</b>	

Page 75

## Corporate Policy & Resources

<b>Results to 31-Dec-21</b>	<b>Budget Revised £</b>	<b>Forecast Outturn £</b>	<b>COVID-19 Variance £</b>	<b>Non-COVID-19 Variance £</b>	<b>Total Variance to Revised £</b>	<b>Staffing Budget FTE</b>	<b>Staffing Actual FTE</b>	<b>Comments</b>
Employees	0	0	0	0	0			
Other Expenditure	0	300	0	300	300			
Income	0	0	0	0	0			
<b>Sea Cadets</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>0</b>	
Employees	2,143,200	1,874,200	0	(269,000)	(269,000)			No change from Q2.
Other Expenditure	61,600	105,800	0	44,200	44,200			No change from Q2.
Income	0	0	0	0	0			
<b>Unapportionable Central O/Heads</b>	<b>2,204,800</b>	<b>1,980,000</b>	<b>0</b>	<b>(224,800)</b>	<b>(224,800)</b>	<b>0</b>	<b>0</b>	
Total Employees	<b>6,140,400</b>	<b>5,777,130</b>	<b>2,598</b>	<b>(365,868)</b>	<b>(363,270)</b>	<b>71</b>	<b>64</b>	
Total Other Expenditure	<b>2,524,200</b>	<b>2,541,130</b>	<b>18,708</b>	<b>(1,778)</b>	<b>16,930</b>			
Total Income	<b>(1,229,900)</b>	<b>(1,012,800)</b>	<b>58,000</b>	<b>159,100</b>	<b>217,100</b>			
Net Total	<b>7,434,700</b>	<b>7,305,460</b>	<b>79,306</b>	<b>(208,546)</b>	<b>(129,240)</b>	<b>71</b>	<b>64</b>	



# Corporate Policy & Resource Committee



14 March 2022

<b>Title</b>	<b>Capital Monitoring Report 2021/22 – Q3 December 2021</b>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	Paul Taylor Chief Accountant
<b>Ward(s) Affected</b>	All Wards
<b>Corporate Priority</b>	Financial Sustainability
<b>Recommendations</b>	<p><b>The Committee is asked to note the current level of overspend on capital expenditure against its Capital Programme provision as at 30 September 2021 for the Council and the Corporate Policy &amp; Resources Committee.</b></p> <p><b>(Please note that individual committees will receive the relevant section of this report at their next meeting, noting that some will receive it before and some after this committee formally meets).</b></p> <p><b>Also, it has not been possible to disaggregate the housing element of the Elmsleigh project for 91/92 High Street for this report, therefore, the whole scheme is shown under Corporate Policy &amp; Resources.</b></p>

## 1. Key issues

- 1.1 The Capital Monitoring report covers the cumulative actual expenditure to date, against the cumulative Council approved Capital Programme budget and compares this against the latest forecast outturn from Officers.
- 1.2 Although the projects may have a budget allocation in the Capital Programme, any increases in budget will require prior approval by Corporate Policy & Resources Committee before drawing down on the budget.
- 1.3 Officers are beginning to see the impact of Brexit, COVID-19 on our building costs, availability of labour and shorter fixed price guarantees from building suppliers. **In the next few years there is an increasing risk of increased construction inflation increasing the cost of schemes in the Capital Programme.** This risk has increased as a result of recent sad events in Ukraine and the knock-on impacts on economic activity. This risk will continue to be monitored carefully.
- 1.4 In February 2022, officers were notified that due to the pressures mentioned above, the contractor costs had increase by almost 15% on the Ashford

Victory Place development project due to the delays in obtaining planning permission.

- 1.5 If this trend were to be applied across the Capital Programme just on our building development projects, this could cost the Council a further £40.0m+.
- 1.6 For the quarter ended 31 December 2021 our approved capital expenditure programme was £324.6m (September: £323.4m). The latest forecast outturn position is £339.2m (September: £324.7m), giving a projected aggregate overspend £14.6m (September: overspend of £1.3m) as per appendix A.
- 1.7 The substantial rise in overspend, which has yet to be approved by the Development Sub-Committee and is almost entirely due to the Oast House development, where officers are indicating that due to the prolonged delays in obtaining council agreement to the development, costs are estimated to rise by £13.4m.
- 1.8 There are also two downward adjustments to the approved budgets from last quarter following a review of all Development Sub-Committees minutes, as follows:
  - (a) Spelthorne Leisure Centre £40.00m increase to £40.42m
  - (b) Ashford MSCP £15.000m increased to £15.267m
- 1.9 The projected aggregate underspend including the items mentioned in 1.8 above by Committee as per Appendix B is as follows:
  - (a) Administrative – projected underspend (£8k) (September: underspend (£8k) no change since last quarter.
  - (b) Community Wellbeing & Housing – projected overspend £14.536m (September: underspend (£291k)) please refer to 2.3 l and m below for full details.
  - (c) Environment & Sustainability – projected overspend £81k (September: £83k).
- 1.10 In arriving at the cumulative expenditure to date, the Finance Team account for capitalised borrowing costs, salaries, and all costs of acquisition on each development project.
- 1.11 Since Council declared a moratorium on its own “high rise” developments in Staines-upon-Thames in January 2021 and the delays in the Planning Committee process in approving the Council’s plans has had a significant impact on the Council’s finances, which officers have been monitoring closely, particularly in respect of capitalising borrowing costs, the table below shows by each development property.

<b>Property</b>	<b>Cumulative actuals</b>		<b>Monthly spend</b>	
	<b>Revenue £000</b>	<b>Capital £000</b>	<b>Revenue £000</b>	<b>Capital £000</b>
Ashford MCSP Residential Scheme	0.0	41.8	0.0	0.6
Benwell Land Phase II	115.4	10,713.5	0.0	4.5
White House Residential	0.0	404.5	0.0	1.5
Thameside House	1,664.4	1,308.4	16.0	2.8
Thameside House Land & Build	0.0	9,760.6	0.0	20.2
Victory Place	0.0	1,405.4	0.0	1.8
Victory Place – Land & Build	0	5,333.0	0.0	11.0
Oast House	66.1	21,400.0	14.1	33.3
<b>Total</b>	<b>1,845.9</b>	<b>50,367.2</b>	<b>30.1</b>	<b>75.7</b>

On a monthly basis between January and December 2021, it has cost the council £361.2k in revenue costs, and £908.4k in capital costs, to fund these developments during the moratorium and planning committee delays.

This is the equivalent of a £25 increase in the Band D equivalent Council Tax charges for every taxpayer in the Borough.

#### **1.12 Capitalisation of borrowing costs**

1.13 Under normal circumstances, officers would capitalise the borrowing costs associated with these development properties based on the requirements of section 4 of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting, however, the delays caused by the moratorium on high rise developments in the Staines-upon-Thames area and the Planning Committee process in approving the Council's plans has had a significant impact on the Council's finances.

1.14 If these delays continue or the design of the buildings is significantly altered, to comply with the above CIPFA Code, Council may have to review the impact on the revenue budget and approve a write off of capital costs to the revenue budget in excess of £1m, which is the equivalent of running our day centres for almost two years.

## **2. Variance analysis**

2.1 We report on any significant movement in forecast variance over £50k or 20% of budget, whichever is the highest, since last quarter by committee as follows:

2.2 Administrative – no changes in any variance to report from last quarter.

2.3 Community Wellbeing & Housing – projected net overspend £14.536m (September: underspend (£291k))

- (a) Spelthorne Leisure Centre - £420k overspend, as highlighted in section 1.8 above. Note however that this is before the contract price has been finalised with the construction tenderer.
  - (b) Community Centre Projects - £69.5k overspend, no significant change from last quarter.
  - (c) Ashford MSCP - £500k overspend, £267k increase due to amendment in approved budget, section 1.8 above refers.
  - (d) Bugle - (£680k) underspend, no change from last quarter
  - (e) Benwell 1 - no change to the reported underspend of (£2,700k) of last quarter.
  - (f) Benwell land - £623k overspend, no change to the financials since our last report.
  - (g) Whitehouse Land - £299k overspend back in 2017 and no change to the figures reported last quarter.
  - (h) Thameside House - £1,570k overspend, no change to since last quarter.
  - (i) Thameside House Land & Building – (£160k) underspend and is unchanged since last quarter's report.
  - (j) West Wing -the projected overspend is below the reporting limit and unchanged since last quarter.
  - (k) Whitehouse Hostel Phase A - £356k overspend, unchanged since last quarter.
  - (l) Victory Place (Ashford Hospital) - £768k projected overspend is due to additional contractor costs and on 21 February Development Sub Committee recommended to the Corporate Policy & Reserves Committee to accept an addition £3.965m increase in the contractor costs, due to price inflation, shortage of labour and longer lead times for delivery of materials, due to the ongoing delays in obtaining planning permission. (September: £1.570k overspend due to Council approved expenditure on new heat pumps to be installed at the properties, which resulted in the approved budget being increased by the same amount).
  - (m) Oast House - £13.4m overspend, due to the delays in agreeing the final design and as mentioned above in Victory Place, costs for construction have been forecast to rise significantly (September £nil)
- 2.4 Environment & Sustainability – projected overspend £83k (September: £83k overspend)
- (a) Laleham Park Upgrade – £88k overspend no change since last quarter.

### **3. Financial implications**

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

- 3.2 Working closely with our Treasury Management advisors, officers are currently saving the Council more than £1,300k per annum in interest charges, through prudent use of short-term interest rates to fund regeneration development projects.
- 3.3 Upon completion of each project, officers obtain fixed rate interest loans to significantly reduce the Council's exposure to risk of future interest rate rises over the next 50 years.
- 4. Other considerations**
  - 4.1 None.
- 5. Equality and Diversity**
  - 5.1 Not Applicable.
- 6. Sustainability/Climate Change Implications**
  - 6.1 Not Applicable.
- 7. Timetable for implementation**
  - 7.1 Not Applicable.

**Background papers:** There are none.

**Appendices:**

**Appendix A** – Summary Capital Monitoring Report by Committee at 31 December 2021.

**Appendix B** – Detailed Capital Monitoring Report by Committee at 31 December 2021.

**Appendix C** - Procurement UK Material Price Movements (as presented to the Development Sub-Committee on 21 February 2022)

This page is intentionally left blank

CAPITAL MONITORING REPORT AT 31 DECEMBER 2021

Committee	REVISED BUDGET	ACTUALS YTD	MANAGER'S PROJECTED OUTTURN	PROJECTED VARIANCE
Administration	1,234,200	117,093	1,226,001	(8,199)
Community Wellbeing & Housing- DFG	972,800	634,000	972,800	-
Community Wellbeing & Housing	303,126,600	53,116,496	317,662,370	14,535,770
Corporate Policy & Resources	18,055,600	390,331	18,055,600	-
Environment & Sustainability	1,179,500	503,050	1,260,722	81,222
	324,568,700	54,760,970	339,177,493	14,608,793

This page is intentionally left blank



## CAPITAL MONITORING REPORT AT 31 DECEMBER 2021

Portfolio / Service Head	Cost Centre	Description	Revised Cumulative Budget 2017-25	Actuals Cumulative 2017-22	Managers Projected Outturn at 31 Dec	Budget vs Outturn Variance	Comments
--------------------------	-------------	-------------	-----------------------------------	----------------------------	--------------------------------------	----------------------------	----------

Housing Investment ProgrammeCommunity Wellbeing & Housing- DFG

Karen Sinclair & De	<a href="#">40203</a>	Disabled Facilities Mandatory	943,200	628,716	943,200	-	No change from Q2 reported financials
Karen Sinclair & De	<a href="#">40204</a>	Disabled Facilities Discretion	29,600	5,284	29,600	-	No change from Q2 reported financials
<b>Net Cost of Disabled Facilities Grants</b>			<b>972,800</b>	<b>634,000</b>	<b>972,800</b>	<b>-</b>	
<b>Total For HIP</b>			<b>972,800</b>	<b>634,000</b>	<b>972,800</b>	<b>-</b>	

Other Capital ProgrammeEnvironment & Sustainability

Jackie Taylor	<a href="#">41502</a>	Refuse/Recycling Vehicles	129,000	123,639	123,700	(5,300)	No change from Q2 reported financials
Jackie Taylor	<a href="#">41508</a>	Waste Vehicle	300,000	299,942	299,942	(58)	No change from Q2 reported financials
Sandy Muirhead	<a href="#">41604</a>	Laleham Nursery - Solar PV	15,000	-	15,000	-	No change from Q1 reported financials
Terry Collier	<a href="#">41606</a>	County Transit Site	127,000	-	127,000	-	This has been delayed due to resistance to create a transit site in another area of the County, it is very unlikely this money will be spent in this financial year.
Jackie Taylor	<a href="#">41608</a>	Laleham Park- Portacabins	116,000	-	116,000	-	delivery of this project is likely to be delayed due to a delay in the procurement timetable. It is likely that this will not now be delivered until the 1st ¼ of 22/23
Jackie Taylor	<a href="#">41609</a>	Replacement Spelride Bus	100,000	-	100,000	-	A procurement exercise was carried out but did not deliver the desired outcome or suitable vehicle. This will be retendered and unlikely to be completed by this financial year
Jackie Taylor	<a href="#">41611</a>	Staines Park- Play Equip Upgrade	60,000	-	60,000	-	delivery of this project is likely to be delayed due to a delay in the procurement timetable. It is likely that this will not now be delivered until the 1st ¼ of 22/23
Jackie Taylor	<a href="#">41620</a>	Wheelie Bins	50,000	41,825	50,000	-	No change from Q1 reported financials
Sandy Muirhead	<a href="#">42027</a>	Domestic Home Energy	8,000	4,504	8,000	-	No change from Q1 reported financials
<b>Total</b>			<b>905,000</b>	<b>469,910</b>	<b>899,642</b>	<b>(5,358)</b>	
Lee O'Neil	<a href="#">41314</a>	Air Quality	24,500	-	24,500	-	No change from Q1 reported financials
<b>Total</b>			<b>24,500</b>	<b>-</b>	<b>24,500</b>	<b>-</b>	
Lee O'Neil	<a href="#">41026</a>	Laleham Park Upgrade	250,000	33,141	336,580	86,580	No change from Q2 reported financials
<b>Total</b>			<b>250,000</b>	<b>33,141</b>	<b>336,580</b>	<b>86,580</b>	
<b>Committee Total</b>			<b>1,179,500</b>	<b>503,050</b>	<b>1,260,722</b>	<b>81,222</b>	

## CAPITAL MONITORING REPORT AT 31 DECEMBER 2021

Portfolio / Service Head	Cost Centre	Description	Revised Cumulative Budget 2017-25	Actuals Cumulative 2017-22	Managers Projected Outturn at 31 Dec	Budget vs Outturn Variance	Comments
<b>Community Wellbeing &amp; Housing</b>							
Lee O'Neil	<a href="#">41024</a>	SpelthorneLeisurCenDevelopment	40,000,000	2,307,372	40,420,000	420,000	No change from Q2 reported financials
Karen Sinclair & De	<a href="#">41622</a>	Affordable Housing Opportunity	1,000,000	-	1,000,000	-	No change from Q2 reported financials
							Awaiting final retention payment. Overspend to be funded from Repairs & Maint budget at and of the financial year.
Lee O'Neil	<a href="#">42034</a>	Community Centre Projects	230,000	295,508	299,500	69,500	Project complete.
Lee O'Neil	<a href="#">41328</a>	Ashford MSCP Residential Scheme	15,000,000	40,005	15,500,000	500,000	No change from Q2 reported financials
Lee O'Neil	<a href="#">42039</a>	Bugle	2,400,000	1,720,870	1,720,870	(679,130)	Project completed. Well controlled to bring in substantially under budget
Lee O'Neil	<a href="#">42042</a>	Benwell House I	13,800,000	10,962,130	11,100,000	(2,700,000)	Project completed. Awaiting final account from contractor.
		Benwell Land & Building cost Phase 1	10,123,100	-	10,746,000	622,900	Land acquired on 30/09/17.
	<a href="#">Memorandum Item</a>	Whitehouse Land Acquisition	1,501,500	-	1,800,000	298,500	No change from Q2 reported financials
		Whitehouse - Design Fees & Construction					Dev Sub Committee approved budget for design fees of £230k to progress a smaller scheme that will take unit numbers down from 28 to approx 12-15 units.
Lee O'Neil	<a href="#">42052</a>	Phase B	3,230,000	379,878	3,230,000	-	
							Planning application submitted in March 21. Planning decision in abeyance until moratorium lifted. Demo in delay until planning approval. Demo and construction budgets at risk due to ongoing delays. DSC approved revised plans to reduce height to 12/10 storeys but call in upheld by FC and referred back to DSC. DSC to reconsider.
Lee O'Neil	<a href="#">42054</a>	Thameside House	54,430,000	1,338,566	56,000,000	1,570,000	
	<a href="#">Memorandum Item</a>	Thameside House Land & Building cost	9,860,000	-	9,700,000	(160,000)	No change from Q2 reported financials
Lee O'Neil	<a href="#">42055</a>	West Wing	5,780,000	5,498,608	5,850,000	70,000	No change from Q2 reported financials
Lee O'Neil	<a href="#">42056</a>	Whitehouse Hostel - Phase A	4,417,000	4,720,734	4,773,000	356,000	No change from Q2 reported financials
		Victory Place (Ashford Hospital car park site)					Resolution to grant planning subject to S106 obtained in Nov 21. Full Council approved enhanced energy efficiency proposal as requested by Planning Committee. Indicative build cost budget received from contractor of £27.6m which is over budget.
Lee O'Neil	<a href="#">42057</a>	Victory Place - Land & Building Costs	27,505,000	1,480,027	28,273,000	768,000	No change from Q2 reported financials
	<a href="#">Memorandum Item</a>		5,260,000	-	5,260,000	-	Significant cost increases due to moratorium /political delays. Dev Sub Committee approval to progress redesign to accommodate NHS requirement. DSC approved 14/8 storeys on residential on 5 Jan 22 - at risk of call in by
Lee O'Neil	<a href="#">42060</a>	Oast House	105,200,000	21,288,689	118,600,000	13,400,000	Staines Cllrs.
Lee O'Neil	<a href="#">42062</a>	Harper House Redevelopment	3,390,000	3,084,108	3,390,000	-	No change from Q2 reported financials
<b>Committee Total</b>			<b>303,126,600</b>	<b>53,116,496</b>	<b>317,662,370</b>	<b>14,535,770</b>	

## CAPITAL MONITORING REPORT AT 31 DECEMBER 2021







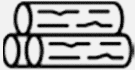





Portfolio / Service Head	Cost Centre	Description	Revised Cumulative Budget 2017-25	Actuals Cumulative 2017-22	Managers Projected Outturn at 31 Dec	Budget vs Outturn Variance	Comments
<b>Corporate Policy &amp; Resources</b>							
Lee O'Neil	41015	Capitalised Planned Works (formerly Runnymede Estates)	55,600	-	55,600	-	No change from Q2 reported financials - this is a rolling budget
Lee O'Neil	42063	Elmsleigh Centre	18,000,000	390,331	13,208,000	(4,792,000)	For the regeneration of the Elmsleigh Centre, including Tothill car park & 91 to 93, The High Street, Staines Town Centre. Current forecast includes fee spend for designs and feasibility. Progressing mixed use scheme of 12 units for 91-93 High Street and design concept prepared for mixed use scheme comprising ad circa 290 residential units, retail and commercial uses. The progression of development plans linked with car parking expansion within the town centre.
Lee O'Neil	42065	91/93 High Street	-	-	4,792,000	4,792,000	New Code to keep track of costs. DSC Paper seeking funds to progress design development - due in Feb 22.
Lee O'Neil	42066	Tothill MSCP	-	-	-	-	Budget virement from Elmsleigh Development to fund once approved.
		<b>Committee Total</b>	<b>18,055,600</b>	<b>390,331</b>	<b>18,055,600</b>	<b>-</b>	New code to keep track of costs. No progress due to being under Moratorium.
<b>Administration</b>							
Lee O'Neil	42010	KG Car Park Improvements	100,000	79,901	100,000	-	Further expenditure expected to come from Surveyor looking at Car Park and providing schedule of works to be undertaken (phase 2) and anticipate completing works by March 2022.
Jodie Hawkes	43601	SCP Portal	15,000	16,801	16,801	1,801	Project complete - no change in reported variance
Jodie Hawkes	43602	Centro Upgrade - Integra	30,000	-	30,000	-	No change from Q1 reported financials
Kamal Mehmood &	43604	Leisure Board	15,000	-	15,000	-	No change from Q2 reported financials
Alistair Corkish	43506	Scan Digital Rollout	20,000	-	20,000	-	No change from Q1 reported financials
Alistair Corkish	43607	Recabling	200,000	-	200,000	-	No change from Q1 reported financials
Roy Tilbury	43625	Customer Portal	8,000	-	8,000	-	This is based on the Granicus Portal that cost £20k we currently spend £12k with Capita which will be scrapped so a net cost of £8k overall. There are minimal annual costs with Granicus as ICT are heavily invested in the company for use of forms etc.
Roy Tilbury	43626	Customer Services Contact Cent	40,000	5,538	30,000	(10,000)	This is for the development of web chat and AI development and fully integrated web chat likely to be under spent by £10k going on current costings of £27-30k
Roy Tilbury	43629	SharePoint Upgrade	35,000	-	35,000	-	No change from Q1 reported financials
Alistair Corkish	43632	General ICT Equipment	65,000	14,853	65,000	-	No change from Q1 reported financials
Alistair Corkish	43635	Storage Area Network	250,000	-	250,000	-	Formally approved by Admin Committee 8 Oct. Procurement will now progress.
		<b>Total</b>	<b>778,000</b>	<b>117,093</b>	<b>769,801</b>	<b>(8,199)</b>	
Sandy Muirhead	43501	Forward Scanning	20,000	-	20,000	-	No change from Q1 reported financials
Sandy Muirhead	43502	Digital Spelthorne	50,000	-	50,000	-	Digital Strategy is being relaunched after COVID-19. Strategy to be developed Q4 21/22 as a result of Covid 19 and change of staffing so spend will be in 23/24.
Sandy Muirhead	43512	SharePoint redesign & Relaunch	155,000	-	155,000	-	A new member of staff supporting SharePoint will identify with ICT appropriate spend over the period 22/23 to 24/25 as Sharepoint is rolled out to Teams.
Sandy Muirhead	43515	Corporate EDMS Project	231,200	-	231,200	-	Towards infrastructure though progress of project and subsequent spend will be dependent on decisions regarding the future of Knowle Green offices so currently on hold
		<b>Total</b>	<b>456,200</b>	<b>-</b>	<b>456,200</b>	<b>-</b>	
		<b>Committee Total</b>	<b>1,234,200</b>	<b>117,093</b>	<b>1,226,001</b>	<b>(8,199)</b>	
<b>Total For Other</b>			<b>323,595,900</b>	<b>54,126,970</b>	<b>338,204,693</b>	<b>14,608,793</b>	
Total Expenditure			324,568,700	54,760,970	339,177,493	14,608,793	
Total Funding			-	-	-	-	
<b>GRAND TOTAL</b>			<b>324,568,700</b>	<b>54,760,970</b>	<b>339,177,493</b>	<b>14,608,793</b>	

This page is intentionally left blank

## Market Update Dashboard

### Procurement UK Material Price Movements

(13th Sept 2021)

MATERIAL	PRICE CHANGE	CURRENT MOVEMENT 12 MTH	FORECAST 12 MTH	AVAILABILITY CONCERN	MATERIAL	PRICE CHANGE	CURRENT MOVEMENT 12 MTH	FORECAST 12 MTH	AVAILABILITY CONCERN
 AGGREGATES		8%	↑ 8%		 BRICKS		3%	↑ 15%	
 CONCRETE		4%	↑ 8%		 INSULATION		15%	↑ 20%	
 REBAR & MESH		40%	↑ 7%		 PLASTERBOARD		3%	↑ 7%	
 TIMBER /BOARD		80%	↑ 20%		 METAL STUD		35%	↑ 8%	
 STEEL		50%	↑ 7%		 DIESEL		65%	↑ 65%	
 ALUMINIUM		20%	↑ 10%		 SHIPPING		1500%	→ 0%	

Note All rates are estimates on the market overall and not linked to individual products as this can vary within product groups. General material cost inflation is forecast to rise by between 7 and 8 per cent over the next year, according to the Office for National Statistics. Recent Industry Survey By RICS suggest 10% increases on materials

## CONCRETE

### Concrete Market.

#### Current Price movements

£3 M3 (Circa 4% on £75mix) from 1st June

July 1st - No current changes - carbon increase still looming

Aug - Environmental Surcharges confirmed effective immediately -  
£2.60/M3 on CEM1 and £1.60/M3 on Blended products

Sept - £3.75 increases from Hanson (circa 4-5%)

#### 6 Month Outlook

CO<sub>2</sub> Legislative increases  
dependent on out come  
of Carbon auction -  
between £1.50 an  
£3.00/M3 (4%)

Aug - Increase applied  
Sept - 5% hanson  
increase

#### 12 Month Outlook

Current Cement  
Shortages appear  
short term. Standard  
increases likely to be  
requests circa £6 M3.  
Typically negotiated  
in adv.

#### Market Drivers

- Global cement demand causing import export imbalance.
- Stronger than estimated covid rebound
- Limited Haulage in some geographies with a lack of ships for cement or lack of drivers to deliver

#### Availability

Cement Shortages are impacting Concrete and other cement rich products (mortar) causing supply issues in some geographies.

Likely to avlieviate in June but could vary by supplier based on planned maintance shut downs

July 1st - Whilst not resolved, indications remain athat cement stocks will improve in the summer

Aug - No significant changes, still anticipated to improve towards the end of the summer

Sept- Competing with the market for Drivers is sporadically affect supply

#### Mitigations

- Scheduling is critical, demand plan with key suppliers and Subcontractors. Short notice requests are unlikely to be serviced

## REBAR

### Rebar Market

#### Current Price movements

May Position

Current rate £760/tn

LME Steel Rebar market May 20 was USD 398. Today it is 742USD

JUNE UPDATE: LME @ \$742p/t - no change.

Recent offers into UK building for known tonnages are in the region of £750p/t for immediate order placement. £790 - £800 for order placement in 1 months time fixed for 12 month call-off.

The price of concrete rebar is up almost 43 per cent on what it was a year ago

AUG - Market rate £820 TN being quoted

Sept - Current market rate £770 - £790

#### 6 Month Outlook

Unclear, considered still rising but exceeding market forecast. Estimate potential 10% increase on current rate.

Sept - market is flattening but no signs of decreasing rates, possibility of slight inc.

#### 12 Month Outlook

Scrap market price escalation is beginning to plateau, price escalation to slow down over longer term. 15%

#### Availability

Material currently available at a price, though lead times are longer than standard.

HS2 under estimate has added a significant qty to the required volumes in the next year. Securing supply will be important.

Restricted supply perfect environment for faked certifications, be aware.

Sept - lead times of up to 5 weeks being experienced in some subcontractor packages.

NOTE - Mesh supply very sporadic, order early!

#### Market Drivers

- Escalating Raw material
- Strong Chinese import market reducing volume in the UK market
- Strong domestic European market reducing volume in the UK market
- Global post Covid demand increase
- Global shipping increases
- Carbon Voucher auction uncertainty

#### Risks

- No long term rate fixes - 12m's max and not always offered.
- No way to tell how close to the top, could be caught with expensive steel
- UK Quotas - though unlikely to exceed they are in place
- High Demand sparking uncertified material

#### Mitigations

- Link material cost to appropriate indices
- Don't accept material risk
- Secure supply asap to obtain cost certainty - buy on behalf of SC.
- Agree Delivery schedules early
- Review all documentation carefully (CARES)

## SOFTWOOD TIMBER

### Softwood Timber Market

#### Current Price movements

##### May Position

Bi-monthly significant price increases.

##### June Update

Prices increases of between 40% and 60% reported from merchants on MDF and Sterling Board products - supply extremely restricted.

June price rises between 5% and 25% on other timber products

Aug - The situation remains very unstable with availability and price under pressure

Sept - Price has stabilised this month and standard increases have not been received from

#### 6 Month Outlook

Still rising, unclear on likely magnitude, forward buying by SC is at 'zero cost' i.e. without agreed price

Sept - sideways movements with increase in some products.

#### 12 Month Outlook

Continued price pressure leads to a forecast peak of Spring 2022 - likely 15% from June 21 prices

#### Market Drivers

- traditional UK stock level depleted due to none replenishment in pandemic.
  - pre-pandemic UK stock level artificially high due to earlier Brexit deal uncertainty stockpiling.
  - Unprecedented DIY usage from Furlough
  - European Sawmills on shutdown/reduced staff levels due to Pandemic
  - European Sawmills now moving into summer shut down periods
  - House building up 30% for first 3 months of 2021 compared to same period last year
  - Some countries implementing 'Log Export Bans' to protect domestic market further hampering supply
  - CA Marking compliance likely to be deferred
- CA Marking has now been deferred to 2023
- America has become an importer of Scandinavian timber, this is driving price pressure here.
  - Forest fires and Tree disease/pests impacting supply particularly in the USA
  - Canada committing to reduce Exports

#### Availability

Securing supply remains paramount as UK stocks remain very limited.

Carcassing and Fencing are in particular short supply.

Limited and worsening.

Commitment from merchants for requirements beyond July unlikely.

European Sawmills likely to close for summer shutdowns in June/July will further restrict supply.

#### Mitigations

Delivery schedules must be in place at point of order for full quantum, could be index linked if suppliers cannot hold price.



## BRICKS

### Brick Work Market.

Current Price movements  
Price increase in Jan 2021 av. 2.65%, however Jan 2022 price increase forecast at between 7 - 9%

Aug update - lbstock have announced 10% increase from Nov 1st

6 Month Outlook  
Increasing for wire cut (if available) and stable for more expensive imported bricks as stock available

12 Month Outlook  
15% increases anticipated from Jan 2021

Market Drivers  
Demand is increasing but predominantly from the House Building sector (up 30% first Quarter of 2021 compared to same period 2020) this is meaning 'cheaper' wire cut bricks are in high demand.

Availability  
As 'architectural' bricks are usually covered by Factors/Merchants way in advance of production and duly allocated there are less issues here. Stock in Europe for export to UK also remains high. Wire-cut bricks are in limited supply with most large housebuilders failing to secure new stock and consolidating existing provision across sites to manage supply.

Mitigations  
Consideration of bricks stocked in Europe for immediate need.  
Early order placement and coverage by Factor key to ensuing supply and price certainty once bricks approved.

## STEEL

### Structural steel Market

#### Current Price movements

May Position

Rapid Increases recently

£/ tonne rise: July +£30; August +£30; Nov +£40, Dec +£80; Jan +£50; March +£30; May +£50; May +£100

Total of £410 increase in the last 12 months

June Update

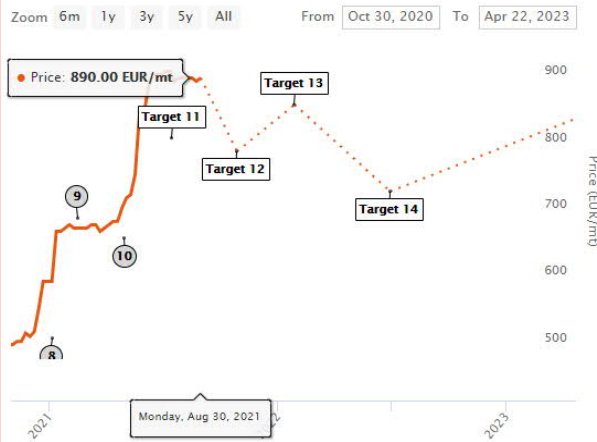
Month increase of av £75pt (British at £80 and Arcelor Mittal a £70)

- Total increase £490/Tn in the year

Aug - No new increases in the period

Sept- No new increases in the period

Fig. 1 Steel merchant bars. Domestic price delivered Europe.



#### Risks

- Availability
- Subcontract liquidity for larger purchases may result in shorter

#### 6 Month Outlook

Unclear, considered still rising but exceeding market forecast. Estimate 15% increase.  
Aug - potentially flattening for a period - unclear when reduction will hit  
Sept - rates flattening but demand is high and securing material is paramount

#### 12 Month Outlook

Longer term reduction expected towards Summer 2022 as supply catches up with demand.

#### Availability

British Steel advise material will remain available and recent suspension of orders was temporary. However, the market is very tight and Heavy sections could reduce if manufacturers favour more profitable hollow sections.  
Aug - Steel cable management supply availability advised as problematic

#### Mitigations

- Link material cost to appropriate indices
- Dont accept material risk
- Secure supply asap to obtain cost certainty
- Agree Delivery schedules early

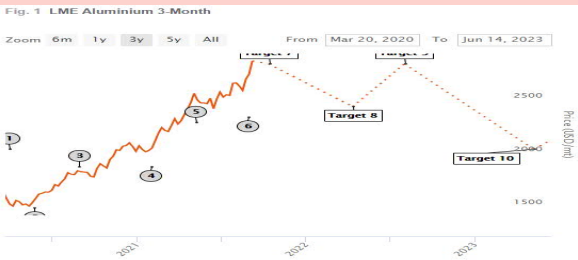
#### Market Drivers

# Aluminium

## Structural steel Market

### Current Price movements

Price increases recieved from numerous aluminium System suppliers;  
Apr/May 5-8% depending on sytem%  
July/August 5% - 12% depending on system  
Sept- As previously forecast - Raw aluminium rates are now sideways moving with smaller fluctuations and this will take some time to reach the Sub contractors.



### Market Drivers

- As with steel (although to a lesser magnitude) escalating material costs were primary driver for first half of year increases.
- There has been a reduction in billet charge however which has lessened the overall magnitude of prices.
- Recent increases in demand as aluminium now being specified in-lieu of 'extensive steel' is likely to result in a further price increase later in the year. Net 30% from January Position.

### Risks

- Prices 'held' artificially high by system suppliers post 'normalisation' - to be challenged
- Subcontract liquidity for larger purchases, may result in shorter payment terms

### 6 Month Outlook

Expect further price increases of 15% towards year end as demand for aluminum increases in favour of steel.

### 12 Month Outlook

Longer term price pressure should reduce as steel prices come back down. System providers prices should not be held artificially high, challenge required.

### Availability

No issues with availability to note as of yet, if demand continues to increase for aluminium as a steel substitute, pressure on demand may be encountered.

### Mitigations

- Link material cost to appropriate indicies
- Dont accept material risk
- Secure supply asap to obtain cost certainty
- Agree Delivery schedules early

## INSULATION

### Insulation Market.

Current Price movements  
May Position  
Kingspan circa 15%  
June Update  
10% price increases also received in month (on January numbers) for PIR.  
Sept Update  
ISOVER, Celotex and Kanuf have all confirmed 10% increases

Market Drivers

- Chemical raw ingredient demand
- Strong global demand reducing exports

6 Month Outlook  
10% July 21  
September  
10% increase - chemical costs increasing so may see more before stabilising

12 Month Outlook  
  
Unclear when Chemical demand will stabilise. Could see further increases.

Availability  
Longer lead times than usual but manageable with scheduling  
  
Aug - Kingspan advise 20 Week lead times on some products  
  
Sept - Rockwool have advised shortages and allocations on some product groups

Mitigations

- Scheduling is critical and early ordering

## Plasterboard

### Plasterboard Market

#### Current Price movements

##### May Position

Knauf (6%) and Siniat (3%) implementing increases from June 1st.  
No price increase from BG

##### June update

British Gypsum are announcing price increase from 1st October @7%.

Aug - 6.3% increase on Thermaline products from 1st Sept

Sept - no new changes

#### 6 Month Outlook

7% increase announced from Oct (BG only)  
Aug - 6.3% increase on Thermaline products from 1st Sept

#### 12 Month Outlook

No Exceptional increases expected beyond those noted in the next six months.

#### Market Drivers

- Knauf and Sinait import raw materials and as such more effected by shipping charges
- Global demand has reduced imports
- Increased domestic demand post covid
- Reduced stockholding at merchant level post covid, as quick as it is ordered it is being issued to projects.
- Paper supply has improved for BG and additional investment has been made t secure Haulliers.

#### Availability

Due to market demand Plasterboard has returned to allocation in June.  
Long Lead times and material quota will be experienced. Historically, this is normally in place for approximately 3 months but this has not been confirmed. Allocation likely to continue well in to 2022 now as demand

#### Mitigations

- Scheduling is critical and early order placement in the supply chasin as distributors have limited stocks based on previous stock requirements

## Metal Stud

### Metal Stud Market.

#### Current Price movements

##### May Position

Increase between 12% and 15% in March on all steel products

##### June update

BG Oct price increase annouced of 22% on all metal studs (this isnt on top of earlier reported gains)

Purlins and decking forecast to also increase by similar amount in Q3/Q4 by 15% to 21%

Aug - no new updates

Sept - No new Increases advised

#### Market Drivers

- Responding to escalating Steel cost
- Prices in an extreme bubble - Kairos
- Increased domestic demand post covid
- Especially bouyant House builder environment
- Reduced stockholding at merchant level post covid, as quick as it is ordered it is being issued to projects.
- Tariffs on exporting scrap (Russia)

#### Risks

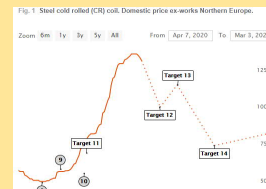
- Potential further allocations and longer lead times

#### 6 Month Outlook

Potential peak reached - Side ways movement in the Kairos Price forecast. Decrease in cost will take some time to hit the market as materials secured in advance and Deman dremins Strong.

#### 12 Month Outlook

Cold Rolled Coil price leveling out and declining over longer term - no January Price increases expected beyond those announced to date.



#### Availability

Leadtimes curently at 6-8 weeks and availability on some sections are limited. Raw Material supply is unpredictable leading to certain prducts not being manufactured when sheduled

#### Mitigations

- Sheduling is critical
- Stay Close to the distributor, Sub contractor and Manufacturer for project

# SHIPPING

## Shipping Market

<p><b>Current Price movements</b></p> <p>May position Increase continues; - current 20ft container price from China circa May USD7000, Jan 21 circa USD4000, Sept 20 USD1100</p> <p>June updates Shipping rates from China remain at May levels. September - 18000USD China to UK</p>	<p><b>6 Month Outlook</b></p> <p>Flat no further increases or decreases anticipated in the period.</p>	<p><b>12 Month Outlook</b></p> <p>Likely to level and decrease slowly - not clear that Sept 20 prices will be achieved again</p>
<p><b>Market Drivers</b></p> <ul style="list-style-type: none"> <li>- Containers are still not 'where they should be' post Pandemic - stuck in ports, used to stockpile materials or being shipped empty - estimated 5.5% of all ocean capacity is currently waiting outside a port.</li> <li>- Current increasing demand also driving up prices</li> <li>- Small additional cost around due diligence post brexit but likely minimal.</li> <li>- Significant port restrictions/closures remain, along with container shortage – some ships taken offline due to reduction in manufacturing levels. Not a quick thing to put back in service, market waiting for manufacturing levels to</li> </ul>	<p><b>Availability</b></p> <p>Lumpy due to container locations and Haulier availability for transporting across EU boundary Reported UK driver shortage of approx 45,000 hampering this further.</p> <p><b>Mitigations</b></p> <p>Consider domestic supply chain Factor in Shipping cost and delay</p>	

DIESEL

Diesel Market

Current Price movements

65 % increase per L Since last year on Brent Crude Oil rates  
Aug - current rate 0.61ppl. removal of Diesel Duty next april will significantly increase costs  
Sept - Price holding 61p per L

Brent Crude Oil forecast for 22



6 Month Outlook  
Short term Side  
ways movement  
from current price

12 Month Outlook  
Crude oil forecast circa 20%  
decreas in 12 month period  
on commodity.

Aug - form April 22  
duty rebate not  
avaliable - rate to  
increase to circa £1.10  
(hence 'Red' Outlook)

Availability  
- Currently sourcing HVO alternative in line  
with changing Duty requirements for Red  
Diesel.

Market Drivers

- Global Crude Oil volatility and demand as consumption increases
- Increased use of HVO as diesel tax rebate reduced next year

Mitigations

Consider HVO alternatives  
Aug - Eligible Diesel uses of HVO alternatives are still eligible for duty rebates. The schedule of uses has not been finalised by the gov. yet but will include energy generators reducing cost to 65ppl



## AGGREGATES

### Aggregates Market.

Current Price movements  
Single Size £1.40/TN  
Sub base £1.10/TN  
Circa 8% from Jun 1st 2021  
July 1st - No further notification of increases in the period  
Aug - No Significant change in period  
Sept - No Significant change in period

6 Month Outlook  
Non scheduled but could respond to increasing demand leading reduced availability of hauliers

12 Month Outlook  
Expect Typical Annual increase next year in line with those seen here 5-8 %

Market Drivers  
- Large Scale infra structure projects providing strong demand HS2  
- Haulier availability affected post brexit due to labour

Availability  
Regional supply can be lumpy dependng on product specification and haulage operators in the local.  
Sept - No change - HS2 remains significant supply demand fro both material and Drivers.

Mitigations  
Deliver schedules must be in place at point of order for full quantum, could be index linked if suppliers cannot hold price.

This page is intentionally left blank

## **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 14 March 2022 to 31 July 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 20 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 20 04 2022  Council 28 04 2022	Leisure Centre Operator Procurement	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £250,000	Part public/part private	Carolyn Sheppard, Leisure Facilities & Project Manager
Corporate Policy and Resources Committee 20 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 20 04 2022	Treasury Management Outturn report To consider the Treasury Management Outturn report.	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 04 2022  Council 28 04 2022	Appointment of Contractor for Refurbishment Works to 3 Roundwood Avenue, Stockley Park	Non-Key Decision	Private	Jeremy Gidman, Asset Management

This page is intentionally left blank